

**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH COUNCILS
OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAFF
AND THE VALE OF GLAMORGAN**

COMMITTEE

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
18 March 2016**

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
Evaluation of the Annual Plan 2015-2016	

1. PURPOSE OF REPORT

This report updates members on the achievement of targets set out in the Annual Plan for 2015-2016.

2. BACKGROUND

Progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This is an end of year report on success in achieving planned targets.

3. PROGRESS AT 29 FEBRUARY 2016

Progress has been made in all key objectives. Income generation has increased and is planned to complement service delivery. Access targets have been met successfully and new approaches to publicity continue to develop. All staff contribute appropriately to their targets.

4. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the

Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

5. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report have been funded from within the approved 2014-15 revenue budget, supplemented where necessary by the General Reserve with an earmarked reserve used to divide the ground floor public room.

6. SUMMARY

The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

7. RECOMMENDATION

Members are asked to note the progress made towards key objectives in the plan.

**Susan Edwards
Glamorgan Archivist
2 March 2016**



GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,
Rhondda Cynon Taff and the Vale of Glamorgan**

Statement of Purpose

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

Key Objectives

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

Outcomes

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

Aims

A. To ensure effective management of resources

To develop and secure the Collection

To enable access to the Collection

Annual Plan March 2015 – February 2016

Objective	Remarks
A. Resources	SE
A1. Staff	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain establishment ii. Continue skill sharing programme iii. Ensure all staff access appropriate Continued Professional Training iv. Maintain commitment to good health and safety practices 	<p>Part-time Relief Records Assistants have been appointed using savings from maternity leave and external funding (Access to Work, grants from HLF, ARCW). Professional absences have been managed with more operational input from senior staff.</p> <p>Links with conservation training have been further developed. A programme for checking volunteer work has been developed.</p> <p>PDRs and identified training have been completed; appropriate training on building and CCC systems maintained.</p> <p>Staff are trained in H & S issues; building defects regularly checked; risk assessments undertaken. Accreditation for the Conservator has been explored.</p>

A2. Budget	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income generation iii. Promote partnerships 	<p>The increase in nndr has been met by deletion of posts with severance paid from the reserve.</p> <p>Income generation opportunities have been developed successfully.</p> <p>Partnerships continue to improve service delivery with minimum demand on resources and attract both users and additions to the Collection.</p>
A3. Building	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures 	<p>Targets have been largely met with work on the bms outstanding. Maintenance contracts have been reviewed and are closely monitored for value.</p> <p>All staff comply with required training in Cardiff Council systems and procedures</p>

A4. Governance	
<p>Tasks</p> <p>i. Explore alternative governance models</p>	<p>Awaiting WG response to recommendations for sector</p>

B. The Collection	SE/RD
B1. Conservation	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage environment of repositories and storage issues ii. Implement conservation and preservation plans 	<p>The environment is stable and maintained. Storage plan has been implemented and grant funded projects completed to target. "At risk" substrates have been identified and preservation plans prepared for negatives. Digitisation programme has been developed.</p>
B2. Cataloguing	
<p>Tasks</p> <ul style="list-style-type: none"> i. Implement cataloguing strategies and plans ii. Implement Collection development plans iii. Plan for the management of born-digital records 	<p>Targets have been largely achieved and those not completed will continued on the next plan. Involvement with ARCW's DiPres project continues with increasing training opportunities for staff.</p>

C. Access	RD
C1. On-site use	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Continue programme of events for users iii. Respond to requests for educational access. 	<p>Targets have been achieved. Service standards have been maintained; on-site events have proved successful; public facilities have been improved; education services have expanded; Kids in Museums and Open Doors events have again been particularly successful.</p>
C2. External events	
<p>Tasks</p> <ul style="list-style-type: none"> i. Contribute to heritage events programmes across our local authorities ii. Identify and respond to major anniversaries 	<p>Targets have been achieved. Staff attended heritage events in all contributing authority areas and partnerships have been continued and developed within authorities. Volunteer contributions to commemorations of major anniversaries continue to prove invaluable.</p>
C3. Remote access	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Maintain profile through on-line publicity 	<p>Targets have been achieved. The remote enquiries service continues to receive positive feedback. Social media has developed into an interactive marketing tool and our excellent relationships with local media continue to bear fruit.</p>

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

18 March 2016

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan update 2015-16

Background Papers:

Freestanding Item

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