

**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
GLAMORGAN ARCHIVES Annual Plan 2016-17	

1. PURPOSE OF REPORT

This report seeks members' approval for the annual plan appended hereto.

2. RECOMMENDATION

Members are asked to endorse the plan.

3. BACKGROUND

During the current financial year, progress has been made against all targets in the current annual plan and a full report is presented to this meeting.

The three-year strategy agreed in March 2015 is continued. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the agreed period are attached followed by the detailed plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

The impact of staff losses, both professional and senior operational, continues to be felt, along with additional maternity leave absences. Procedures and processes have been developed and staff appropriately trained to maximise efficiency and focus effort but there will be shortfalls. The annual plan has been drawn up with this in mind.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2016-17 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
27 February 2016**

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 2016–17

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202



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

B. To develop and secure the Collection

C. To enable access to the Collection

Annual Plan March 2016 – February 2017

Objective	Evaluation planned
A. Resources - SE	
A1. Staff	
Tasks <ul style="list-style-type: none"> i. Maintain establishment ii. Continue skill sharing programme iii. Ensure all staff access appropriate CPD iv. Maintain commitment to good health & safety practices 	<ul style="list-style-type: none"> i. Cover provided for gaps ii. Improved feedback for participants iii. Compliance with PPDR iv. No major incidents

A2. Budget	
Tasks <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income generation iii. Promote partnerships 	<ul style="list-style-type: none"> i. Budget achieved ii. Income targets exceeded iii. Existing partnerships evaluated

A3. Buildings and systems	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures 	<ul style="list-style-type: none"> i. Appropriate maintenance continued ii. Compliance achieved

A4. Governance	
<p>Tasks</p> <ul style="list-style-type: none"> i. Review options for alternative governance 	<ul style="list-style-type: none"> i. Report completed

B: The Collection – SE/RD	
B1. Conservation SE	
<i>Tasks</i> <ul style="list-style-type: none"> i. Manage repositories' environment and storage issues ii. Implement conservation and preservation plans 	<ul style="list-style-type: none"> i. Environment stable ii. Targets met

B2. Cataloguing RP	
<i>Tasks</i> <ul style="list-style-type: none"> i. Implement cataloguing strategies and plans ii. Implement Collection development plans iii. Plan for management of born digital records 	<ul style="list-style-type: none"> i. Targets met ii. Targets met iii. ARCW targets met

C. Access - RP	
C1. On-site use	
Tasks <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Continue programme of user events iii. Respond to requests for educational access 	<ul style="list-style-type: none"> i. Positive feedback ii. Developed and advertised iii. Requests met

C2. External events	
Tasks <ul style="list-style-type: none"> i. Contribute to heritage events ii. Identify and respond to major anniversaries 	<ul style="list-style-type: none"> i. Targets met ii. Programme planned and completed

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 	<ul style="list-style-type: none"> i. Positive feedback ii. Programme delivered