

These minutes are subject to approval as an accurate record at the next meeting of the
Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held
at Glamorgan Archives, Leckwith, Cardiff on Friday 28 JUNE 2013 at
2.00pm

Present:

Members Representing: Cardiff County Council
Councillors J Cowan, C Lomax & A Robson

Caerphilly County Borough Council
Councillor R Davies, A G Higgs

Rhondda Cynon Taff County Borough Council
County Councillors J Ward

Officers in Attendance: Miss S Edwards, Glamorgan Archivist
Kate Rees, Democratic Services, Cardiff Council

Tracy Hughes, Cardiff Council

Carl Evans, Caerphilly Council

Lorna Lewis, Legal Services, Cardiff Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Bridgend County Borough Council, Councillors L Morgan & C
Rees

Cardiff Council, Councillors C Davis & J Parry

Merthyr County Borough Council, Councillor G Davies

Rhondda Cynon Taff County Borough Council Councillors R
Bevan & M Davies

The Vale of Glamorgan County Borough Council, Councillors G
John & CPJ Elmore

Mrs Kate Thomas, The Lord Lieutenant

2 DECLARATION OF INTEREST

Members had no declarations of personal interest in matters pertaining to the agenda.

3 MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Archives Joint Committee on 15 March 2013 were approved as a correct record and signed by the Chairman.

4. MEMBERSHIP

The Committee AGREED in the absence of Members from Bridgend and The Vale of Glamorgan Council, to elect Councillor RT Davies to Chair the meeting.

The Committee was advised that an urgent report, which was tabled at the meeting in respect of Long Service Awards Scheme be considered at the outset.

5 EXCLUSION OF THE PUBLIC

RESOLVED – That the public be excluded for the following items of business on the grounds that if members of the public were present during the discussions, because of the nature of the business to be transacted, there would be a disclosure to them of exempt information as defined in Section 100(1) of the Local Government Act 1972 and Categories 1 and 3 of the Local Authorities (accessing to information) (variation) (Wales) Order 2007 as described below;

14. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

RESOLVED: The Committee AGREED to apply Cardiff Council's Long Service Award Scheme to Glamorgan Archives staff.

6. FINAL OUTTURN POSITION & DRAFT STATEMENT OF ACCOUNTS FOR 2012 -2013. REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

The Committee was advised the report presented a brief overview of the financial results for the year ending 31 March 2013, together with the unaudited draft Statement of Accounts for the year ended 31 March 2013. The unaudited draft Statement of Accounts, signed by the Corporate Director Resources & Section 151 Officer on the role as Treasurer of the Joint Committee was presented to the Committee for information only.

On the 9 December 2011, the Glamorgan Archives Joint Committee approved a budget of £763, 070 for financial year 2012/2013, to be financed by contributions from each of the six member Local Authorities. The proposed budget was subsequently agreed and ratified by each member Local Authority.

On the 7 December 2012 the Committee received a report detailing a forecasted underspend against this budget of £2,145 based on the financial position as at 31 October 2012.

Members of the Committee were advised there was an underspend of £29,555 for the final outturn position for financial year 2012/2013.

The Committee was advised that Appendix 1 of the report provided a detailed analysis of the outturn.

The final net expenditure for the year was £733, 515, representing an underspend against the budget of £29,555. Savings were achieved on premise and transport costs whereas costs exceeded the budget on employees, supplies and services, third party payments and support services. There was an increase in income from conservation and hire of rooms with catering. The Committee noted that a sum of £21,000 had been made through the hire of rooms.

The General Reserve had a balance of £673,963 as at 1 April 2012 and a balance of £603,518 as at 31 March 2013. The Committee was advised of the Revenue surplus for 2012/2013, which amounted to £29,555.

The Committee was provided with the draft Statement of Accounts for the year ended 31 March 2013, which was unaudited at that stage. The Wales Audit Office had yet to begin their audit of the accounts. In accordance with the 2005 Regulation the draft Statement of Accounts would be available for public inspection for 20 full working days from Monday 24 June 2013 to Friday 19 July 2013.

Members were advised that in order to meet the requirements of the Accounts and Audit (Wales) Regulations 2005 (as amended) the Statement of Accounts must be approved by the Committee before the 20 September immediately following the end of the financial year. If at this time the audit of the accounts has not concluded then the accounts must be approved as soon as reasonable practicable. Once the audit is completed and the Statement of Accounts has been signed by the Wales Audit Office then it would be presented to the Committee for Members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

Members of the Committee welcomed the fact that the costs being incurred by Agency Staff were further under control. It was also noted there was an underspend in Travel Expenses.

The Committee were informed that £100,000 per year was placed into the revenue budget with the general reserves contributing to other resources.

The Committee thanked the Archivist Susan Edwards for the work she had carried out in the last year. Further, the Committee thanked the Committee Officer, for her contribution to the Committee.

RESOLVED: The Committee AGREED:

- (i) that the outturn position for 2012/2013 be noted
- (ii) that the attached draft Statement of Accounts for 2012/2013 be noted.

7. REPORT ON THE PERIOD 1 MARCH 2013 – 31 MAY 2013
REPORT OF THE GLAMOARGAN ARCHIVIST.

The Committee was provided with an update on the staffing issues. Pay protection for staff in detriment following Job Evaluation ended on 31 March 2013. Four posts and six individuals were affected. The establishment review reported to the previous meeting of the Joint Committee was continuing in the hope that trained staff could be retained in the long term.

It was emphasised to the Committee that although issues with the pay for CLOCH officers were resolved the Heritage Lottery Fund had not had a formal response from Cardiff Council. A further request for a letter from CCC senior management was being passed on.

Role profiles had been completed for the Preservation team. Access team profiles had been completed and discussions were continuing with HR on how best to implement the planned establishment review.

Members were updated on the volunteer programme, with 16 volunteers contributing 937 hours to work of the Office, during this quarter. Of these, 8 came from the Vale of Glamorgan, 7 from Cardiff and 1 from Rhondda Cynon Taf. Cardiff University School of History, Archaeology and Religion were currently compiling a portfolio of potential placements for undergraduates and postgraduates in local libraries, museums and heritage organisations which will include Glamorgan Archives.

The Committee was updated on staff development. The Glamorgan Archivist attended a training day on forward planning organised by CyMAL, the section of Welsh Government looking after museums, archives and libraries. The Glamorgan Archivist attended 'Changing Cultures; Engaging Participation by Disadvantaged Audiences, another CyMaL event, focussing on developing capacity in the sector to benefit people in deprived communities and chaired the plenary session.

Training had continued on building systems and procedures with Administrative staff having received top up training on the till as cheques received were now processed in the same way as cash. Training in CCC systems and procedures was on-going with the

Administrative Officer attending a training course on an Introduction to VAT.

Members of the Committee were advised that the Administrative Assistant had undertaken a training course in manual handling which would qualify her to train local authority office workers and the final assessment was due next month. Members of staff and CLOCH trainees continued to have regular refresher sessions on using the Evacuation Chairs to ensure a ready response in an emergency. Training was logged to ensure all eligible staff undertook this reminder session.

The Committee was updated on the Budget. A more extensive licence had been acquired which would enable greater access to functions on SAP, Cardiff CC's financial management system. Staff would be able to raise invoices and to run queries on the live budget. Cardiff Council was planning the introduction of on-line and telephone payments for certain services. Out of hours charges for room hire had now been fixed. Prices were based on 2 staff members, 2 operational and 1 professional and recoup full costs. The cost would be £40 an hour for plain time (ie evenings) and £60 an hour for time and a half (ie Saturdays) and apply to non-archive related events where an external body wants to rent a space.

Members were advised that providing refreshments for events generated income but was time consuming and awkward; the staff kitchen tended to be used as the process was too noisy for the group room galley while a meeting or training was in progress. The current vending machine suppliers had produced options for a smaller machine, situated in the galley, which could be used by participants with costs for the units consumed recharged to event organisers. The business case had been explored and a Coffee Tek Vitro 4 table top machine was to be acquired on a 5 year lease.

The Committee were pleased to hear that orders for bespoke boxes continued to provide an income stream from repeat customers notably from the Cardiff School of History, Archaeology and Religion and West Glamorgan Archive Service.

The Glamorgan Archivist updated the Committee on Conserving Local Communities Heritage: CLOCH.

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Interviews were held at all placement partner sites for the third cohort of CLOCH trainees at the start of March and the five new trainees started at Glamorgan Archives on 9 April 2013. The Cohort 3 trainees had also undertaken their one day digitisation training. Cohort 2 trainees had continued their placements with their host partners (Bargoed Library, Chepstow Library, Cwmbran Library and Y Llynfi, Maesteg). Cohort 1 trainees had been presented with certificates to mark the completion of their traineeships at the CILIP Cymru conference on 16 May 2013.

The Committee was provided with an update on the Archives and Records Council Wales (ARCW). In preparation for the centenary of the start of the First World War funding had been made available through Archives and Records Council Wales (ARCW) to digitise documents of relevance. A list amounting to approximately 1,500 images had been provided and scanning would take place in June. The project, led by the National Library of Wales, would make available a consolidated digital collection revealing the often hidden history of World War One as it impacted on all aspects of Welsh Life, language and culture.

The Glamorgan Archivist explained that Glamorgan was among ARCW members submitting a joint bid to the National Cataloguing Grant Scheme for funds to catalogue records of the steel industry in Wales. The Glamorgan Hematite Iron Ore Mine, Llanharry, had been proposed. Stacy Capner, who was co-ordinating the application, had used the method for assessing cataloguing priorities devised by Glamorgan Archives.

The Committee was advised that the Deputy Glamorgan Archivist in her capacity as the Diocesan Advisor for Llandaff attended a meeting of Church in Wales Advisors. Business matters raised included the potential problems caused by changing boundaries of Deaneries and implications of wider changes resulting from the proposed reorganisation of the Church in Wales. Proposals included the replacement of benefices with 'mission areas' consisting of 15 parishes and the reduction of six dioceses to three.

Members of the Committee were informed that the animation produced as part of the partnership project with the Parliamentary Archives was launched at Glamorgan Archives in March.

The Glamorgan Archivist had attended the launch of the latest

publication from the Grangetown History Society, a heritage day at Hengoed Baptist Church organised by Gelligaer History Society, and the launch of Canolfan Soar, Merthyr Tydfil as a digital hub.

The Women's Workshop in Cardiff had been successful in its bid for funding to the HLF for a project called "Mothers then and now" which would explore the lives of women across generations working with local young women. The project officer had visited to discuss the Archives role as a partner in this project.

The Committee was advised that the Senior Archivist represented Glamorgan Archives at the first meeting of the Steering Group for the Cardiff People First and Newport People First Multicultural Heritage Trail. This new project was funded by the Heritage Lottery Fund, and would involve people from a black or minority ethnic background who had a learning disability designing a multicultural heritage trail across both Newport and Cardiff: researching facts, sharing stories, visiting historic cultural buildings and communities on the way.

Members of the Committee were updated on Potential partnerships. Staff had met a representative from Vibe Experience Ltd, a multimedia and creative voluntary organisation working with young people which was based in Barry. Vibe was planning a project to involve disadvantaged young people with their heritage. Glamorgan Archives has committed to partnering the proposal.

The Glamorgan Archivist explained that a letter of support was written to accompany an application by Bridgend County Borough Council for their 'Digital Bridgend Project'. This project if successful would establish six heritage hubs in the Bridgend area and had clear overlap with the aims of the Office. A meeting with representatives from the National Library of Wales had taken place to discuss plans to establish a Conservation Centre for digital and analogue records in Aberystwyth. The Glamorgan and Deputy Glamorgan Archivist were able to contribute views on services local record offices would find useful and share their experiences of collaboration with other offices in the heritage sector.

The Committee was updated on the building and systems, with the

usual maintenance visits having taken place during the quarter. The problems experienced with balancing the underfloor heating had not been resolved. A meeting was held with representatives of CMB Maintenance to discuss this and other issues previously raised in December. Improved communications systems had been introduced, the temperatures of the boilers reduced, outstanding Planned Preventative Maintenance scheduled and the Building Management System reviewed. Room switches had been supplied for isolation and reprographics and an extract fan fitted to cleaning, again, with a local switch.

The Glamorgan Archivist gave further information on the disaster recovery plan. The initial draft of the plan has been completed and introduced to staff. The Glamorgan Archivist and her Deputy attended a CyMAL organised training event, Scenario Testing and introduction to the Emergency Planning Network Wales, held at the Cardiff Story Museum. One of the watches of South Wales Fire and Rescue Ely station had been given an introduction to the building. They would pass on their experience to other fire officers.

The Committee was provided with an update on the Collection. Conservation Risk Assessments had been reviewed and upgraded for dust, dry cleaning, working at heights, mould and moving heavy items. The project to clean and repackage the Cardiff Library special collection had also begun. Further, the Preservation Assistants had been trained to collect and file the information from the Tiny Tag data recorders. There were used to monitor the environment (temperature and humidity) in the strongrooms and in other areas of the building where documents may be used. The Conservator had begun assessing items reported as needing repair on the location database and progress was reported monthly to the Preservation Team meeting.

The Glamorgan Archivist updated the Committee on Cataloguing, with a Review on current policies, strategies and procedures. A number of outdated in-house cataloguing procedures and guidelines had been combined and updated to provide a single point of reference cataloguing manual. The new manual should ensure a consistent approach, and also provide step-by-step instructions for the use of CALM in the process. During the quarter, 76 accessions were received, making it much busier than any of the quarters in the previous year. The total quantity of

material received this quarter amounted to approximately 13 cubic meters, compared with just over 15 cubic meters for the whole year 2012/13. Amongst these accessions were several larger deposits including over 400 boxes from Stephenson and Alexander, Chartered Surveyors and a van load of material from the South Wales Police Authority.

The Committee was advised the material from the South Wales Police and Alexander was a one off deposit. However, they were not complex in terms of cataloguing.

The Glamorgan Archivist explained that in addition to the 25 inch series, CLOCH trainees sorted more than 230 Ordnance Survey town plans of Cardiff 1900. 120 were found to duplicate existing reference plans and these have been transferred to Cardiff Central Library. The remaining 90 plans had been set aside for map hangers and incorporation into the reference series of town plans.

The Glamorgan Archivist further explained listings of the records of Cantonian High School (reference D808) 1907-2006 was completed at the beginning of May. The school developed from the former Canton Municipal Secondary School, known from 1933 as Canton High School, which moved to its present site in Fairwater in 1962. The name was changed to Cantonian when the school became part of the comprehensive secondary school system in Cardiff in 1970.

Members were pleased to hear that work continued on improving locations database and CALM entries, dealing with anomalies as they cropped up. As well as this reactive approach, volunteers, trainees and members of the searchroom team had continued to make progress with the systematic checking of entries.

Cataloguing in CALM has been developed to allow free text searching which could be improved through the use of structured indexing. An options paper had been prepared on resources required to create authority files for subjects, personal and place names. CyMAL was funding a project to merge archive catalogues in Wales with Archives Hub, which had its own indexing conventions. Before an in-house decision could be made the result of this proposal was awaited.

One of the Archivist's had attended a digital preservation training

day organised by the Digital Preservation Consortium for Wales in Aberystwyth. The morning included several talks about the project and documents that had been produced by the group so far, and a general talk on the OAIS model (Open Archival Information System) and how Archivematica (the software selected by the group for digital preservation) maps to it. The afternoon involved a discussion of the project plan and the next steps required, resulting in a number of work streams being identified which group members could contribute to.

The Committee was given an update on on site use: In March fifteen members of Penarth Women's Institute visited the Archives. They were a very enthusiastic group and enjoyed looking at documents relating to the Penarth area, with several members being keen to come back to carry out family and local history research. Library staff from Cardiff University visited for a tour and to learn more about resources and services. This would better equip them to advise students and direct them to use the service.

Members were informed that two local history societies, the Coytrahen Local History Group and the Ogmre Vale History Society, visited after meeting the Deputy Glamorgan Archivist at a Bridgend REACH Heritage Network event. Both groups were introduced to the work of the Archives and explored documents relating to their local areas, as did members of the Cynon Valley Branch of the Glamorgan Family History Society.

The Committee was advised that an informal group of ramblers from the Cardiff and Vale of Glamorgan areas came for a tour. The group members regularly embarked on walks across Glamorgan and were interested in discovering more about the historic background of the sites they saw on their travels.

The Committee was pleased to hear that during the first two weeks in March saw Glamorgan Archives embark on a 'Feedback Fortnight'. Forms were issued to every member of the public who visited which they were asked to complete giving their opinion on the service. The responses were overwhelmingly positive, and notable comments included:

'Excellent service in all respects', 'Absolutely brilliant', 'Staff are helpful and friendly and eager to help', 'The resource you have is fantastic'

The Glamorgan Archivist explained that the Outreach Strategy had been revised and renamed the Community Engagement Strategy in order to reflect more accurately recent development in this area. The strategy covered the next two years and would be revised in 2015.

Members of the Committee were advised that Aberdare High School for Boys visited on a Careers Wales Education Business Partnership work visit. Fifteen pupils and one teacher had attended. 8 pupils and the school librarian from Aberdare High School for Girls visited to undertake research on the history of their school which would be celebrating its centenary this year. They were also working with Cynon Valley Museum and the result of their research would be an exhibition on the school held at the Museum.

The Committee was advised that Mount Stuart Primary in Cardiff sent 29 Year 6 pupils and 3 teachers for a workshop on Cardiff Docks. The pupils were working on a project to create a video guide to Cardiff Bay, and they wished to highlight the interesting buildings and landmarks in Butetown often overshadowed by the new buildings on the waterfront.

The Glamorgan Archives had worked in partnership with the CAER Heritage Project to deliver a CYMAL- funded school workshop entitled 'Detecting Poverty'.

The Glamorgan Archivist explained that in May the Archives had delivered its first workshop targeted at students studying for the Welsh Baccalaureate Qualification. This workshop was attended by 23 Year 10 pupils from Michaelstone College Cardiff.

The Committee was provided with an update on external events. The Glamorgan Archivist attended the Price of Coal event at the National Waterfront Museum in March. Organised by the Wellcome Trust funded project Disability and Industrial Society, the event exposed the dangers faced by those who worked in the coal industry and the price many paid as a result of this work.

The Glamorgan Archivist explained that the group co-ordinating planned commemorations of the First World War by heritage organisations in Cardiff continued to meet and had drafted an

application for HLF funding for a pilot project to work with school in various areas of the city. Glamorgan Archives would be a partner in the project. A producer and film crew from Tinopolis television company visited the Archives during the quarter to undertake research on the Senghennydd Colliery Disaster and to film in the searchroom for a documentary focussing on the disaster which would be screened later this year. The Senior Archivist was featured discuss discussing the coroner's report on the disaster with historian Dr Elin Jones.

The Committee received an update on the development of themed resources. Volunteers had completed extracting information on the First World War from school log books from nine local education authority areas. The exercise had revealed a wealth of information on how the war impacted on local communities. One of the volunteers was now analysing the information and developing themes which could be used for exhibition and education resources. Other volunteers were working on local authority minute books to see how councils responded during wartime.

The Glamorgan Archivist explained that staff continued to respond to remote enquiries within the 10 day response period, with 1183 enquires received this quarter. The processing of reprographics orders from members of the public had been streamlined and guidance had been prepared for all staff on the procedures to follow.

Members of the Committee were informed of a report headed 'Telling Tales' featured in the South Wales Echo in March, publicising the Tell Your Story competition. The report included photographs of Glamorgan Archives' staff and featured stories from users on what they had done with their research. The Tell us Your Story competition closed in March. Glamorgan received 16 entries, more than any other participating service. From these, 3 winning stories were selected, from Cardiff People First, Lakeside Primary School and Glyn Derw High School. The story told by Cardiff People First about their experience undertaking research for their Ely Hospital Project at Glamorgan Archives was selected to be turned into a film and filming took place at Glamorgan Archives during early May. An event was held at the Archives to celebrate winning stories from across Wales and to launch the films showcasing the winners. The recently appointed Minister for

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Culture and Sport, John Griffiths AM presented attending winners with their prizes. The event was introduced by the Glamorgan Archivist and the Cardiff People 1st film introduced by the Senior Archivist.

The Committee was referred to the Appendices of the report.

Members of the Committee welcomed the Community Engagement Strategy, intended to attract both users and depositors.

The Committee commented on the number of accessions received, especially those submitted by Barry Male Voice Choir and the minutes of the Barry Labour Party. It was important that records be retained in particular school records as a result of such a large number of schools amalgamating these days and therefore historic recordings being lost.

RESOLVED: The Committee AGREED the report.

8. ANNUAL PLAN 2012-2013 – REPORT OF THE GLAMORGAN ARCHIVIST

The Committee received a report which updated Members on the achievement of targets set out in the Annual Plan for 2012 – 2013.

The Glamorgan Archivist advised Members of the Committee that the target for reviewing the electronic filing system had lapsed although a pilot project was completed and had provided a template for future work. Otherwise, targets had been met on the whole and staff had contributed appropriately.

RESOLVED: The Committee Agreed to note the progress made towards key objectives in the plan.

9. PROGRAMME OF MEETINGS FOR THE GLAMORGAN ARCHIVES JOINT COMMITTEE 2013-2014 – REPORT OF THE SOLICITOR TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE.

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The Committee considered a report on the approval for the proposed schedule of meetings for the Joint Committee during the Municipal Year 2013 -2014

RESOLVED: The Committee **AGREED** to approve the schedule of meetings for 2013-2014 subject to the following amendments:

20 September 2013 to 13 September 2013

6 December 2013 to 13 December 2013

CHAIRPERSON