

**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
4 July 2008**

REPORT OF:

THE GLAMORGAN ARCHIVIST

| PART 1 | AGENDA ITEM NO.7 |
|--------------------------------|------------------|
| Annual Plan 2007 – 2008 | |

1. PURPOSE OF REPORT

This report updates members on the achievement of targets set out in the Annual Plan for 2007-2008.

2. RECOMMENDATION

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

3. 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.

4. PROGRESS AT 31 MARCH 2008

Progress has been made in all key objectives. Completion of the building contract was a major step forward. Priorities were immediately reviewed and resources focussed on tasks essential to the process in this financial year. As a result some tasks identified at the start of the year have been moved forward into the 2008/09 plan. Tasks associated with the Collection are linked to developments with the all-Wales consortium of record repositories which aims to attract high levels of external grant aid. Progress has been delayed through staffing issues at a national level but Glamorgan RO remains a key player and hopes to see benefits in the course of the coming year.

5. SUMMARY

The plan is increasingly responsive to the NGRO programme and is a useful tool in identifying and redeploying available resources. As in previous years, targets have tended to fail through circumstances outside Record Office control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

**Susan Edwards
Glamorgan Archivist
9 June 2008**

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

4 July 2008

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : ANNUAL PLAN 2007 – 2008

Background Papers

Free-standing Matter.

Officer to Contact: Susan Edwards – 029 2078 0282

Annual Plan April 2007 – March 2008

| Objective | Target completion | Remarks |
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| A1. To procure a replacement for existing accommodation. | | |
| Tasks i. Complete tender process and appoint preferred developer ii. Complete negotiations and sign contract for new GRO iii. Prepare contingency plan | May November September | Achieved in July Completed Feb. 08 Not required but preparations in place for quick removal |
| A2. To prepare the Collection for moving. | | |
| Tasks i. Complete packaging project ii. Complete survey of the Collection iii. Finalise location database iv. Prepare tender documentation for decant project | March March March March | Ongoing and to target for completion 2009, including bar-coding Completed in Glamorgan Building; continuing in outside repositories Completed and in use as searchroom tool Fit-out project tendered first; ongoing |

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| A3 To advance individual projects. | | |
| Tasks | | |
| i. Identify ICT requirements | December | Essential elements for building contract completed. Operational provision due for completion late 2008. |
| ii. Identify equipment and furniture requirements | December | Fit-out tenders launched Feb. and returned Apr. 08. |
| iii. Plan for digitisation project | March | Not progressed due to programme delay. |
| iv. Prepare applications for external grant applications | March | Not progresses as above. |
| B1. To maintain on-site public services. | | |
| Tasks | | |
| i. Establish monitoring for consistency in application of standards and performance indicators in collections' management | April | Completed October 2007 |
| ii. React to all offers of records | Ongoing | Able to accommodate all offers in this year. |
| iii. Continue assessment of the Collection as required | Ongoing | Continuing as essential part of decant project. |
| iv. Maintain conditions in existing accommodation | Ongoing | Managed with difficulty. |
| v. Assess demands for conservation work | Ongoing | Managed with processes in place. |
| vi. Continue liaison with contributing authorities on records management | Ongoing | Continued; move from Records Centre planned. |

| B2. To complete projects essential for the NGROP. | | |
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| Tasks | | |
| i. Complete edit of CALM accession database | April | i and ii moved to 2008/09 as part of larger evaluation of CALM modules for use in NGRO utilising OCR scanning iv and v part of ARCW strategy; unable to progress alone |
| ii. Implement cataloguing on CALM | June | |
| iii. Establish programme for retyping existing lists into Word | April | |
| iv. Extract GRO data from ANW and CatalogCymru | June | |
| v. Build on report from CatalogCymru | September | |
| B3. To contribute to plans for future operations | | |
| Tasks | | |
| i. Establish methodology for transfer of Word lists to CALM | May | As B2i |
| ii. Investigate CMS for digital images | July | Not developed |
| iii. Pilot item level lists on web site for user comment | September | Awaiting launch of new website |

| C1. To maintain existing service levels. | | |
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| <p>Tasks</p> <ul style="list-style-type: none"> i. Monitor responses to remote enquiries to ensure consistency ii. Set targets for in-house use by individuals and groups and monitor iii. Implement measures to ensure consistency in presentation of finding aids iv. Gather information on users v. Co-ordinate education user groups | <ul style="list-style-type: none"> Ongoing April April Ongoing Ongoing | <ul style="list-style-type: none"> Progressed and continuing Monitored and reported quarterly Progressed and continuing Continuing and reported Continuing and reported |
| C2. To complete projects essential to the NGROP | | |
| <p>Tasks</p> <ul style="list-style-type: none"> i. Establish a programme of external events ii. Launch a new web site iii. Promote resources including media and educational iii. Assist in the development of community archive projects iv. Liaise with local heritage initiatives | <ul style="list-style-type: none"> April May June Ongoing Ongoing | <ul style="list-style-type: none"> Progressed and continuing Delayed; continued in 2008/09 Teacher feedback delayed and linked to unsuccessful all-Wales grant application; continued in 2008/09 Progressed and reported Progressed and reported |

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| C3. To contribute to plans for future operations. | | |
| <p>Tasks</p> <ul style="list-style-type: none"> i. Contribute to ARCW's strategic grant programme ii. Explore options for remote use including web site and video conferencing | <p>September</p> <p>December</p> | <p>Progressed and continuing</p> <p>Progressed and continuing</p> |
| D1. To maintain existing service levels. | | |
| <p>Tasks</p> <ul style="list-style-type: none"> i. Maintain appropriate levels of staffing ii. Continue commitment to liP iii. Monitor office systems to ensure compliance | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>Progressed and continuing</p> <p>Progressed and continuing</p> <p>Progressed and continuing</p> |
| D2. To complete projects essential to the NGROP. | | |
| <p>Tasks</p> <ul style="list-style-type: none"> i. Integrate electronic and paper filing systems i. Register with Investors in Volunteers ii. Register Conservation Officer with PACR | <p>June</p> <p>May</p> <p>May</p> | <p>Progressed and continuing</p> <p>Progressed and continuing</p> <p>May be problems but exploring</p> |

| D3. To contribute to plans for future operations | | |
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| <p>Tasks</p> <ul style="list-style-type: none"> i. Progress hand-over of services ii. Prepare plan for staffing establishment in NGRO | <p>September</p> <p>February</p> | <p>Progressed and continuing</p> <p>Delayed by contracting process; continued in 2008/09</p> |