

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 the Glamorgan Records Building, Leckwith, Cardiff on Friday
11 December 2009 at 2.00pm.

Present:

Members Representing: Vale of Glamorgan County Borough Council
County Councillor A D Hampton (Chair) and
County Councillor A M Ernest

Bridgend County Borough Council
County Councillor PA Hacking

Cardiff County Council
County Councillors J Hooper and R Jerrett

Rhondda Cynon Taf County Borough Council
County Councillor R Bevan

Mr M McLaggan

Officers in Attendance: Miss S Edwards, Glamorgan Archivist
Mr D Pellegrini, Programme Director,
Glamorgan Archives
Mr H Jones, ICT Business Manager, Caerphilly
County Borough Council
Mr P Bradshaw, Information Manager,
Cardiff County Council
Mr H Singh, Accountancy Manager (Special
Projects), Cardiff County Council
Mrs G Nurton, Committee and Members
Services, Cardiff County Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor L C Morgan, Bridgend County Borough Council; County Councillors J B Criddle and G Parker, Caerphilly County Borough Council; Councillor A Robson, Cardiff County Council; County Councillor Margaret Davies, Rhondda Cynon Taf County Borough Council; and Mrs Kate Thomas, Lord Lieutenant.

2. MEMBERSHIP

The Chairperson advised that a letter of resignation had been received from Professor Chris Williams, a co-opted Member.

RESOLVED – That a letter be sent to Professor Williams thanking him for his valuable contribution to the Joint Committee.

3. DECLARATION OF INTEREST

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

4. MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Joint Archives Committee 2 October 2009 were approved as a correct record and signed by the Chairman.

5. REPORT OF THE GLAMORGAN ARCHIVIST FOR PERIOD 1 SEPTEMBER – 30 NOVEMBER 2009

The Glamorgan Archivist presented her quarterly report on the work of the Glamorgan Record Office from 1 September to 31 November 2009. She advised that practical completion on the new building had been achieved 8 weeks ahead of schedule on 26 October, 2009, and work was ongoing on some snagging issues. The IT facilities were not yet up and running and this had affected the CCTV coverage, therefore security had been put in place for out of hours and weekend coverage in order to minimise the potential risks.

A breakdown of the expenditure for the new building was set out in the report and the Committee was advised that expenditure was within budget, and a budget had been retained for any snagging issues.

Preparation of the Collections for the decant had been completed at both the Maltings and Atlantic Wharf, and the focus now was on work in the Cathays Park strong rooms assigning unique reference codes and packaging. Work was also underway for the transfer of the library.

The majority of the interior design work was complete and the contractor had started the supply of items, including the bespoke reception counters the search room tables. The final designs for the

new conservation studio had been agreed and were being built for fitting the end of January. The remainder of the furniture had been ordered, and Members were advised that in choosing the furniture the aim was for maximum flexibility of all pieces of staff and public furniture so that it could be fully utilised in any space. The tables would be white laminate and convertible and task chairs would be supplied.

The decant from the Maltings started on 2 November and despite the challenging weather conditions the work was completed in 13 days as opposed to the allocated 20 days and the keys were handed back to the property management on 20 November 2009. The decant at Atlantic Wharf began on 19 November, 2009, and this was completed by 3 December 2009. As a consequence work on the decant from the Glamorgan Buildings had commenced last week ahead of schedule. The progress on the decant had resulted in the least possible disruption to the public and staff. A member of staff had been based at the reception in the new building during the day, and was able to carry out some research. Staff have been undertaking this task on a rotation basis.

All the ICT equipment has been ordered through Cardiff Council and is due to be installed the week commencing 14 December, 2009. A fibre-optic link to County Hall has been installed as a data and telephony link, and this was more cost effective. A Mitel telephone system has been ordered which will provide flexibility in the way staff can communicate. However staff would not be able to transfer their current numbers and there would be a new number for new building. The Archivist advised that the majority of public contacts are made via the web, and there would be a system in place for forwarding these through the email system. In addition, the old telephone number would carry a recorded message with details of the new telephone number. The Committee was advised that the new ICT systems would not affect the Building Management Systems which is a stand alone system and controls access and the CCTV.

Plans for visits and tours for various organisations have been arranged for the launch year 2010. There are definite dates in the diary for meetings of local bodies, such as the South Wales Record Society, Careers Wales officers and national organisations like the Women's Archive of Wales, National Council on Archives and the Archives and Records Council of Wales. In addition, the Glamorgan Archives will be the venue for professional meetings

such as a joint meeting of members of the Society of Archivists South West Region, Society of Archivists of Wales and workshops such as the Digital Preservation Roadshow. Since taking possession of the new building interest has been shown by other archive bodies in Wales. A group of staff from Gwent Record Office visited and were particularly interested in observing the decant process. Staff from the Pembrokeshire Record Office had also had a tour looking at both the decant and plans for operating the new building, and there had been interest from West Glamorgan and Carmarthenshire Record Offices.

Contacts had been made with Cardiff Council press office and a number of articles had appeared in November including an article on Christmas Cards from the past, and one on a souvenir napkin uncovered which commemorated the 1905 Wales v New Zealand rugby match and coincided with the recent Autumn International fixture between the two countries. An article had also appeared in the Cardiff Council staff magazine featuring the staff outside the new building.

The Archivist reported that she had met the Director of the Wales Screen and Sound Archive to discuss potential partnership arrangements and these discussions were ongoing, and had the potential for income generation. In addition, preliminary discussions were being held with West Glamorgan on a service level agreement to provide specialist conservation skills and facilities.

The Archivist further commented on other key aspects of the work at the Record Office undertaken during the period, including:

- progress on and further development of CALM, with a dedicated team of staff inputting and editing. It was anticipated that this work would be completed for the search room opening;
- conservation work, including work by the Conservator on Llandaff Society Archives stored at St Michaels College, Llandaff. In addition 3 conservation volunteers are working with the Conservator on packaging, cleaning and boxing;
- there had been two South Wales Information Forum meetings in the last quarter;
- ongoing development and enabling of DServe, and it is anticipated that this will be up and running when the search room opens;
- work on the development of a system of visitor registration and

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ID cards;

- a number of responses to urgent requests for assistance and advice on care, conservation and listing of collections had been undertaken, including work with the Cathedral School in Llandaff; Llandaff Society; and the Freeman's Cigar Factory. In addition, Lord Aberdare had expressed a wish that his collection be allocated to the Glamorgan Archives;
- contact had been made by with Cardiff and the Vale Education Business Partnership to organise a series of teacher familiarisation days at the new building in the spring;
- the Archivist had attended a number of meetings, including the Welsh County Archivists Group and the South Wales Museums Group;
- the Principal Archivist attended a workshop organised by the Museums Association on 'Trading up: generating income from commercial activities';
- staff attended the annual Glamorgan Family history Open Day in October and promoted information on the new building and services of the Record Office;
- planning was ongoing on how to introduce users to the new building and its facilities, and recruiting cohorts to support new users. In addition, an event for all Councillors of the partner authorities was being planned;
- a request had been made for 'Brown' visitor signs to direct users to the new building, and Members were advised that the road was to be named Clos Parc Morgannwg;
- the newsfeed section of the website is continuously being updated, and it has been used to provide information on any restrictions in service during the move period, and for the month of December the target for response to remote enquires had been extended from 10 to 15 working days;
- an IIP review had been carried out on 17 November, 2009. The report confirmed the continued achievement and commitment to IIP standard. It has been agreed that in view of the planned changes that an interim review be undertaken in 2011.

The Glamorgan Archivist reaffirmed that details of access to the new facilities would be posted on the website with details of park and ride facilities and accessible bus routes. The building would be closed for the month of January to facilitate the final move and work was ongoing on the official launch and launch year events which would be reported at the next meeting.

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The Glamorgan Archivist drew attention and commented on the appendices to the report which related to new accessions, interesting enquiries and forthcoming events.

The Chairperson thanked Susan Edwards for her comprehensive report, and congratulated all the team for the progress made.

RESOLVED – That the contents of the report be noted and endorsed.

6. EXCLUSION OF THE PUBLIC

RESOLVED – That the public be excluded for the following item 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 Category 1 of the Local Authorities (Access to Information) (Variation) (Wales) Order 2007 as described below; “Information relating to any individual”.

7. GLAMORGAN RECORD OFFICE STAFF TRANSFER

The Glamorgan Archivist sought approval of the proposed staffing establishment for the new Glamorgan Record Office service. She advised that the costs associated with the proposed staffing structure had been taken into consideration by the Accountancy Manager as part of his preparation of the 2010/11 budget. All existing personnel would be transferring into the new proposed structure, and discussions had been held with individuals as part of the IIP review, and further consultation with staff, Cardiff Council People and Development team and the Trade Union is planned once the structure has been agreed.

RESOLVED – That the proposed staffing establishment structure be approved to allow consultation to proceed.

8 BUDGET REPORT

Mr Hrijinder Singh, Accountancy Manager, Cardiff Council reported on the final revenue outturn for the 2008/09 financial year; the projected full year revenue outturn for the current financial year; and the proposed revenue budget for 2010/11 financial year.

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The Committee was advised that the accounts for financial year 2008/2009 had been reviewed by the Wales Audit Office and certified as presenting fairly the financial position of the Joint Committee as at 31 March 2009. These accounts showed an underspend of £57,842 against the approved budget. The 2008/2009 Statement of Accounts was approved by Joint Committee on 17 July 2009. The revenue cost of running the service is funded by the six constituent Local Authorities. As contributions in year are based on the approved budget then any underspend against that budget will result in a surplus of contributions. In 2008/2009, as in previous years, this surplus has been added to the general reserve. This reserve is available for the general use of the Glamorgan Archive Service in future years as it is not ring fenced for any particular activity.

Members received details of the projected full year revenue position for the 2009/10 financial year as forecasted on 30 September 2009. The current spending projected an underspend of £14,628 against the approved budget. Members were reminded that when the 2009/2010 budget was prepared, a 1% efficiency saving was applied to meet the requirements set out by the Welsh Assembly Government in its 'Making the Connections' Agenda. This efficiency was realised under the employees heading. The projected underspend is in addition to meeting this saving. The Accountancy Manager drew attention to the main variances and in particular the variance on the premises budget head which showed an overspend mainly due to projected costs relating to the move to the new building and 'double' running costs during the change over period. There was however a provision within the capital budget that could contribute to the overspend.

2010/2011 will provide a full year financial impact of Glamorgan Records Office operating from its new purpose built premises in Leckwith. The proposed budget is based on the business case agreed. Details of the projected budget which equated to a 2.1% increase on previous year was provided and the Accountancy Manager detailed information on the proposed expenditure; the contribution from reserve; the proposed new staffing structure as agreed; and a limited contingency to meet any unforeseeable costs in the first year of operation. Details of the effect of the 2010/11 budget proposals on the contributions of the constituent Authorities was outlined, and the authorities will be notified of their contributions once the budget has been approved.

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RESOLVED – That

1. the final full year position for financial year 2008/2009 and the projected full year position for financial year 2009/2010 as detailed in the report be noted;
2. the budget proposals for 2010/11 as detailed be approved.

9. **SEASONS GREETINGS**

The Chairperson thanked all those present for their contribution and thanked the all the staff for their hard work and commitment throughout the year. In closing the meeting the Chairperson wished everyone Seasons Greetings.

**A D HAMPTON
CHAIRMAN**