

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

THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
21 September 2012  
REPORT OF:

THE GLAMORGAN ARCHIVIST

AGENDA ITEM NO
REPORT FOR THE PERIOD 1 September – 30 November 2012

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 September to 30 November 2012.

**2. BACKGROUND**

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. Members are asked to note the content of this report.

**4. ISSUES**

**A. MANAGEMENT OF RESOURCES**

**1. Staff: establishment**

*Maintain appropriate levels of staff*

Following appropriate recruitment processes an appointment was made to the Records Assistant post vacated when the previous post-holder took up a place on the professional archive training course at Aberystwyth University. The new Assistant, Kate Boddy, joined the staff in November. She has previously worked for Adult Services in Cardiff County Council (CC). Agency staff will continue to provide cover during her induction period and for out of hours events.

The contract for the temporary archivist covering the maternity leave of one part-time Access Team Archivist has been extended until her anticipated return date in March 2013.

### *Job evaluation*

The outstanding appeal has been heard and rejected. The post, Archives and Records Council Wales (ARCW) Administrator, is fully funded by Welsh Government through CyMAL, and is intended to support the work of the ARCW Chair, currently the Deputy Glamorgan Archivist. The post has been substantially upgraded recently. As the in-coming chair will be the Gwent Archivist the post may be transferred to Torfaen County Borough Council (CBC) with a revised job description.

The Glamorgan Archivist has met senior Human Resources (HR) staff of Cardiff CC to resolve the issues raised by the Heritage Lottery Fund (HLF) in relation to staff on its project, Conserving Local Communities Heritage (CLOCH). A solution has been proposed.

### *Integrate National Occupational Standards with competency frameworks*

Management Team members have met HR staff to look at how the National Occupational Standards competency framework for archive staff can be mapped across to the framework being developed by Cardiff CC. This is part of a review exercise of the current establishment intended to create progression opportunities for operational staff above the entry levels.

### *Advance volunteer programme*

During the quarter 16 volunteers contributed 524 hours to the work of the Office. Eight volunteers came from Cardiff, six from the Vale of Glamorgan, and one apiece from Merthyr Tydfil and Bridgend. Eleven tours have been provided to prospective volunteers and individuals considering a career in archives. Work experience placements have not been offered during the quarter due to the Office's involvement in the CLOCH project (see below).

On the advice of the supported employment agency, Quest, Loveday Allen, co-ordinator for the "Our Museum" project at St Fagans visited to find out more about our volunteer programme. She was highly impressed by the success of the programme and by how well the structure is embedded in the organisation.

Gwyneth Davies, the newly appointed volunteer co-ordinator at the National Library of Wales visited for advice on potential projects and the day to day management of volunteers.

The Office has continued to work with supported employment agencies. One placement has asked to continue volunteering after the end of his official term, commenting that his time here has been 'fantastic in every way, I'm enjoying every second of it, it's amazing'. Keen to develop ICT skills this placement has been retyping indexes of juvenile convictions for import into our online catalogue.

Hannah Price, Archivist and Volunteer Programme manager, has attended a series of workshops provided by CyMAL on the subject of Volunteer Management. The course is intended to provide practical advice for volunteer co-ordinators across archives, libraries and museums. They have been very helpful in reaffirming aspects of the current programme and assisting in the development of certain areas. As a result of this programme a formal system of review has been established consisting of 'catch-up' sessions with individual volunteers to ensure that their experience is as positive as possible.

To thank volunteers for their assistance during the year a behind the scenes tour of the Cardiff Story museum has been organised. A Christmas card will of course be provided and options for an appropriate gift as a token of thanks are being considered.

## **2. Staff: development**

### *Maintain training in CCC systems and procedures*

The Administrative Officer has received training in Cardiff CC's cash flow system and will be implementing the procedures.

The Glamorgan Archivist attended a Senior Management Forum.

### *Continue training in building and operational procedures*

Administrative staff on the out of hours rota have had top up training on searchroom procedures and the use of the till.

The Preservation Team allocated time in their regular meeting to familiarise themselves with the Control of Substances Hazardous to Health (COSHH) assessments and agreed a signing procedure for use when staff work with chemicals. Several deliveries of box card have been made during this quarter. The team has reviewed the delivery technique from the ground to the first floor

making the process much more straightforward. A pallet truck is hired from a nearby hire shop to facilitate the process.

Following an incident, a system has been established for staff entering the Office outside the normal opening hours to give notice to the external monitoring station so that their entrance and exit may be recorded.

*Ensure all staff access appropriate CPD*

A training log has been set up for staff to record their attendance at training events. The log links to the training plan developed on completion of the personal development reviews last quarter.

Staff from all areas of the Office attended an introduction to the new British Standard for the storage and exhibition of archival material PD5454 2012 which replaces BS 5454:2000, the previous standard. The seminar was held in the Archives and attended by colleagues from archive and museum services across Wales. The principal changes result from the assessment of research into environmental conditions and their impact on archival collections. These will be considered and discussed with the contractors maintaining the air conditioning systems with the aim of reverting to a more passive control of the repository spaces. Several delegates attending were given a tour of the Office together with the two speakers, Christopher Woods, Director of the National Conservation Service and Kevin Presland, Principal Architect with Atkins Design Ltd. Kevin had previously worked with the office in developing the brief and specifications for the new Glamorgan Archives building.

The Deputy Glamorgan Archivist attended a workshop promoting the People's Collection Wales to the museum, libraries and archives sectors, held at Cardiff Metropolitan University.

The Senior Archivist has continued to mentor Lisa Childs, Conservator at the National Museum, during her studies as a distance learning student on the archives administration course at Dundee University.

The inaugural Archives Wales Forum at Builth Wells was attended by 6 members of staff. With a theme of "Making a Difference", the day comprised a series of short presentations on work being undertaken at archive services across Wales, often with the help of CyMAL small grants which are distributed through ARCW.

CyMAL Director, Lynda Tomos, opened the day. Two talks were delivered by Glamorgan staff. The Senior Archivist described the use of film making, starting with the Parliamentary Archives project and premiering the new film showcasing the box-making machine; the Glamorgan Archivist spoke about the strategy behind the use of social media by the Office leading to the Wales Strategic Leadership Award. The Deputy Glamorgan Archivist chaired the event as Chair of ARCW and played a large part in its organisation.

The Conservator and Conservation Assistant attended a seminar at Cardiff University Library on rare book conservation which looked at a new treatment for red rot, a form of leather decay common in books produced during the late 19<sup>th</sup> and early 20<sup>th</sup> centuries.

The Conservator also attended a day seminar at Sheffield Record Office where practical demonstrations were given on detecting and stabilising iron ore inks and on the use of various different gelatines as sizing materials for paper.

The Administrative Officer (ARCW) spent a training day on an accounting course for those working in the charity sector. ARCW's finances, for which she is responsible, are not part of Cardiff Council processes.

#### *Engage with Welsh Strategic Leadership process*

The Archives has received accreditation under the Welsh Strategic Leadership Award after its submission was approved by the pilot panel. The achievement demonstrates that exemplary leadership practices are in place. The case study appended was presented by the Archives' assigned assessor to the panel and is based on interviews with Senior Management and staff and the PowerPoint presentation created by the Glamorgan Archivist. The award was tweeted and noted in Cardiff CC's staff inbox. The Glamorgan Archivist has contributed to the pilot's evaluation.

### **3. Budget**

#### *Manage to best advantage*

A spreadsheet of commitments under each budget head has been populated to help administrative staff track anticipated expenditure. Income is being added to monitor the success of different streams and to ensure invoices are tracked.

Monitoring reports are received quarterly and Cardiff CC finance officers assist in forward planning and in identifying issues with coding.

*Review existing paid services*

Charges for bespoke boxes made on the Kasemake machine have been reviewed to ensure full cost recovery and allow for a small profit. Staff time, materials (card, pens and cutting blades), maintenance of the machine and software, and VAT have all been included. Revised prices are listed below for standard clamshell boxes. Some clients need special sizes or styles and for these orders individual quotes are provided.

<b>BOX SIZE</b>	<b>COST</b>
<b>Small Volume</b> up to 300mm x 300mm 650 micron card	£2.50
<b>Medium Volume</b> up to 430mm x 300mm 650 micron card	£4.00
<b>Medium Volume</b> up to 430mm x 300mm 1000 micron card	£5.00
<b>Large Volume</b> up to 430mm x 430mm 1000 micron card	£9.50

*Develop income opportunities*

This quarter has seen extensive negotiations with the National Museum of Wales resulting in an order of specially designed boxes supplied flat packed. These are to be assembled as part of a volunteer project at the Museum. The 'dexterity test' used at the Archives in the recruitment of volunteers was shared with Museum staff.

A further episode of a popular television drama was filmed in Strongroom 1.

The group room, Rhondda Fawr, has been booked by external bodies fifteen times during the quarter. Use by Cardiff CC for training events has increased while regular clients Wales Council for Voluntary Action, Tenant Participation Advisory Service and the National Institute of Adult Continuing Education continue to use the site.

Many visitors have expressed interest in coming for away days in the future.

The use of the rooms to generate income must be balanced against the demand for them to accommodate educational groups, particularly schools, which often have limited dates available to visit.

### *Promote partnerships*

#### *Conserving Local Communities Heritage: CLOCH*

CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 16 unemployed young men for entry level posts in the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site.

The second cohort of four trainees completed their three-month induction at Glamorgan Archives at the end of November. Lee moves on to Y Llynfi, Maesteg, Marcus to Bargoed Library, Russell to Cwmbran Library and Stephen to Chepstow Library. Andrew, who took up the remainder of Ben's bursary from the initial tranche, stays at the Archives.

All five have spent time in each of the four work-areas of Access, Collections, Conservation and Resources to develop their core skills (research and local history, community engagement, digitisation and collection and conservation management) through a series of projects and tasks. They received introductions to the sectoral professional bodies from officers of ARCW, Archives and Records Association Wales (ARA), the Chartered Institute of Library and Information Professionals Wales, and the Federation of Museums in Wales. They have also attended external training and have visited examples of museums archives and libraries including the Cardiff Story, the Records Centre at Cardiff County Hall and the Hive at Worcester. Culturenet Cymru (National Library of Wales) delivered accredited training in digitising collections for museums, libraries and archives for the trainees and three members of Archives' staff.

Emma Stagg, CLOCH Project Manager, has delivered presentations on the project at an ARA Wales event at Flintshire Record Office and at the Public Services Quality Group (PSQG) Annual Forum at London Metropolitan Archives. A new round of Heritage Lottery

Skills for the Future funding has been announced. Glamorgan Archives was selected as the venue for the launch in Wales at a workshop held on 28 November. Both the Project Manager, Emma Stagg, and Joe McCarthy (current CLOCH Trainee) spoke at the event which was attended by the Glamorgan Archivist.

The trainees from the initial intake, Mike and Joe, are continuing to develop their skills. Mike started his final placement at Swansea Museum in October while Joe continues to work across a number of libraries in Blaenau Gwent. Mike has been appointed to a Library Assistant position at Swansea Central Library, starting his new role in January, the first successful outcome for the project.

#### *Archives and Records Council Wales*

Charlotte Hodgson stepped down as Chair of ARCW at the end of November, continuing as Vice-Chair for a year.

In addition to the Forum described above the quarter included meetings with representatives of ARA UK looking at potential areas for joint working such the annual conference to be held in Cardiff in 2013; a meeting to consider the final report of the Steel Archives Project which reviewed the surviving records of the steel industry both within and outside Wales and planned future actions; a teleconference to establish how members will contribute to a grant funded project to digitise materials showing the 'Welsh Experience of the First World War'; a review of the Cynefin Project with the HLF mentor and case officer; further monitoring of the draft Archive Services Accreditation Scheme; and the submission of comments on the proposed change to a 20 Year Closure Rule and its implications on Places of Deposit.

#### *Parliamentary Archives*

Work began this quarter on the Arts in Parliament project in collaboration with Grangetown Local History Society. Members of the Society came for several visits to work with artist Trevor Woolery developing themes for an animation based on the history of the docks. They researched further to expand their findings from last summer's Time & Tide project. Members were recorded singing "Riding on a donkey" at the Archives, for the soundtrack to the film.

The Senior Archivist attended a meeting of the Project Board at the Parliamentary Archives at which Trevor Woolery presented his project proposal. His initial work



was approved. The animation is due to be finished in late-December with a launch planned at Glamorgan Archives in the New Year.

#### *Women's Archive of Wales (WAW)*

WAW contributed to the Women's History Network Conference at Cardiff University. The Glamorgan Archivist was a panel member at the presentation. The WAW presence was boosted with a display of copy items from the Collection relating to women's history and their recoil banner. Glamorgan Archives' banner was also displayed throughout the conference and leaflets were made available. The Glamorgan Archivist also attended the AGM and Annual Conference in Abergavenny which celebrated Welsh Women Home and Abroad. An Executive Committee meeting held at the Archives was attended by the Deputy Glamorgan Archivist.

#### *National*

Glamorgan is piloting the revised Archive Accreditation scheme for the National Archives (TNA). The other Welsh partners are the National Library of Wales, the Royal Commission on Ancient and Historical Monuments (Wales) and the Richard Burton Archives at Swansea University. The Glamorgan Archivist attended an introductory meeting in London before beginning to fill in the forms and has had follow up conversations with TNA staff on progress.

The Glamorgan Archivist attended a meeting of the Learning and Skills Improvement Service (LSIS) which has taken on the responsibilities of the former sector skills council, Lifelong Learning UK (LLUK). She represents the archive sector on this body which seeks to promote and develop accredited learning in the workforce. The meeting decided to continue the Wales Country Panel of the national body.

The Glamorgan Archivist spoke on the role of archives in maritime history at Cardiff and Wales, the Parallel Session of Resurgence: riding the wave of success, an international conference on maritime heritage and economic development in the 21<sup>st</sup> century, held in Cardiff in October and arranged by the Maritime Heritage Trust. Talks were recorded by staff of the People's Collection Wales and will appear on the website.

The Glamorgan Archivist and the Deputy Glamorgan Archivist attended a meeting of the Advisory Council of

CyMAL to contribute to the current debate on the Council's future role.

The Senior Archivist has continued to attend meetings of the CyMAL Marketing Group. The group's aim is to implement the marketing strategy developed for Welsh Archives. In November a photographer visited Glamorgan, along with several other archive services, to take photographs for an image bank for use in promotional materials.

Requests for advice and assistance continue to be received from archive services entering new building projects. During the quarter discussions have been held with the consultant exploring options for archive keeping in Powys, the Invitation to Tender for the decant has been shared with Herefordshire, energy costs have been disclosed to Dudley Archive and Local History Centre and information on the wall board shared with the City of Liverpool.

In September the Archives participated in the Civic Trust Wales' Open Doors programme. The doors to Glamorgan Archives were opened on Saturday 8th September, with tours of the building and conservation demonstrations. The following Saturday, in a partnership with the Mansion House, the Senior Archivist delivered a talk at their Open Doors event on the built heritage of Cardiff. The talk was given three times during the day to capacity audiences.

#### *Local groups*

The Glamorgan Archivist attended the autumn meeting of the Glamorgan County History Trust, held at Glamorgan Archives, a Diwali celebration at the Sanatan Dharma Mandal and Hindu Community Centre in Cardiff, a lecture marking the renaming of the Humanities Building at Cardiff University and a book launch at the National Museum of Wales.

The Deputy Glamorgan Archivist attended a meeting of the Reach Bridgend heritage group which launched the group's website, received an update from an HLF officer and allowed members to exchange information of their activities.

The Cardiff World War I Centenary Steering Group met again this quarter. Plans are in progress to work collaboratively with heritage organisations across the city to commemorate the First World War. The ideas

currently under consideration, which include a project to work with schools, would be easy for Glamorgan Archives to replicate in the authorities beyond Cardiff.

The Archives continues to be represented on several groups, with the Senior Archivist attending meetings of the Glamorgan Family History Society and the Grangetown Local History Society during the quarter. Archivist Hannah Price attended a meeting of the South Wales Museums Group held at the Cardiff Story, where discussions focussed on community engagement work.

Members of staff attended the launch event of the Museum of Welsh Cricket at the SWALEC Stadium in Cardiff in September. The Museum features many records and photographs from the Archives and it was rewarding to see it finally come to fruition after many years of preparatory work by Dr Andrew Hignell who, years ago, researched his PhD thesis at the Archives. Glamorgan Archives logo is displayed in the Museum entrance.

Staff from Community Housing Cymru (CHC), the representative body for housing associations and community mutuels in Wales, visited to discuss communications strategies with the Glamorgan Archivist. They have recently moved to a new shared office space and were recommended to compare notes by their Investors in People advisor, whom we share. Their visit was completed with a short tour of the building which they are considering as a location for away days.

#### *Potential partnerships*

The Glamorgan Archivist signed a partnership agreement with the Women's Workshop in support of its HLF bid for a Young Roots project submitted this quarter. She has provided letters of support for a continuation to the CAER project with Cardiff University to create, among other things, a heritage trail in Ely and Caerau. The current project is outlined in C1 below. Funding is sought from the Arts and Humanities Research Council. Another letter of support to HLF has been provided for the Bonvilston Village Heritage exhibition.

The Glamorgan Archivist attended a meeting at the LGBT Excellence Centre Wales to discuss a possible continuation heritage project for which a funding bid will be submitted to HLF. The project proposed will involve young people in schools and community groups exploring communication methods in the past using a combination

of oral history and archival material and presenting their findings through current social media networks. Archive staff will train participants in research techniques.

Two meetings have taken place with the Valley and Vale Community Arts Centre, Betws with the Director of the Centre and two textile artists to consider a collaborative project taking as its base the tithe maps of the three valleys, the Llynfi, Ogmere and Garw and creating a series of personal and community art works. This project will be part of the Cynefin bid, due to be submitted for funding to the HLF early in the New Year.

The Deputy Glamorgan Archivist met the Collections Manager at National Museum Wales to discuss potential collaborative projects. A programme of skill sharing in conservation and preservation will be developed for implementation in the new financial year. Consideration is being given to sharing specialist equipment, which is expensive to purchase and could be used by staff in both organisations.

The Deputy Glamorgan Archivist and the Senior Archivist met with representatives from the Cardiff Institute for the Blind and Royal National Institute for the Blind (RNIB) Cymru to discuss a potential pilot project on enhancing access to archives by people with a visual impairment. Mrs Hodgson featured on the cover of the RNIB magazine following the meeting.

The Senior Archivist met with exhibitions staff from the Cardiff Story museum to discuss increased involvement from the Archives in exhibitions held in their City Lab. It is envisaged that the community groups working to develop these exhibitions will, in future, be referred to the Archives as a matter of course as part of their background research work.

The Senior Archivist attended a Kids in Museums training day at the National Waterfront Museum in Swansea. The aim of the day was to encourage participation in the Take Over Day, where children take over heritage and cultural institutions. The timing of the course meant that we were unable to work with a school for Take Over Day 2012, but will certainly be participating in Take Over Day 2013.

#### 4. **Building and systems**

##### *Maintain and develop building systems*

The usual maintenance visits have continued during the quarter.

Some problems have been experienced with the fire detection system resulting in false alarms. The contractors are working with the manufacturers to isolate the cause.

##### *Complete fit out*

Additional furniture has been selected for the front hall to increase the seating available for members of the public, especially when events are taking place in Rhondda. Mobile display screens have also been ordered. These will act as room dividers in all areas of the building, and provide a temporary display area, for instance, of work produced by school groups visiting the Archives.

Extra chairs have been ordered for conservation to accommodate the increasing number of work experience students, volunteers and trainees. The existing chairs are to be fitted with lockable castors to make them easier to move. The new seats will have a vinyl covering making them more appropriate for use in the 'wet' area. The material proposed has been tested by the Conservator who has also looked at its technical specification to ensure that it is fit for purpose.

Visiting school groups often stay in the Archives for lunch, particularly if they have a distance to travel. Younger children also need to take a break in the course of a visit. Currently lunches are eaten indoors and children use the grass bank outside to expend some energy. This quarter a small play area has been created in the rear car park, fenced off and accessible through the pass gate. It includes benches and tables, a hop scotch court and a version of the Archives' logo. Along with the hula hoops recently acquired these will allow children to experience pastimes from a previous era and, weather permitting, will be a valuable addition to the facilities offered to younger visitors.

The encapsulating machine (used for making polyester storage sleeves) has been returned from the manufacturer after being adjusted to improve the weld quality. The machine was still under warranty.

### *Reorganise electronic filing system*

No significant work has been completed under this heading during the quarter although reallocating folders is continuing.

### *Health & Safety*

Hannah Price, Archivist, is updating the emergency plan for completion during December 2012. Following advice from Harwell Document Restoration Services and training provided by CyMAL the Emergency Plan will provide detailed instructions to ensure collection safety and service continuity in the event of an emergency. She has been assisted by the CLOCH trainees.

Training in the use of the evacuation chair follows monthly staff meetings. A log has been created to record participants in this training.

The fuses in the electrical sockets built into the conservation work benches which had blown have been replaced and a supply of spares provided.

The Preservation Team has produced 14 assessments in this period on risks including mould, use of sharp blades, moving heavy card and working at the bench. In addition, 20 COSSH Assessments for chemicals used in conservation have been reviewed.

Engineers from Link 51 have been asked to suggest a more efficient buffering system for the compact shelving to reduce the shock when the shelves hit the stops too quickly.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Complete policies, strategies and procedures*

All recording of conservation is now being carried out using CALM. CLOCH trainees on conservation rotation have begun to address the backlog, transferring paper copies of treatments into the database.

As part of the Welsh steel records project described above, the Conservator has developed a survey toolkit which he used in his conservation assessment of records held in repositories at Cardiff, Carmarthen and Swansea. It will be trialled further on new accessions and could be useful to assess smaller collections for external clients,

providing essential information without the need for a full-scale, and expensive, Preservation Assessment.

*Develop conservation services*

No work has been completed on this task during the quarter.

*Manage repositories environment and storage issues*

Conservation Assistant Katie Hebborn has continued the pest management survey of the buffer zones. The sticky traps have captured a number of species identified as: brown house moths, spiders, cluster flies, lacewings, woodlouse, worms, ladybirds, fruit flies, and ground beetles. None are a danger to the Collection but are seeking shelter and dying through lack of food or falling prey to spiders. The most common are:

- overwintering cluster flies (monthly average 27)
- brown house moths (monthly average 11) although a potential hazard inside the repositories there is no evidence that they are penetrating that far.
- spiders (monthly average 23)

As they appear to be gaining access through gas vents and gaps around doors draft excluder has been fitted around the fire exit in buffer zone . This area will be monitored in anticipation of a reduction in numbers.

Data from the tiny tag loggers has confirmed that the humidity in the non-repository areas is often too dry for documents especially in the searchroom. The Conservator has been asked to provide options to redress this.

*Implement conservation and preservation plans*

Assessments have been completed on the preservation needs of:

- Land Tax Assessments (Q/D/LTA)
- Cardiff Borough Police Force Records: Fingerprint and photographic registers (CONC/3)
- Cardiff Borough Petty Sessions Records: Shipping Inquiries 1875-1935 (CL/PSCBO/BT)
- Quarter Session Rolls (Q/S/R)
- National Coal Board Records: newspaper cuttings books (DNCEB/1-14) currently being used for a school project.

One of the Quarter session rolls has been flattened and conserved as a pilot. Based on this, to complete the series would take two years.

A grant application has been submitted to the National Manuscript Conservation Trust for the repair of a series of volumes of theatre posters for the Theatre Royal, now the Prince of Wales pub in Cardiff. The proposed treatment will involve dis-binding the volumes, repairing the most badly damaged items and encapsulating all the posters to enable handling without incurring further damage to the fragile paper. The application is being supported by CyMAL, as the joint funder of this scheme. CyMAL is also building the case for the posters, which as printed items are strictly speaking outside the criteria, but are never the less a unique record of the theatre's productions. A poster from one of the volumes is this year's Christmas card.

## **2. Cataloguing**

*Review current policies, strategies and procedures*

Approximately 88% of accessions within this period have been processed within the target time of 10 working days. This represents a small drop from the 93% recorded last quarter and can be attributed to several complex collections being received during this quarter which have taken more time to untangle.

*Develop CALM database*

A training session for members of the Collections Team on accessioning library books was held in September. As a result of discussion amongst staff during the training, slight amendments to the book template in CALM have been made in order to allow links from the accessions database to the catalogue entries.

Volunteer work on retyping indexes and other finding aids which will be added to the CALM database has continued. More of the Stephenson and Alexander catalogue has been added to the database thanks to work carried out by volunteers and CLOCH trainees. Checking of data already in the database continues in order to ensure consistency and ease of searching. These tasks provide the trainees, volunteers and work experience students with valuable experience of using various IT packages, including the CALM software.

A couple of small changes were made to the configuration of Canfod, the online catalogue, to enable searchers to sort a larger number of record entries when



carrying out searches on the catalogue. An upgrade to the latest version of the CALMView software is required before some of these changes will take place, planned for completion in the next quarter.

*Implement cataloguing strategies and plans*

Cardiff Council Legal and Democratic services section is passing to the Archives signed committee minutes and committee papers from the c.1996 onwards. The committee papers fill gaps in the series already held. The task of checking that the set is as complete as possible and disposing of duplicates has mostly been carried out by CLOCH trainees.

Records of Associated British Ports were received in April. This is a very miscellaneous collection containing many published items more suitable for a library, bound volumes of Acts of Parliament relating to ports and other items which fall outside the collecting policy as well as material which should be retained. Preliminary sorting of the collection was undertaken as a group exercise on a Collections day and further work will be done to decide which items are worth permanent preservation.

The list of records of Cardiff High School Old Girls' Association has been proofed and the completed list added to CALM. Other listing has included records for Moriah Welsh Independent Chapel, Cilfynydd, and Vaynor and Penderyn High School, Merthyr Tydfil. A large collection received from Cwm Taf Health Trust was also completed. Records include additions to collections already held for Pontypridd and District Hospital, Porth and District Hospital, and Treherbert Hospital together with new accessions for Graig and Dewi Sant Hospital, Llwynypia Hospital, East Glamorgan Hospital and Pentwyn Cottage Hospital.

Work began, with the assistance of CLOCH trainees, in tackling about 300 bundles of unsorted Ordnance Survey maps and plans, approximately 3000 sheets in total. The maps and plans were received over a number of years, mainly from local authorities, with the intention of selecting clean, undamaged sheets and identifying sheets to fill gaps in existing series and form a complete reference set of Ordnance Survey maps. Priority has been given to Glamorgan County Grid plans on the scale 1:2,500 with the intention of proceeding to other County Grid and National Grid scales. The initial stage began with opening bundles, marking up sheet references and details of edition on individual plans, and sorting. A proof-check

of existing series of 1:2,500 plans was completed in order to identify any sheets which properly belong with archive collections, any sheets missing from holdings, or any in poor condition. 182 bundles have so far been processed and 77 plans identified for retention. Duplicate Ordnance Survey maps and plans in very poor condition are routinely destroyed and the remainder are to be offered to other archives and library services.

*Engage with depositors*

One of the results of the ARCW-led project to review Welsh steel records was the discovery of large collection of uncatalogued material for the Melengriffith works at Carmarthenshire Record Office. This has been transferred and forms an important addition to an under-represented part of the Collection.

The Deputy Glamorgan Archivist has regular meetings with the Record Officer from Cardiff CC and exchanged information on confidential waste management practices and the current options on Electronic Record Management Systems (ERMS).

Representatives of the Vale of Glamorgan, with responsibility for records management, visited and took away information for a manual they are preparing for staff advising of the correct procedures for the transfer of material to Glamorgan Archives.

Staff from the Diocese of Llandaff Registrar's Office sought advice on the preservation of a well-used volume recording the issue of church faculties. This led to more general discussions about record keeping at both diocesan and parish levels. As a result a joint workshop will be held in February for church officers to inform them of the assistance and support available from Glamorgan Archives to identify types of records suitable for long term preservation and the potential uses of these records.

*Contribute to national strategy for digital preservation*

A newer release of the Archivematica software which is being explored for use by the ARCW Digital Preservation Consortium has recently been installed and is now being trialled. Any problems or gaps in the tutorial instructions will be fed back to the consortium to assist in the compilation of an ARCW specific user guide. The full release of the software is now scheduled for early next year. Discussions with IT will be required in order to determine whether the software could be used on

networked computers rather than relying on a standalone system.

Louise Hunt, Archivist, attended the Business Archives Conference 'Born This Way: Business Archives and the Digital Record'. Talks were given on different approaches to digital preservation and the lessons that had been learned. Some useful resources (online and otherwise) which can assist in developing a digital preservation strategy were flagged up.

## **C. ACCESS**

### **1. On site use**

*Continue to provide appropriate service*

Statistics on use are given in Appendix II.

Glamorgan Archives hosted the annual conference of the Welsh Place Names Society in October this year. It was particularly pleasing to attract such a high profile event to the Archives, which is testament to the quality of the facilities on offer to external organisations seeking meeting and conference venues. The event attracted 65 members of the Society from across Wales who listened to talks in both English and Welsh with translation provided, a first for the new building. The opening address was given by Meri Huws, Commissioner for the Welsh Language. The Glamorgan Archivist welcomed participants and introduced Richard Morgan, Archivist and in-house expert, who spoke on place names from the records. Tours were given at lunch time through the medium of Welsh or English ending with a display of documents chosen by Richard to further illustrate his talk. Richard was interviewed on the BBC Radio Wales Good Morning Wales programme about the Conference and the complexities of place name studies.

The monthly, free, public tours continue to be popular. A total of 11 people attended tours during the quarter, several of whom discovered the Archives through social media sites.

David Melding, Deputy Presiding Officer of the Welsh Assembly and Assembly Member for the South Wales Central Region, requested a tour. He was very impressed with the facilities on offer as were Cardiff Councillors Daniel De'Ath and Phil Bale. All were shown around by the Glamorgan Archivist who outlined plans for future service development.

#### *Develop training sessions for users*

Starter Sessions for visitors new to family history began in October. Two sessions are offered each week, one at 11am on Tuesdays and another at 2.30pm on Thursdays. Sessions are designed for one or two people at a time, and last an hour, during which a member of staff guides the researchers through the basic steps of family history. Five sessions have taken place so far to positive feedback.

A series of Autumn workshops began in September with sessions on Getting Started, Looking After the Past and Reading Old Handwriting. A total of 26 people attended the workshops which were held on Monday evenings, making it easier for those in employment to attend. Unfortunately, the session on maritime records was cancelled due to lack of demand. Staff are currently looking at new ways to offer courses to the public, including partnerships with other organisations to offer a wider variety of topics.

#### *Monitor facilities and implement improvements*

A box has been ordered to improve the storage in the searchroom of large scale reference maps and Ordnance Survey key sheets.

A banner has been acquired outlining the basic searchroom rules with clear graphics. Visitors are made aware of the rules when they register, and the full set of rules is displayed on each table in the searchroom. This new Searchroom Etiquette banner uses pictograms to highlight the principal rules and is located in the front hall beside the door into Taff.

Glamorgan Archives participated in the 2012 PSQG Survey of Visitors to UK Archives during the last week of October and the first week of November. 92 survey forms were completed and have been returned for analysis.

#### *Review policies and strategies*

No tasks have been undertaken under this heading during the quarter.

#### *Develop educational services*

At the end of September a leaflet advertising educational services was circulated to all schools in the contributing authorities. Separate leaflets were produced and distributed to primary schools and secondary schools. Special schools in the area were sent both. The response was good, with a number of schools who had

not previously visited the Archives requesting further details.

A total of 2 primary schools, 5 secondary schools, and 2 Universities have brought groups in during the quarter, some more than once. Statistics are given in Appendix III.

Two groups of Year 5 and Year 6 pupils from St Gwladys Primary School, Bargoed, comprising a total of 73 pupils and staff, visited in October. The children had just started studying the Second World War and attended a workshop which included topics such as air raids (including the sounding of an air raid siren and air raid warden's whistle), evacuation and rationing. Using school log books the children learnt that evacuees were sent to Bargoed from Cardiff, Birmingham and London, tying in with other school work on the topic where they write to a Birmingham evacuee who is still in contact with the school. Both staff and children were also interested to discover that the King and Queen had visited Bargoed in December 1941 and the children were challenged by their teachers to find newspaper reports on the visit.

Two groups of Year 5 and Year 6 pupils from Brackla Primary School, comprising 60 pupils and staff, visited in November to study the Victorians in Bridgend. They attended a workshop on the rich and poor in Victorian times, with a focus on families from Court Coleman and from Norton Street in the centre of Bridgend. They also learnt about school life in Victorian times, and were fascinated by the school drill!

A group of A-Level history students drawn from Aberdare Girls School and Mountain Ash Comprehensive visited in October. They are studying the Tonyandy Riots as part of their A-Level course, and consulted the National Coal Board (NCB) scrap books along with photographs drawn from both the NCB and South Wales Police archives. They were accompanied by a group of Year 9 students from Aberdare Girls School who are developing an exhibition on the history of their school to commemorate its centenary next year, a year which will also see the closure of the school. The final exhibition will be held at the Cynon Valley Museum. They consulted school log books, admission registers, photographs and school magazines, and intend to visit again to further this research.

A group of librarians from Cardiff Metropolitan University visited the Archives to learn more about our work.

A group of community heritage students based at New Tredegar, but studying through the University of Wales Newport, visited the Archives for a tour and to see documents relating to their locality, with a view to using them in their studies.

World of Work visits organised by Careers Wales Education Business Partnership began again in September with groups of Year 9 students visiting from Ysgol Gyfun Cymer and Treorchy Comprehensive School. The teacher from Ysgol Gyfun Cymer was especially grateful that their visit could be conducted through the medium of Welsh.

During the quarter staff have continued to work in partnership with the Caerau and Ely Rediscovering (CAER) Heritage Project. The main aim of the project, led by archaeologists from Cardiff University, is to explore the history of the area and especially that of the Caerau hillfort. In November a small project was undertaken with Year 7 pupils from Glyn Derw High School in Caerau to examine the history of Caerau and Ely during the 19th and 20th centuries. An initial session was held with historians from Cardiff University, which introduced pupils to life in Victorian Cardiff. This was followed by a visit to the graveyard at St. Mary's Church, where pupils worked in groups to record the inscriptions on the surviving headstones. They were joined by the Senior Archivist and CLOCH trainee, Marcus Edwards. The final session of the project saw the pupils visit Glamorgan Archives to undertake research into the lives of people they had been recorded from the graveyard. Sources consulted included the census, parish registers, maps and plans, police records, sales particulars, trade directories and military service records. The pupils thoroughly enjoyed their visit. They will follow up in school by creating pieces of creative writing based on the lives of people they researched. The project will culminate in an exhibition to be held at the Cardiff Story museum in the New Year.

A group of MA creative writing students from Cardiff Metropolitan University visited for a tour and to consult items from the Collection which could inspire or inform creative writing pieces. In addition, four undergraduate history students from Cardiff Metropolitan University, along with their tutor, visited for a tour in November. The students are about to embark on research for their

dissertations and were given guidance on available sources and how to get started. The topics ranged from Plaid Cymru in the 1970s to landed estates in the nineteenth century.

The First Friday group has continued to meet during the quarter. In October, the monthly meeting was held in the Postgraduate Centre at the University of Glamorgan. During the morning, presentations were given on the work of Glamorgan Archives and on the First Friday group. This was followed in the afternoon by an informal drop-in session where students were invited to discuss their research with Archives staff. Glamorgan Archives was represented by the Senior Archivist, Records Assistant Sebastyan Smith, and CLOCH trainees Andrew Booth and Russell Hill. It was a successful event and a number of new students have since attended meetings of the First Friday group.

## **2. External events**

### *Develop and implement annual programme*

Cardiff University has provided a venue for other external educational events during the quarter.

Hannah Price, Archivist, attended a careers event hosted by Cardiff University Graduate College. The session was designed to provide postgraduates with an appreciation of the various occupations available in culture and heritage and resulted in several applications for volunteer placements and a proposal for a further partnership project.

Louise Hunt delivered a talk to second year students in the Welsh School of Architecture at Cardiff University on sources of information available for research of the history of buildings and their locality.

Andrew Thynne attended a workshop at Cardiff University Library on the subject of historical medical records, and talked about available resources. He highlighted the remarkably detailed case files of 19<sup>th</sup> century inmates at the Glamorgan County Asylum at Angelton, with their vivid accompanying photographs. They offer a good source for studying attitudes to medicine, as well as family history. There are also many records relating to general public health. The forthcoming digitisation of the University Library's collection of Cardiff medical officers' annual reports will provide a useful database.

October was a particularly busy month for external events. In addition to those already described under various headings above, Glamorgan Archives was represented at events in Merthyr Dyfan, Merthyr Tydfil, and New Tredegar where the Senior Archivist gave a talk on the work of the Archives at the Winding House museum. The Glamorgan Family History Society's annual fair was attended by Assistant Archivist Harvey Thomas and Administrative Assistant Laurie Richards with leaflets, banners and information. The fair was held at the Rhydycar Leisure Centre in Merthyr Tydfil and was well attended as always. Staying with Merthyr, a Welsh History Study Day organised by the Menter Iaith was held at Canolfan Soar in November. The recoil banner was displayed during the event and leaflets supplied for those attending.

In September, the recoil banner was sent to the Merthyr Dyfan Cemetery open day in Barry, and again leaflets were provided for visitors interested in furthering their research at the Archives.

*Identify and order equipment and promotional materials*

An additional recoil banner has been acquired to promote the Archives at external events. When not in use it is displayed in the searchroom.

*Engage with opportunities for major publicity events*

The Document of the Month feature on the website allows staff to highlight recently received collections or to link to current events and anniversaries. In September the Llantwit Major School Rules from 1831 accompanied the return to school and was used to promote services for schools. In October the papers of Merthyr Tydfil born architect Dale Owen, which had been received earlier in the year, were publicised. Dale Owen designed many local buildings in the modernist style, including the BBC Wales Headquarters at Llandaff, parts of Cardiff University in the 1960s and the Billybanks estate in Penarth, recently demolished. Document of the month for November was a 1922 sale catalogue relating to another recently demolished building, the Theatre Royal in Barry. This document also provided an opportunity to publicise the Stephenson and Alexander collection which includes a huge number of sale catalogues for local buildings.

Ahead of Cardiff City's home match against Hull on Saturday 10<sup>th</sup> November, a fan suggested on the club's message board that supporters attending the game might



wish to take advantage of Saturday morning opening at Glamorgan Archives and call in to undertake some research before kick-off.

*Develop themed resources*

Work continued on a project to extract information on the First World War from school log books. Volunteers and work experience students have been finding the project rewarding and so far the Aberdare and Cardiff education divisions have been completed.

Throughout their time at Glamorgan Archives the CLOCH trainees have undertaken project work to develop themed resources on particular subjects which can then be used at events, on the website, and displayed on the television in the main foyer. The themes selected by the trainees are transport history, the history of Bridgend, the history of Caerphilly, art and industry, and maritime history.

**3. Remote access**

*Continue to provide appropriate service*

Feedback received from remote enquirers continues to be positive. Noteworthy comments this quarter include, 'I would like to reiterate what a great experience I had at the Archives. The staff were very helpful and knowledgeable they were willing to take the time to also put an historical perspective on some of the searches I was trying to accomplish. I will continue utilizing the Archives from the States and look forward to the next time I can travel and visit the archives again'.

*Continue website development*

The statement of accounts for 2011/12 has been added to the web site at the request of the Audit Commission.

*Contribute to collaborative projects for on-line access to finding-aids*

The Office has offered to take part in a pilot project for the conversion of catalogues to upload to the Archives Hub, a website hosted by Manchester University, with a large range of archive catalogues already available in a searchable form. This pilot project will establish the amount of work necessary to achieve the upload and will be assessed for the suitability of the site as an all-Wales portal.

The Senior Archivist met with staff from the Cardiff Story to discuss their plans for an online resource to showcase their collections, and which will also link in to related items held at both Glamorgan Archives and Cardiff

Central Library. The resource is still in development but should be available for public access in 2013. In the meantime, volunteers from the Cardiff Story have been visiting the searchroom to identify material held here which would be suitable for inclusion.

#### *Publicise service*

The Wales Powering the World exhibition, which concluded and publicises the cataloguing project on industrial collections throughout Wales, began its national tour at Gwynedd Archives in September. The banners include images from Glamorgan Archives' collections, Cardiff Chamber of Commerce and Powell Duffryn. The exhibition has attracted a great deal of publicity including a feature on BBC News North West Wales Online.

Glamorgan Archives was featured on the BBC Wales History Blog in October. In a blog post entitled 'Searching the Treasures of the Glamorgan Archives', BBC researcher Cat Whiteaway discussed a visit to the searchroom to consult a variety of sources including Quarter Sessions rolls, crew agreements and papers relating to Dr William Price of Llantrisant.

Activity on social media sites Flickr, Facebook and Twitter continues. Notable postings during the quarter include a series of photographs showing the treatment on the wallboard in our Conservation Studio of a poster advertising an exhibition by the Royal Cambrian Academy of Arts.

A film showcasing the box making machine, Mark Hives Visits the Archives, received its premiere in November. It was produced by Aaron Child, a recent graduate of the University of Glamorgan who had worked with staff as a student on the Time & Tide project with the Parliamentary Archives. It is gratifying to have been able to help a young graduate into the workplace. Designed to appeal equally to both adults and children, the film demonstrates the box making machine to visitors even when it is not in use. It is also a useful tool for marketing box making services to other institutions. The film will soon be available via the Glamorgan Archives, and in the meantime can be accessed via the You Tube and Vimeo sites as follows:

<http://www.youtube.com/watch?v=okPqMHOMCf8>

<http://vimeo.com/53897394#>

## **SUMMARY**

It is a particular pleasure to record the achievement of accreditation under the Wales Strategic Leadership Award during a year when the service has been subject to the tensions and strains of the job evaluation process and subsequent appeals. Staff have been unfailingly supportive of a management which aims high and will be supported in their turn as the review of the establishment continues. Despite the time spent on these administrative processes targets continue to be met, developed and exceeded. All staff have my thanks and appreciation for their commitment.

## **5. 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.

## **6. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report are funded from within the 2012-13 revenue budget supplemented if necessary by the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
27 November 2012**

## Appendix I

<b>Dr Goronwy Alun Hughes of Corwen Papers</b>			
<b>Accession No:</b>	2012/165	<b>Reference No:</b>	DX555
Photographs, correspondence, poems, membership cards, research notes Date of records: 20th century			
<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2012/166	<b>Reference No:</b>	D37
Journal No 107 Date of records: Sep 2012			
<b>Ordnance Survey Plans</b>			
<b>Accession No:</b>	2012/167	<b>Reference No:</b>	DMBN
Plans at 6-inch, 25-inch, 50-inch scales and metric equivalents, in the National Grid series Date of records: c1940-1960s			
<b>Trinity House Records</b>			
<b>Accession No:</b>	2012/168	<b>Reference No:</b>	D576
Monkstone beacon plans Date of records: 1967, 1991-1993			
<b>John Tod, Marine Engineer of Cardiff Papers</b>			
<b>Accession No:</b>	2012/169	<b>Reference No:</b>	D814
Marine Engineer Officers' Magazine - containing photograph and details of John Tod Date of records: 1921			
<b>Welsh Historic Gardens Trust, Mid and South Glamorgan Branch Records</b>			
<b>Accession No:</b>	2012/171	<b>Reference No:</b>	D699
Correspondence and plans by Gertrude Jekyll for The Court, St Fagans (copies) Date of records: 1925-1928			
<b>Crawshay Family of Trefforest and Bonvilston House Papers</b>			
<b>Accession No:</b>	2012/172	<b>Reference No:</b>	DCR
Photograph of Owen Crawshay in army uniform; map of shooting, St Donats to Gileston Date of records: 1900, c1914			
<b>Tom Clemett of Barry Papers</b>			
<b>Accession No:</b>	2012/173	<b>Reference No:</b>	D456
'Articles on Barry' revised edition Date of records: 2008			
<b>A W McKinty of Cardiff Collection</b>			
<b>Accession No:</b>	2012/175	<b>Reference No:</b>	D80
Photograph and sketch of the life of Morgan Edmunds from 'The Sub-Postmaster '(copies) Date of records: 1913, 1917			
<b>Llandaff Society Records</b>			
<b>Accession No:</b>	2012/176	<b>Reference No:</b>	DLDS
Newsletter No123 Date of records: Summer 2012			
<b>Lottie Swansbury of Treorchy Papers</b>			
<b>Accession No:</b>	2012/177	<b>Reference No:</b>	D40
Piano exam certificate (copy), death certificate, inscribed bible Date of records: 1922, 1926, 1996			

<b>Baden Powell/Tremorfa Nursery School, Cardiff, Records</b>			
<b>Accession No:</b>	2012/178	<b>Reference No:</b>	D910
Log book, admission register, papers of Mrs M R Richards, headteacher			
Date of records: 1946-c1988			

<b>Merthyr Tydfil District Council Records</b>			
<b>Accession No:</b>	2012/179	<b>Reference No:</b>	DCMT
Planning application files and related papers, 1974-1989			
Date of records: 1974-1989			

<b>Cowbridge and Maendy School Papers</b>			
<b>Accession No:</b>	2012/180	<b>Reference No:</b>	D911
Maendy School Cowbridge papers; Cowbridge Grammar School Action group newscuttings and papers			
Date of records: c1991-1997			

<b>Cardiff and the Vale of Glamorgan Scout Association Records</b>			
<b>Accession No:</b>	2012/181	<b>Reference No:</b>	D515
Photographs of training camps at Miskin Mill; Log book and photograph album of Scouts' 75th anniversary year, 1982; album of Cub Scouts' 70th anniversary year (Penarth district), 1986			
Date of records: c1957-1986			

<b>Stephenson and Alexander Estate Agents of Cardiff Records</b>			
<b>Accession No:</b>	2012/182, 217, 229	<b>Reference No:</b>	DSA
Client files and documents relating to the Blandy Jenkins and Mathison Estates			
Date of records: 1795-1949			

<b>Angelina Street Mission, Cardiff Records</b>			
<b>Accession No:</b>	2012/183	<b>Reference No:</b>	D912
Photograph of formal group outside the mission hall including Elizabeth Jane Meachen (nee Harvey), born Shadwell, 1858.			
Date of records: c1920			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2012/184, 198	<b>Reference No:</b>	DWAW8
Committee minutes, 2010-2011; Annual Conference and AGM, 2009, 2010; Newsletter 2012			
Date of records: 2009-2012			

<b>Moriah Independent Chapel, Cilfynydd, Records</b>			
<b>Accession No:</b>	2012/185	<b>Reference No:</b>	D913
Minutes, 1941-1979; collections register 1950-1974; accounts 1932-1955			
Date of records: 1932-1979			

<b>Cor Cochion Caerdydd Records</b>			
<b>Accession No:</b>	2012/187	<b>Reference No:</b>	D254
Photograph albums, 2010-2012; correspondence and ephemera, 2009-2012			
Date of records: 2009-2012			

<b>William Aaron James of Cowbridge Papers</b>			
<b>Accession No:</b>	2012/188	<b>Reference No:</b>	D833
Letter of thanks from J F D Crichton Stuart for support in the election of 1868; Oddfellows' Magazine, Oct 1901; Ellen Terry's Stage Jubilee, 1906; 2 receipts 1893 and 1889			
Date of records: 1868,1901,1906			

<b>Ystradyfodwg Parish Church Dramatic Society Records</b>			
<b>Accession No:</b>	2012/189	<b>Reference No:</b>	D914
Photograph of cast of 'Troion yr Yrfa'			
Date of records: 1928			

<b>Porthcawl Urban District Council Records</b>			
<b>Accession No:</b>	2012/190	<b>Reference No:</b>	UDPC
Register of private street charges; Sites and Monuments distribution maps			
Date of records: 1926-1974			

<b>Aberthaw Power Station Records</b>			
<b>Accession No:</b>	2012/191	<b>Reference No:</b>	D915
Plant handbook			
Date of records: c1966			

<b>Vale of Glamorgan Borough Council Records</b>			
<b>Accession No:</b>	2012/192	<b>Reference No:</b>	CVG
Register of Electors (full) in force 12 Oct 2012			
Date of records: 2012			

<b>Blodwen Sorton Davies Papers</b>			
<b>Accession No:</b>	2012/193	<b>Reference No:</b>	D916
Teacher's notebooks and music manuscript book			
Date of records: c1928-1929			

<b>South Glamorgan Photographs</b>			
<b>Accession No:</b>	2012/194	<b>Reference No:</b>	D917
Photographs of Cardiff and Cowbridge and building plans of Canton Police Station			
Date of records: c1880-1970s			

<b>Aberdare Boys Grammar School Records</b>			
<b>Accession No:</b>	2012/195	<b>Reference No:</b>	EAB/5
Log book also including notes on staff meetings			
Date of records: 1905-1978			

<b>Pwllgwaun Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2012/196	<b>Reference No:</b>	P213CW
Marriage Register			
Date of records: 1989-2010			

<b>Caerphilly County Borough Council Records</b>			
<b>Accession No:</b>	2012/197	<b>Reference No:</b>	CCA
Register of Electors, 2012-2013			
Date of records: 2012			

<b>Merthyr Tydfil County Borough Council Records</b>			
<b>Accession No:</b>	2012/199	<b>Reference No:</b>	BMT
Minute books			
Date of records: 1955-1968			

<b>Cardiff Institute for the Blind Records</b>			
<b>Accession No:</b>	2012/201	<b>Reference No:</b>	DBLI/C
Minutes, 1877-1909, 1937-1973; annual reports, 1900-1987; financial records, 1877-1987; registers, 1920-1979; Press cuttings, 1921-1981; 'The Blind', 1898-1919; Articles of Association, 1949-1959; Legal papers, 1926-1962; Photographs, c1900-1997; Building plans, 1946-1999; Cardiff Institute for the Blind News, 2007-2008; Letter from The Equerry to HRH The Princess of Wales, 1991; Pictorial display, 2010; Promotional leaflet, c2005			
Date of records: 1877-c 2010			

<b>Mid Glamorgan Health Authority Records</b>			
<b>Accession No:</b>	2012/202	<b>Reference No:</b>	D374
Meeting papers for Board and Committees			
Date of records: 1983-1993			

<b>Victorian Society, South Wales Group Records</b>			
<b>Accession No:</b>	2012/203	<b>Reference No:</b>	DVS
Minutes, 1976-1999, 2006; Wyndham Arcade, 1988; Roath Mill Gardens, 1993-2012; Roath Mill Gardens and Park, 1977-2001; Programme of events, 1985-2002; Correspondence, 2001-2006; Notes for visits and events, 1976-2005			
Date of records: 1976-2012			

<b>E Sandiford Collection</b>			
<b>Accession No:</b>	2012/204	<b>Reference No:</b>	DX109
Baptist College annual reports; programme for induction of Rev Ithel Jones; History of Watford Congregational Church			
Date of records: 1962-1991			

<b>South Wales Baptist Association Records</b>			
<b>Accession No:</b>	2012/205	<b>Reference No:</b>	DBAP1
Home Mission Fund ledger; East Glamorgan Baptist Association Cash book			
Date of records: 1972-1989			

<b>National Coastwatch Institution Records</b>			
<b>Accession No:</b>	2012/206	<b>Reference No:</b>	D694
Station Watch log records; Daily Watch Summary; Incident Report Sheets			
Date of records: 2007-2012			

<b>Rhiwfeelin Hospital Records</b>			
<b>Accession No:</b>	2012/207	<b>Reference No:</b>	D918
Mortuary register book and photograph of hospital			
Date of records: 1982-1991			

<b>Llwynypia Hospital Records</b>			
<b>Accession No:</b>	2012/208	<b>Reference No:</b>	D919
Registers of patients, outpatients records, mortuary registers, printed history of the hospital, photographs			
Date of records: 1957-2006			

<b>East Glamorgan Hospital Records</b>			
<b>Accession No:</b>	2012/209	<b>Reference No:</b>	D920
Admissions and discharges registers, major operations book			
Date of records: 1980-1994			

<b>Pentwyn Cottage Hospital Records</b>			
<b>Accession No:</b>	2012/210	<b>Reference No:</b>	D921
Registers of patients, admissions registers, and photographs			
Date of records: 1947-1991			

<b>Garth Anchor, Chain and Iron Works Records</b>			
<b>Accession No:</b>	2012/211	<b>Reference No:</b>	D922
Particulars and conditions of sale, plan of buildings			
Date of records: Mar 1878			

<b>Porth and District Hospital Records</b>			
<b>Accession No:</b>	2012/212	<b>Reference No:</b>	DHPO
Admission and discharge registers 1958-1966; annual reports 1946, 1947; matron's reports book 1972; attendances book 1969-1970; Wayne Street Ward report book 1972; photographs 1904, 1929 and c.1930			
Date of records: 1904-1972			

**Pontypridd and District Cottage Hospital Records**

<b>Accession No:</b>	2012/213	<b>Reference No:</b>	DHPP
In-patients' case registers 1911-1976; registers of deaths 1924-1966 and mortuary register 1982-1991; record of chest clinic medical examinations of staff 1966-1967; history of the hospital 2002; Pontypridd and Rhondda Hospital Management Committee report; visitors books 1933-1938 and 1980; photographs 1911-1955; midwife's register of cases 1951-1959; staff register 1923-1959; report on Lluest-wen Reservoir dam emergency 1970; programme of opening of Y Bwthyn 1992			
Date of records: 1911-1992			

**Treherbert Hospital Records**

<b>Accession No:</b>	2012/214	<b>Reference No:</b>	DHTR
Minutes of Hospital Committee 1923-1933; admissions register 1928-1933; patients' registers 1927-1946; deed poll rules and standing orders 1927-1928; conditions for electric wiring 1927; photographs 1927-c. 1985			
Date of records: 1923-c. 1985			

**Great Western Railway Company Deep Navigation Colliery Records**

<b>Accession No:</b>	2012/215	<b>Reference No:</b>	D923
Coal and Coke Rate Book			
Date of records: c1930			

**Howard Thomas of Barry Collection**

<b>Accession No:</b>	2012/216	<b>Reference No:</b>	DX66
Correspondence of RW Llewellyn, 1892-1906; Barry Parish vestry minute book (copy), 1841-1893			
Date of records: 1841-1906			

**Ararat Baptist Church, Whitchurch, Cardiff, Records**

<b>Accession No:</b>	2012/218	<b>Reference No:</b>	DBAP5
BBC 'Songs of Praise' 30th anniversary celebration at the church: programme, leaflets and newscutting			
Date of records: 6 Oct 1991			

**Baptist Women's League Records**

<b>Accession No:</b>	2012/219	<b>Reference No:</b>	DBAP24
Golden Jubilee leaflet			
Date of records: 1973			

**Cardiff Baptist Union Records**

<b>Accession No:</b>	2012/220	<b>Reference No:</b>	DBAP48
Minutes of Executive			
Date of records: Apr 1961-May 1969			

**Graham Williams of Barry Papers**

<b>Accession No:</b>	2012/222	<b>Reference No:</b>	DX967
Historical notes and copies, pedigrees and images			
Date of records: 2012			

**Cardiff Borough Electricity Department Records**

<b>Accession No:</b>	2012/223	<b>Reference No:</b>	D924
Cardiff Corporation Electric Light Staff Wages and Summary Book, 1912-1915; Cardiff City Electricity Department Roath Power Station Staff Wages Book, 1931-1936			
Date of records: 1912-1936			

**Allied Steel and Wire Limited, Cardiff, Records**

<b>Accession No:</b>	2012/224	<b>Reference No:</b>	D925
Reports of internal material movement, permanent way, rail operating system and rail track improvement scheme			
Date of records: c1980s			



<b>City of Cardiff Bicycle Polo and Cycle Races Records</b>			
<b>Accession No:</b>	2012/225	<b>Reference No:</b>	D926
International Bicycle Polo Wales v Scotland; Wales v England; publicity leaflet; letter Date of records: 1946-1947			

<b>Guest Keen and Nettlefolds Operational Research Unit, Records</b>			
<b>Accession No:</b>	2012/226	<b>Reference No:</b>	D927
Report entitled 'An examination of the adequacy of the proposed rail traffic layout for the Tremorfa Works' Date of records: 1961			

<b>Melingriffith Iron Works Records</b>			
<b>Accession No:</b>	2012/228	<b>Reference No:</b>	DMG
Records of Trostre Works including accounts books, cash book, receipt books and correspondence Date of records: 18th -19th century			

<b>Train Records</b>			
<b>Accession No:</b>	2012/230	<b>Reference No:</b>	D928
Walnut Tree signal box register Date of records: 1994			

<b>Penarth Parish Records</b>			
<b>Accession No:</b>	2012/231	<b>Reference No:</b>	P46CW
Conveyance of the Holy Nativity Church, Penarth Date of records: 1891			

<b>Edgar Watkins of Penarth Collection</b>			
<b>Accession No:</b>	2012/232	<b>Reference No:</b>	D929
Sheet music written and arranged by Edgar Watkins Date of records: 20th century			

## **Notable Accessions**

### **Baden Powell/Tremorfa Nursery School, Cardiff, Records** (*Accession 2012/178, Reference D910*)

Baden Powell Nursery School, Muirton Road (later Tremorfa Nursery) opened in 1946. The school moved to new premises c.1974 and at this time its name was changed. Margaret Rose Jones (Peggy) was appointed an assistant teacher in September 1952. She married Richard K Richards in 1955 and became head teacher in 1962, remaining in the post until she retired in 1988. The records comprise the school logbook, 1949-1974, admission register, 1946-1963 and Mrs Richards' papers including project reports and photographs.

### **Cowbridge and Maendy School Papers** (*Accession 2012/180, Reference D911*)

Maendy is a small village school near Cowbridge. The papers were presented by a local resident and parent of children who had attended the school. She campaigned to keep the school open and organised a play scheme in 1991 and in 1993 a feasibility study into providing child care in the area. She was also involved in finding new uses for buildings of the former Cowbridge Grammar School.

**Moriah Independent Chapel, Cilfynydd, Records** (*Accession 2012/185, Reference D913*)

Capel Annibynol Moriah/Moriah Welsh Independent chapel began as a mission in 1887 of Seion Independent chapel in Pontypridd. The present chapel opened in 1891 on part of Cilfynydd farm at the corner of Cross Street and Ann Street and is now converted into a house. The records received are minute books, 1941-1979, collections register, 1950-1974 and accounts, 1932-1955. They are an addition to the marriage registers, 1901-1989 which were deposited in 1992.

**Ystradyfodwg Parish Church Dramatic Society Photograph** (*Accession 2012/189, Reference D914*)

The photograph dated 1928 shows the cast, with their names, of 'Troion yr Yrfa', a Welsh melodrama by William Glynfab Williams published in 1920.

**Aberdare County Intermediate/ Boys Grammar School Records** (*Accession 2012/195, reference EAB/5/1*)

Aberdare County Intermediate School was established in Trecynon in 1896. The school, generally known as Aberdare County School, initially educated both boys and girls but the latter moved to Plasdraw to a separate school Aberdare Intermediate School for Girls in 1913. Aberdare Boys County School was alternatively known as Aberdare Boys Grammar School from 1944. The Boys Grammar School relocated from Trecynon to Cwmdare Road in 1964. A former pupil, Dr Colin Rees, has recently been active in securing the preservation of historic records as the school prepares to move to another site. The latest accession is a log book, 1906-1978. Initially used by Walter Charlton Cox, headmaster, as jotter during staff meetings, conventional log book entries begin under W R Williams, 1937-1938 and were continued by his successors. Many news cuttings and other ephemera were inserted in the book, chiefly by Mr Jess Warren, 1954-1970; these have been removed and listed separately.

**Cardiff Institute for the Blind Records** (*Accession 2012/201, Reference DBLIC*)

The Institute was founded in 1865 by Frances Batty Shand and stood in Longcross Street until it was destroyed by bombing in World War II. Its recent move from its current premises in Newport Road has led to deposit of records including minutes, 1877-1909, 1937-1973; annual reports, 1900-1987; financial records, 1877-1987; press cuttings, 1921-1981; Articles of Association, 1949-1959; legal papers, 1926-1962 and photographs.

**Howard Thomas of Barry Collection** (*Accession 2012/216, Reference DX66*)

The latest addition to this collection includes correspondence between R W Llewellyn of Baglan and Court Colman and Cardiff Library, 1892-1906. In 1905 Llewellyn presented to the Library 17 manuscripts including the 17<sup>th</sup> Century book of pedigrees known as 'Llyfr Baglan'. Some of these MSS (but not Llyfr Baglan) have subsequently been transferred to Glamorgan Archives.

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
Sep-Nov 2011	1650 (680)	40	2798
Dec 11 – Feb 2012	1217 (436)	32	2745
March – May 2012	1300 (564)	30	2302
June – August 2012	1535 (731)	30	2348
Sep-Nov 2012	2047 (1,003)	48	2754

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Sep-Nov 2011	1030	14083
Dec 11 – Feb 2012	970	13280
March – May 2012	1081	14214
June – August 2012	1112	13625
Sep-Nov 2012	1199	13810

### Interesting Enquiries

Denize McIntyre from the Vice Chancellor's Office at the University of Glamorgan contacted Glamorgan Archives as part of her research towards a book commemorating the forthcoming centenary of the University. A list of relevant records was supplied, along with an invitation to visit the searchroom. Some weeks later the Senior Archivist met Denize at a meeting of the First Friday group at Glamorgan University where they discussed possible ways in which we could assist with her work; the Senior Archivist also visited the institutional archive of the University that day.

During the quarter a visitor to the searchroom consulted all our holdings of 6 inch Ordnance Survey plans for Glamorgan. His aim was to count the number of railway cable inclines as part of a project to record all of the cable inclines nationwide. Before visiting Glamorgan Archives he had recorded over 1,500 cable inclines, and on visiting he found he had to double the length of his intended stay with us as he located so many recorded on our maps.

We have been contacted by an academic from Australia seeking to trace the history of the Victorian writer, Emily Jane Pfeiffer (nee Davis), who left a financial bequest to Aberdare Hall, Cardiff University. Minutes of the Aberdare Hall Governors' Meetings contained information on the Pfeiffer bequest.

A researcher from the Nofit State Community Circus contacted the Archives looking for information, particularly photographs, of the Four Elms Schoolrooms in Adamsdown, Cardiff, currently being redeveloped as the organisation's new home.

A Professor of Performance Studies at Aberystwyth University, on a Leverhulme Research Fellowship is exploring the history of performance in Cardiff, and contacted us for assistance in work towards a book entitled 'Marking Time: Performance, Archaeology and the City'. Following advice provided by e-mail, he visited the searchroom and consulted records relating to the National Pageant of Wales.

We have received frequent visits this quarter from a post-doctoral researcher working on the Cardiff crew agreements, to establish if and how the geographical origins of ships' crews changed over time.

The Curator of Haverfordwest Town Museum contacted us whilst planning an exhibition on Quakerism in Haverfordwest. He was invited to search our online catalogue and subsequently provided a list of records for digitisation and possible inclusion in the display.

The author of a book called 'Cardiff Churches through Time' contacted the Archives seeking a drawing of St John's Church, Canton used by Bryan Jones in his book on the area. The drawing was located amongst the Jones Family of Canton Papers.

Another regular visitor to the searchroom this quarter has been seeking information on family members among the papers of the Italian Consulate in Cardiff. The papers include applications for passage back to Italy, including one from a violinist who wanted to return to Italy to play the same violin at Paganini.

We have been contacted by an author undertaking preparatory work for a potential biography of rugby player Bleddyn Williams. He visited to consult the Bleddyn Williams Papers held at the Archives, and was particularly interested in the photographs.

We welcomed Cllr Phil Bevan of Caerphilly CBC to the searchroom again this quarter. Cllr Bevan is a regular visitor, often consulting maps of the Caerphilly area. On this occasion he viewed the tithe map and apportionment for Eglwysilan Parish seeking field names to be used in the naming of roads on a new housing development.

## Appendix III

<b>Local and Family History Groups</b>	
Parliamentary Archives and Grangetown Local History Society x 5	40
<b>Autumn Workshops</b>	
Getting Started	14
Looking After The Past	4
Reading Old Handwriting	8
<b>Professional Organisations</b>	
Cardiff World War I Centenary Steering Group	8
National Museum Wales volunteer co-ordinators	4
Culturenet Cymru	1
Glamorgan Archives Joint Committee	17
Cardiff Institute for the Blind / RNIB Cymru	6
CLOCH Steering Group	11
Glamorgan County History Trust	12
Cardiff Story volunteer group	5
ARCW Cynefin Project	5
Women's Archive Wales Committee	12
National Conservation Service and CyMAL, PD5454 training	40
HLF Skills for the Future Seminar	55
<b>Education</b>	
EBP World of Work, Ysgol Gyfun Cymer	16
EBP World of Work, Treorchy Comprehensive School	16
First Friday (September and November)	9
University of Wales Newport, Community Heritage students	10
Cardiff Metropolitan University MA creative writing students	16
Cardiff Metropolitan University history undergraduates	5
St. Gwladys Primary School, Bargoed x 2	73
Brackla Primary School, Bridgend	60
Aberdare Girls School and Mountain Ash Comprehensive	27
CAER Heritage Project: Glyn Derw High School	32
<b>Individuals Meeting Staff</b>	
Cllrs De'Ath and Bale	2
Box making filming	3
Sarah Paul, CyMAL	1
Being Human technical recce	17
Being Human set-dressing x 2	4
Being Human filming	30
Cynefin Project	2
Sarah Perons, Llandaff Diocese	1
Marian Straker ,Christopher Ward, Wales Strategic Leadership Award	2

Records Assistant interviews	6
Andrew Lane, Cardiff Council	1
Pat Evans	1
Olly Davies and Dave Wyatt, Cardiff University	2
Sally McInnes, ARA Wales	1
Vale of Glamorgan CBC records management staff	3
Cardiff Council HR	3
Cardiff Harbour Authority	2
Ann Mansell and Stephen Gregory, CILIP Wales	2
Gwyneth Davies, National Library of Wales	1
David Melding AM and Lyndon Jones	2
Hazel Thomas and Rhian Ostler, Culturenet Cymru	2
John Marjoram, Welsh Museums Federation	1
Dr Melinda Haunton	1
Diane Gwillt, National Museum Wales	1
<b>Public Tours</b>	11
<b>Open Doors</b>	16
<b>Room Hire</b>	
WCVA Train the Trainer	17
WCVA	15
WCVA	18
WCVA	49
NIACE Dysgu Cymru staff day	8
NIACE Dysgu Cymru Storytelling Workshop	17
Cardiff Council Mental Health First Aid Training	34
Cardiff Council Psychiatric Conditions Training	20
Cardiff Council Breakaway and Safe Escape Training	8
Cardiff Council End of Life Training	20
Cardiff Council Charing Skills Training	21
Cardiff Council Preparation for Adult Life x 2	40
Welsh Place Names Society Conference	65
Cardiff Council and Ty Hafan, Supporting Young People and Professionals around End of Life Issues	16
TPAS	31

## Appendix IV – Conservation

### Packaging Programme

Boxes made	Reboxing
195	96

### Collection Control

Locating/ relocating	Barcoding
555 items	493

### External Work

Client	Description	Treatment
West Glamorgan Archive Service	Bespoke boxes to house volumes	364 boxes made
National Museum of Wales	Upright document cases	158 boxes made
	Standard boxes (650 micron)	122 boxes made
	Standard boxes (1000 micron)	40 boxes made

## Bench work

Reference	Title & Description	Treatment
DMCT/1/8,10,11,12, 25, 27, 29, 30, 32, 33, 37, 43, 44, 49, 50, 53	<b>McTaggart Short Papers</b> Scrapbooks, 1925-1973	Dry cleaned Flattened and repaired all documents Reattached loose items or placed into envelopes Repaired/re-backed bindings where required
DBJ/E/191/1-8  DBJ/E/192/1-120  DBJ/E/6/42-70  DBJ/E/2	<b>Blandy-Jenkins of Llanharan, Estate Collection</b> Land tax assessments for Richard Jenkins properties, 1799  Receipts for rent, 1750-1785  Estate Accounts, 1788-1793  Rent book, 1742-1782	Dry cleaned Flattened and repaired all documents
DBR/F/30/2	<b>Bruce of Aberdare, Duffryn Estate Records</b> Scrapbook 1957-1965	Dry cleaned Flattened and repaired all documents Removed adhesive tape Reattached loose items or placed into envelopes Repaired/re-backed binding



1989/409/26, 27, 32	<b>Papers of T.H. Thomas – uncatalogued, c.1890-1900</b> 3 boxes	Dry cleaned Flattened and repaired all documents Repackaged
Q /D/LTA/Box 25  Q/S/R/1807/A	<b>Glamorgan Quarter Sessions</b> Land Tax Assessments and Poor Relief Records, Ogmore Hundred, Hundred of Kibbor and Neath Parish, 1825-1826  Quarter Sessions Roll, 1807	All documents have suffered mould damage so were washed, sized, backed and repaired  Unrolled Dry cleaned Flattened Repaired

# Welsh Strategic Leadership Award

Glamorgan Archives  
.....Much More!



## Much More than just an Archive ...

***“Our aim is to exceed expectations through innovative approaches to challenges, to be much more”***

Much more than just an archive Glamorgan Archive sets out to be innovative in everything that it does.

It is the key body in the preservation of the written history of central south Wales. The documents held there date from the 12<sup>th</sup> century to the present and cover the region from Bridgend to Caerphilly and Cardiff in the South and to Merthyr Tydfil in the North. The Collection provides documentary evidence for historical research through the locality and employees are available to assist researchers and to advise on looking after documents.

Its aspirations are to

- Become a centre of excellence for conservation,
- Lead on training and development within the sector
- Be prominent nationally and globally in developing solutions for future archive challenges such as digitisation
- Work through innovative partnerships
- Introduce the broadest possible spectrum of people to the pleasure of using archives

Their aim is to exceed expectations through innovative approaches to challenges – to be much more.

Good Leadership is considered to be crucial to achieving these aims.

## Much More than just a place of work ...

The leadership team strives to strike new ground both within the archive sector and beyond. By outlining the vision of being the best and using their deeply embedded core values to describe a culture that is inclusive, respectful, supportive, reflective and above all innovative, the aim is to inspire everyone to be inventive, to stimulate their creativity and to encourage them to challenge received wisdom on what an archive service could be. In this way the ethos is that everything that they do can be done much more.

***“In a traditional sector we enable non-conformity so as to deliver much more”***

Within the teams, everyone is encouraged to think creatively, to bring forward new ideas and follow them through. Each person is considered to be a leader in their field and is encouraged to do so both through representing the archive nationally and supporting internal initiatives. In this way potential leaders are identified and nurtured. Ex-employees are currently working in heritage organisations across the UK. This not only extends Glamorgan Archives sphere of influence but ensures that there is a pool of possible future leaders out there gaining additional experience. For new recruits, having core professional skills is essential but the leadership team agree that the identification of creative and inventive candidates is much more important.

## Much More than just a senior management team ...

***“Our leadership is about empowering others”***

The leadership team articulates the vision for Glamorgan Archives and believes that its role is to inspire others to achieve this vision by generating enthusiasm, excitement and commitment.

As part of their own reflective development as a leadership team they realised that many of their own role models are political revolutionaries – people who exemplified clarity of vision, inspirational motivation and targeted planning – people who were charismatic.

They learnt from this insight that for change to be successful, it must be allied to mutual respect through good communication and accountable management.

They set out to be role models for seeking new ideas, for being willing to take risks and to make it very evident that they are prepared to move away from the traditional concept of an archive service. To demonstrate that by breaking the mould they have the possibility to become much more than any other service within the sector

***“We must always be pushing boundaries”***

## **Much More than just line managers ...**

***“We challenge staff to do work that they would not otherwise be doing”***

The core values translate into a leadership style for the Archive that is inventive, responsive and inspiring in delivery; and open, innovative and inclusive in management – and this is style echoed throughout the office.

This means that individuals throughout are increasingly being equipped to take on leadership roles, to be able to act constructively to change and to spot opportunities to innovate and improve.

As the Archive is increasingly being recognised as a leader in Wales, it is often involved in piloting new systems. Everyone has chances to develop, to take on these additional leadership roles. To do much more

For example:

- Senior staff are consulted on issues at Wales and UK levels
- Archivists organise and contribute to forums on professional issues such as electronic cataloguing and digital preservation
- Everyone works with and develops the volunteers
- Operational staff innovate internally in order to deliver more through marketing the archives facilities and services at a consistently high and creative level

## **Much More than simply good results...**

***“I’d like to think that we are being something people can aspire to”***

By every measure, Glamorgan Archive is performing well. It consistently operates under budget; it has achieved the maximum of 4 stars in a survey of local authority offices. Visitor numbers increase and their feedback is consistently positive.

The increasingly explicit focus on the importance of leadership qualities has led to the senior team working in a more reflective manner, actively considering their roles and leadership styles.

This has led to the leadership qualities being displayed amongst the team being openly recognised and acknowledged through including potential leaders in high-level discussions.

A result of encouraging staff with leadership potential to develop and to accept external responsibilities is that the leadership capacity of the whole archive is demonstrably increasing. This is bringing them nearer to achieving their vision of being recognised as a centre of excellence and a flagship for the sector.

## **Much More than just a building**

The long term vision of Glamorgan Archives – to become a centre of excellence in skills sharing, conservation, community engagement and partnerships - has not changed. In the past the focus was on achieving a physical marker, a new building as a step towards achieving this vision. Now they are building on that achievement to be much more than is expected of an archive service - even one that happens to be housed in state of the art premises.

**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item** : WORK OF THE ARCHIVES  
1 September – 30 November 2012

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

