

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

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
28 June 2013**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<b>Annual Plan 2012-2013</b>	

**1. PURPOSE OF REPORT**

This report updates members on the achievement of targets set out in the Annual Plan for 2012-2013.

**2. BACKGROUND**

Progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This is an end of year report on success in achieving planned targets.

**3. PROGRESS AT 31 MARCH 2013**

Progress has been made in all key objectives. Aligning staff posts with the National Occupational Standards has been slowed by the need to ensure compliance with Cardiff County Council's recently introduced competency framework. The aim is still to encompass both. A full understanding of building systems remains elusive although considerable progress has been, and continues to be made. The target for reviewing the electronic filing system has lapsed although a pilot project was completed and has provided a template for future work. Otherwise, targets have been met on the whole and staff have contributed appropriately.

**4. 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.

## **5. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report.

## **6. SUMMARY**

The plan has been a useful tool in identifying and redeploying available resources. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets. This year has again been challenging as staff have had to absorb the results of the Job Evaluation appeals which have not all been successful. The impact on targets has resulted from the management time devoted to plans for restructuring in an effort to retain valuable, trained staff.

## **7. RECOMMENDATION**

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

**Susan Edwards**  
**Glamorgan Archivist**  
**31 May 2013**



## **GLAMORGAN ARCHIVES**

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,  
Rhondda Cynon Taff and the Vale of Glamorgan**

### **Statement of Purpose**

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

### **Aims**

- A. To ensure effective management of resources**
- B. To enhance the Collection**
- C. To promote access to the Collection**

### **Key Objectives 2010-2015**

The annual plan for the next four years will consolidate and further develop levels of service, evaluate current standards and procedures and determine and implement necessary improvements, and ensure that all members of staff and volunteers are fully competent to contribute to a successful outcome.

## Annual Plan April 2011 – March 2012

Objective	Remarks
<b>A. Resources</b>	<b>SE</b>
<b>A1. Staff establishment</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain appropriate levels of staff</li> <li>ii. Integrate National Occupational Standards with competency frameworks for operational and conservation staff</li> <li>iii. Advance volunteer programme</li> </ul>	<p>Staffing levels have been maintained</p> <p>Conservation standards explored; CCC framework mapped</p> <p>Targets achieved</p>
<b>A2. Staff development</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Complete training in CCC systems and procedures</li> <li>ii. Complete training in building and operational procedures</li> <li>iii. Ensure all staff access appropriate CPD</li> <li>iv. Engage with Welsh Strategic Leadership process</li> </ul>	<p>Training was provided and completed; PDRs were completed; liP recognition (Bronze) achieved; WSLA achieved.</p>

<b>A3. Budget</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage to best advantage</li> <li>ii. Review existing paid services</li> <li>iii. Develop income opportunities</li> <li>iv. Promote partnerships</li> </ul>	<p>Targets have been largely achieved. Income generation opportunities are being developed while partnerships are enhancing service delivery with minimum demand on resources. More effective methods to monitor the budget have been tested and will be fully implemented next year.</p>
<b>A4. Building</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain and develop building systems</li> <li>ii. Complete decoration</li> <li>iii. Reorganise electronic filing system</li> </ul>	<p>Targets partly met although not completed and will be continued in the next plan.</p>

<b>B. The Collection</b>	<b>CAH</b>
<b>B1. Conservation</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Complete policies, strategies and procedures</li> <li>ii. Develop conservation services</li> <li>iii. Manage repositories environment and storage issues</li> <li>iv. implement conservation and preservation plans</li> </ul>	<p>Targets have partly been met and exceeded with regard to developing preventative conservation services. Advances have been made on stabilising the storage environment, but further work remains and is targeted in the next plan.</p>
<b>B2. Cataloguing</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Review current policies, strategies and procedures</li> <li>ii. Develop CALM database</li> <li>iii. Implement cataloguing strategies and plans</li> <li>iv. Engage with depositors</li> <li>v. Contribute to national strategy for digital preservation</li> </ul>	<p>Targets have been largely achieved and those not completed will continued on the next plan. Development of the CALM database moved into new areas and is used for recording conservation treatments and nominated staff are contributing to ARCW's DiPres Project.</p>
<b>C. Access</b>	<b>RhP</b>
<b>C1. On-site use</b>	

<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Continue to provide appropriate service</li> <li>ii. Develop training sessions for users</li> <li>iii. Monitor facilities and services to implement improvements</li> <li>iv. Review policies and strategies</li> <li>v. Develop educational services</li> </ul>	<p>Targets have largely been achieved. Service standards have been maintained; starter sessions for new users have been implemented; public facilities have been improved through the purchase of new furniture and equipment and the streamlining of searchroom procedures; educational services have been expanded with development of the range of offers to schools. Revision of policies and strategies will be continued in the next plan.</p>
<p><b>C2. External events</b></p>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Develop and implement annual programme</li> <li>ii. Identify and order equipment and promotional materials</li> <li>iii. Engage with opportunities for major publicity events</li> <li>iv. Develop themed resources</li> </ul>	<p>Targets have been achieved. Criteria for prioritising attendance at external events have been established; promotional equipment has been acquired; opportunities for publicising the service have been identified, and themed resources developed.</p>

<b>C3. Remote enquiries</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Continue to appropriate service</li> <li>ii. Continue website development</li> <li>iii. Contribute to collaborative projects for on-line access to finding aids</li> <li>iv. Publicise service</li> </ul>	<p>Targets have largely been achieved. The website has been updated during the year and opportunities for publicising the service have been identified and acted upon. Collaborative projects for on-line finding aids is an externally led target which will be progressed next year.</p>



**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**28 June 2013**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan update 2012-13

**Background Papers:**

Freestanding Item

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