

**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
14 MARCH 2014**

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO: 6
GLAMORGAN ARCHIVES Annual Plan 2014/2015	

1. PURPOSE OF REPORT

This report seeks members' approval for the annual plan appended hereto.

2. RECOMMENDATION

Members are asked to endorse the plan.

3. BACKGROUND

During the current financial year, progress has been made against all targets in the current annual plan and a full report is presented to this meeting. The annual plan year has been changed to run from March to February to align with the reporting year.

The objectives for the annual plan were agreed in 2011/12 as a four year strategy. The plan for the current year has been prepared in line with this but taking account in the tasks of the continuing development of the service and of its aspirations. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the detailed plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2014-15 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
21 February 2014**

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

14 March 2014

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan 2014 – 15

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202



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 March 2014 – February 2015

Objective	Lead	GAJC Target Date	Evaluation planned
A. Resources - SE			
A1. Staff: establishment			
Tasks i. Maintain appropriate levels of staffing ii. Review establishment iii. Develop skill sharing programme	MT SE HP	March Dec March	Gaps in resources filled Approved by HR Increased take-up

A2. Staff: development			
Tasks i. Ensure all staff access appropriate CPD ii. Continue training in building systems and procedures iii. Maintain commitment to good health and safety practices	MT MT MT	June March March	PDRs and training plan completed All staff trained to appropriate levels No major accidents or incidents

A3. Budget			
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income opportunities iii. Promote partnerships 	<p>SE MT MT</p>	<p>March Sept March</p>	<p>Budget Achieved Income targets exceeded and plan in place to sustain Existing partnerships evaluated and 6 new partners approached</p>

A4. Building and systems			
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain and develop building and systems ii. Review electronic filing system iii. Apply for archive accreditation 	<p>MT Resources MT</p>	<p>March Dec June</p>	<p>Appropriate maintenance continued and regulations met Revised file plan agreed Application submitted</p>

B: The Collection - CAH			
B1. Conservation			
Tasks i. Finalise policies, strategies and procedures ii. Manage environment of repositories and storage issues iii. Implement conservation and preservation plans	LS LS LS	June March June	Reviewed and published Environments stable Plan in place and targets met

B2. Cataloguing			
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Tasks			
i. Continue to review current policies, strategies and procedures	MT	June	Completed and published
ii. Refine, populate and maintain CALM database	LH	March	Targets met
iii. Implement cataloguing strategies and plans	MT	Sep	Meet targets and plans
iv. Implement deposit strategies and plans	MT	Dec	Create and meet targeted plan
v. Continue to plan for the management of born-digital records	LH	March	ARCW target met

C. Access - RP			
C1. On-site use			
Tasks <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Develop programme of events for users iii. Develop educational services 	MT HPM/LR HPM/LR	March June March	Positive feedback Developed and advertised Existing school users evaluated

C2. External events			
Tasks <ul style="list-style-type: none"> i. Contribute to heritage events programmes across our local authorities ii. Identify and respond to major anniversaries and celebrations 	MT MT	March March	Completion of planned programme Completion of planned programme

C3. Remote access			
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Contribute to collaborative projects for on-line access to finding aids iii. Publicise service 	<p>MT CAH MT</p>	<p>March March March</p>	<p>Positive feedback and improved targets ARCW targets met Programme implemented</p>