

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives, Leckwith, Cardiff on Friday 27 JUNE 2014 at 2.00pm

Present:

Members Representing: Cardiff County Council
Councillors Cowan, Davies, Lomax, Robson

Rhondda Cynon Taff County Borough Council
County Councillors J Ward, J David,

Vale of Glamorgan Council Councillor G John

Officers in Attendance: Susan Edwards, Glamorgan Archivist
Andrea Redmond, Democratic Services, Cardiff Council
Richard Grigg, Legal Services, Cardiff Council
Ian Allwood, Finance, Cardiff Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Bridgend County Borough Council, Councillors C Rees & L Morgan

Caerphilly County Borough Council Councillors A G Higgs & R T Davies

City of Cardiff Council Councillor J Parry

Merthyr Tydfil County Borough Council Councillor G Davies

Rhondda Cynon Taf County Borough Council Councillor Mrs M Davies

Vale of Glamorgan County Borough Council Councillor Mrs MEJ Birch

Mr M McLaggan

Mrs K Thomas The Lord Lieutenant

2. DECLARATION OF INTEREST

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

3. TO ELECT A CHAIR OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2014/15

RESOLVED – That County Councillor Gwyn John, Vale of Glamorgan County Borough Council be elected as Chairman of the Joint Committee for the 2014/15 municipal year

4 TO APPOINT A VICE-CHAIR OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2014/15

RESOLVED – That County Councillor Graham Davies, Merthyr Tydfil County Borough Council be appointed Vice Chairman of the Joint Committee for the 2014/15 municipal year.

5 MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Archives Joint Committee on 14 March 2014 were approved as a correct record and signed by the Chairman.

6. DISCUSSION ITEM – FACILITIES MANAGEMENT AND PROCUREMENT ISSUES.

The Glamorgan Archivist welcomed Lesley Ironfield and Beverley Davies to the Joint Committee.

The Glamorgan Archivist outlined the salient points from the discussion to Members of the Joint Committee including:

- delays experienced in completing maintenance
- additional costs incurred though the need to use FM staff to liaise with contractors
- lack of communication between contractor and client (GA)
- failure to better or even to match current contract price and conditions
- removal of evaluation controls: GA has previously withheld payment of invoices if the work has not been acceptable, invoices are now sent to FM and paid internally.

A further concern was that contracts have been extended until September in the expectation that a full tendering process will have taken place by then and new contracts can be added to the framework with full information. Contractors were expected to survey buildings to feed into this process but

had not yet approached Glamorgan Archives.

The Chairman invited questions and comments including:

Members suggested that a number of specific questions are collated from members of the Joint Committee and officers from Facilities Management be invited back to present an action plan to address the issues.

It was noted that progress was needed with regards to the contracts, and that Members from the other local authorities need to see the impact of the new contracts on their budgets. Officers explained that with reference to the Building Maintenance Framework, they are engaging a review of the framework and its effectiveness with the results being available in the Autumn. Members were invited to partake in the review.

Officers stated that as a whole there were significant savings being made across the board as a result of the framework agreement but agreed that these isolated cases at Glamorgan Archives needed to be addressed.

Officers advised members that the Glamorgan Archives building should be exempt from the Facilities Management Service Level Agreement, however the Glamorgan Archivist advised the Joint Committee that she had been told months previously that she had to use the framework.

Lesley Ironfield stated that Facilities Management own the framework and are therefore responsible for issues that arise from it. She noted however that there had been a big step change for Facilities Management when the framework had been initialised.

She explained that Kier should be undertaking a survey on the building and drawing up a Plan Preventative Schedule before any contracts expire.

Apologies were given to the Joint Committee for delays in responding to calls through the service desk, explaining that the big changes brought about by the introduction of a new system should now be bedded in.

It was further explained that now Facilities Management were post inspecting 10% of works carried out and they asked that any issues are fed back to them.

The Glamorgan Archivist explained that she holds a ring-fenced budget, which is provided by the 6 authorities on the Joint Committee. She added that due to this she won't pay for any works until she is sure that they have been carried out correctly and to standard. This was now a problem for her

as when she uses Facilities Management for work, she is not aware if the invoice has already been paid and has to spend time chasing enquiries. She suggested that she meets officers to discuss this.

Officers were keen to stress that Glamorgan Archives needed to be seen as a different type of customer and Lesley Ironfield offered to be the single point of contact for any issues.

Members suggested the establishment of a Sub- Committee to monitor the situation going forward.

7. REPORT ON THE PERIOD 1 MARCH – 31 MAY 2014 – REPORT OF THE GLAMORGAN ARCHIVIST.

Members were provided with an update on the work and achievements of the service for the period 1 March to 31 May 2014.

Members thanked officers for all their hard work during the quarter.

Members enquired how the rate charged for paid research compared to commercial rates. The service is aware of the need to avoid disadvantaging people living in funding authorities outside Cardiff who may find travel to the building difficult.

Officers explained that they were aware of the need to increase income and that the introduction of remote payments would help this. It was added that there was no charge to schools and also that the Archives service is in receipt of grant funding via the ‘Step back in time’ programme and conservation and cataloguing projects.

Members discussed a recent webinar and also cloud storage.

RESOLVED: To note the content of the report

8. FINAL OUTTURN POSITION & DRAFT STATEMENT OF ACCOUNTS FOR 2013 – 2014 – REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

Members were advised that the report presented a brief overview of the financial results for the year ending 31st March 2014 together with the unaudited draft Statement of Accounts for the year ended 31st March 2014. The unaudited draft Statement of Accounts, signed by the Corporate

Director Resources & Section 151 Officer in her role as Treasurer of the Joint Committee, was being presented to the Committee for information only.

RESOLVED:

- i. That the outturn position for 2013/2014 be noted.
- ii. That the attached draft Statement of Accounts for 2013/2014 be noted.

9. PROGRAMME OF MEETINGS FOR THE GLAMORGAN ARCHIVES JOINT COMMITTEE 2014 – 2015 – REPORT OF THE SOLICITOR TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

Members' approval was sought for the proposed schedule of meetings for the Joint Committee during the municipal year 2014 – 15.

RESOLVED: To agree the schedule of Committee meetings as detailed in the report with a change of date from 13 February 2015 to 13 March 2015.

10. ROTATION OF CHAIR/VICE CHAIR

Members of the Committee were advised of the forthcoming rotation of the Chair/Vice Chair for the Joint Committee:

June 2014 – June 2015

Vale – Chair

Merthyr – Vice Chair

June 2015 – June 2016

Merthyr – Chair

RCT – Vice Chair

June 2016 – June 2017

RCT – Chair

Cardiff – Vice Chair

**COUNTY COUNCILLOR G JOHN
VICE - CHAIRMAN**