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AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 17 MARCH 2017, 2.00 PM
Venue	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
Membership	Councillor Griffiths (Chairperson) Councillors Mansbridge, Clarke, Smith, Forehead, Higgs, Cowan, Robson, Thomas, Rosser, Ward, Jones, Birch, John and K Thomas CVO, JP

1 **Apologies for Absence**

To receive apologies for absence.

2 **Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 **Minutes** (*Pages 1 - 4*)

To approve as a correct record the minutes of the previous meeting.

4 **Report for the period -1 December 2016 - 28 February 2017** (*Pages 5 - 32*)

5 **Date of next meeting**

16 June 2017 at 2.00pm

Davina Fiore

Director Governance & Legal Services

Date: Monday, 13 March 2017

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 16 December 2016 at 2.00 pm.

Present:

Members Representing: Councillor Mansbridge, Merthyr Tydfil County Borough Council (Chair)
Councillor Griffiths, Rhondda Cynon Taf County Borough Council (Deputy Chair)
Councillor Clarke, Bridgend County Borough Council
Councillor Smith, Bridgend County Borough Council
Councillor Higgs, Caerphilly County Borough Council
Councillor Cowan, City of Cardiff Council
Councillor Robson, City of Cardiff Council
Councillor Thomas, City of Cardiff Council
Councillor Ward, Rhondda Cynon Taf County Borough Council
Councillor Jones, Rhondda Cynon Taff

15 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Rosser, John, Forehead and Kate Thomas.

16 : DECLARATIONS OF INTEREST

No declarations of interest were received.

17 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2016/17

RESOLVED – That County Councillor Margaret Griffiths, Rhondda Cynon Taff County Borough Council be elected as Chairperson of the Joint Committee for the 2016/17 municipal year.

18 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2016/17

RESOLVED – That County Councillor Jayne Cowan, Cardiff Council, be elected as Vice-Chairperson of the Joint Committee for the 2016/17 municipal year.

19 : MINUTES

The minutes of the meeting held on 16 September 2016 were agreed as a correct record and signed by the Chairperson subject to the inclusion of apologies received from Councillor M Griffiths.

20 : REPORT OF THE PERIOD 1 SEPTEMBER 2016 - 30 NOVEMBER 2016

Members were provided with an update on the work and achievements of the service for the period 1 September 2016 to 30 November 2016.

The Chairperson invited questions and comments from Members:

- Members referred to the transfer of the Glamorgan Archives Pensions and asked for information in relation to the timescale of this. Officers advised that one of the reasons for the delay was that it is caught up between the actuaries of the two Local Authorities, which has been ongoing for the last 8 years. Members considered that a letter should be written on behalf of the Joint Committee asking for a timescale for the resolution of this. It was suggested that RCT take the lead on this.
- Members referred to the Welsh Language training and asked if there was a qualification awarded on completion of this. Officers explained that staff are able to gain a qualification on the course.
- Members referred to Dr Hicks from Penarth and asked if the letter was held by the family; officers advised that it was.
- Members asked for an update on the Film award and asked if any publicity had come from it. Officers advised that they were still waiting for the award to arrive and then a publicity event could be planned.
- Members made reference to decrease in the numbers of visits from September/November 2016 to the same period in 2016 and whether the number of visits was a KPI. Officers stated that it was not a KPI and that it was difficult to determine exactly why the numbers had decreased; there had been fewer group visits and meetings but another contributing factor would be that more and more information is now available online and the catalogue has improved. This means that people are better prepared and need less physical visits to the building. It was noted that website hits are up and Members considered that the online figures should be captured in the quarterly report.
- Members asked how many people are generally in a group. Officers stated that 15 is a good number to have; if larger groups of 30 or 40 come then they are split into 2 smaller groups.

RESOLVED: To note the report.

21 : GLAMORGAN ARCHIVES ANNUAL PLAN 2017/18

Members were advised that during the current financial year, progress has been made against all targets in the current annual plan and a full report would be presented to a future meeting.

The three year strategy agreed in 2015/16 was in its final year. Planned evaluations are proposals only; detailed evaluation would be identified for the bullet points to which staff work under each task. The objectives for the period were attached followed by the detailed plan for the current year. The plan had been drawn up with full staff consultation and targets would be monitored through the year.

Members were also advised that it was a headline plan and that details would be worked out with staff in the coming months.

The Statement of Purpose was outlined and Members were advised that the income targets were on a separate document.

The Chairperson invited questions and comments from Members;

- Members discussed monitoring over the course of a year and looking at the targets. Officers stated that it was a 2 fold push, the number of accessions and the quality of accessions; information is reported quarterly but annual comparisons could be drawn up.
- Members made reference to all the hard work that was being done and hoped that there was not too much pressure on staff. Officers conceded that if a more detailed plan was required then more resources would be needed.
- It was noted that the quarterly reports do give much more detail; some Members considered that this information was sufficient and that trends could be drawn from it, others suggested that the annual report needs more detail to be able to analyse and that it was too descriptive.

RESOLVED: To approve the Glamorgan Archives Annual Plan 2017/18.

22 : 2016/17 BUDGET MONITORING AND 2017/18 BUDGET PROPOSALS REPORT

Members were advised that this report provided Members with the projected full year revenue outturn for the 2016/17 financial year. It also detailed the proposed revenue budget for 2017/18. Officers outlined the key points of information from the report and the Chairperson invited questions and comments from Members as below:

2016/17 Budget Monitoring

- Members asked if there was a requirement to carry a surplus and were advised that the agreement only states that there should be no deficit or overspend. There had been many discussions regarding the reserves and it had been considered that any more than £100k was too high.

Members considered it was important to maintain reserves for issues such as NNDR as it meant that further contributions from local authorities would not be sought.

Officers explained that previously £100k had been taken from reserves, last year it had been decided to phase out this approach by £25k increments per year until a draw on reserves was no longer needed to fund the budget. Further discussion took place and Members were minded that it was better to have the reserve as a safety net rather than distributed to the local authorities.

- Members sought clarification on the NI contributions and were advised that during budget setting account hadn't been taken of staff coming in mid year; the budget should have been reset instead of being worked on the previous year; there was also a difference in pensions.
- Members asked if the reserves continued to reduce would there be a possibility of redundancies. Officers stated that the employee shortfall had been resolved in the forthcoming budget proposals so there should not be that risk; unless there were huge cuts or savings required from the contributing local authorities.

Officers added that it was important to try to increase income where there is no commitment to spend it on a particular thing; the budget was already funded by 10% from income generation and this was increasing year on year.

2017/18 Budget Proposals

- Members were pleased to see the reduction in Audit fees.
- Members asked when the Joint agreement would run out and were advised that it was 25 years from the date of occupation so 2035.

RESOLVED To:

- i. Note the projected full year position for the 2016/17 financial year as presented in paragraphs 2 to 10 of the report.
- ii. Recommend the draft budget proposals for 2017/18 are accepted, as presented in paragraphs 11 to 25 of the report.

23 : ANY OTHER BUSINESS

Members wished to pay tribute to the Archivist and her team particularly in relation to the NNDR position.

24 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled to take place on 17 March 2017.

**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
17 March 2017**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 December 2016- 28 February 2017	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 December 2017-28 February 2017.

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.

Members are asked to note the content of this report.

3. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

Glamorgan's Blood Project Archivist Louise Clarke joined the Archives on 5 December. Louise will be cataloguing the records of the National Coal Board over a period of three years. The recruitment process for the Project Conservator has begun and project progress is reported below.

Temporary staff have been recruited from the Cardiff Works pool to progress the Archives and Records Council Wales (ARCW) funded project, Time and Tide, scoping the Cardiff Bay Development Corporation records. Both Grace Mountjoy and Lowis Elmer have contributed to previous grant-funded projects and are familiar with Archive systems and procedures.

Continue skill sharing programme

During the quarter 46 volunteers and 1 work experience placement contributed 1446 hours to the work of the Office. Of these, 29 came from Cardiff, 9 from the Vale of Glamorgan, 5 from Bridgend, 2 from Rhondda Cynon Taf, and 1 from Caerphilly. In addition, tours were provided for 3 prospective volunteers. As expected, figures are much lower than the last quarter due to Christmas. Laura Cunningham, the only placement this quarter, found the experience such a positive one that she has started an application for the archive training course at Aberystwyth University.

A Christmas event was held to thank volunteers for their hard work during 2016. Around twenty people attended with members of staff also dropping in as time allowed. For volunteers who attend on different days but work on the same project and regularly leave notes for one another this provided a great opportunity to finally meet!

Volunteer Daisy Cartwright has left to take up a full time position in the civil service *'I would like to thank everyone at the archive for being so friendly. I am so grateful for having the opportunity to have been a volunteer and have learnt so much from this past year and a half. The document (paupers list) I worked on gave me a real insight into the lives of people in the past and has not only taught me the importance of accuracy but also to not take for granted the life I have.'*

John Arnold has started a new volunteer project to create an electronic index to the Petty Session Depositions (1855-1879). These are written accounts of what happened as described in the words of the victim and the accused. The circumstantial details are of great human interest and offer a unique insight into society in the past. Once complete the index will be imported onto the online catalogue.

Another new project involves the creation of an electronic index to the creed registers of Merthyr Tydfil Union (1869-1932). Creed registers are used as the starting point for researchers looking for individuals supported by the unions as they provide the admission and discharge dates for individuals.

Continuing her research into Glamorgan men who fought during WW1 Rosemary Nicholson has turned her attention to those admitted to the county asylum. Thanks to a recently received admission register covering the period, soldiers, along with others involved in the war effort, can now be easily identified. Rosemary's work has previously generated a great deal of

interest from the press and she, along with the Senior Archivist, has spoken at two events about her research.

In Conservation the contribution of Devon Matlin, Alice Facer and Pamela Murray, students from the conservation sciences MA at Cardiff University, is greatly appreciated. In addition to the practical bench work their social media posts help to raise the conservation profile and promote awareness of the value of this work to a wider audience. References for student placements have been provided for the volunteers.

NADFAS volunteers are cleaning Coal Board records in preparation for cataloguing by the Project Archivist. Other conservation volunteers continue work on Crew Agreements and Poor Law Union records, developing skills while improving the condition of the Collection to enable access.

Continuing Professional Development

The 18 month review for Investors in People has been completed and planning for the next stage begun.

Welsh language provision continues to improve with 5 members of staff attending courses at levels from mynediad to uwch, with 3 submitting to an end of year examination.

Records Assistants David Hail, Stefan Walker and Matthew Coleman have enrolled on an NVQ Level 4 course in Advice and Guidance. The course is fully funded and will formalise skills which they have developed through their work in the searchroom and as part of the remote enquiries team.

David Hail, Records Assistant, attended a two-day course on digital photography provided by MALD. This will assist in developing the reprographics services offered to the public.

Hannah Price, Archivist attended a course on Excel for Archivists at the National Botanic Garden, Carmarthen. Skills developed during the course will help to develop new, more efficient ways of editing volunteer work to make it available for public use.

Conservation staff attended Conservation Matters, an all-Wales conference.

Maintain commitment to good health and safety practices

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly.

The emergency response plan has been revised to accommodate recent additions to regular building users.

Budget

Manage to best advantage

Regular meetings with the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits to avoid additional call out charges. A system to record conservation income more accurately has been trialled and will be instituted fully in the next financial year.

Maximise benefit from income generation

Discussions are ongoing with pay-per-view genealogical sites for presenting digitised content from the Collection. The Glamorgan Archivist attended a demonstration at West Glamorgan Archive Service of a site promoted by Townsweb Archive which has been a successful income generator for archive and library services in England. The set up costs are high and there are linguistic issues to resolve if the site is to operate in Wales but there may be potential for a joint approach from a consortium of services which could share initial costs. An approach has been made to MALD to consider support.

The Senior Archivist held a telephone meeting with US representatives from Alexander Street, a commercial organisation currently working to produce a digital resource reflecting the worldwide experience of the African diaspora. They are interested in digitising items from the Angelina Street Mission Records. Discussions are ongoing.

Conservation income is expanding with the increase of orders received for both boxmaking and bench work through the partnership with the National Conservation Service. Preservation Assistants have designed a box to house negatives for an external order. Several orders for grant funded bench work have also been received during the quarter from external organisations. The Conservator has worked with Rhondda Cynon Taf CBC to resolve issues in the Registrar's office and has been asked to survey a collection for the Royal Mint.

Promote partnerships

National

At the request of Welsh Government, a visit was arranged for the Ukrainian Ambassador to the UK, Natalia Galibarenko, on her trip to Cardiff. She was shown around the building and met staff and volunteers, ending with a display of documents recording the Welsh origins of the modern city of Donetsk. She and her retinue were very impressed with the facility and found the documents and photographs very interesting.

The Glamorgan Archivist chaired meetings of the National Conservation Strategy group. A final version has been approved by sector bodies and presented at sector conferences. A proposal for an article based on the strategy has been accepted by the Archives and Records Association Journal.

The Glamorgan Archivist contributed to an International Women's Day planning event held at the Wales Millennium Centre. She attended a planning event on the future of the Welsh Government's Fusion programme which seeks to address poverty through culture and heritage. She was interviewed as part of the evaluation of the National Library of Wales proposed strategic plan, for the evaluation of the Fusion programme, and for a consultation on national provision for architectural records.

The Senior Archivist sits on the all-Wales Archives Marketing Group and attended a meeting to draft an action plan. Since the meeting, funding from Welsh Government for the All-Wales Marketing Team has been removed and the work of the group will end on 31 March 2017.

The Wales Remembers / Cymru'n Cofio Partnership Event held at Builth Wells was attended by the Senior Archivist. She also attended a meeting of the Fusion Learning group.

Hannah Price, Archivist, attended the launch at the Senedd of Pride Cymru's Icons and Allies exhibition, created as part of LGBT History Month Cymru. The event was well attended by members of the LGBT community, Assembly Members and heritage professionals. As a member of the Pride Cymru Forum the Archives was pleased to see that it such a success.

Local

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team.

The Senior Archivist attended a meeting of the South Wales Museums Group held at Cyfarthfa Castle in Merthyr Tydfil. The theme for the meeting was alternative governance structures within the heritage sector. She also attended the January meeting of the Merthyr Tydfil Heritage Forum.

VCS Cardiff have been successful in securing Heritage Lottery funding for a new project, Stories / Straeon. The project will see young people across Cardiff exploring the history and heritage of the city during the First World War and organising a series of open days with family activities and exhibitions for the public. The latter will be delivered in partnership with Glamorgan

Archives, the Cardiff Story Museum and Cardiff University Special Collections and Archives. An introductory training event for project volunteers, introducing them to archive research and document handling, has been held. The Archives will be represented on VCS' newly formed Heritage Sub-Group which will develop projects.

Advice was provided to the South East Wales Biodiversity Records Centre's (SEWBRc) Mary Gillham project on digitisation. The office camera and stand were lent to facilitate the work.

Cardiff People First were nominated for a WCVA Third Sector Cymru Award in the Health, Social Care and Wellbeing category. As the nomination came from Glamorgan Archives staff joined them at the ceremony in which they won their category.

Conservator Lydia Stirling represented the Archives at the launch of the 'Dusty's War' exhibition at the Cardiff Story. A sister project to the main CAER project, Dusty's War looks at the impact of the First World War on the Ely and Caerau areas of Cardiff, in particular the development of social housing as 'homes for heroes' during the inter-war years. The exhibition featured high quality digital copies of a number of Cardiff Borough building regulation plans for the Ely housing estate, which had been conserved before digitisation for display.

Glamorgan Archives, along with several other partners, continue to provide advice to the trustees of the former Butetown History and Arts Centre.

Advice has been provided to National Trust staff at Tredegar House regarding the digitisation of volumes for public display.

Potential partnerships

The Glamorgan Archivist and the Senior Archivist met artist Stephanie Bolt to discuss potential projects working with young people to explore the sentience of the archive.

The Glamorgan Archivist is working with an academic from St Andrews University on a local engagement project based on the Hughesovka Research Archive.

Cardiff People First have been successful in their application for an HLF grant to run a Take-over Day for people with a learning disability. NoFit State's application was rejected. Other potential projects are dependent on HLF funding success and include work with groups in Fairwater and in Grangetown.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required.

A major issue has been identified with the bollards in the car park. Alternatives are being investigated.

The issues with the underfloor heating on the ground floor remain unresolved but are being managed while a solution is explored. The issues with the air handling units on the ground floor have not been resolved.

The fire protection contractor has gone into administration. An alternative supplier has been procured following legal advice and monitoring has not been affected. The planned rectification work has consequently been delayed but a new quote has been accepted.

A check on the water meter for the building has confirmed that only water used in the Glamorgan Building is being charged.

Ensure compliance

The Senior Archivist attends Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh language Standards is monitored.

A complaint was received about the standard of the Welsh on the Archive's website. The information requested was supplied and the complainant asked for examples of the errors. The complaint was shared with Bilingual Cardiff.

Archive Accreditation

Nothing further was required under this task to complete the year.

3. Governance

Review options

As previously reported, this task is on hold.

B. THE COLLECTION

1. Conservation

Repositories

The environmental conditions in the repositories have been well within the acceptable range. Tinytag software to record the data

collected has been added to staff computers to ensure easy access to the data.

After a successful trial last quarter insect traps were placed inside and outside all strongroom doors to prevent insects being drawn into the rooms by the pheromones in the traps. The strategy appears to have been successful.

Conservation and preservation plans

Much of the work of the team this quarter has been in response to external orders. Box orders have been completed for NCS and for Carmarthenshire Archive Service. The Conservator has carried out condition assessments of 350 rare books for the Royal Mint Museum and trained the museum staff in how to clean volumes and treat red rot. The team has conserved 3 titles for NCS.

The Conservator carried out a condition assessment at Pontypridd Registrar's strongroom following a mould outbreak. Working in collaboration with Art Works Move she has supervised and trained in cleaning the strong room and the worst affected of volumes.

Items identified as requiring conservation on receipt or production have been examined and dealt with. Bench work has continued on the identified priorities. Cleaning and shelving is carried out by the Preservation Assistants on demand.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

The cataloguing guidelines have been reviewed and updated and an annual review process introduced.

The CALM server was replaced in December and software for both staff and public access upgraded. A number of minor teething problems were experienced but these issues are now resolved. The new version of the public catalogue, Canfod, includes enhanced features to improve the search function.

Stacy Capner, Officer for the ARCW funded Archives Wales Catalogues Online Project, working with the Archives Hub, visited in January. She looked again at catalogue data in CALM and ran exports using a new template which has been developed by the Hub to aid the process of submitting data to the website. Sample data has been sent to the Archives Hub for further testing. Work continues in-house to improve catalogue data in order to ensure it meets the standards set by the Archives Hub.

A collections week was held in early-December. Work focussed on the recent accessions received from Magistrates Courts, instigated by the closure of several courts. Approximately 1700 volumes were catalogued during the week. Once work on the court records was completed other collections were addressed.

Collections days continue to be held monthly. This quarter the papers of Donald and Patricia Moore were appraised and catalogued. The papers of Patricia Moore, former Glamorgan Archivist, included interesting details on the development of Glamorgan's archive service.

Objects from the Stan Stennett collection identified as falling outside collecting policy have been transferred to the care of the Cardiff Story Museum.

Glamorgan's Blood

The project archivist began by familiarising herself with the current cataloguing of the National Coal Board (NCB) Records, background research on NCB, pre-vesting date colliery companies and the development of the coal industry in South Wales. Alongside the use of secondary source material, a research visit to Big Pit National Coal Museum was arranged to provide her with a background to the coal industry and to establish links with colleagues at the Museum.

Actual cataloguing began with pre-vesting date colliery companies. Louise has identified all relevant series comprising records of 44 colliery companies. Catalogues for 5 colliery companies are now complete and available on Canfod.

The project has been promoted through social media, with a tweet to coincide with the 70th anniversary of the nationalisation of the coal industry and an initial introductory blog, posted on 18 January.

Chris Hassan, Manager of the Wellcome Trust Research Resources funding stream, met the Senior Archivist and Project Archivist to discuss progress to date and potential future developments.

The Senior Archivist held a telephone meeting with the Archives and Local Studies Manager at Derbyshire Record Office to share knowledge and experience in preparation for a funding application that they are intending to submit to the Wellcome Trust, which will focus on their NCB records.

Collection development

Receipts were issued within the target time of 15 working days for 80% of the accessions received during this quarter. Those that missed the target will be progressed during collection days and collection weeks. Targets for accessioning have been reassessed for the year 2017-18.

Tony Hopkins, County Archivist of Gwent, met the Glamorgan Archivist to discuss the deposit of Caerphilly CBC records. An agreement was reached and has been referred to the authority for comment.

Accrual figures for the past year can be found in *Appendix 1* along with a full list of accessions received in this quarter.

Digital preservation

Louise Hunt, Archivist, sits on the ARCW Digital Preservation Project Board. The first draft of the national digital preservation policy has now been circulated to all ARCW members for comment. The Glamorgan Archivist submitted comments which have been taken on board in the second draft. Work continues on setting up guidelines and workflows for institutions to submit collections to Archivematica. Webinars and tutorials will be provided in the near future.

The Senior Archivist attended the Digital Preservation Coalition's event, 'Getting Started in Digital Preservation', held at the National Library of Wales. The day provided a full introduction to the process involved in, and tools associated with digital preservation. Attendance will contribute to the development of digital preservation skills across the professional team.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions continue with 5 attendees this quarter. Sessions are delivered by an expert volunteer.

Members of the South Wales branch of NADFAS regularly volunteer at the Archives. In December, the volunteers arranged for the branch Christmas meeting to be held at Glamorgan Archives. 48 attended. They were taken on a tour of the building, which was followed by afternoon tea served in Ogmores. The event proved very popular; it was oversubscribed with a waiting list of members wishing to attend.

The Friends of Bristol Museum visited for a tour and an introduction to the work of the office. Amongst the group was an archivist from Bristol Archives who was particularly interested in box making and conservation services.

A group of 18 local history students from Rhondda Cynon Taff visited with their tutor to research Gartholwg Children's Home and Pontypridd Workhouse.

Programme of user events

A Welsh language lecture, Enwau Lleoedd Caerdydd (Cardiff's Place Names) was delivered by Dr Dylan Foster Evans of Cardiff University. The event proved very popular with 55 attendees and simultaneous translation provided.

The evening was filmed for S4C's nightly magazine programme Heno. The presenter interviewed the Senior Archivist and Dr Foster Evans beforehand, and several of those who attended were asked for their thoughts following the talk. The feedback was overwhelmingly positive. Documents from the Collection were used to illustrate the item.

Education

Heather Mountjoy, Archivist, attended the Welsh Government's Schools Enrichment Showcase at Cardiff City Stadium, one of four events across Wales intended to introduce schools to the variety of opportunities on offer within the culture and heritage sector. It was attended by teachers throughout the region and several approached to discuss pupil visits.

BA English and History students from the University of South Wales came to explore services offered. The tutor provided the following feedback:

Can you thank Laura for the excellent tour she gave us on Thursday. The students really enjoyed it and I'm sure they will be back there soon. I look forward to bringing another party there in the future.

Students following a Masters course in History at Cardiff University held their Archive Skills class at Glamorgan Archives. They were given a tour behind the scenes; this was followed by guidance from Archives staff and their tutor in undertaking primary research at an archive service.

History students from the Cwmdare Campus of Coleg y Cymoedd made a research visit to the Archives. They are currently undertaking local history projects based on the Cynon Valley. A tour was provided.

Performing Arts students from the University of South Wales visited for an introduction to the Archives to inform the research element of their current module. Feedback was received following the visit:

Thank you very much for the wonderful tour of the archives last Tuesday. The amount and diversity of material and resources that you told us about and then showed us was really impressive. It was particularly fascinating to be able to look, touch and leaf through the local historical documents and ledgers that you brought out. We have so much more to think about now for our research projects, and know where to come for more information. We will be returning for more visits.

2. External events

Contribute to heritage events

No events have been held during the quarter to which staff have contributed.

Identify and respond to major anniversaries

The 175th anniversary of the establishment of the Glamorgan Constabulary continues to be commemorated on the blog with posts this quarter examining the Instructions for the Glamorganshire Constabulary Force issued in 1841, the building of the Police Station House at Bridgend, and 'A Tribute to the Glamorgan Constabulary', a poem by PS Caleb Morris written at the close of the First World War. The blog has also featured the First World War letters of Revd. Henry Bowen of Cardiff to his fiancée Annie, Burns Night celebrations in Cardiff, and romance in the Archives for Valentine's Day. The blog is written primarily by volunteers.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Interesting enquiries are reported in *Appendix ii*

Publicity

The Senior Archivist was interviewed live on Radio Wales' Wynne Evans Show. As part of the 'Tuesday Grub Club' feature, she discussed Christmas recipes from the past found within the Collection, including one for mince pies made using a calf's tongue.

VCS Cardiff's Chronicle project has a new regular radio show on Radio Cardiff which looks at volunteering across Cardiff. On 31 January the focus for the programme was on hospitals. The Senior Archivist was invited to be interviewed discussing the range of hospital records held at the Archives, and the

partnership work undertaken with Cardiff People First on the history of Ely Hospital.

Features from the blog concerning the First World War continue to be published in the South Wales Echo.

Wales Online published a story entitled 'Locked up in the 1900s: The fascinating stories of Cardiff criminals from more than 100 years ago' based upon the Cardiff Borough Police Fingerprint and Photographic Registers (ref.: DCONC3).

An episode of the five-part BBC1 series Britain's Home Truths featuring Colin Jackson, partly filmed at Glamorgan Archives, was broadcast across the UK on 22 February.

Social media channels are continually updated. New accessions are highlighted and conservation services and publications for sale promoted. In January a series of posts featured the accession highlights of 2016. Other topics include the introduction of bread rationing in January 1917 and the centenary of the formation of the Women's Land Army.

SUMMARY

Another busy and successful quarter has brought the service to the end of the current planning cycle. A new plan has been devised taking into account reduced capacity and reducing budgets. Much effort is going into income generation while service provision is maintained through the resilience of embedded systems and the commitment of loyal staff. With realism, the future can be secured. Staff and volunteers are thanked for their continuing support and effort in maintaining standards under difficult conditions.

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

Any direct financial implications arising from this report have been accounted for in the 2016-2017 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards
Glamorgan Archivist
9 March 2017**

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 December 2016-28 February 2017

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

Seven Sisters Ecclesiastical Parish Records			
Accession No:	2016/200	Reference No:	P219CW
St Mary's Church, Seven Sisters: baptism registers, 1905-1955; marriage registers, 1911-2004; Mothers' Union scrapbook, 1976-1983 Date of records: 1905-2004			
Don Rowlands, Former Editor 'Western Mail', papers			
Accession No:	2016/201	Reference No:	D1396
Photographs, programmes, newscuttings Date of records: 20th century			
Caerphilly Ecclesiastical Parish Records			
Accession No:	2016/202	Reference No:	P148CW
Marriage registers Date of records: 1925-2007			
Eglwysilan Ecclesiastical Parish Records			
Accession No:	2016/203	Reference No:	P1CW
Deeds, plans and photograph Date of records: 1897-2002			
Deed relating to Pitcoed (Pitcot), Manor of Ogmore			
Accession No:	2016/204	Reference No:	D1395
Release by Jenkin Cradock of Llancarfan of land and property in Pitcoed (Pitcot), Manor of Ogmore, to John Walter of Ewenny Date of records: 1652			
Glamorgan Family History Society Records			
Accession No:	2016/205	Reference No:	D37/1/124
Journal number 124 Date of records: Dec 2016			
Llancarfan Society Records			
Accession No:	2016/206	Reference No:	DLNS
Newsletter 168 Date of records: Dec 2016			
South Wales Police Constabulary Records			
Accession No:	2016/207	Reference No:	DSWP/41
'The Great War Centenary 1914-1918, 2014-2018' Date of records: 2016			
St Paul's Church Inventory			
Accession No:	2016/208	Reference No:	P42CW/14
List of church contents Date of records: 1933-1971			

Photographs of Cardiff Castle			
Accession No:	2016/209	Reference No:	D1401
Mounted photographs showing exterior views of Cardiff Castle Date of records: 1890s			

South Wales Fire and Rescue Authority Committee Minutes			
Accession No:	2016/210	Reference No:	D1407
Committee minutes Date of records: 2007-2016			

Cofnodion Innovate Trust Records			
Accession No:	2016/211	Reference No:	D1397
Ffilm 'Atal Tan: Diogelwch yn y Cartref', cynhyrchwyd gan Innovate Trust mewn partneriaeth a Gwasanaeth Tan ac Achub De Cymru, gyda fersiynau yn Saesneg, Cymraeg, Iaith Arwyddion Prydain, a fersiwn disgrifiad clywedol. 'Fire Prevention: Safety at Home' film, produced by the Innovate Trust in partnership with South Wales Fire and Rescue, with versions in English, Welsh and British Sign Language, plus an audio described version. Date of records: 2013			

Fairwater Ecclesiastical Parish Records			
Accession No:	2016/212, 2017/12	Reference No:	P173CW
Marriage registers, 1952-1959; Confirmation registers; 1950-2016, Baptism registers, 1942-1978 Date of records: 1942-2016			

Women's Archive Of Wales/Archif Menywod Cymru Records			
Accession No:	2017/1	Reference No:	DWAW8/8
Newsletter Date of records: Dec 2016			

Bargoed & Deri with Brithdir Ecclesiastical Parish Records			
Accession No:	2017/4	Reference No:	P142CW
St Peter's Church, Deri: Register of Baptism, 1905-1978; Register of Banns of Marriage, 1949-1988; Registers of Marriages, 1949-2003; Registers of Services, 1966-2002; Sunday School Attendance Register, 1938-1942; Minutes Books, 1930-1945; Church Accounts, 1945-1962; Inventory Book, 1990s; Miners' Support Group Scroll, 1985; Deri Mission Church: Account Book, 1880-1890; Church Service Book, 1901-1907; St David, Brithdir: Church Accounts, 1934-1985; Minutes Book, 1936-1980; Registers of Services; 1973-2001; Weekly Offering Record, 1975-1999 Date of records: 20th century			

Barry Ecclesiastical Parish Records			
Accession No:	2017/5	Reference No:	P28CW
Parish magazines			
Date of records: 2016			

Whitchurch Male Choir, Cardiff, Member's Papers			
Accession No:	2017/6	Reference No:	D1403
Member's papers			
Date of records: 20th century			

Alan Jobbins of Eglwys Newydd, Plaid Cymru papers			
Accession No:	2017/7	Reference No:	D1394
Election material, leaflets, information booklets, letters, papers			
Date of records: 20th century			

Cardiff Methodist Circuit Records			
Accession No:	2017/8	Reference No:	D889/25
St Andrew's Methodist Church, Birchgrove: financial records, posters and leaflets			
Date of records: 20th century			

Roath Park United Reformed Church			
Accession No:	2017/10	Reference No:	D601
The laying of the foundation stone for the church hall/Sunday School building (c1928); First group of demobilised men and women, individuals identified (c1946). The latter is a duplicate of D601/15/4.			
Date of records: c1928-c1946			

A R Selwood of Penderyn Collection			
Accession No:	2017/11	Reference No:	D1405
Church rate book, Ystradyfodwg Parish, Middle and Rhigos Hamlets (Nov 1856), notes in Welsh relating to Eglwys Calfaria, Rhigos, 1920-1930 written by John Jenkins. The second volume includes two loose items: an account of an Eisteddfod (1934) and a receipt from Memorial College, Brecon (1937).			
Date of records: 1856-1937			

Caerphilly County Borough Council Records			
Accession No:	2017/13	Reference No:	CCA/C/RE/21
Register of Electors, 2016			
Date of records: 2016			

Cardiff Conservation Volunteers Records			
Accession No:	2017/14	Reference No:	D1229/5/4
General filing and publicity material.			
Date of records: c2000-2016			

D and J Exports, Cardiff, Collection			
Accession No:	2017/15	Reference No:	D953
Two scrapbooks of the Maesteg Operatic Society containing newspaper cuttings, programmes and photographs.			
Date of records: 1943-c1963			

Llansantffraid, Bettws and Aberkenfig Ecclesiastical Parish Records			
Accession No:	2017/16	Reference No:	P77CW
Parish records			
Date of records: 20th century			

Marjorie A Foulkes of Cardiff Records			
Accession No:	2017/17	Reference No:	D1408
Records relating to Marjorie Foulkes' schooling and career as a nurse.			
Date of records: 1870-1947			

Graham J Hardy of Cardiff Records			
Accession No:	2017/18	Reference No:	D1409
Detailing the restoration and conversion of The Pumping Station, Penarth Road, Cardiff.			
Date of records: 1988-1991			

Cardiff County Council Records			
Accession No:	2017/20	Reference No:	CC/C
Council and committee meeting papers			
Date of records: 2015-2016			

Maesteg Secondary School, Photographs			
Accession No:	2017/21	Reference No:	D1410
Photographs of two school outings to Llangynwyd, Kenfig and Margam			
Date of records: 1913			

Associated Engineers Lodge, No 7303, Churchill Way, Cardiff, Masonic Records			
Accession No:	2017/22	Reference No:	D1417
Minutes, accounts and correspondence			
Date of records: 1953-2009			

Carnival Parade, Cowbridge Road, Pontyclun, Postcard			
Accession No:	2017/23	Reference No:	D1413
View of the Carnival Parade along Cowbridge Road, Pontyclun			
Date of records: 1908			

Calvinistic Methodist Church, Cowbridge, Postcard			
Accession No:	2017/24	Reference No:	D1414
Exterior view of front of Church and adjacent buildings			
Date of records: 1910s			

Photograph of Cardiff Family			
Accession No:	2017/25	Reference No:	D1415
Photograph of the David family of Cardiff.			
Date of records: [1900]			

St Mildred Lodge, Cardiff, Installation Festival, Masonic Record			
Accession No:	2017/26	Reference No:	D1416
Order of service			
Date of records: 17 Feb 1951			

Papurau Terence H O'Neill o Gaerdydd, Actifydd Plaid Cymru / Terence H O'Neill of Cardiff, Plaid Cymru Activist, Papers			
Accession No:	2017/28	Reference No:	D779
Election materials, leaflets, posters, newspapers, Assembly papers, newsletters			
Date of records: 1970s-c2007			

The Friends of Highfields, Cardiff, Records			
Accession No:	2017/29, 32	Reference No:	D1419
Records, photographs and newscutting relating to the establishment of the centre; papers regarding events - tickets, programmes; minutes; papers regarding fundraising			
Date of records: 1973-c2005			

Cardiff High School for Boys, Magazines			
Accession No:	2017/30	Reference No:	D1418
'Tua'r Goleuni' magazines, 1936-1969; Tredegar House annual reviews, 1949-1956			
Date of records: 1936-1969			

Malcolm Morgan, Photographer, of Caerphilly Papers			
Accession No:	2017/33	Reference No:	D1420
Photographs and cuttings from papers including Western Mail, Echo, Argus, Cardiff Leader. Also programmes for events attended in an official capacity.			
Date of records: 1960s-2010s			

Meirwen Brown of Rhondda, papers			
Accession No:	2017/34	Reference No:	D1421
Photographs, diaries, certificates			
Date of records: 1880s-1940s			

Rhondda Cynon Taf County Borough Council Records			
Accession No:	2017/35	Reference No:	CRCT/C/1/199-203
Council and committee meeting papers			
Date of records: 2016-2017			

Notable accessions

John Mahoney of Cardiff Collection (D1342)

John Mahoney worked for Rhymney Engineering, Guest Keen Iron and Steel, Cardiff and British Steel and later as a Building Inspector for the Vale of Glamorgan Council. The most recent addition to this collection includes plans dated 1888 for the construction of the Dowlais Works in Cardiff, later known as East Moors Steelworks

Maesteg Secondary School, Photographs (D1410)

A small collection of photographs of trips made by Maesteg School was donated by the granddaughter of a teacher who features in the images. The outings of 1913 included visits to Kenfig Castle and Margam Orangery

Associated Engineers Lodge, No 7303, Churchill Way, Cardiff, Masonic Records (D1417)

A deposit of records was received recently from a local masonic lodge. The Associated Engineers Lodge was established in 1953 and held its early meetings in Caerphilly before moving to Cardiff in 1964. The minutes, reports, accounts and declarations book included in the deposit provide an insight into the activities of a busy lodge

The Friends of Highfields, Cardiff, Records (D1419)

An interesting collection of records has been received from a former Secretary and Chair of The Friends of Highfields. The Friends was registered as a Charity on 22 Aug 1973 and began raising funds in readiness for the opening of the Highfields Centre for the Disabled, Allensbank Road, in January of the following year. The Friends had as its object "the relief of physically handicapped persons resident in Cardiff" and in particular those persons attending Highfields. Membership was open to persons with a permanent and substantial disability and to others who had an interest or concern in disability. Over the years the Friends raised funds for holidays and to help the Centre expand and develop its services to disabled members. The group wound up during 2006 at a time when the Local Authority was reviewing its service provision for the disabled. Records include minutes, accounts, correspondence and photographs

Malcolm Morgan, Photographer, of Caerphilly Papers (D1420)

Malcolm Morgan started his career working for various local newspapers during the 1960s and when he retired in 2012 was working for Western Mail and Echo Ltd. This collection includes photographs, cuttings and related material accumulated during the course of his career. Politicians, members of the royal family, pop stars and international sporting fixtures all feature, as do vegetable competitions, factory strikes, school and community events. Together this collection helps to capture the diversity in the experiences of people in south Wales during a period of great change

Bargoed & Deri with Brithdir Ecclesiastical Parish Records (P142CW)

Bargoed & Deri with Brithdir Ecclesiastical Parish made an additional deposit during the last quarter. Records transferred included parish registers, minutes and accounts together with a scroll presented by The Deri Miners' Support Group to St Peter's Church in appreciation of the work and effort it contributed to the miner's cause during the Miner's Strike of 1984-1985

Accrual rate

Quarter	Number of accessions	Accessions in cubic metres (approx)	Number of standard shelves (approx)
March-May 2016	44	3.372	28
June-August 2016	60	16.018	133
September-November 2016	51	1.795	15
December 2016-February 2017	44	1.046	9
Totals	199	22.231	185
2015/16	228	14.815	123
2014/15	244	21.393	178

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
Dec 2015 - Feb 2016	1294	(676)	32	2563
Mar - May 2016	2105	(1270)	62	2742
June - Aug 2016	1821	(743)	46	2227
Sep - Nov 2016	1801	(1103)	78	2742
Dec 2016-Feb 2017	1746	(1072)	43	3095

	Remote Enquiries	Website Hits
Dec 2015 - Feb 2016	733 (+77 un-printed thank-you emails)	**
Mar - May 2016	852 (+ 74 un-printed thank you emails)	11475
June - Aug 2016	766 (+ 65 un-printed thank you emails)	10437
Sep - Nov 2016	876 (+53 un-printed thank you emails)	11508
Dec 2016-Feb 2017	881 (+59 un-printed thank you emails)	12222

Interesting Enquiries

Family history continues to draw researchers from across the world to contact Glamorgan Archives. Two enquiries were received this quarter from Norway; one researching Elinar Dahl, Norwegian Consul in Cardiff in 1916 and the other seeking the family of a Cardiff woman who married a Norwegian seaman, along with details of a Norwegian vessel rescued from the Irish Sea and repaired by local craftsmen.

A student researching the women's suffrage movement in Cardiff was directed to records of Cardiff Police, the Cardiff Women Citizens' Association, the papers of County Alderman Mrs Rose Davies of Aberdare and local authority records.

A student from the Welsh School of Architecture visited to undertake research on Treorchy and in particular the Parc and Dare Theatre. He viewed local authority building plans and the Mid Glamorgan Chapel Survey.

A postgraduate student at Birmingham University researching Rhiwbina Garden Village visited in connection with a presentation to be delivered to Rhiwbina Primary School and viewed records of Rhiwbina Garden Village Limited and the family papers of Robert Thomas of Rhiwbina.

A potential German spy ring in Wales during the 1930s formed the subject of a Cardiff University history undergraduate thesis.

The Welsh School of Pharmacy will be celebrating its centenary in 2019 and an Honorary Lecturer has been commissioned to produce a commemorative book. Records of relevance held at the Archives include papers relating to Cardiff City Technical College, notebooks of L.M.Murray of Cardiff Technical College and the Welsh College of Pharmacy and photographs of the Technical College taken from the records of E Turner & Sons Limited.

RSPCA Cymru's Media Relations Officer conducted research for a forthcoming film. Photographs from the South Wales Police Records and Caerphilly Local History Society Collections were viewed.

A Community Worker with Made in Tredegar Studios is currently undertaking research on Kier Hardie for a forthcoming project looking at papers of the Vaughan Family of Merthyr Tydfil.

A reporter from Media Wales researching a nostalgia piece about Caroline Street in Cardiff used building plans, maps, street directories and registers of electors.

A local author researching a book on the Llandow Air Disaster of 1950 was particularly interested in images of the aircraft prior to take off.

Deposited plans of the Rhondda and Swansea Bay Railway proved informative for a committee member of the Rhondda Tunnel Society seeking details of the tunnel's construction and in particular its drainage

It was pleasing to find an answer to an unusual enquiry concerning a photograph of a child dressed as a fairy, accompanying the Mayor of Cardiff on a parade in 1953. The enquirer's mother remembered going out on a boat on Roath Park Lake as part of the event. Research suggested it may have been the Water Carnival of July 1953 for which a programme is held in the Collection.

A researcher examining the founding of the old Barry Golf Club in 1897 consulted the Rayer Jenkins papers in the Cardiff Library Collection.

A member of the Sustainable Wick Community Group investigating land use at Monkash consulted several sources including land tax, maps and plans and estate records.

The industrial past of Glamorgan brings several commercial companies to the Archives seeking to inform proposed developments. A mining engineer and surveyor working for a local company sought assistance in investigating the location of a shaft sunk by the Rhymney Iron Company during the 19th century. He viewed plans of seams within the Rhymney Iron Company Records and requested copies to assist him with his enquiries.

Appendix III

Local and Family History Groups	
Ask the Experts! family history sessions	5
VCS Cardiff Straeon/Stories, Archive Research Training	9
South Wales Branch NADFAS	48
Friends of Bristol Museum	27
RCT Local History Students	18
Professional Organisations	
Glamorgan Archives Joint Committee	16
Visit of the Ukranian Ambassador	6
Events	
Enwau Lleoedd Caerdydd	55
Education	
BA English and History, University of South Wales	15
History MA, Cardiff University	23
Coleg y Cymoedd	10
Performing Arts, University of South Wales	16
Filming	
Heno - Enwau Lleoedd Caerdydd	4
Individuals Meeting Staff	115
Tours for prospective volunteers	1
Room Hire	
Cardiff Council Training/Workshop X 36	704

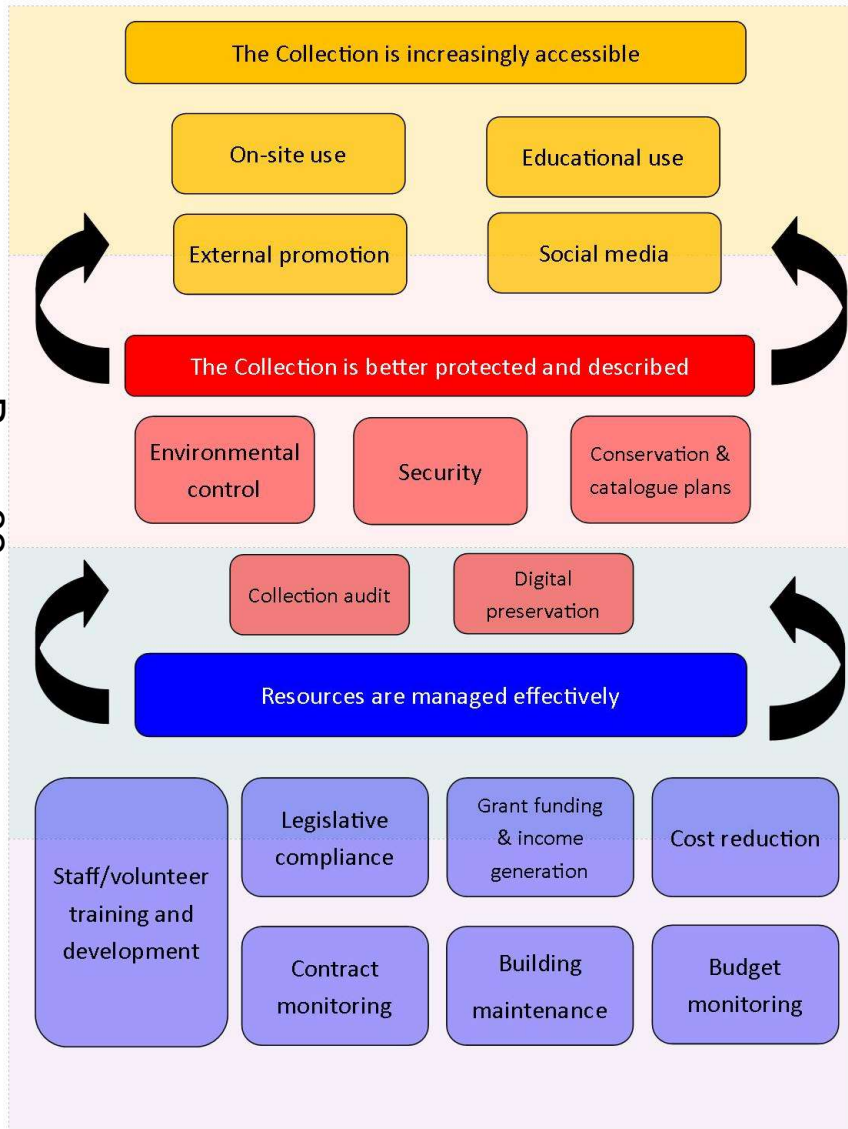
Appendix IV

Bench work		
UB/75/2	Poor Rate book	Cleaned, repaired
DX445/7/3	Miniature hockey stick	Detached and loose paint re-adhered
CL/AC	Wax seal	Cleaned, repaired, repackaged
DPL/993	Survey book	Cleaned and flattened
DTR/35	Schedule of properties with rents	Cleaned and repaired
BC/S/1/24025	Ely housing scheme plan	Cleaned and repaired
UC/108/1	Cardiff union workhouse admission and discharge register	Cleaned, repaired and rebound
DHGL/10/66	Case numbers 9669-10097	Leather consolidated, where lifting reattached and corners consolidated
EM/6/2	Log book	Lifting covers reattached
P66/1b	Tithe apportionment	Removed form tithe map and bound
ESE/4/10	Admission register	Leather consolidated, spine relined
UM/29/1	Creed register	Cleaned and repaired
UPP/60/8	Pontypridd union workhouse admission and discharge register	Spine consolidated and endpaper joints repaired
DCONC/3/2/1	Fingerprint register	Cleaned, rebaked and consolidated
EM/6/1	Log book	Covers repaired
UM/69/1	Diet book, home 5	Sticky tape removed, rebaked and loose paged tipped in.
UM/66/7	Children's history book	Cleaned and repaired
DCON/223	Poem	Cleaned, flattened and repaired
CL/EX/8	Correspondence	Condition assessed
Q/S/D/2/1855-1874, 6150-9084	Petty sessions depositions	Condition assessed
	4 sets of documents for group visits	Condition assessed

Cleaning and Packaging		
Crew Agreements	306 documents	Cleaned
DNCB	33 Volumes	Cleaned
UPP/146/1-2, 145/1-4	6 Photographs	Repackaged
	15 Parish registers	Cleaned
HRA/DX6649	Baptism certificate	Flattened and repackaged
	2 seal bags made in response to items coming out in the searchroom	
	6 sets of documents unstuck for a reader in the searchroom	
Bespoke boxes made		
Various	143 Boxes	
Barcoded and Relocated		
Standard boxes/volumes	432 Items	Barcoded and located
External Work		
Local Archive	257 Boxes made	
Local Museum	281 Rare books condition assessed	
Local Registrar	Strongroom conditions assessed. Supervised and trained cleaning of the strongroom and 8,500 volumes and 20 treated for red rot	
Local Archive	291 Boxes made	
Local Archive	Quote for boxes made	
Private company	1095 Boxes made	
Private company	3 Tithe maps	Cleaned, repaired and repackaged
Private individual	6 prints	Washed and alkalisied

Glamorgan Archives Balance Scorecard

Our Strategy Map



Dashboard - how well are we doing

	OBJECTIVES	MEASURE/TARGET	CURRENT OUTCOME
Access	Promote service via anniversaries	12 social media posts	
	Contribute to external heritage events	1 in each funding authority	
	Deliver educational service	10 educational visits	
	Deliver on-site events	6 public events	
The Collection	Contribute to Archive Hub	50 catalogues	
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months	
	Repository conditions maintained	AHUs in full working order	
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 15,000	
Resources	Integrate PP&DR process	Retain IIP	Bronze status
	Meet income target	£151,252	
	Meet agreed revenue budget	£856,250	
	Manage volunteers workforce	6,600 hours; 100% reviewed	
	Maintain establishment	14 fte	

Success Factors

Collection is secure accessible & developing



Financial sustainability and value



Improved services



Focused deployment of resources



Collecting Preserving and making Archives Accessible