

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 March 2018 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff Council (Chairperson)
Councillor Burnett, Bridgend County Borough Council
Councillor Cunnah, Cardiff Council
Councillor Griffiths, Rhondda Cynon Taf County Borough Council
Councillor Henshaw, Cardiff Council
Councillor B Jones, Caerphilly County Borough Council
Councillor Keith Jones, Cardiff Council
Councillor Wendy Lewis, Rhondda Cynon Taf County Borough Council
Councillor Smith, Bridgend County Borough Council
Councillor Colbran, Merthyr Tydfil County Borough Council
Councillor Robson, Cardiff Council
K Thomas CVO, JP, Co-Optee

Apologies: Councillor George, Rhondda Cynon Taf County Borough Council
Councillor Higgs, Caerphilly County Borough Council
Councillor Jarvie, Vale of Glamorgan Council
Councillor R Lewis, Rhondda Cynon Taf County Borough Council
Councillor Robertson, Vale of Glamorgan Council

24 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Higgs, E George, R Lewis, H Jarvie and A Robertson.

The Chairperson welcomed Councillor Keith Jones from Cardiff who was a new member of the Joint Committee and introductions were made.

The Chairperson wished to note the Committee's congratulations to Mrs Kate Thomas who had been awarded the title of Dame Commander – Royal Victorian Order.

25 : DECLARATIONS OF INTEREST

None received.

26 : MINUTES

The minutes of the meeting held on 15 September 2017 were agreed as a correct record and signed by the Chairperson.

The minutes of the meeting held on 15 December 2017 were agreed as a correct record and signed by the Chairperson subject to the inclusion of Councillor Colbran listed as present.

27 : REPORT FOR THE PERIOD 1 DECEMBER 2017 TO 28 FEBRUARY 2018

Members were provided with an update on the work and achievements of the service for the period 1 December 2017 – 28 February 2018; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and interesting inquiries and information on the Digital Preservation Policy for Wales.

In summary, Members were advised that Partnerships continue to flourish and to extend the service's ability to engage with all its communities. Targets for the year have been met, in the main, and frequently exceeded thanks to the commitment of a stable and focussed staff establishment and an enthusiastic cohort of volunteers. The Archives' position as a leader in Wales is consolidating.

The Chairperson thanked the Glamorgan Archivist once again for a very comprehensive and detailed report.

RESOLVED: To note the report.

28 : EVALUATION OF THE ANNUAL PLAN 2017 - 2018

This report updated Members on the achievement of targets set out in the Annual Plan for 2017-2018.

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

Members were advised that progress had been made in all key objectives. All staff contributed appropriately to their targets. The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. Members noted that, 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.

RESOLVED: to note the progress made towards key objectives in the plan.

29 : ANNUAL PLAN 2018 - 2019

Members were advised that during the current financial year progress had been made against all targets in the current annual plan and a full report was presented to the Joint Committee.

Members noted that the three year strategy agreed in 2015/16 had been completed and reviewed in the light of budget constraints. The strategy appended to the report was anticipated to cover the next 3 financial years. Planned evaluations were 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 high level 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 advised that given the challenging financial climate there had been little change to the Archives' strategy for service delivery in the medium future. Active partnership in national and regional externally funded projects including Fusion and Cultural Ambition would be central to skill-sharing, volunteering, and community engagement activity in the next 2 to 3 years. Partnership with the Parliamentary Archives was continuing, the Wellcome Trust funded cataloguing and conservation project, Glamorgan's Blood was on-going, and applications for grant funding to improve prioritised collections had already been submitted.

Members were advised that detailed targets would be reported to the Joint Committee in the quarterly reports as will progress against them and issues affecting achievement. Staff absence on maternity leave was anticipated in the current year.

The Annual Plan 2018 – 2019 was outlined.

RESOLVED: to endorse the Annual Plan 2018-2019.

30 : DATE OF NEXT MEETING

15 June 2018 at 2pm.

Councillor B Jones submitted her apologies for the next meeting.