

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 Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 15 March 2019 at 2.00 pm.

Present:

Members: Councillor Burnett, Bridgend County Borough Council  
(Chairperson)  
Councillor Cowan, Cardiff Council  
Councillor Henshaw, Cardiff Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor Robson, Cardiff Council

### 25 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Colbran, Cunnah, George, Barbara Jones, Keith Jones, Rhys Lewis, Wendy Lewis, Robertson and Smith.

Apologies were also received from Kate Thomas.

### 26 : DECLARATIONS OF INTEREST

Councillor Robson declared a personal interest in Item 4 as he is employed by David Melding AM who is referenced in the report.

### 27 : MINUTES

The minutes of the meeting held on 14 December 2018 were agreed as a correct record and signed by the Chairperson, subject to a typographical error being amended.

### 28 : REPORT FOR THE PERIOD 1 DECEMBER 2018 TO 28 FEBRUARY 2019

Members were provided with an update on the work, visits and achievements of the service for the period 1 December 2018 – 28 February 2019; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In summary, the Archivist explained that Grant applications continue to bear fruit and are invaluable to complete listing the larger and more complex collections. The contribution of volunteers who add value to the catalogue and improve the condition of the Collection remains essential to the quality of service delivered by a reduced core of highly trained and committed staff. The inclusion of Trainees on the establishment has been equally beneficial, providing staff with an opportunity to share their expertise as well as their work load. The demand for the service is not lessening and Glamorgan Archives is committed to meeting that demand.

The Chairperson invited questions and comments from Members;

Members were saddened to hear of the passing of Mr Murray McLaggan and wished to explore a way of capturing his commitment to the Archives over the many years. The Archivist agreed that she would speak to staff and consider some options for this.

Members noted that the service had not attended any events in the Vale of Glamorgan, this would continue to be explored.

RESOLVED: to note the report.

## 29 : EVALUATION OF THE ANNUAL PLAN 2018-2019

Members were updated on the achievement of targets set out in the Annual Plan for 2018-2019.

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

## 30 : ANNUAL PLAN 2019-2020

Members were advised that this report seeks approval for the Glamorgan Archives Annual Plan 2019-2020.

Members were advised that during the current financial year progress had been made against all targets in the current annual plan. A three year strategy was agreed in 2018 to which the current year's plan adheres. 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 to the report followed by the high level plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year. The Glamorgan Archivist updates Members on progress against the targets and detailed tasks in the quarterly reports to the Joint Committee. Issues affecting the achievement of targets are reported regularly. Members were informed that the main change in this year's Annual Plan is the Digitalisation Strategy.

The Chairperson invited questions and comments from Members;

Members made reference to the target for external events and wondered if this was an effective target that benefits the service. The Archivist considered that the target needed to be changed, Members discussed the external factors that can impact on not being able to attend events in each of the Local Authority areas such as whether there is a Museum, the local history societies, demographics, Heritage Lottery Funding etc. The Archivist considered that the target could be changed to establishing links with local societies in each Local Authority area, or the National Trust and this would be explored further and brought back to Joint Committee.

RESOLVED: to endorse the plan.

## 31 : ANY OTHER BUSINESS

The Archivist wished to inform Members of her intention to retire by April 2020; she advised that she had applied for a flexible retirement with her hours reducing by a

quarter from April 2019 and formal notice being given in September 2019. The Archivist explained that she would bring a report on the proposals for her retirement to the Joint Committee Meeting in September.

The Chairperson wished to thank the Archivist for all her support, work and commitment to the service over the years.

32 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 14 June 2019 at 2pm.

The meeting terminated at 3.00 pm