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AGENDA

Pwyllgor	CYDBWYLLGOR ARCHIFAU MORGANNWG
Dyddiad ac amser y cyfarfod	DYDD GWENER, 13 MEDI 2019, 2.00 PM
Lleoliad	ARCHIFAU MORGANNWG - CLOS PARC MORGANNWG, LECWYDD, CAERDYDD
Aelodaeth	Cynghorydd G John (Cadeirydd) Cynghorwyr Burnett, Colbran, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, B Jones, KJones, R Lewis, W Lewis, Robson, Smith a/ac Turner K Thomas CVO, JP

- 1 Ymddiheuriadau am Absenoldeb**
Derbyn ymddiheuriadau am absenoldeb.
- 2 Datgan Buddiannau**
I'w wneud ar ddechrau'r eitem ar yr agenda dan sylw, yn unol â Chod Ymddygiad yr Aelodau.
- 3 Cofnodion (Tudalennau 3 - 6)**
Cymeradwyo cofnodion y cyfarfod blaenorol fel cofnod cywir.
- 4 Adroddiad am y cyfnod 1 Mehefin - 31 Awst 2019 (Tudalennau 7 - 36)**
- 5 Adroddiad Monitro Cyllideb Archifau Morgannwg 2019-2020 (Tudalennau 37 - 44)**
- 6 Recriwtio Archifydd Morgannwg (Tudalennau 45 - 60)**
- 7 Dyddiad y cyfarfod nesaf.** 13 Rhagfyr 2019 am 2.00pm

Davina Fiore

Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol

Dyddiad: Dydd Llun, 9 Medi 2019

Cyswllt: Andrea Redmond, 02920 872434, a.redmond@caerdydd.co.uk

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 14 June 2019 at 2.00 pm.

Present:

Members:

- Councillor Cowan, Cardiff Council
- Councillor Cunnah, Cardiff Council
- Councillor Henshaw, Cardiff Council
- Councillor Jarvie, Vale of Glamorgan Council
- Councillor R Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Smith, Bridgend County Borough Council
- Councillor Colbran, Merthyr Tydfil County Borough Council
- Councillor Robson, Cardiff Council

1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

Members were advised that following the Rotation of Chair/Vice Chair schedule, that it was the Vale of Glamorgan's turn to be Chairperson of the Joint Committee, and Merthyr's turn to be Vice Chairperson.

RESOLVED that: Councillor Gwyn John be elected as Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2019/2020.

2 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

RESOLVED that: Councillor Malcom Colbran be elected as Vice -Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2019/2020.

As Councillor John was not present, Councillor Malcolm Colbran took the Chair.

3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

RESOLVED: to note the membership of the Glamorgan Archives Joint Committee for the Municipal Year 2019/2020.

- 4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

RESOLVED: to note the Joint Agreement and Terms of Reference for the Glamorgan Archives Joint Committee for the Municipal Year 2019/2020.

- 5 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gwyn John and Nicole Burnett.

- 6 : DECLARATIONS OF INTEREST

None received.

- 7 : MINUTES

The minutes of the meeting held on 15 March 2019 were agreed as a correct record and signed by the Chairperson.

- 8 : REPORT FOR THE PERIOD 1 MARCH - 31 MAY 2019

Members were provided with an update on the work, visits and achievements of the service for the period 1 March 2019 – 31 May 2019; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In summary, the Archivist explained that it had been a busy quarter for developing partnership projects with a number of new opportunities presenting as existing projects draw to a close. The on-line profile was growing with the help of volunteers who research content and write the blogs. Staff manage the high demand for access to the Collection and are keeping to targets for accessioning additions to the Collection. They are to be commended for their commitment and hard work which is maintaining the high profile and status of the service in Wales and beyond.

The Chairperson invited questions and comments from Members;

Members noted at the last meeting, the death of Mr Murray McLaggan was recorded and it was requested that something was done to commemorate his contribution to the Joint Committee. Officers advised that unfortunately there had been no progress on this and asked Members for suggestions.

Members asked how the move to Office 365 was going. Officers stated that it was on hold as they need to upgrade IT equipment so its compatible with 365; officers added that this needed to be done anyway and once complete they did not foresee any issues with the move to 365.

Members noted the significant cost of equipment such as the new suction table. Officers explained that it will speed up lots of conservation work, its grant funded and it will enable the service to take on more work.

Members were informed that Digitalisation was up and running with online payments.

Members discussed remote access and asked if there was an option for customer feedback to be provided which could be used on social media to promote the service. Officers explained that they don't have the resource to promote the service on social media, it would also require translation. Feedback forms are available on the reception desk and Officers would explore the option of bounceback forms for online access.

With reference to the Archivists retirement, Members asked about succession planning and the application recruitment process for the new Archivist. Officers advised that she would give 6 months' notice in October; at the September Committee meeting she will bring a report detailing options for the recruitment and applicant process. Members asked if the Archivist was confident an appointment would be made, to which she replied she was.

Members asked if there were interim arrangements in place for this year and Officers advised that there were systems in place to cover the 25% reduction in the Archivists hours and there were no issues currently. The Archivist further explained that the knowledge is not kept by just one person, they share knowledge of projects and have shared drives etc. so there are no silos.

Members asked if the service was involved in the National Broadcast Archive; officers advise that they were not, they hadn't been approached as it was a National Library for Wales project. Officers had attended a meeting on this and there would be a hub in Cardiff somewhere but the issue would be space, to house it at the Archives building would mean restricting what else they could do. Officers said they could explore options for possibly some outdoor space.

RESOLVED: to note the report.

9 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2018/19

This report presented a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31st March 2019. Page 4 of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to Committee for information only.

The planned expenditure and actual spend for all areas was outlined to Members.

Members were reminded that it was agreed in 2015/16 that there would be a drawdown from Reserves of £100,000 and that this would be reduced by £25,000 each year moving forward. In 2018/19, there was not due to be a drawdown from Reserves, however when the budget was set for this year, it was agreed to continue a drawdown of £25,000 to ease pressures of increasing expenditure and decreasing income. Therefore, the overall position represents a net overspend of £32,977 against budget, representing the need for an overall drawdown from Reserves of £57,977.

<u>Movements on Glamorgan Archives General Reserve</u>	£
Balance brought forward at 1 st April 2018	233,945
Less Drawdown from General Reserve	(57,977)
Transfer to General Reserve	0
Balance as at 31st March 2019	175,968

The £57,977 in the table above represents the drawdown of funding from reserves to pay for the balance of in year spend not covered by Local Authority member contributions. The target for 2019/20 has been increased to £50,000 drawdown from Reserve. Despite the attempts to phase out the need for drawdown, the increasing funding gaps each year mean that this will be more difficult moving forward and it will need to be monitored in the future.

The Chairperson invited questions and comments from Members;

Members asked if there was any money in the budget to advertise for the new Archivist, and for the costs associated with the recruitment. Officers advised that there was nothing specific but with the current Archivist dropping one day a week there was an in year saving which should make it manageable.

Members discussed reserves and asked what was considered to be the safe minimum reserve amount. Officers stated that there was not a figure set in stone, it's a judgement call; when the issue was opened up for debate originally it was informally agreed that £100k would be a comfortable amount; this gives coverage for an exceptional event in any year. Officers considered that a review of the Medium term financial plan could be undertaken for the service, to look at whether the reserve is sufficient and if there is a need to reconsider local authority contributions.

RESOLVED:

1. That the outturn position for 2018/19 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2018/19 be noted and signed.

10 : DATES OF NEXT MEETINGS

RESOLVED: To note the schedule of forthcoming meeting dates:

13 September 2019
13 December 2019
13 March 2020
12 June 2020

The meeting terminated at 3.30 pm

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
13 September 2019**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 June - 31 August 2019	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 2019.

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 Conservator Stephanie Jamieson left in early June, shortly before the end of her two year contract, having secured a position at the Victoria and Albert Museum in London.

Laura Cunningham, Temporary Archivist covering maternity leave, completed her placement at the end of June. The underspend on the Glamorgan's Blood project resulting from Stephanie's early departure was used to employ Laura through Cardiff Works for a four week period to finish the cleaning, repackaging and digitisation of the National Coal Board negative collection. Laura has moved on to a project post at Warwickshire Archives cataloguing their coal collections.

Cultural Ambition Trainee Lloyd has started a six month placement at the Archives. This is the final of three placements which together make up a twelve month traineeship and, on submission of a complete portfolio, will provide Lloyd with an NVQ Level 2 qualification in Cultural Heritage. Following an introductory period during which he worked in all areas of the office he is now focusing on activities in the searchroom and collections. This will enable him to complete the remaining modules for his portfolio.

Continue skill sharing volunteer programme

During the quarter, 48 volunteers have contributed 1,615 hours to the work of the Office. Of these, 29 came from Cardiff, 10 from the Vale of Glamorgan, 5 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 2 from outside the area served.

5 volunteers, originally introduced through supported employment agencies, have contributed 210 hours of the total above. Conservation Sciences MSc student volunteers from Cardiff University have contributed 112 hours of the total above.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter 3 of these were provided. These work placements are included in the volunteer hours above.

Volunteers are continuing to work on long term projects including indexing Glamorgan Petty Sessions Depositions, vehicle licensing files, Cardiff Crew Agreements, Merthyr Tydfil Poor Law admission registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and digitising photographs of the South Wales Police.

National Volunteers' Week (1-7 June) provided a good opportunity to thank volunteers for their contribution to the work of the Archives. The week was marked on social media, featuring a different volunteer and project each day with accompanying photograph.

Owen, a placement through Quest Supported Employment Agency, has asked to increase his hours from two and a half to four each week. He will divide his time between data entry and conservation, both of which he is enjoying. A further placement through Elite Supported Employment Agency has started. Jonathan is typing up indexes to building plans held by Cardiff City Council, currently only available on handwritten index cards. This will eventually be added to Canfod.

Annual volunteer feedback sessions held in April have been assessed. Overall feedback was positive, most citing an interest in the history of the local area as their reason for volunteering. Points to address include provision of training in the use of conservation equipment and

photography. Visits arranged to places of historical interest were appreciated.

Following a very positive response to last quarter's volunteer visit to the South Wales Police Heritage Centre, Melanie Thalayasingam organised a visit to Roath Police Station to see a Victorian station and cells. A volunteer working on the Petty Sessions depositions indexing project had specifically asked for this. Four volunteers attended, accompanied by the Glamorgan Archivist.

Continuing Professional Development

Development reviews for staff are current and up to date. All staff undertake on-line training as required by Cardiff Council.

The Glamorgan Archivist and the Senior Archivist attended Unconscious Bias training arranged by the Cardiff Fusion programme and hosted by the Cardiff Story Museum (now Museum of Cardiff).

Seven staff attended a training session delivered by the Museum of Cardiff on exhibition development and production. The session was arranged in advance of work to create an exhibition based on the coal collections catalogued as part of the Glamorgan's Blood project. It covered overall planning, writing content and selecting appropriate images. All staff found the session valuable and an excellent opportunity to look at the most effective ways to plan and deliver exhibition content.

The Office's Investors in People status has been withdrawn as the cost of continuing in the scheme is too great.

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. Planned preventative maintenance is carried out regularly by approved contractors.

At the end of August the main water pump began to fail. A replacement was ordered but the supply to the building was interrupted for a few days at the very end of the month before repairs could be effected. Arrangements were made for staff but it was necessary to close the building to other users. Fortunately, this is a very quiet week and disruption was minimised.

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.

External funding is sought for cataloguing projects, new equipment and training expenses.

Maximise benefit from income generation

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation. The wording has been amended slightly to reflect payment options.

External orders for conservation work, cleaning and custom made boxes continue to be received. It is currently possible to manage these without impacting service needs although demand is growing and may be more difficult to balance in the future. The Conservator is providing conservation advice to a local archive. Private conservators are hiring space in the Studio.

Additional clients have been sourced for vacant space in the repositories.

Work has begun on digitising the Registers of Electors for Glamorgan. Operatives from Ancestry are based on site and will be imaging the registers, followed by additional material from the Collection, over a period of 9 months. The images will be made available on the Ancestry site and the Archives will receive a set annual fee for the use of the images.

A film company producing shorts to introduce young people to the demands of adult life rented Ogmore and the front hall as a location for one of its productions.

On-line payment for services is now live.

Promote partnerships and networks

National

The Glamorgan Archivist attended a reception at the House of Lords to celebrate the 150th anniversary of the Historical Manuscripts Commission, National Lottery Heritage Fund's 25th anniversary launch at the Principality Stadium, and a Gypsy Romany Traveller LGBTQ+ international conference at the Senedd. She hosted meetings of the Archives Accreditation Panel and Archives and Records Council Wales (ARCW) at Glamorgan Archives, and attended the national Fusion Co-ordinators meeting at the National Library of Wales.

Although 2019 will be the 10th year in the current building the Archives is still approached for advice on the brief and the move. Lincolnshire Archives is in the early stages of a potential move and telephoned to discuss priorities and for advice on details of access and control.

The Senior Archivist and Temporary Archivist, Laura Cunningham, attended the 2019 ARCW Forum held in Builth Wells. The Senior Archivist spoke with Johanna Hartwig of Art Shell on the artist residencies hosted by Glamorgan Archives. LGBT researcher Norena Shopland spoke about her work on the Queering Glamorgan research

guide. Our partnership work was also noted in the presentation by Polly Groom of CADW on their Unloved Heritage programme, which in south Wales focuses on Fernhill Colliery, Blaenrhondda.

Visits

Sara Griffiths, Outreach Manager at the National Archives, visited to see the exhibition curated by the National Archives on the 1919 Race Riots.

Local

The Glamorgan Archivist attended the launch of the Windrush Generation project at Butetown Community Centre. She is a member of both the Heritage and Cultural Exchange (HCE) steering group and the reference group for their National Lottery Heritage Fund project and has attended meetings of both during the quarter. Volunteers from the project visited the Archives for a tour of the building and training in conservation and searching the catalogue. Louise Hunt, Archivist, met Project Officer, Jenine de Vries, to discuss cataloguing templates to ensure compatibility as items are likely to be deposited in future.

The Jewish History Association of South Wales lottery funded project, based in the Archives, is approaching the end. Support has been offered for future projects.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme.

Hannah Price, Archivist attended an event held by the new owners of Fonmon Castle. Intended to showcase plans for the castle and estate the event was attended by representatives from local businesses and neighbouring properties.

The co-ordinator for the Living Levels Research Group (the RATS) held meetings with her volunteers in Llynfi, allowing them to combine these with research in the searchroom.

Potential partnerships

The Senior Archivist met with Iqbal Singh from the National Archives and representatives from the Heritage and Cultural Exchange in Butetown to discuss ongoing partnership work stemming from the collaboration on the 1919 Race Riots centenary exhibition.

Representatives from the Romani Cultural & Arts Company in Cardiff met the Senior Archivist to discuss the potential for developing a research guide based around gypsy and traveller heritage.

Meetings have been held with heritage partners in Cardiff and Cardiff Council's Tenants Participation section to discuss events to commemorate the centenary of council housing in the city.

As a result of attendance at a workshop by the National Archives on collaboration between archives and higher education, hosted by Glamorgan Archives, discussions have been held with representatives from Cardiff Metropolitan University on restarting partnership work around creative writing courses.

The recently appointed County Archivist of Gwent visited to discuss options for an all-Wales grant application to an innovation fund at the National Archives.

2. Building and systems

Maintain building

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

Staff had been experiencing some issues with the document locations database frequently crashing. These problems, possibly linked to the use of old computer hardware, appear to have abated and new computers are on order.

Ensure compliance

The Senior Archivist represents Glamorgan Archives on Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

Discussions are continuing regarding migration to the Office 365 operating system.

All building health and safety checks are completed and current.

B. THE COLLECTION

1. Conservation

Repositories

During routine maintenance the power supply to the ground floor repository was disrupted triggering the fire suppression system. The gas was not released as the system is switched to manual during working hours, but the incident revealed a fault in the fire protocol program link to the building management system (BMS). This has been rectified. Filters for the strongroom air handling units (AHUs) have been replaced and the thermohygrometer on the roof moved to a more neutral position. Demand notices have been added to BMS so that calls for heating can be easily monitored.

The repository environments have been comfortably within the recommended ranges for the storage of archives with AHUs called for only 3.50 hours in the quarter.

The insect traps have been entirely clear.

Conservation and preservation plans

Conservation staff respond to requests from the search room and to assess new accessions as they come in. Staff and volunteers are working through the identified priorities, currently, Quarter Sessions rolls and Glamorgan Constabulary newscuttings books.

Magistrates Courts records are continuing to be assessed and cleaned as they are transferred.

Work is nearing completion on the NMCT funded project for Cardiff University Special Collections and Archives. The Conservator has been assisted by 2 Cardiff University Conservation students, Rafail and Stella. The Conservator ran a training day on cleaning and packaging, and identifying and treating mould and red rot for staff of Special Collections and Archives.

She has carried out conservation assessments for the Royal Welsh College of Music and Drama and for West Glamorgan Archives Service.

Councillor Rhys Lewis visited the conservation studio to view plans from the National Coal Board collection and discuss options for photography. Three former Cardiff University conservation students brought their families for a tour of the premises on graduation. Conservation by Design came to discuss new product lines. A photographer who has been commissioned to produce a copy of the Llantrisant Charter was shown it in the Studio.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

The bid to the Archives Revealed programme for funding to catalogue the records of Associated British Ports and Cardiff Bay Development Corporation has been successful. A grant of £37,996 has been awarded which will be used to employ an archivist for one year to fully catalogue this material. The project was praised for its transformational potential and local, national and international significance.

Cataloguing of The Motorway Trust Archive has been completed. The work was funded through the Business Archives Council's John Armstrong Award for Transport Archives and undertaken by Archivist Lowis Lovell.

Since acquiring log-in details to the self-service CIIM (a solution to synchronise catalogue data with the Archives Hub systems), 444 catalogues from Glamorgan Archives have been added to the Archives Hub website, amounting to over 23,000 entries. More descriptions will be added in the forthcoming months. Work continues on preparing

catalogue data for upload to the system ensuring that descriptions are as accurate and user friendly as possible.

Security settings have been updated in CALM so that logging into the software is linked to council IT accounts. This should provide greater accountability, make it easier to track changes and make the system more secure. A new field has been added to the CALM accessions template to record the size of digital accessions as more material starts to be received in electronic format.

Testing has been carried out on Axiell Collections, a product that may be used alongside CALM as part of the existing license, allowing staff to access the database securely through a browser rather than software installed on a computer. Queries and potential bugs have been fed back to the software provider. It would appear that the programme will allow for editing the database over a wireless connection, something that is not currently possible with CALM.

The procedure and forms for temporary withdrawals have been updated to ensure that documents are returned in the same condition as they were in at the time of withdrawal.

Collection development

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 80% of the accessions; the target is 60%. 96% of the accessions received between September and March had receipts issued within the 6 months target for more complicated deposits; the target is 90%. Collections days have continued with a focus on listing County Council building plans and reorganising Council agenda and reports.

Collections Week was held at the end of June. Significant progress was made on unaccessioned material. Collections catalogued comprised Bridgend County Borough Council committee meeting papers, Vale of Glamorgan County Borough Council Conservation Department files, Pontypridd County School records, Cowbridge with Llanblethian Community Council files, records received from the South Wales Baptist Association, Richmond Road Congregational Church records, and records of Cymdeithas Carnhuanawc.

The Senior Archivist has met with representatives from Bridgend Local and Family History Centre, Chapter Arts Centre, Cardiff and Atlantic College, St Donat's to advise on their collections. Grangetown Local History Society which holds monthly meetings at the Archives, has deposited their large collection of material relating to the Grangetown area.

A full list of accessions is given in *Appendix I*

Digital preservation

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group. Development work with the National Library's system for a workflow for restricted access content continues.

Glamorgan Archives has been accepted as a contributor in a project led by the National Archives and the University of Brighton to develop capacity for delivering robust and practical digital preservation. The two year project will involve testing and deploying various digital tools, attending training events and evaluating guidelines.

Glamorgan's Blood

Glamorgan's Blood Project Archivist Louise Clarke has edited and uploaded the catalogues for 540 National Coal Board seam plans. All NCB plans are now listed on the catalogue. She has begun work on cataloguing digital copies of degrading negatives held in the conservation freezer. These images were scanned in 2016.

She attended a workshop on the History of Medicine in Wales held at the National Library of Wales.

Prior to her departure, Stephanie Jamieson, Project Conservator completed the conservation survey of all National Coal Board material, leaving recommendations for work going forward.

Arts Society volunteers continue to clean volumes from the collection, with 216 cleaned to date. Katrina Coopey, Arts Society volunteer, has begun repackaging the building plans collection, with 45 repackaged so far.

All remaining negatives have been scanned and the 1200 images uploaded to the catalogue. 885 items from other NCB photographic series have also been digitised.

Lloyd Purnell, Cultural Ambition Trainee, is digitising material from the NCB print collection, with 218 prints scanned so far.

The project continues to be promoted through social media.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions, delivered by an expert volunteer, continue with 4 attendees this quarter.

During the quarter several teams of researchers working on behalf of the ongoing Infected Blood Inquiry have visited the searchroom. The teams have consulted local hospital and health authority records for evidence.

Members of National Museum Wales' Youth Forum visited the searchroom to consult documents related to the 1919 Race Riots, to inform their work commemorating the centenary of the riots. They were also given a short tour behind the scenes.

Members of Vale People First have been regular visitors to the searchroom during the quarter, undertaking research on the history of Barry for their Dejavu in the Vale project. All participants in the project were given an introductory tour of the office on their first visit.

Volunteers and staff from the Attic Heritage Project visited to learn more about the service. The project pairs volunteers with elderly people helping them to declutter and also to reminisce. The visit to the Archives helped make them aware of any archive material which could be identified during this process.

A group involved in the River Ogmore research project visited in July. They received a tour and display of documents relating to the river and buildings along it.

As part of Cardiff University's CUROP programme, undergraduate student Eve Lewis has been funded to undertake transcription of letters by Lady Charlotte Guest within the Dowlais Iron Company collection. This work will inform ongoing research at the University by Dr Marion Loeffler. The transcripts will be made available for use by Glamorgan Archives.

Programme of user events

Cardiff City Community Table Tennis Club's exhibition was hosted in June. The display chronicles the history and development of table tennis in Cardiff. A talk, 'It's not just Ping Pong', was held to coincide with the exhibition.

The travelling exhibition prepared by the Jewish History Association of South Wales visited the Archives during the first week in July, as part of its tour to heritage venues across south Wales. During the week a talk, 'Don't put your daughter on the stage...' by Jane Manuel for the Association, was hosted.

For six weeks during July and August the Office hosted 'From Cardiff to the Caribbean', an exhibition curated by the National Archives to commemorate the 1919 Race Riots. Two tours were arranged to coincide with the exhibition, where people would also have an opportunity to consult records relating to the Riots.

August also brought the Head for Arts 'Exhibition in a Box' at the Archives. This innovative exhibition features a number of boxes, each containing items which relate to the silences in the First World War. It is a partnership project between Head for Arts, Glamorgan Archives, Gwent Archives, Cyfarthfa Castle Museum, the Winding House Museum and National Museum Wales.

Glamorgan Archives was once again taken over by members of People First groups as part of the annual People First Takeover, this year held on 29 July. Members of Vale People First and Cardiff People First took over the events programme, arranging an open afternoon to showcase their work with Glamorgan Archives, in particular their current projects Dejavu in the Vale and Events for All.

The July meeting of Grangetown Local History Society included a talk by Society member, and Glamorgan Archives volunteer, Zena Mabbs on the poor law and Grangetown. This stems from Zena's work as a volunteer indexing Cardiff Union Lists of Paupers.

Education

Students from Fitzalan High School visited during their end of term enrichment week to learn more about the 1919 Race Riots. In the morning they were given a tour of the Archives, introduced to material from the Collection relating to the Riots, and spent time viewing the National Archives' exhibition. As part of the partnership work with the National Archives, a workshop on the riots was delivered by a member of their education team. It focussed in particular on the story of James Gillespie of Barry. The workshop was featured on the National Archives' blog.

A group of Year 10 students from Porthcawl Comprehensive visited for a tour and to explore documents relating to the history of medicine and public health in south Wales, with a particular focus on 19th century cholera epidemics. This will link to their GCSE programme of work in Year 11. They combined their afternoon visit to the Archives with a morning at Cardiff Castle.

Cardiff University undertook a project in July with Fitzalan High School and used Glamorgan Archives' front hall as a base for activities being undertaken in the retail park. Louise Hunt, Archivist, provided a brief introduction to the work of the Archives while they were here.

2. External events

Contribute to heritage events

The Glamorgan Archivist attended an event held at the Cardiff Story Museum (now the Museum of Cardiff) to commemorate the 1919 Race Riots. Copies of relevant documents were displayed along with a short presentation on an iPad. She spoke at an event in the Pierhead Building, sponsored by Vaughan Gething, to launch a lottery funded project on the riots with the Horn Development Association, and attended

commemoration events at the Norwegian Church with Cymru'n Cofio, and at Butetown Community Centre where a drama based on the events was read.

Hannah Price, Archivist attended a day school organised by the Glamorgan-Gwent Archaeological Trust. Held in Aberdare the topic of study was the iron industry in south Wales.

The Senior Archivist and Glamorgan's Blood Archivist Louise Clarke attended the Youth Voice event held at the Senedd in July. An event to celebrate the impact of heritage and culture on young people's lives, it highlighted several projects, including the work of the Penynglyn Valleys Kids group on the Unloved Heritage project, exploring the history of Fernhill Colliery. Their visits to Glamorgan Archives to undertake research for the project were featured.

The Unloved Heritage Penynglyn group held an open day at the site of Fernhill Colliery on 25 July. They showcased their work exploring the history of the colliery and the archaeological excavations that have been undertaken on the site of former colliery housing on Caroline Street. The Senior Archivist and Glamorgan's Blood Archivist Louise Clarke attended.

The Senior Archivist attended a lecture arranged by Cardiff University's Exploring the Past programme. Delivered by Dan Jewson, former Records Assistant at Glamorgan Archives, it explored the experiences of patients at the Glamorgan Asylum. Dan has undertaken a great deal of research among the Asylum records and his talk drew on case notes, particularly the letters written by patients which are occasionally found attached to these notes. Dan is continuing to develop this research for his PhD.

Archivists Louise Hunt and Hannah Price, along with the Senior Archivist, visited Cardiff United Synagogue for a tour arranged by the Jewish History Association of South Wales.

Identify and respond to major anniversaries

To mark the 80th anniversary of the establishment of Glamorgan Archives, originally Glamorgan Record Office, a series of blog posts are being published, each based on documents from every decade since 1939. The series began with the diary of Joan Mark of Cardiff, who wrote about starting her nursing career at the Prince of Wales Hospital in 1939. The post for the 1940s looked at Air Raid Precautions Records; for the 1950s the focus was on Cardiff's bid to become capital city of Wales; the 1960s looked at the scrapbooks of WI branches compiled in 1965; the Motorway Archive was chosen to represent the 1970s, the decade when motorway building in Wales reached its peak. Posts will continue in September.

The 50th anniversary of South Wales Police has been marked with a series of blog posts.

The Albion Colliery Disaster of 1894 was commemorated by the Glamorgan's Blood team using papers within the collection, including inspectors' notes and a copy of the Albion Steam Coal Company's inquiry report.

A short blog post looked at the reaction in south Wales to the moon landing in 1969.

Staff have been involved in a number of events to mark the centenary of the Race Riots in south Wales, details of which are reported under other headings.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Feedback comments have included:

Thank you so much for your kind and generous assistance and guidance. It's been very helpful.

I would like to thank the staff for their valuable help in this endeavour and praise them for their diligent and professional approach to my enquiries. It is very clear to me why the services available at the Glamorgan Archives have such a good reputation with those who access them

Interesting enquiries are reported in *Appendix II*.

Publicity

A number of television programmes on the 1919 race riots have included segments filmed at the Archives, showing related documents. BBC Wales Today filmed a short piece with Huw Thomas, as did TV company Boom Cymru with Yasmin Khan for Hansh on S4C, and a film crew from S4C's nightly magazine programme Heno filmed the Senior Archivist introducing the documents relating to the riots held within the Collection. The Senior Archivist also met with a producer from Tinopolis, the company which produces Heno, to discuss a potential programme further exploring the 1919 Race Riots.

A segment of the television programme 'Who Do You Think You Are?' was filmed in the searchroom showing the Glamorgan Archivist revealing to Paul Merton the ultimate fate, and final resting place, of his grandfather. The programme was broadcast at the end of August.

Wales Online featured an article looking at the old Cardiff Gaol, which drew on documents held at Glamorgan Archives.

A photograph of Dowlais bogies is to be published in an upcoming book on Steam on the Sirhowy Tramroad and Its Neighbours by Michael Lewis. Photographs from the Hughesovka Research Archive have been used in a Ukrainian publication and requested for a BBC programme about canals.

To celebrate the Cricket World Cup, the blog featured an article on Miss Constance Hill of Cardiff, who captained the Glamorganshire Cricket XI. It also looked back to August 1909 and the National Pageant of Wales.

The work of the Archives continues to be highlighted on social media. Posts this quarter have featured the Cricket World Cup, with matches hosted in Cardiff; the Royal Welsh Show; the National Eisteddfod; International Cat Day; National Allotment Week and Pride Cymru.

SUMMARY

As always in the Archives, the summer quarter saw no let-up in demand and activity, much of which was related to the centenary commemorations of the race riots in south Wales. Like the other exhibitions and engagement reported, much of this is a result of partnerships and long-term networking. Applications for grant funding take time and effort but persistence is rewarded and it has been a pleasure to report success in some very competitive rounds in recent years. Catalogue improvements proceed apace and access to the catalogues is improving rapidly as entries on Archives Hub grow. Digital preservation is a priority with staff training and involvement in national developments an essential preparatory element. Staff respond to these new and increasing demands with energy and good humour; their expertise and commitment cannot be overstated.

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 2019-2020 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
2 September 2019

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 June – 31 August 2019

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff, Vale of Glamorgan
	Deliver educational service	10 educational visits	5
	Deliver on-site events	6 public events	17
The Collection	Contribute to Archive Hub	200 catalogues	460
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 80%; complex; 96%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	336 cleaned; 364 conserved; 779 boxes made
Resources	Meet income target	£92,200	£38,277
	Meet agreed revenue budget	£887,100	
	Manage volunteers workforce	6,600 hours; 100% reviewed	3565, reviews complete
	Maintain establishment	14 fte	14 fte

Appendix I

Dr D P Evans of Porth Collection			
Accession No:	2019/78	Reference No:	D1681
Photographs from the Cardiff student climate change strike, part of the second wave of global climate strikes inspired by Greta Thunberg. Date of records: 24 May 2019			
Cofnodion Cymdeithas Carnhuanawc			
Accession No:	2019/79	Reference No:	D1646
Papurau'n ymwneud a gweithgareddau'r Cymdeithas ar hanes a ddiwyliant Cymru Date of records: 1990-2004			
Cardiff and District Table Tennis League Records			
Accession No:	2019/81	Reference No:	D1683
League records including handbooks, photographs, rule book, score books, and programmes Date of records: 1936-2019			
Sergeant Reginald George Greening, Glamorgan Constabulary, photographs			
Accession No:	2019/82	Reference No:	D1682
Group photographs Date of records: 20th century			
Photograph of Castle Street, Duke Street and High Street, Cardiff			
Accession No:	2019/83	Reference No:	D1684
View includes Cardiff Castle wall and tower Date of records: 12 Sep 1863			
South Wales Police Constabulary Records			
Accession No:	2019/84	Reference No:	DSWP/78
'Billboard' magazine, 50th Anniversary Special Edition Date of records: 2019			
Casgliad Norena Shopland Collection			
Accession No:	2019/85, 131	Reference No:	D1227
'Sarah at Plas Newydd, July 5th 1788' by Gillian Clarke; Papers relating to Emily Davies' pool win; photographs collected by Frank Wheeler, including views of Cardiff Docks and Grangetown Date of records: 1929- 2012			
Cardiff Magistrates Court Records			
Accession No:	2019/86	Reference No:	PSCBO
Court registers and Fines and Default Registers. Date of records: 12 Jul 1990-31 Dec 1992			

Ivor Richards of Penarth, Seaman, Papers

Accession No:	2019/87	Reference No:	D1685
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Personal papers

Date of records: 20th century

Glamorgan Family History Society Records

Accession No:	2019/89	Reference No:	D37
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Journal number 134; Unaudited Financial Statements, 2018

Date of records: Jun 2019

Breacher Family, Blaengarw, Papers

Accession No:	2019/91	Reference No:	D1686
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Ocean colliery photographs, papers and certificates relating to James Breacher's qualifications and career. Report of visit to Scottish Coalfields by James Breacher and others, 1930. Papers and photographs relating to Brynbedw House, Blaengarw (Colliery Manager's House), including memoirs from Eileen Pughe. Postcards of Blaengarw, photographs and papers relating to Ysgol Y Garw, Pontycymer, Blaengarw School photographs

Date of records: 1898-1966

Cofnodion Eglwys y Bedyddwyr Noddfa

Accession No:	2019/92	Reference No:	D1688
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Adroddiadau Eglwys y Bedyddwyr Noddfa, Treorci.

Date of records: 1893-1981

Roger L Brown, Vicar of Tongwynlais, Papers

Accession No:	2019/93	Reference No:	D1691
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Items of ephemera collected by Mr Brown during his time as vicar of Tongwynlais

Date of records: 1968-1993

Jeffrey Strong of Cardiff Papers

Accession No:	2019/94	Reference No:	D1300
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Territorial Army in Cardiff: photographs of parades, training and army personnel

Date of records: c1970s-1980s

Friends of Llandaff Cathedral Records

Accession No:	2019/95	Reference No:	D127
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Eighty-Sixth Annual Report

Date of records: 2018-2019

Cardiff Docks Plan and Photographs

Accession No:	2019/96	Reference No:	D1690
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Mounted photographs and copies of plans relating to Cardiff Docks - these appear to have been put together for an exhibition or learning resource

Date of records: 20th Century

Tondu Ecclesiastical Parish Records			
Accession No:	2019/97	Reference No:	P222CW
Baptism register, 1915-1947; Burial register, 1933-1985 Date of records: 1915-1985			

Canton and Riverside Study			
Accession No:	2019/98	Reference No:	D1692
An outline district plan for Canton and Riverside with a planning brief for the development of the Wellington street area Date of records: 1967			

Commemorative certificates			
Accession No:	2019/99	Reference No:	D1693
Certificate presented to William Edmund Vaughan by the County Borough of Cardiff for services to the borough; certificate presented to William Edmund Vaughan by the Manchester Unity Institute of Odd Fellows Cardiff District to commemorate his accession to the position of chief magistrate. Date of records: 1893			

Bettws Ecclesiastical Parish Records			
Accession No:	2019/100	Reference No:	P77CW
Baptisms, 1939-1986; Marriages 1963-1989 Date of records: 1939-1989			

St Bride's Minor Ecclesiastical Parish Records			
Accession No:	2019/101	Reference No:	P78CW
Baptisms, 1966-2003; Marriages, 1947-2001; Banns of Marriage, 1913-1944 Date of records: 1913-2003			

St Bride's Minor with Bettws / Llansantffraid, Bettws and Aberkenfig Ecclesiastical Parish Records			
Accession No:	2019/102	Reference No:	P253CW
St Bride's Minor, marriages, 2001-2018; St David, Bettws, marriages, 1989-2018; St John, Tondu, marriages, 1971-2013 Date of records: 1971-2018			

Grangetown Local History Society Records			
Accession No:	2019/103	Reference No:	D1026
Collected material donated to and collected by the society Date of records: 1900s-2000s			

Aerial Photographs of the construction of A470			
Accession No:	2019/104	Reference No:	D1694
Aerial photographs recording the construction of the A470 Date of records: 1970s			

Alan Roy Thorne of Penarth Collection			
Accession No:	2019/105	Reference No:	D1230
Photographs of Cardiff and the Vale Date of records: 20th century			

Penarth Motorboat and Sailing Club Scrapbook			
Accession No:	2019/106	Reference No:	D1695
Scrapbook comprising photographs, newscuttings and programmes reflecting activities of the Club; obituary of Dick Begg, former Club Commodore; 'Penarth Motorboat and Sailing Club post-war revival' by Alan Thorne Date of records: 20th century			

Cofnodion Eglwys Y Bedyddwyr, Caersalem, Dowlais, Merthyr Tydfil / Caersalem Baptist Church, Dowlais, Merthyr Tydfil Records			
Accession No:	2019/107	Reference No:	D1700
Minutes, plans, photographs, contributions book, correspondence Date of records: 20fed ganrif / 20th century			

Jewish communities across Wales			
Accession No:	2019/108	Reference No:	D1701
Newscuttings and photographs relating to Jewish communities across Wales, material collected by David Jacobs Date of records: 1913-2011			

Cofnodion Capel y Bedyddwyr, Moriah, Dowlais, Merthyr Tudful / Moriah Baptist Church, Dowlais, Merthyr Tydfil, Records			
Accession No:	2019/109	Reference No:	D1697
Sisterhood expenses book, accounts book, dismissal forms Date of records: 20 th century			

Cardiff Rugby Football Club records			
Accession No:	2019/110	Reference No:	D1702
Cardiff RFC minutes and House Committee minutes Date of records: 20th century			

Newcastle and Ogmere Petty Sessional Division Records			
Accession No:	2019/111	Reference No:	PSNEW
Court registers, Jan 1989-Jan 1993; juvenile court registers, Oct 1985-Mar 1992 Date of records: 1985-1993			

John Armstrong Raven, Collection of Cardiff Theatre Programmes			
Accession No:	2019/112	Reference No:	D1696
Programmes, newscutting Date of records: 20th century			

The Reverend Dr. Thomas John Prichard, of Ystradyfodwg, Collection			
Accession No:	2019/113	Reference No:	D1573
Photographs, correspondence and research notes of Reverend Prichard Date of records: 20th century			

Abercynon, St Donat Ecclesiastical Parish Records

Accession No:	2019/114	Reference No:	P138CW
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Register of services, St Gwynno, 1971-1979; Articles of Inquiry, 1976-1988; Archdeacon's Return, 1990; Receipts and Payments Account, 1989-1990; Annual Membership Returns, 1991-1997

Date of records: 20th century

Women's Archive Wales/Archif Menywod Cymru Records

Accession No:	2019/115	Reference No:	DWAW
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Century of Hope papers, WAW/AMC conference packs, papers of meeting relating to Jess Heritage Wales administrative archive, correspondence between Ursula Masson and Jenny Sabine about creating a body for women's history in Wales, report (re costs David Woolley) relating to first conference, 1998; AGM agenda and packs; publicity material; conference reports. Grandmother's Peace (not WAW) papers, WOW event papers (not WAW)

Date of records: 1998-2018

Hawthorn Board School, Pontypridd/ Hawthorn Infants' Department Punishment Books

Accession No:	2019/116	Reference No:	D1698
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Punishment books

Date of records: 1898-1978

John Gwilym Roberts of Aberthin, Architect, Drawings

Accession No:	2019/117	Reference No:	D1703
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Architect's drawings created by John Gwilym Roberts while working from his private practice at his home, Awelfan, Aberthin

Date of records: 1950s-1970s

Porth Ecclesiastical Parish Records

Accession No:	2019/118	Reference No:	P212CW
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Men's society minute books, 1908-1953; PCC minute books, 1888-1989; weekly receipt book, 1952-1955; statements of account, 1939-1947; Sunday School savings bank book, 1928-1944; inventory, 1953; electoral roll, c1930s; registers of services, 1915-2004; freewill offerings book, c1920s-1930s; churchwarden's accounts, 1901-1947; book recording donations to WWII servicemen; communicants roll book, 1896-1897; terrier and inventory; drawings of new altar and reredos; other papers.

Date of records: 1888-2004

Reverend Charles Llewellyn, Rector of Coychurch, Papers

Accession No:	2019/119	Reference No:	P79CW
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Papers of Reverend Charles Llewellyn, Rector of Coychurch, 1832-1895

Date of records: 19th century

Cofnodion Eglwys y Bedyddwyr, Blaenycwm, Treherbert, Records

Accession No:	2019/120	Reference No:	D1249
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Cofnodion gan gynnwys cofestri aelodaeth ac llyfrau cofnodion cwrdd eglwys.

Date of records: c1869-2018

Treorchy Male Choir Records			
Accession No:	2019/121	Reference No:	D851
'Excelsior' annual record, anniversary programmes and newsletter Date of records: 2010-2019			

Llwyn-y-Grant Farm, Llanederyn Road, Penylan, Cardiff			
Accession No:	2019/122	Reference No:	D1699
Sale notice of farming stock, agricultural machinery and household goods for Llwyn-y-Grant Farm, Llanederyn Road, Penylan, Cardiff Date of records: 27 Feb 1941			

Ferndale Methodist Church			
Accession No:	2019/123	Reference No:	D1704
Minutes of church meetings Date of records: 20 th century			

Ynyswen Methodist Church			
Accession No:	2019/124	Reference No:	D1705
Secretary's book and church papers Date of records: 19-20 th century			

Stanley Soffa Cardiff Jewish Community Records			
Accession No:	2019/125	Reference No:	D1706
Cardiff Maccabi minutes, South Wales and Monmouthshire Zionist Council minutes, Cardiff United Synagogue papers Date of records: 20 th century			

Laurence Kahn Cardiff Jewish Community Records			
Accession No:	2019/127	Reference No:	D1707
Cardiff Jewish Community Records Date of records: 20 th century			

Pencare Jewish Home For The Elderly Records			
Accession No:	2019/128	Reference No:	D1708
Records of Pencare a Jewish home for the elderly Date of records: 20 th century			

Anthony Schwartz Cardiff Jewish Community Records			
Accession No:	2019/129	Reference No:	D1709
Photographs of Cathedral Road Shul Date of records: 20 th century			

Tony Blasebalk Jewish Community Records			
Accession No:	2019/130	Reference No:	D1710
Cardiff United Synagogue Choir papers Date of records: 20 th century			

Willmore Brothers of Penarth, Ledger			
Accession No:	2019/132	Reference No:	D1711
Register of Members			
Date of records: 20th century			

Notable Accessions

Treorchy Male Choir Records (D851)

An additional donation of records has been received from the press officer of a local male choir. Treorchy Male Choir was formed in 1883, disbanded in 1943 and reformed in 1946. Its monthly newsletter 'Excelsior' was first published in 1948 but in 1953 it became an annual record of the choir's activities. Editions of 'Excelsior' covering 2010-2019 have been donated

Papurau'r Teulu Breacher, Blaengarw / Breacher Family, Blaengarw, Papers (D1686)

A collection of colliery papers created by a local colliery manager have been received from a family member and volunteer at Glamorgan Archives.

James Breacher (1887-1956) was born at Ystrad into a mining family. He began work as a door-boy in a colliery in the Rhondda in 1899 and by 1911 he was employed by the Ocean Colliery Company Limited as a Fireman. From 1919-1929 he was employed as the under manager of the Garw Ocean Colliery and became manager there from 1929-1949. During that year he was transferred to manage the nearby International Colliery. He retired as manager of the International Colliery on the 31 August 1952 after having completed over fifty years service in the mining industry.

Items comprise professional papers including certificates and photographs of colliery staff together with a collection of personal records

William Edmund Vaughan Commemorative Certificates (D1693)

Two certificates presented to Edmund William Vaughan have been deposited at Glamorgan Archives. The certificates were both presented to Vaughan in 1893, the year in which he served as Cardiff Mayor.

The first certificate presented by the County Borough of Cardiff for services to the borough is beautifully illuminated and features scenes from Cardiff and Glamorgan.

The second of the certificates, also ornately decorated, was presented to Vaughan by the Manchester Unity Institute of Odd Fellows Cardiff District to commemorate his accession to the position of chief magistrate.

Aerial Photographs of the construction of the A470 (D1694)

This collection comprising of twelve photographs were taken for the Glamorgan Engineering Consultancy as part of their involvement in advising on the route of the then new A470 road. They were deposited by a former employee at the firm. The

photographs show the progress of construction of the approach to and around Pontypridd. The photographs include large amounts of detail, not just of the road and its construction but also of the surrounding landscape

Penarth Motorboat and Sailing Club Scrapbook (D1695)

Penarth Motorboat and Sailing Club was formed in 1932 and in 1999 changed its name to Cardiff Bay Yacht Club. The scrapbook was created by the late Richard 'Dick' Begg, a former Club Commodore and its collection of photographs, newscuttings and programmes provides a fascinating insight into the activities of the Club from the 1930s to the 1950s

Llwyn-y-Grant Farm, Llanederyn Road, Penylan, Cardiff, sale notice (D1699)

A donation of a notice of sale for Llwyn-y-Grant Farm in Penylan has been received through Chiswick Library. The sale notice is dated 27 February 1941 and has been instructed by a Mrs Annie Brown. The sale included livestock, cross-bred Hereford cattle, cross-bred Radnor ewes, pedigree Kerry rams, a registered bay mare (in foal to Wadsworth Peacehaven Fearnone), cart geldings, agricultural implements and machinery, milking machine, engines, car, household furniture and effects.

Cofnodion Eglwys Y Bedyddwyr, Caersalem, Dowlais, Merthyr Tydfil / Caersalem Baptist Church, Dowlais, Merthyr Tydfil Records (D1700)

A large collection of chapel records has been deposited by the Baptist Union of Wales. Caersalem Chapel, Dowlais, was built on land leased from the Dowlais Iron Company. It opened 1820 and with membership increasing dramatically over the next decades the branches of Hebron and Elim were opened in 1843. A further branch, Moriah, was opened 1856. During 1852 major building work took place at Caersalem including the extension of the gallery to seat larger congregations. Caersalem was demolished during the redevelopment of Dowlais during the 1970s and a new chapel was built nearby at Pant. This new chapel was officially opened 26 May 1977. Items received include minutes, accounts, attendance registers, collections and contributions books, correspondence, photographs and drawings. In addition the Baptist Union also deposited records of Moriah Chapel (D1697)

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
Sep – Nov 2018	2683	(2004)	86	3041
Dec 2018-Feb 2019	1996	(1428)	57	2434
Mar – May 2019	1871	(1245)	43	2806
June – Aug 2019	1847	(1238)	53	2961

	Remote Enquiries	Website Hits
Sep – Nov 2018	958 (+168 un-printed thank you emails)	12863
Dec 2018-Feb 2019	805 (+ 216 un-printed emails)	10844
Mar – May 2019	924 (+90 un-printed thank you emails)	10282
June – Aug 2019	840 (+231 un-printed thank you emails)	10522

Interesting Enquiries

Academic researchers continue to make use of the searchroom and remote enquiries service. Several collections, including the records of Women for Life on Earth, were consulted by a student exploring responses to environmental issues during the 1980s. Records of Cardiff Borough Council proved useful for a dissertation on the development of Cardiff Bay.

Business representatives and developers draw on the Collection for historic information to inform ongoing work. Following the recent sale of Fonmon Castle, staff managing the property have consulted the Fonmon collection and tithe maps for the estate area. The company developing the former National Provincial Bank on Bute Street examined plans and photographs showing the structure of the building, along with office premises details from the Stephenson and Alexander records. Property details from the Stephenson and Alexander collection were also used by the architects working on the redevelopment of Hodge House, Cardiff.

Several authors have sought assistance with preparatory research for new publications. These include a history of Greek ship owning companies in south Wales,

particularly the Theofilatos and Embiricos families; Lady Charlotte Guest's connection with the Dowlais Ironworks, and the 1947 wreck of the SS Samtampa in the Bristol Channel, with particular reference to the time taken to recover victims from the water. We also assisted a television researcher preparing a documentary on the Cardiff Blitz.

Family history continues to prove popular, with genealogists making contact from across the globe. A visitor from New Zealand discovered family links to the Thomas Family of Wenvoe Castle. A family historian from Belgium consulted local authority and chapel records for details of family members who arrived in Cardiff as refugees during the Second World War. Information was sought on a man who fell off a cliff in Ireland and whose body was swept out to sea, with a particular request for coroners papers relating to bodies washed ashore around that time. And Quarter Sessions records were used by a genealogist researching an ancestor who had appeared before the court in 1882 accused of committing fraud. An entry was found in the records confirming a guilty verdict.

Local and Family History Groups	
Ask the Experts! family history sessions	4
Grangetown Local History Society	58
National Museum Wales Youth Forum	5
Vale People First	11
Attic Heritage Project	5
River Ogmore Heritage Project	7
Professional Organisations	
Glamorgan Archives Joint Committee	17
Archives Accreditation Panel	12
Archives and Records Council Wales	13
Cardiff University Special Collections and Archives	8
Events	
It's not just Ping-Pong! The History of Table Tennis in Cardiff	5
'Don't put your daughter on the stage...'	28
From Cardiff to the Caribbean exhibition tours	6
People First Takeover	22
Exhibitions	
Cardiff City Community Table Tennis Club	59
Jewish History Association of South Wales	73
From Cardiff to the Caribbean: 1919 Race Riots	35
Head for Arts Exhibition in a Box	8
Education	
Fitzalan High School	19
Porthcawl Comprehensive	38
Filming	
Heno	3
Boom Cymru	4
Channel 4 Black Light Productions	30
BBC Wales Today	2
Individuals Meeting Staff	164
Tours for prospective volunteers	7
Room Hire	
Cardiff Council Training/Workshop x 39	595

Appendix IV

Bench work		
DCONC/5/4,6,7,8,9	5 Newscuttings volumes	Cleaned and repaired
UM/29/4	Creed Register	Cleaned and repaired
DPL/984, DPL/972	Plymouth Estate rentals and general estate accounts, co. Glam.	Cleaned and red rot treated
DSWP/2/5/2	Register of Constables Joining	Cleaned and red rot treated
DCONC/1/1/1	Reports of the Chief Constable to the Watch Committee	Cleaned and red rot treated
DPL/983/5	Barry Dock and Railways Bill, Minutes of evidence in House of Commons	Cleaned and red rot treated
DNCB/75/141	Coal seam map	Cleaned, tape removed, adhesive reduced, rebacked, repaired
DRBS/1/11	Shipping Register	
Q/S/R/1938/A,B,C,D, 1939/A, 1926/A,B,C, 1939/C, 1934/A,B, 1933/B,D, 1937/A, 1936/C,D, 1929/A,B,C,D, 1930/A,B, 1896/A,B,C,D 1895/A,B,C,D, 1897/A,B,C,D, 1889/B,C,D, 1890/B,C, 1922/B,C,D, 1894/A,B,C,D, 1893,A,B,C,D, 1898/A,B,C,D, 1913/A,B,D, 1909/A,C,D, 1923/A, 1916/A,B,C,D 1915/A,B,C,D, 1913/C, 1952/A,B, 1951/A,B,C,D, 1953/A,B,C,D 1954/B,C,D, 1955/A,C,D 1956/A,B,C,D, 1957/A,B,C,D 1959/A,B,C,D, 1960/A,B,C,D, 1912/D, 1910/A,BC,D, 1914/A,B,C,D, 1917/A,B,C,D, 1918/A,B C,D, 1908/B,C,D, 1919/A,B, 1920/C,D,	248 Quarter session rolls	Disbound, old repairs removed where possible, repaired, paginated and repackaged.

1921/A, 1943/A,B,C,D, 1941/A,B,C,D, 1942/A,C,D 1944/A,B,C,D, 1911/D 1928/A,B,C,D 1902/A,B,C,D, 1947/A,B, 1934/C,D, 1935/A, 1946/A,B,C,D, 1899/A,B,D, 1900/A,B,C,D, 1945/A,B,C,D 1907/A,D, 1908/A 1911/A,B,C, 1905/A,C, 1904/A,B,C,D, 1906/A, B,C,D, 1949/A,B,C,D, 1950/A,B,C,D, 1939/B,D, 1940/A,B,C,D, 1927/A,B,C,D 1926/D, 1903/A,B,C,D 1905/B, 1947/C,D, 1948/A,B,C,D, 1890/D, 1891/A,B,C,D, 1892/A,B,C,D, 1963/A,B,C,D, 1964/A,B,C,D, 1965/A,B,C, 1962/A,B, 1958/A,B,C,D, 1901/A,B,C,D,		
Cleaning and Packaging		
D1682/2-7	6 Photos	Put into sleeve
Crew lists	286 Crew agreements	Cleaned
	12 Large volumes	repackaged
Bespoke boxes made		
Various	463 Boxes	
Barcoded and Relocated		
Various	Boxes and maps	2060 Barcoded
External Work		
Private Individual	Birth certificate	Cleaned and repaired.
Local Archive	257 Boxes made	
Local Library Service	20 Boxes made	
Local Museum	490 Boxes made	
Private Company	Boxes made	
Local University	5 Boxes made	
Local University	8 volumes	Cleaned, repaired and rebound.
University in North Wales	20 Boxes made	
Private Conservator	4 Boxes made	
Private Individuals	3 Boxes made	

**THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS OF BRIDGEND,
CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF
GLAMORGAN**

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
13th September 2019**

REPORT OF:

**THE TREASURER TO THE GLAMORGAN
ARCHIVES JOINT COMMITTEE**

AGENDA ITEM NO.
2019-2020 BUDGET MONITORING

PURPOSE OF REPORT

1. This report provides members with the actual expenditure and income up to July 31st 2019 and projected full year revenue outturn for the current financial year 2019/2020.

PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2019/2020

2. **Appendix 1** details the position for the financial year 2019/2020, as forecast at 31st July 2019. This is summarised in the table below.

Table 1: Projected Outturn 2019/2020 (at Month 4)

	Budget	Actual to date	Projection	Variance
	£	£	£	£
Expenditure				
Employees	559,255	191,018	530,939	(28,316)
Premises	275,115	210,009	269,949	(5,166)
Transport	1,000	621	874	(126)
Supplies & Services	25,640	15,058	47,490	21,850
Support Services	26,090	0	26,090	0
GROSS EXPENDITURE	887,100	416,706	875,342	(11,758)
Income	(183,100)	(43,218)	(140,036)	43,064
Contribution from reserves	(50,000)	0	(50,000)	0
NET EXPENDITURE	654,000	373,488	685,306	31,306

3. The full year spend is projected to be £685,306 representing an overspend of £31,306 against the approved budget of £654,000. Reasons for the main variances are given below:

Employees -£28,316

4. Employee costs are projected to be lower than the £559,225 that was initially budgeted. This is predominantly due to the phased retirement of the Glamorgan Archivist. The full cost of the role, including salary and all oncosts, were included as part of the Employee Budget when it was set in December 2018. Since then, this role has reduced by 25% as part of the phased retirement and the employee costs for the year have been projected to reflect this, giving an overall underspend of £31,208. This is only a short-term saving however as there will be another Glamorgan Archivist in post for next year and these costs will have to be built into the 2020/21 budget.

This underspend has been partly offset by the apprenticeship levy which has a projection of £1,645 for the year. This levy will be built into the budget moving forward however. There has also been unbudgeted spend of £279 on staff training with more projected throughout the year. This covers attendance at professional conferences but these costs are offset by grant funding including 'Glamorgan's Blood – Opening up Coal Collections at Glamorgan Archives' and the Sporting Heritage Summit grant, which will be claimed back after the event in October. There has also been spend on staff overtime but this too will be offset by a grant from the Archives and Records Council Wales (ARCW) as the additional time is used to work on the Motorway Trust Archive project.

Premises -£5,166

5. It is anticipated that there will be a net underspend on premises costs. This is mainly due to the £4,600 projected underspend for water rates. Water rates had been high in previous years but it is now thought that there may have been a fault with the water supply and this is being investigated. The budget was set to allow for this, however based on last year's outturn; the overall bill has been projected to be considerably lower.

Repairs, alterations and maintenance has a budgeted expenditure of £20,000 due to unforeseen repairs that have been required in previous years. To date there has been expenditure of £5,402 that has included work on the air-handling units for the repositories and repairs to the cold-water pump. This is a difficult area of expenditure to forecast this early on in the year and therefore the projection remains as the budgeted £20,000.

Electricity and gas expenditure have budgets of £22,000 and £5,000 respectively based on costs from previous years. However, based on the outturn from last year

and bills that have been received so far in 2019/20, the overall projections have decreased giving a further underspend of £4,812 in total.

There are also projected overspends which offset some of the decreased expenditure, most notably the cost of insurance which is projected to be £5,385 and have an overspend of £2,885. This internal recharge has been calculated earlier than in previous years and this will be the total cost for the year.

Finally, National Non-Domestic Rates have an overspend of £1,415 for 2019/20. These are budgeted as closely as possible but the multiplier rates are always published after the budget has been set and agreed.

Transport -£126

6. Transport expenditure is projected to have an overall underspend of £126. To date, the majority of the public transport budget has been utilised but this includes travel for one of the Archivists to attend the Axiell Conference, the cost of which (£127) will be covered by ARCW grant funding. Further travel and subsistence costs have been included to cover travel for staff attending courses and meetings but the overall expenditure for the year is expected to remain within budget.

Supplies & Services £21,850

7. There is an overall overspend projected on supplies and services for the year of £21,850.

There was no budget set for the purchase/repair of office equipment but there has been spend of £900 to date. This was needed to repair the box making machine that is a critical and specialist piece of equipment and essential for income generation to the Archives. It is not envisaged that there will be any further spend however.

Conservation spend has a projection of £10,288 meaning an overspend of £3,288 but the majority of this will be offset by grant funding. This will be used for replacement materials for general conservation of the Archive records and £3,000 of it will pay for a further boxboard order, which again is essential for income generation.

Consultant's fees were not budgeted for but have a projected spend of £1,986 for the year. This expenditure is for a specific project however and will be offset by the 'Out of the Box Art Shell' and 'Glamorgan's Blood: Opening up Coal Collections at Glamorgan Archives' grants.

There is projected to be an overspend of £10,060 for hardware as the Archives must replace and update desktop computers and laptops in line with Cardiff Council policy. This was an unexpected cost and was not budgeted for but it is expected that

all hardware will be updated this year; therefore, there will not be a need for it next year.

There is also a projected overspend of £2,364 for general printing and stationery, the majority of which will cover the cost of document request slips, and £339 for postage due to increased sales and enquiries but this additional expenditure will be offset by income received. It is the opinion of the Archivist that the new ability to pay online is encouraging more people to use the Archive services; hence, the increased costs, and this will be factored into the budget for next year.

Some of the above overspend is however offset by an underspend in telephone charges of £306 based on bills that have been received to date and insurance charges already posted for the year which have a combined underspend of £650.

Support Services £0

8. There is a balanced projection for support services. There have not been any charges posted to date but based on costs from previous years, the budget remains as the projected outturn.

Income £43,064

9. The projected income is £43,064 less than budgeted. Explanations for the most significant variances are given below.

A budget was set for £70,200 income from the Wellcome Trust as these grants have previously covered the costs of two Archivists. However, as projects are due to come to an end, this funding will not continue for the full year and therefore the projected outturn has been adjusted to reflect this, giving a difference of £35,147. This however could be offset by further grants that may be received in year and the position will be adjusted should further income arise.

Despite the popularity of specialist room bookings, there have not been as many to date as in previous years and therefore the projected outturn has a difference of £3,596 compared with the budgeted income. Although fewer bookings are being taken, the number of bookings requesting catering has increased resulting in a projected additional £320 for the sale of food.

Income from filming charges were not budgeted for but have a projection of £975 due to the Archives being used by Channel 4 for a documentary.

Finally, donations received have already exceeded the budget and are projected to generate an additional £387 throughout the year.

Local Authority Contributions

10. On the basis of the projected outturn for 2019/20 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Bills for the first half of 2019/20 have now been raised in line with budget.

Should there be an overall overspend at the end of the year, this will need to be covered through an additional drawdown from the General Reserve.

FINANCIAL IMPLICATIONS

11. An overspend of £31,306 is projected for 2019/2020 based on the position as at Month 4. This adverse variance is however primarily due to less income rather than increased expenditure. The income levels will be monitored and reviewed in the regular meetings between the Glamorgan Archivist and Accountancy Officers in order to see if an increase is likely, otherwise expenditure will have to be reduced to meet the shortfall.
12. The General Reserve as of 31st March 2019 stands at £175,966. The budget set for 2019/20 determined that £50,000 would be used from reserves to balance the budget. Should expenditure exceed the budget and remain with £31,306 overspend, then it will be necessary to draw upon the General Reserve further, leaving a balance of £94,660 moving forward.
13. If there is an overspend at the end of the financial year, there will be a need to consider the sustainability of the General Reserve level for future years, as well as the impact on the Local Authority contributions.

LEGAL IMPLICATIONS

14. There are no legal implications arising from this report.

RECOMMENDATIONS

It is recommended to Members that they:

- Note the projected full year outturn position for 2019/2020 as detailed in this report.

Christopher Lee

Treasurer to the Glamorgan Archives Joint Committee

Mae'r dudalen hon yn wag yn fwriadol

Appendix 1 - Month 4 Monitoring Position

Expense/Income Account	Plan £	Projected £	Variance £
Employees			
Gross Pay	420,849	396,978	(23,871)
Overtime	0	252	252
LG Pensions	98,394	93,288	(5,106)
National Insurance	38,962	36,731	(2,231)
Misc Allowances	500	500	0
Holiday Pay	0	874	874
Agency Staff - Cardiff Works	0	126	126
Staff Training Expenses	0	465	465
Apprenticeship Levy	0	1,645	1,645
Employer Liability Insurance	550	80	(470)
Employees Total	559,255	530,939	(28,316)

Premises			
Repairs, Alterations & Maintenance	20,000	20,000	0
Security Measures	6,200	6,200	0
Rodent & Pest Control	360	360	0
Grounds Maintenance	1,380	1,152	(228)
Fire Management/Protection	2,900	2,841	(59)
Maintenance Contracts	12,000	12,000	0
Electricity	22,000	18,738	(3,262)
Gas	5,000	3,450	(1,550)
National Non Domestic Rates	184,000	185,415	1,415
Water Rates	6,625	2,025	(4,600)
Security Services	280	100	(180)
Cleaning Materials	300	300	0
Refuse Collection/Bulk Containers	1,470	1,783	313
Contract Cleaning	9,600	9,739	139
Specialist Waste Disposal	500	461	(39)
Insurance	2,500	5,385	2,885
Premises Total	275,115	269,949	(5,166)

Transport			
Hire of Transport CTS	150	150	0
Public Transport - Staff Use	500	500	0
Car Allowances	300	160	(140)
Travel Expenses	50	50	0
MV Hire Insurance Premiums	0	14	14
Transport Total	1,000	874	(126)

Supplies & Services			
Purchase/Repair - Office Equipment	0	900	900
Equipment & Materials	0	14	14
Signs - New & Repairs	500	500	0
Conservation	7,000	10,288	3,288
Vending Machines - Purchase	780	858	78
Catering Sundries	1,250	3,375	2,125
Welsh Translation	2,000	2,000	0
Audit Fee	2,100	2,100	0
General Printing & Stationery	0	2,364	2,364
Photocopying Materials	0	225	225
Consultant Fees	0	1,986	1,986
Commission (Inc. Credit Cards)	0	3	3
Central Telephone Exchanges	3,500	4,032	532
Telephones	1,200	894	(306)
Postages	400	739	339
Internet Charges	640	640	0
IT Consumables/Hardware	200	10,260	10,060
Software Licences & Maintenance Agreements	4,250	4,690	440
Accommodation Expenses	0	86	86
Security Expenses	0	250	250
Subscriptions	100	216	116
Public Liability Insurance	1,020	720	(300)
Miscellaneous Insurance	700	350	(350)
Supplies & Services Total	25,640	47,490	21,850

Expense/Income Account	Plan £	Projected £	Variance £
Support Services			
Accountancy	5,690	5,690	0
Income Recovery	310	310	0
Payroll	280	280	0
Payments	380	380	0
Audit	530	530	0
Procurement	400	400	0
SAP Support	3,000	3,000	0
ICT Services	8,000	8,000	0
Human Resources	7,000	7,000	0
Legal	500	500	0
Support Services Total	26,090	26,090	0

Gross Expenditure	887,100	875,342	(11,758)
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Income			
Other Grants	(10,000)	(8,355)	1,645
Wellcome Trust Grant	(70,200)	(35,053)	35,147
Contributions from Reserves	(50,000)	(50,000)	0
Publications General	(2,000)	(562)	1,438
Sale of Photocopies	(2,000)	(1,722)	278
Conservation Income	(15,000)	(15,000)	0
Sale of Food	(7,000)	(7,320)	(320)
Course Fees	(600)	(90)	510
Search Fees	(4,000)	(3,630)	370
Royalties	(5,000)	(2,819)	2,181
Hire Of Specialist Rooms	(56,000)	(52,404)	3,596
Sundry Charges & Income	(9,700)	(10,119)	(419)
Donations	(600)	(987)	(387)
Access Charges for Filming	0	(975)	(975)
Interest	(1,000)	(1,000)	0
Income Total	(233,100)	(190,036)	43,064

Total Net Budget	654,000	685,306	31,306
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CARDIFF COUNCIL, THE COUNTY BOROUGH COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAFF AND THE VALE OF GLAMORGAN

THE GLAMORGAN ARCHIVES JOINT COMMITTEE
13 September 2019

PART 1	AGENDA ITEM NO:
Recruitment of Glamorgan Archivist	

REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES, CARDIFF COUNCIL

APPOINTMENT OF GLAMORGAN ARCHIVIST

PURPOSE OF REPORT

1. To seek approval of the process for advertisement and recruitment of the Glamorgan Archivist post.
2. To agree the Job Description, Person Specification and Advertisement, and note the salary range
3. To establish an Appointments Committee as a sub-committee of the Joint Committee in accordance with the terms of reference set out in Cardiff Council's constitution as "All powers and duties in connection with the care preservation maintenance and management of archives and records except the power of setting a budget or borrowing money, subject to the terms of the Joint Archives Committee agreement dated 11th April 2006.
4. To request that members select and confirm those members who will comprise the Appointments Committee.
5. To agree the composition of officer involvement in the recruitment process.
6. To agree the indicative recruitment and selection timetable.

BACKGROUND

7. The current Glamorgan Archivist has indicated her intention to retire on 31 March 2020. The Agreement of 11 April 2006 which constituted the Joint Committee states that:

The management of the joint archives service shall be undertaken on behalf of the Committee by a duly qualified Archivist from time to time appointed by it.

8. The post is hosted by Cardiff Council and has been independently evaluated using HAY Evaluation methodology which determined the Grade of OM2 which is a 5 point range of £46,552 to £56,233.

PROPOSAL FOR THE ROLE

9. The Job Description and Person Specification have been revised to take account of the changes to the role since the current post holder was appointed, and attached at Appendix A.
10. It is envisaged that Cardiff Council will oversee the recruitment process for this role and will host the employment of the new post holder.

PROPOSED RECRUITMENT PROCESS

Advertising

11. It is proposed that all 6 Local Authorities will advertise the post across their websites for both internal and external candidates, directing applicants to the Cardiff Council website in order to complete an application form. The draft advertisement is attached at Appendix B. In addition to this, an advertisement will be placed on People Exchange Cymru, which is a website advertising roles in the public sector in Wales and will be circulated through professional networks. There is no cost to this.
12. As there is a need to attract candidates from as wide a pool as possible, it will also be advertised on the Guardian website at no additional costs due to an arrangement between Cardiff Council and the Guardian.
13. To ensure continuity, the post will be advertised in September 2019 with a view to completing the recruitment process by early December. This will allow time for references to be obtained for the successful candidate and for a three month notice period to be given.

Appointment Process

14. Under the statutory obligations of the Local Authorities (Standing Orders) (Wales) Regulations 2006, which Cardiff Council's Employment Procedure Rules are in accordance with, there is a necessity for Chief Officers and Deputy Chief Officers (in the statutory sense of the terms) to be appointed through a Member Appointments Committee.
15. These arrangements are in place in Cardiff Council for Chief Officer appointments, however the process also applies to other senior posts, including for those posts that are deemed to be a Deputy Chief Officer. The legal definition of a Deputy Chief Officer

is a person who reports directly or who is indirectly accountable to a statutory or non-statutory Chief Officer, (except for secretarial, clerical and support staff). As the post of Glamorgan Archivist reports to Cardiff Council's Director of Governance and Legal Services (the Council's statutory Monitoring Officer), the appointment must be made by a Member Appointments Committee.

16. On this basis it is recommended that an Appointments Committee selected from members of the Joint Committee, of at least three but up to 6 members, with a maximum of one from each contributing authority be set up. This will be a sub-committee of the Joint Committee. Political proportionality does not apply, but the Joint Committee may wish to consider having cross party representation. The terms of reference for the Appointments Committee are set out in Appendix C. Once the Appointments Committee is formed, there will be a requirement for it to comprise the same members, except in exceptional circumstances, at every stage of the process.
17. The Appointments Committee members will be provided with equality training concerning recruitment and selection.
18. The full recruitment process is set out in Appendix D. Stage 1 of the member process will commence with the long listing exercise based on the essential requirements of the post against the details provided on the application form. Nominated officers will provide recommendations to the Appointments Committee based on the information in the application forms, but the Appointments Committee will decide exactly whom they take forward to the next stage of the process and the reasons why unsuccessful candidates are not taken forward.
19. Stage 2 of the member process is in two parts and will be undertaken by nominated officers and an external company of HR Professionals and Occupational Psychologists. This first part of the process will involve psychometric and leadership tests, followed by an interview which will focus on the outcome of the tests, with an Occupational Psychologist. The second part will be a technical interview involving nominated officers and will include professional advice provided by a Senior Archivist with an appropriate background from another organisation. A senior member of Human Resources from Cardiff Council will also be present. There will be a review of candidate performance in this stage and the external company will provide an overall report on each candidate against the essential requirements of the role.
20. Stage 3 of the member process will involve a member of the external company attending a shortlisting session with the Appointments Committee, the lead officer from the technical interview and the HR representative to provide feedback to the Appointments Committee. Based on this feedback, the Appointments Committee will then, identify those candidates that they wish to take through to the final interview stage
21. Stage 4, the final stage, will be an interview with the Appointments Committee, which will include a presentation on a topic set by the members and a number of competency based questions agreed by the members.
22. The successful candidate will then be appointed based on the requirements set out on paragraph 8 of this report.

LEGAL IMPLICATIONS

23. The duties, powers and functions of the parties in respect of the Glamorgan Archives Service are set out in the Joint Archives Committee agreement dated 11 April 2006 ('the 2006 Agreement'), which includes at clause 1(c) an agreement that the Committee shall appoint a duly qualified Archivist to manage the joint service under the direction and supervision of the Joint Committee.

A joint committee may, subject to the terms of its arrangements, arrange for the discharge of any of its functions by a sub-committee or an officer of one of the authorities concerned (pursuant to the Local Authorities (Executive Arrangements) (Discharge of Functions) (Wales) Regulations 2002, Regulation 11(4)). This means that the Joint Committee may establish a sub-committee ('Appointments Panel') to exercise its functions in relation to the appointment of an Archivist, subject to compliance with the terms of the 2006 Agreement. The size of the sub-committee, the appointments to it and the powers it may exercise are all matters for the Joint Committee to determine.

This report recommends the sub-committee should be comprised of at least 3 members and no more than 6 members, with a maximum of one member from each contributing authority, in the interests of securing balanced representation of the partner authorities and a manageable size for shortlisting and interviews.

The political balance requirements only apply to joint committees where an authority is appointing 3 or more seats (pursuant to the Local Government and Housing Act 1989, section 15 and Schedule 1 paragraphs 1 and 2). The proposed sub-committee will not, therefore, be subject to political balance requirements.

FINANCIAL IMPLICATIONS

24. The 2019/20 budget for the Glamorgan Archives Service includes provision for a full time Glamorgan Archivist. The budget for the 2020/21 financial year has not yet been set, however it will need to include continuation of the full time budget for the post. Any costs incurred as part of the recruitment will need to be managed within the overall budget available for this financial year.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- a) Approve of the process for advertisement and recruitment process for the Glamorgan Archivist post.
- b) Consider and agree the content of the Job Description, Person Specification and Advertisement, and note the salary range
- c) Approve the establishment of an Appointments Committee as a sub-committee of the Joint Committee in accordance with the terms of reference set out in Appendix C

- d) Determine those members who will comprise the Appointments Committee.
- e) Determine the composition of officer involvement in the recruitment process, and allocate the lead officer role to the Director of Governance and Legal Services.
- f) Agree the indicative timetable for the recruitment and selection process

Davina Fiore
Director of Governance and Legal Services and Monitoring Officer
September 2019

The following Appendices are attached:

- Appendix A - Job Description and Person Specification
- Appendix B - Advertisement
- Appendix C - Terms of reference of the Appointments Committee
- Appendix D - Recruitment Process and Proposed Timetable

Mae'r dudalen hon yn wag yn fwriadol



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Glamorgan Archivist	Directorate: Governance and Legal Services
Section: Glamorgan Archives	Reporting to: Glamorgan Archives Joint Committee, and the Director of Governance and Legal Services, Cardiff Council
Grade: OM2	Hours per Week: 37
Post Number: 50166761	Number of Employees Reporting to Post: 14 FTE's
Special Conditions: The post is hosted by Cardiff Council on behalf of Cardiff Council, The County Borough Councils of Bridgend, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan	Location of Post: Glamorgan Archives, Clos Parc Morgannwg, Cardiff
Job Purpose: <ul style="list-style-type: none"> • Through the Glamorgan Archives Joint Committee, lead the Archive Service for the 6 authorities, ensuring preservation, promoting public access, managing staff and resources efficiently and effectively to ensure the highest quality service possible with available resources. • Manage the interface between the Glamorgan Archives Joint Committee and the Glamorgan Archive Service 	
Duties and Responsibilities Job Specific Requirements <ol style="list-style-type: none"> 1. Represent the Glamorgan Archives Joint Committee in all matters pertaining to archives, advise on archive issues and report on progress. 2. Adhere to the agreed governance arrangements of the Glamorgan Archives Joint Committee, ensuring that decision making procedures are complied with. 3. Be responsible for the management of employees including recruitment, monitoring, performance management, discipline, training and development, and ensure their health and safety at work. 4. Manage the financial resources allocated, exercising budgetary control to achieve efficient financial performance and to generate income where appropriate. 5. Determine priorities, targets and programmes of work, and monitor through targets, performance indicators and evaluation. 	

6. Have overall responsibility for the physical security and integrity of the Collection, together with responsibility for protecting the confidentiality and copyright interests of record owners.
7. Ensure the continuous development of the Archive Service
8. Ensure that national standards for the storage, handling and description of archives are complied with as closely as available resources allow.
9. Be responsible for ensuring the maintenance of the Glamorgan Archives building and its security, including emergency preparedness.
10. Develop and maintain appropriate administrative procedures to ensure efficient operation in line with audit requirements and the regulations and procedures of the supporting authority.
11. Direct, control and manage, in conjunction with appropriate team members, operational services in relation to repository care, access, collections management, IT and conservation, promotion and to plan for future developments in the sector.
12. Liaise as necessary with owners and custodians of records, officers and members of contributing authorities, local and national organisations, to maximise the impact of Glamorgan Archives, ensure a co-ordinated approach to heritage and records management issues, and encourage the take up of professional advice and assistance.

Corporate Requirements

1. Participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
2. Take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. As a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
4. *As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.*
5. *Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.*

DATE COMPLETED: _____ **AGREED BY:** _____
(Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____



Person Specification

Job Title: Glamorgan Archivist

Post Number: 50166761

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed Application Form or Interview or Both
Competencies (as per Behavioural Competency Framework)	<ul style="list-style-type: none"> • Putting Our Customers First – 4 • Getting Things Done – 4 • Taking Personal Responsibility – 4 • Seeking to understand others and treating them with respect – 4 		Application Form & Interview
Education & Training	Post-graduate qualification in Archive Administration		Application Form & Certification where required
Experience / Knowledge	<p>Substantial professional experience in archives, at a senior level within a large service</p> <p>Understanding of archival principles and practice</p> <p>A good understanding of digital preservation</p> <p>Staff management</p> <p>Budget management including income generation</p> <p>Project management</p>	<p>Volunteer management</p> <p>Income generation</p> <p>Experience with elected members and their committees, or other board/trustee governance arrangements</p>	Application Form and Interview

Skills and Abilities	<p>The ability to lead the Joint Archive Service and to work at a strategic level determining the Service's objectives and priorities</p> <p>Excellent interpersonal skills, relating to people at all levels, motivating staff and team building</p> <p>Excellent communication and presentation skills</p> <p>Excellent management skills including budget management and committee work</p> <p>Ability to initiate, contribute to and manage change</p> <p>Ability to prioritise a varied workload</p> <p>Ability to promote the service and raise its profile to the public and the authorities contributing to the joint service.</p>	<p>Written and spoken Welsh</p> <p>Understanding of the operation of local government in Wales</p> <p>A knowledge and understanding of the historical development of South Wales and its resultant archival heritage</p>	<p>Application Form and Interview</p>
Personal Attributes	<p>Capacity to develop a management environment of confidence and trust</p> <p>Committed to continuous service improvement</p> <p>Commitment to service purpose and core values</p> <p>Commitment to the Council's Equal Opportunities Policy</p>		<p>Interview</p>
Special Circumstances		<p>Ability to travel to venues across the region</p>	<p>Application Form and Interview</p>

**GLAMORGAN ARCHIVIST
OM2**

£46,552 - £56,233

Glamorgan Archives is responsible for the preservation of the written history of a large and populous region of South Wales.

Since the 1st April 1996 we have provided a joint service to the Cardiff Council, and Bridgend, Caerphilly, (for the former Rhymney Valley District Council area), Merthyr Tydfil, and Rhondda Cynon Taff County Borough Councils and the Vale of Glamorgan Council. We are committed to the active development of the service, working closely with local and national heritage services and community organisations to make the archival heritage of South Wales accessible to the widest possible range of individuals, with particular emphasis on those within our population base of over one million.

Based in Glamorgan Archives' purpose built accredited facility in Cardiff you will report directly to the Joint Committee, and lead the Archive Service. You will determine the service's objectives and the strategies required to achieve those objectives. You will be an employee of Cardiff Council and have the opportunity to be a member of the Local Government Pension Scheme.

In addition to being a qualified Archivist with outstanding communication, motivational and management skills, you must be committed to developing staff within your team, demonstrate the ability and experience to handle complex situations within a large service, and respond well to challenges and change. You will be accustomed to developing imaginative initiatives, particularly with respect to income generation. An excellent understanding of the challenges posed by digital preservation together with experience of financial systems is important.

A knowledge and understanding of the historical development of this region and a particular commitment to the industrial heritage of South Wales is desirable, as is a knowledge of Welsh.

For an informal discussion about this post please contact the current post holder, Susan Edwards, on 029 20872200 or email glamro@cardiff.gov.uk

Information about current activities is available at www.glamarchives.gov.uk. We welcome applications in both English and Welsh.

Closing date

Mae'r dudalen hon yn wag yn fwriadol

Glamorgan Archives Joint Committee

Terms of Reference

Appointments Committee

The membership of the Appointments Committee will be agreed by the Glamorgan Archives Joint Committee (the Joint Committee). It will comprise at least three, but up to 6 members, with a maximum of one from each contributing authority.

The Appointments Committee is a sub-committee of the Joint Committee.

The Appointments Committee will be convened as and when required and the terms of reference are to:

- Appoint the Glamorgan Archivist in accordance with Cardiff Council's relevant recruitment and selection policies and procedures.
- Make the appointment within the terms and conditions as determined by Cardiff Council's pay and grading structure and terms and conditions of employment, as agreed by the Glamorgan Archives Joint Committee
- Undertake relevant training to enable members to properly discharge their duties.

Glamorgan Archives Joint Committee

September 2019

Mae'r dudalen hon yn wag yn fwriadol

THE GLAMORGAN ARCHIVES JOINT COMMITTEE
13 September 2019

GLAMORGAN ARCHIVIST RECRUITMENT PROCESS AND PROPOSED TIMETABLE

Recruitment Process	Date	Who
Glamorgan Archives Joint Committee Meeting and decisions on recommendations in report	2.00 pm Friday 13 th September	Joint Committee Members Cardiff Council HR People Service
Advertise the vacancy	Monday 16 th September	Cardiff Council HR People Services
Closing Date	12.00 noon Monday 7 th October	
Applications emailed to the Appointment Committee for Long Listing		Cardiff Council Member Services
Stage 1 - Longlisting Meeting	2.00 pm Monday 14 th October	GAJC Appointment Committee , Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services
Issue and completion of On Line Behavioural and Leadership Questionnaire	From 16 th October	External Company and Candidates
Telephone Interview on the above	From 16 th October	External Company and Candidates
Stage 2 - Technical Interview	9.30 am Monday 21 st October	Technical Panel: Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services, Independent Technical Adviser
Wash up discussion on candidates	Monday 21 st October	Technical Panel and External Company
Production of candidate reports and issue to Appointment Panel and officers		External Company and Cardiff Council Member Services
Stage 3 - Shortlisting Meeting	3.00 pm Monday 25 th November	GAJC Appointment Committee , Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services External Company assessor can attend to present reports or be available for a conference call
Stage 4 - Final Interview with presentation	9.30 am Monday 2 nd December	GAJC Appointment Committee , Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services
Start date	1 st April 2020	

Mae'r dudalen hon yn wag yn fwriadol