

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

GLAMORGAN ARCHIVES JOINT COMMITTEE

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

Present:

Members Representing:

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

15 : APOLOGIES FOR ABSENCE

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

16 : DECLARATIONS OF INTEREST

No declarations of interest were received.

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

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

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

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

19 : MINUTES

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

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

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

The Chairperson invited questions and comments from Members:

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

RESOLVED: To note the report.

21 : GLAMORGAN ARCHIVES ANNUAL PLAN 2017/18

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

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

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

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

The Chairperson invited questions and comments from Members;

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

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

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

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

2016/17 Budget Monitoring

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

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

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

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

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

2017/18 Budget Proposals

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

RESOLVED To:

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

23 : ANY OTHER BUSINESS

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

24 : DATE OF NEXT MEETING

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