

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 15 September 2017 at 2.00 pm.

Present:

Members Representing: Councillor N Burnett, Bridgend Council  
Councillor J Cowan (Chairperson), Cardiff  
Councillor S Cunnah, Cardiff  
Councillor E George, RCT  
Councillor M Griffiths, RCT  
Councillor A Higgs, Caerphilly  
Councillor H Jarvie, Vale of Glamorgan  
Councillor B Jones, Caerphilly  
Councillor W Lewis, RCT  
Councillor C Smith, Bridgend County Borough Council

Officers in Attendance: Susan Edwards, Tom Crocker-Wilton, Andrea Redmond, Richard Grigg

### 11 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Lewis, A Robertson, J Henshaw and M McGarry.

### 12 : DECLARATIONS OF INTEREST

None received.

### 13 : MINUTES

The minutes of the meeting were agreed as a correct record and signed by the Chairperson.

It was noted that Councillors initials should be included in the attendance list in the minutes going forward.

### 14 : REPORT FOR THE PERIOD 1 JUNE - 31 AUGUST 2017 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 June – 31 August 2017; the Dashboard of Objectives, Targets and Outcomes; a copy of a letter to the Chief Executive of Cardiff Council from The National Archives in relation to New Burdens payment and a copy of the Glamorgan Archives' website Annual Review – Year One.

The Chairperson invited questions and comments from Members;

- Volunteers - Members asked how recruitment of volunteers from all contributing Authorities was managed. Members were advised that details of the volunteer programme were advertised on the website. Work placements for Higher Education students will skew the figures towards Cardiff where they will be based wherever their place of origin. It was added that currently the service is at capacity. Staff are engaging with externally funded projects to provide temporary employment opportunities for people from more deprived areas. Members were advised that the volunteers provided through Elite Supported Employment agency were usually from RCT. Travel is an issue; there were not many volunteers from Merthyr for example due to the distance and that there are heritage services closer to them. The Glamorgan Archivist explained the different types of volunteer programmes on offer including student placements, volunteers through partner agencies for people with disabilities, post graduate conservator placements and those for people trying to build up their CV.

Members understood this but considered that as all Local Authorities were contributing to the service, more work needed to be done to bring in volunteers from all contributing authorities. Members requested more information on the current volunteer waiting list especially relating to where the volunteers come from.

Members asked that a report on volunteers be prepared for a future joint committee meeting.

- Members were pleased to see that the service was taking on an apprentice.
- Dashboard – Members noted that the dashboard shows outcomes and targets but not trends and or comparators with other archive services. Members considered that they needed to be assured that each local authority was getting value for money as they need to justify the contributions in times when more cuts are likely. Members considered that the quarterly reports were very detailed and descriptive but possibly not focussed enough on issues that are pertinent to the contributing local authorities. This view was not shared by all members, some were happy with the way information was presented currently.

The Chairperson suggested that a Task and Finish group be set up, to meet twice to look at this and report back to the next joint committee.

- Members discussed the various ways in which the service could engage with schools and education in all contributing authorities, also through libraries and local history groups. The Chairperson considered that the onus should be on each local authority to disseminate information on the service locally in their boroughs.

#### RESOLVED:

- i. to note the report;
- ii. to set up a Task & Finish Group to look at pertinent issues prior to the next Joint Committee meeting.

## 15 : 2017/18 BUDGET MONITORING REPORT

Members were provided with an overview of the 2017/18 Budget Monitoring report which provided Members with the actual expenditure and income up to July 21<sup>st</sup> 2017 and projected full year revenue outturn for the current financial year 2017/18. The report showed a positive position with a net underspend of £4750.

Officers stated they would recirculate figures as there were some errors in one part of the report.

Members were taken through each section of the report after which the Chairperson invited questions and comments;

- Members sought clarification on why the service was drawing from the reserves. Officers explained that a large underspend had been carried over the new building; there had been a decision taken then that the reserve was too large to carry as a Joint Committee, and that contributions from each local authority would be reduced and subsidised by withdrawals taken from the reserves on a reducing basis over a number of years. As there were a number of new Members on the Joint Committee, officers were asked to provide them with a summary of this for their information.
- Members asked for more information on the agency staff. Officers explained that they were from Cardiff Works and were paid for from external funding; they were short term posts, usually people who have previously volunteered and gained skills. It was a way of getting people in post more quickly. Cardiff Works is an internal agency run by Cardiff Council, people register with them and are matched with specific requirements. Members considered that this should be made clearer in reports going forward.
- Members considered it would be useful to have sight of the budget for the Archives and officers agreed to circulate this to Members.
- Members asked for a narrative behind the Local Authority contributions to be included in future reports.
- The Chairperson considered that a new member induction may be useful, this could be scheduled for immediately before the next Joint Committee meeting.

### RESOLVED:

- i. to note the projected full year outturn position 2017/2018 as detailed in the report, subject to the correction of the figures in Table 1;
- ii. to circulate the budget for the Archives service;
- iii. to provide Members with a summary of the decision taken regarding drawing down on the reserves;
- iv. to set up a new member induction for immediately prior to the next meeting.

16 : 2016/17 WALES AUDIT RETURN

Members were provided with the final Wales Audit Office Return for 2016-2017 and were advised that no adjustments had been made following an audit by Wales Audit Office which resulted in an unqualified opinion.

17 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for Friday 15<sup>th</sup> December 2017 at 2.00pm.

The meeting terminated at 3.30 pm