

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

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
16 March 2018**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<b>Annual Plan 2017-2018</b>	

**1. PURPOSE OF REPORT**

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

**2. BACKGROUND**

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

**3. PROGRESS AT 28 FEBRUARY 2018**

Progress has been made in all key objectives. All staff contribute appropriately to their targets.

**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**

There are no direct financial implications arising from this report. The activities identified in the report have been funded from within the approved 2017-2018 revenue budget, supplemented where necessary by the General Reserve with an earmarked reserve used to divide the ground floor public room.

## **6. SUMMARY**

The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

## **7. RECOMMENDATION**

Members are asked to note the progress made towards key objectives in the plan.

**Susan Edwards  
Glamorgan Archivist  
2 March 2018**

## Annual Plan March 2017 – February 2018

Objective	Remarks
<b>A. Resources</b>	<b>SE</b>
<b>A1. Staff</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain establishment</li> <li>ii. Develop skill sharing and volunteer programme</li> <li>iii. Ensure all staff access appropriate CPD</li> <li>iv. Maintain commitment to good health and safety practices</li> </ul>	<p>Appointments have been made to Relief Records Assistant posts for out of hours opening and grant funded projects and to Glamorgan's Blood project posts; a vacated post has been filled.</p> <p>Feedback sessions have been instituted; take up by students on professional courses in archives and conservation has increased; target hours (6,600) were exceeded</p> <p>PPDRs were completed; staff have attended training courses and events appropriate to their role</p> <p>Building defects are reported and corrected in a timely fashion; staff have necessary training in use of equipment; First Aid qualifications have been updated; new staff and volunteer induction includes H&amp;S which is a standing agenda item at staff meetings.</p>

<b>A2. Budget</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage to best advantage</li> <li>ii. Maximise benefit from income opportunities</li> <li>iii. Promote partnerships and strengthen networks</li> </ul>	<p>The budget is managed with advice from finance officers. Income generation opportunities are being actively explored, including on-line payment. Targets for income have been met (£113,303). Partnerships are improving service delivery with minimum demand on resources.</p>
<b>A3. Building and systems</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain building</li> <li>ii. Ensure compliance with appropriate legislation/local authority systems and procedures</li> </ul>	<p>Planned preventative maintenance continues and staff are trained to note and report potential defects.</p> <p>Contractors meet the requirements of Cardiff Council's procurement framework. Welsh language standards are met. Staff work to national standards of archive keeping and access.</p>

<b>B. The Collection</b>	<b>SE/RD</b>
<b>B1. Conservation SE</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage environment of repositories and storage issues</li> <li>ii. Implement conservation and preservation plans</li> </ul>	<p>Repository environments have been stable. Improvements to packaging and shelving are on-going.</p> <p>Plans have been progressed and targets met. Responses to new issues have been integrated into workflows for the current and subsequent year.</p>
<b>B2. Cataloguing RD</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Implement cataloguing strategies and plans</li> <li>ii. Implement Collection development plans</li> <li>iii. Progress management of born-digital records</li> </ul>	<p>All Collection Management and Development plans have been progressed. Targets have mostly been met with variances reported and highlighted in the quarterly scorecard. Collections weeks and days were held successfully. Accessions have been received as a result of partnership working with external heritage projects.</p> <p>A digital preservation policy for Wales has been produced in partnership with ARCW and disseminated to local authorities. Glamorgan will provide a pilot for the next workstream on local authority agenda papers including confidential reports.</p>

<b>C. Access</b>	<b>RD</b>
<b>C1. On-site use</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li> <li>ii. Continue programme of events for users</li> <li>iii. Respond to requests for educational access</li> </ul>	<p>Positive feedback has been received from both individual and educational visits. The ARA visitor survey analysis was received and shared with GAJC with improvement actions identified. Targets for educational visits were met (10) and a new schools workshop prepared and advertised; Kids in Museums (Ysgol y Deri SEN School) and Open Doors events were run successfully. A Take Over event was held with Cardiff People 1<sup>st</sup> in a new initiative. The target for user events (6) was met.</p>
<b>C2. External events</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Contribute to a minimum of 1 heritage event in each authority</li> <li>ii. Identify and respond to major anniversaries</li> </ul>	<p>Targets have been achieved. Staff attended heritage events in all contributing authority areas and partnerships have been continued and developed within authorities.</p> <p>Volunteer contribution to preparations for WW1 and women's suffrage centenary commemorations has been invaluable.</p>

C3. Remote access	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li>   <li>ii. Maintain profile through on-line publicity</li> </ul>	<p>Targets have been achieved. Enquiries service receives very positive feedback. The ARA distance user survey was completed and analysis will be presented to GAJC on receipt.</p> <p>Social media has been developed into an interactive marketing tool and excellent relationships with local media continue to bear fruit. An Instagram account has been established and is proving popular.</p>

**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**16 March 2018**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan update 2017-18

**Background Papers:**

Freestanding Item

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