

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
13 MARCH 2015**

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
GLAMORGAN ARCHIVES Annual Plan 2018-19	

1. PURPOSE OF REPORT

This report seeks members' approval for the annual plan appended hereto.

2. RECOMMENDATION

Members are asked to endorse the plan.

3. BACKGROUND

During the current financial year progress has been made against all targets in the current annual plan and a full report is presented to this meeting.

The three year strategy agreed in 2015/16 has been completed and reviewed in the light of budget constraints. The strategy appended is anticipated to cover the next 3 financial years. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the high level plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

Given the challenging financial climate there has been little change to the Archives' strategy for service delivery in the medium future. Active partnership in national and regional externally funded projects including Fusion and Cultural Ambition will be central to skill-sharing, volunteering, and community engagement activity in the next 2 to 3 years. Partnership with the Parliamentary Archives is continuing, the Wellcome Trust funded cataloguing and conservation project, Glamorgan's Blood is on-going, and applications for grant funding to improve prioritised collections have already been submitted.

Detailed targets will be reported to the Joint Committee in the quarterly reports as will progress against them and issues affecting achievement. Staff absence on maternity leave is anticipated in the current year.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2018-19 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
27 February 2018**

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 2018– 19

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202



GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,
Rhondda Cynon Taff and the Vale of Glamorgan**

Statement of Purpose

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

Key Objectives

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

Outcomes

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

Aims

A. To ensure effective management of resources

B. To develop and secure the Collection

C. To enable access to the Collection

Annual Plan March 2018 – February 2019

Objective	Evaluation planned
A. Resources - SE	
A1. Staff	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Maintain establishment 2. Continue skill sharing and volunteer programme 3. Ensure all staff access appropriate CPD 4. Maintain commitment to good health & safety practices 	<ol style="list-style-type: none"> 1. Cover provided for gaps including maternity 2. Minimum of 2 student placements 3. Compliance with PPDR 4. No major incidents
A2. Budget	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Manage to best advantage 2. Maximise benefit from income generation 3. Promote partnerships and strengthen networks 	<ol style="list-style-type: none"> 1. Budget achieved 2. Income targets achieved (£94,750) 3. Retain existing partnerships; develop partners in each contributing authority
A3. Buildings and systems	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Maintain building 2. Ensure compliance with appropriate legislation/local authority systems and procedures 	<ol style="list-style-type: none"> 1. Appropriate maintenance continued 2. Compliance achieved

B: The Collection – SE/RP	
B1. Conservation SE	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Manage repositories' environment and storage issues 2. Implement conservation and preservation plans 	<ol style="list-style-type: none"> 1. Environment stable; storage space maximised 2. Planned targets met and reported to GAJC
B2. Cataloguing RP	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Implement cataloguing strategies and plans 2. Implement Collection development plans 3. Progress management of born digital records 	<ol style="list-style-type: none"> 1. Planned targets met and reported to GAJC 2. Planned targets met and reported to GAJC 3. ARCW targets met
C. Access – RP	
C1. On-site use	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Monitor service and implement improvements 2. Continue programme of user events 3. Respond to requests for educational access 	<ol style="list-style-type: none"> 1. Positive feedback 2. Developed and advertised (minimum of 6) 3. Requests met (minimum of 6)
C2. External events	
<p>Tasks</p> <ol style="list-style-type: none"> 1. Contribute to heritage events in each authority 2. Identify and respond to major anniversaries 	<ol style="list-style-type: none"> 1. Staff attend minimum of 1 event in each council area 2. Programme planned and completed

C3. Remote access	
Tasks <ol style="list-style-type: none">1. Monitor service and implement improvements2. Maintain profile through on-line publicity	<ol style="list-style-type: none">1. Positive feedback2. Programme delivered