

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 13 September 2019 at 2.00 pm.

Present:

Members:

- Councillor Burnett, Bridgend County Borough Council
- Councillor Colbran, Merthyr Tydfil County Borough Council (Deputy Chair)
- Councillor Cowan, Cardiff Council
- Councillor Cunnah, Cardiff Council
- Councillor Henshaw, Cardiff Council
- Councillor Jarvie, Vale of Glamorgan Council
- Councillor Jones, Cardiff Council
- Councillor Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Robson, Cardiff Council
- Councillor Smith, Bridgend County Borough Council
- K Thomas CVO, JP, Co-Optee

Officers in Attendance:

- Susan Edwards, Glamorgan Archives Cardiff Council
- Sarah Messruther, Cardiff Finance
- Anita Batten, Cardiff HR People Services
- James Williams, Cardiff, Deputy Monitoring Officer

CHAIRPERSON.

As the Chairperson Councillor Gwyn John had sent apologies for the meeting, the Vice-Chairperson Councillor Malcolm Colbran took the Chair the meeting.

11 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gwyn John, Elaine George and Rhys Lewis.

Apologies were also received from Richard Grigg.

12 : DECLARATIONS OF INTEREST

None received.

13 : MINUTES

The minutes of the meeting held on 13 June 2019 were agreed as a correct record and signed by the Chairperson.

14 : REPORT FOR THE PERIOD 1 JUNE - 31 AUGUST 2019

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

In summary, the Archivist explained that 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.

The Chairperson invited questions and comments from Members;

Members asked how the preparations for the move to Office 365 were going and if IT were ready for the migration. Members were advised that the migration was scheduled for next weekend; close contact with IT had been maintained and due to very little remote working they were confident the migration would go smoothly.

Members asked how the online payments were going and were advised they were going really well, the next step was to promote and market it along with the service itself.

RESOLVED: to note the report.

15 : GLAMORGAN ARCHIVES 2019-2020 BUDGET MONITORING REPORT

Members were provided with an overview of the 2019/20 Budget Monitoring report which provided Members with the actual expenditure and income up to 31 July 2019 and projected full year revenue outturn for the current financial year 2019/20.

The full year spend is projected to be £685,306 representing a £3,306 overspend against the approved annual budget of £654,000.

Members were provided with the main reasons for the variances as outlined in the report.

The Committee noted the issues faced with regard to incorrect water billing and it was considered that this issue should be handed to the legal department in Cardiff Council to investigate.

The Committee were advised that the statement of accounts had been agreed by WAO and would be published along with the Council's statement of accounts following the meeting.

The Chairperson invited questions on the monitoring position and Members sought clarification on a number of issues;

Members asked if there was a facility to donate to the Archives service via the website. Officers advised that there was not at the moment but a request has been made for it to be added.

Members noted the huge hole in the budget due to the NNDR issue, and suggested that member's contact their local AM's on this matter.

RESOLVED – to note the projected full year outturn position for 2019/20 as detailed in the report.

16 : RECRUITMENT OF GLAMORGAN ARCHIVIST

Members were advised that 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.

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.

Members were advised that it was envisaged that Cardiff Council would oversee the recruitment process for this role and would host the employment of the new post holder.

It was proposed that all 6 Local Authorities would 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. In addition to this, an advertisement would be placed on People Exchange Cymru, which is a website advertising roles in the public sector in Wales and would be circulated through professional networks. There was no cost to this.

As there is a need to attract candidates from as wide a pool as possible, it would also be advertised on the Guardian website at no additional costs due to an arrangement between Cardiff Council and the Guardian.

To ensure continuity, the post would 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.

Members were advised that 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 Member Appointments Committee.

On this basis it was 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 would 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 were set out in Appendix C to the report. Once the Appointments Committee is formed, there would be a requirement for it to comprise the same members, except in exceptional circumstances, at every stage of the process.

The full recruitment process including timelines and the recommendations of the report were outlined to Members.

The Chairperson invited questions and comments from Members;

Members asked if the Appointments Panel makes the final decision and were advised that it would.

Members asked if the advert should indicate that a certain amount of years' experience was required. Officers explained that this was not possible due to age discrimination and could rule out younger applicants; the person specification does however reference substantial professional experience required.

RESOLVED to:

- I. Approve of the process for advertisement and recruitment process for the Glamorgan Archivist post.
- II. Consider and agree the content of the Job Description, Person Specification and Advertisement, and note the salary range
- III. 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
- IV. Agree that Councillors John, Burnett, Robson and Colbran would be the initial members of the Appointments Committee. Representatives from RCT and Caerphilly would be sought, however if a local authority did not wish to take a place on the panel then it was agreed that Cardiff could have 2 representatives.
- V. Determine the composition of officer involvement in the recruitment process, and allocate the lead officer role to the Director of Governance and Legal Services.
- VI. Agree the indicative timetable for the recruitment and selection process.

17 : DATE OF NEXT MEETING

13 December 2019 at 2.00pm

The meeting terminated at 3.45 pm