

**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  
December 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<b>GLAMORGAN ARCHIVES Annual Plan 2020-21</b>	

**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.

A three year strategy was agreed in 2018 to which the current year's plan adheres. 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. The Glamorgan Archivist updates members on progress against the targets and detailed tasks in the quarterly reports to the Joint Committee. Issues affecting the achievement of targets are reported.

**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 2020-21 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards**  
**Glamorgan Archivist**

**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**December 2019**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan 2020 – 21

**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 2020 – February 2021

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

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

<b>C3. Remote access</b>	
<b>Tasks</b> <ol style="list-style-type: none"><li>1. Monitor service and implement improvements</li><li>2. Maintain profile through on-line publicity</li></ol>	<ol style="list-style-type: none"><li>1. Positive feedback</li><li>2. Programme delivered</li></ol>