

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 Records Office - Ffordd Morgannwg on 13 March 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan (Chair)
Councillor Cowan, Cardiff
Councillor Griffiths, Rhondda Cynon Taff
Councillor Davies, Caerphilly
Councillor Lomax, Cardiff
Councillor Robson, Cardiff
Councillor Ward, Rhondda Cynon Taff
K Thomas CVO, JP, Co-Optee

Officers in Attendance Susan Edwards, Glamorgan Archives
Rhian Phillips, Glamorgan Archives
Joanne Jones, Caerphilly County Borough Council
Richard Grigg, Legal Officer Cardiff Council
Andrea Redmond, Cardiff Council

26 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Higgs.

27 : DECLARATIONS OF INTEREST

No declarations of interest were received.

28 : MINUTES

The minutes of the meetings held on 12 December 2014 and 9 January 2015 were approved as a correct record and signed by the Chairperson.

The Chairperson wished to Congratulate Rhian Phillips and Glamorgan Archives on winning recent awards.

29 : REPORT ON THE PERIOD 1 DECEMBER 2014 - 28 FEBRUARY 2015 - REPORT OF THE GLAMORGAN ARCHIVIST.

Members were provided with an update on the work and achievements of the service for the period 1 December 2014 to 28 February 2015.

The Chairperson invited questions and comments from Members:

- Members discussed visitors books and books of condolences and considered that it would be appropriate to keep them at the Archives. Officers agreed to look at what had been done previously.

- Members noted it was 30 years to the day since the last day of the Miners Strike.
- Members noted that as a result of the appeal against the rateable value a reduction of £10k had been awarded and asked for further information to be sent on this.
- Members asked for information on the complaints received. Officers advised that the complaints had been IT related and there had been many hugely positive compliments about staff. Members asked for the IT complaints to be categorised and also that the compliments are catalogued.
- Members discussed digital records and asked whether social media was included. Officers advised that it isn't presently as they need to establish a way of saving it; there was Welsh Government Funding for an All Wales Solution and work would be undertaken with Information Management in other Authorities. It was noted that National Archives are offering courses and Caerphilly would be taking advantage.
- It was noted that Caerphilly also uses Gwent Archives and Members asked whether records were kept separate. Officers advised that they would investigate this.
- Members noted that there had been a good WW1 Event but Flatholm did not seem to be included even though it was hugely involved. Officers advised that there was a Flatholm Society and papers from Phillip Riden who had written a book on Flatholm, but not on the Flatholm Batteries, officers would seek further information on this.
- Members had enjoyed the presentation held the day before Committee and noted that the AM had been very impressed; Members asked if the Assembly fund the Archives directly. Officers advised that they didn't they were funded through local authorities, CyMAL and other grants for assistance with large scale projects. Gwent Records Office has an Education Officer completely funded by CyMAL.
- Members were disappointed with the Welsh Government response on rate relief and considered that more emphasis should be placed on the issue.
- Members asked whether oral recordings were kept at the Archives; officers advised that they were not but they may be at St Fagan's or Cardiff Story.
- Members asked if records of meetings held in Authorities were kept at the Archives and were advised that they were.

RESOLVED: To note the content of the report

30 : EVALUATION OF THE 2014/2015 ANNUAL PLAN

Members were advised that 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.

Progress has been made in all key objectives. All posts in detriment following the job evaluation exercise have been upgraded on appeal with one exception. That post has been deleted. Staff reductions necessary to meet increased budget demands from business rates have been agreed and voluntary severance applications approved. Income generation has increased and is planned to complement service delivery. An agreement has been reached with Cardiff Council's Facilities Management that Glamorgan Archives is not subject to their service arrangements. Access targets have been met successfully and new approaches to publicity continue to develop. All staff contribute appropriately to their targets.

The Chairperson invited questions and comments from Members:

- Members asked if PPDR's were 100% on target. Officers advised that they were; there had been issues with getting them into DigiGov but they were all completed or timetabled to be completed and all on target. It was noted that it was never the full 100% due to circumstances such as maternity leave, staff leaving mid year and temporary contracts etc. but all permanent staff had been completed on target.

AGREED to: Note the progress made towards key objectives in the plan.

31 : ANNUAL PLAN 2015/2016

Members were advised that during the current financial year, progress had been made against all targets in the current annual plan and a full report was presented to the meeting.

The four year strategy agreed in 2011/12 has been completed and reviewed in the light of budget constraints.

The plan has been drawn up with full staff consultation and targets will be monitored through the year.

The loss of 3 staff posts in the last two years will impact on service standards. Procedures and processes have been developed and staff appropriately trained to maximise efficiency and focus effort but there will be shortfalls. The annual plan has been drawn up with this in mind.

The Chairperson invited questions and comments from Members:

- Members discussed publicity and marketing and noted that they were still hearing from people that they didn't know about the Archives and asked what could be done to publicise the Archives more, maybe through Peoples Collection Wales (PCW). Officers advised that PCW was part of the Museums, there were

links but it was set up by National Bodies; links worked well between them but less well with established heritage centres. Further links would be set up.

With regard to marketing and publicising that currently happens, Officers advised that Rhian Phillips had established links with Media Wales which meant that information goes out to papers across the Authorities and not just Cardiff. Press releases also go to all Local Authorities own press sections but the Archives cannot control whether it is actually used or not. With regard to Social Media this was used widely. Events are attended in all Authorities, there were well established links with Caerphilly and this year the focus would be RCT.

- Members asked whether the work being done with Volunteers at the Archives was being shared across the Authorities, and how such success had been achieved. Officers advised that they were sharing professionally within the sector but were unaware if its done across Authorities, although they would be more than happy to. There was Volunteer Programme Information on the website.

AGREED To: Endorse the Plan.

32 : DATE OF NEXT MEETING

The next meeting is scheduled to take place on 26 June 2015 at 2.00pm

The Chairperson wished to send the Committee's best wishes to staff who would be leaving at the end of the month.