

# Y BWRDD GWEITHREDOL

## 25 EBRILL, 2016

### Gwasanaeth Archifau Sir Gaerfyrddin - Arfarnu'r Dewisiadau Posibl o ran Lleoliad i'r Gwasanaeth

#### Y Pwrpas:

1. Rhoi diweddariad ynghylch statws y Gwasanaeth Archifau presennol.
2. Cytuno ar safle a ffefrir ar gyfer Gwasanaeth Archifau Sir Gaerfyrddin.

#### YR ARGYMHELLION / PENDERFYNIADAU ALLWEDDOL SYDD EU HANGEN:

1. Nodi'r diweddariad
2. Bod yr aelodau'n cefnogi'r argymhelliad i leoli'r Gwasanaeth Archifau newydd y tu cefn i Lyfrgell Caerfyrddin.

#### Y RHESYMAU:

1. Sicrhau bod yr aelodau'n cael y wybodaeth ddiweddaraf ynghylch y mater hwn (cyflwynwyd adroddiadau blaenorol a gwybodaeth gefndir i'r Tîm Rheoli Corfforaethol ar 3<sup>ydd</sup> Mehefin 2014, 30<sup>ain</sup> Medi 2014, 2<sup>il</sup> Mehefin 2015, 3<sup>ydd</sup> Tachwedd, 2015; ac i'r Bwrdd Gweithredol ar 30<sup>ain</sup> Tachwedd 2015).
2. Galluogi'r swyddogion i gamu ymlaen â'r cynlluniau ar gyfer y mater hwn.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol: NAC OES

Angen i'r Bwrdd Gweithredol wneud penderfyniad: OES

Angen i'r Cyngor wneud penderfyniad: NAC OES

#### YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Y Cyng. Meryl Gravell (Y Portffolio Adfywio a Hamdden)

#### Y Gyfarwyddiaeth:

Yr Adran Cymunedau

Enw Pennaeth y Gwasanaeth:

Ian Jones

Awdur yr Adroddiad:

Jane Davies

#### Swyddi:

Y Pennaeth Hamdden

Uwch-reolwr y Gwasanaethau Diwylliannol

#### Rhifau ffôn:

01267 228309; 01554 742180

#### Cyfeiriadau e-bost:

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# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

### 25<sup>TH</sup> APRIL, 2016

## Carmarthenshire Archive Service (CAS) – Site Options Appraisal

### SUMMARY OF PURPOSE OF REPORT.

#### 1. To provide an update on the status of the Archive service

- Previous updates have been presented to CMT following the discovery of an outbreak of live mould in the strong rooms at CAS in Parc Myrddin.
- Resources have been secured to support the uplift and cleaning of the collection, and a tender awarded to Harwell Document Recovery Services, based in Oxfordshire.
- The uplift of the whole collection was completed prior to Christmas 2015, and the documents are currently being cleaned and indexed prior to return to temporary storage at Glamorgan Archives and the Richard Burton Archive in Swansea University, both of which meet the appropriate standard for archive accommodation and will afford public access to the collection.
- Work is underway on a database of those items to describe to users the material that is available and these lists are being uploaded to the CAS website.
- Both The National Archives (TNA) and the Welsh Government's Museums, Archives, and Libraries Division (MALD) are satisfied with progress
- Communication is ongoing via the press office and local groups such as the Friends of the Archives to keep depositors, users and the general public updated on progress.

#### 2. To agree a preferred base location for CAS.

- The current CAS base at Parc Myrddin has been identified as inappropriate to house an archive collection, and has limited capacity for development.
- Members have previously indicated a preference to replace the Archive as close as possible to its current location i.e. in rank order of preference: Carmarthen Town; Carmarthenshire; then regional (e.g. within City Region)
- It is worth noting that discussions are ongoing about potential joint management of the service in future, which would increase access to expertise and potentially reduce ongoing revenue costs. It may be that some specialist functions such as conservation, digitisation and outreach work could be co-ordinated regionally, with the public facing functions operated locally.
- Property Services and Corporate Property have been involved in assessing potential site options and existing buildings, and agree with the view of MALD that a new build facility, for the strong-rooms in particular, is by far the best option due to the building (environmental) control systems that are required for an accredited Archive. Whilst existing buildings can be adapted, there are very few examples of this working well and efficiently. Whilst old buildings appear to lend themselves as ideal locations, the complete opposite is in fact true.

A desktop exercise has been undertaken where a number of potential sites have been identified and assessed as possible locations for the CAS.

Below is a table outlining shortlisted sites along with an assessment of suitability conducted by internal officers with advice and input on the criteria from MALD: -

Key: -  
 ☺ Yes – site fit for purpose or requires additional work  
 😐 Yes – site fit for purpose but would require significant work  
 ☹ No – site presents significant difficulties

Venue	Location (as close as possible to existing base)	Type and age of building (or clean site)	Size and future capacity potential	Public Transport Links / connectivity / parking	Onsite facilities e.g. toilets / reception; classrooms; IT infrastructure	Site ownership (ideally CCC)	Technical issues (planning; design; environmental control; adaptations etc)
Existing Archive accommodation, Parc Myrddin	☺	☹	😐	😐	😐	☺	☹
R&N, former MOD site Llangennech	☹	😐	☺	😐	😐	☹	😐
Rear of Carmarthen Library	☺	☺	☺	☺	😐	☺	☺
Botanic Gardens (Research technium building)	😐	😐	☺	☹	😐	☹	☹
Old Post Office, King Street, Carmarthen	☺	☹	☹	☺	😐	☹	☹

A number of other sites have been considered, but not shortlisted, including but not solely: Whitland Creamery; Abergwili Museum; the Guildhall, Carmarthen; Parc Howard; Parc Dewi Sant; and various industrial units across the County. Discussions have also been held with UWTSD regarding their potential support and specifically the Botanic Gardens site (as well as their Archive in Lampeter – no public access), along with Pembrokeshire Archives and West Glam Archives, in conjunction with the Richard Burton Archive at Swansea University.

In conclusion and following site meetings with various departments, it is our firm recommendation that an extension onto the rear of Carmarthen Library is the most obvious location for the new CAS. With member's endorsement, officers will progress with detailed plans and costings for the site. Initial investigations indicate that the site has sufficient capacity to accommodate all that is required, and the scheme should be deliverable within the allocated capital budget.

The site at the rear of the Library allows for a shared front of house services, multi-purpose (and again shared use) rooms in the middle of the building, with new strong-rooms and a new library stack built at the rear. The sharing of facilities allows for potential savings on running costs across a few service areas and provides a joined up, high footfall, and easily

accessible location for the public to use. The location also adds to the King Street 'Cultural Quarter' ethos and provides additional footfall to traders at this end of the town.

Positive discussions have been held with the Education department with regards combining the community education functions into the new facility, possibly demolishing the old community centre at the rear of the Library, which may in turn raise some additional capital receipts for the authority, whilst reducing running costs.

Similarly positive discussion have been held with regards the potential for moving the public service centre and cash desks from the ground floor of 3 Spilman Street, which would in turn free up office accommodation and parking there (also possibly allowing for the sale of other office premises elsewhere).

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

**I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :**

**Signed: Ian Jones**

**Head of Leisure**

Policy, Crime & Disorder and Equalities <b>NO</b>	Legal <b>YES</b>	Finance <b>YES</b>	ICT <b>NO</b>	Risk Management Issues <b>NO</b>	Staffing Implications <b>None at present</b>	Physical Assets <b>YES</b>
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### Legal

The Local Government (Wales) Act 1994 (s.60) requires all unitary authorities in Wales to submit schemes for their proposed delivery of archive services, setting out 'their arrangements for the proper care, preservation and management of their records', including details of any shared arrangements. All schemes must be kept under review and modified if considered appropriate.

### Finance

**Finance has been secured for the uplift, cleaning and immediate term storage of the collection.**

The existing resource that constitutes the annual budget for CAS will be required to deliver whichever future delivery model members wish to support.

£2m has been identified in the authority's capital programme to secure and develop a new base for CAS.

## Physical Assets

Corporate Property has worked closely with Leisure to review all options for future accommodation for the Archive Service. Use of Carmarthen Library would align with current Asset Management Plan principle of co-locating services and not extending the number of properties used by the Authority.

Development of new facilities at Carmarthen Library would also provide the opportunity to review use of other parts of the building and potentially open up wider use of the building for a range of public-facing services.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

### 1. Scrutiny Committee

Position update initially provided via Annual Cultural Services report on the 16<sup>th</sup> January 2015. Further verbal update provided on the 9<sup>th</sup> November 2015. Latest update provided via Annual Leisure update on the 24<sup>th</sup> March, 2016

### 2. Local Member(s)

N/A as County-wide provision

### 3. Community / Town Council

N/A

### 4. Relevant Partners

MALD and TNA have been kept fully informed and are working closely with officers to manage the existing position. Both organisation acknowledge and endorse the current position and work that is earmarked.

Senior Officers from the department continue to meet and correspond with the Friends of the Archives group and the Carmarthen Heritage Group to discuss the current position and to exchange views and ideas. The meetings have been very positive, and ongoing communication will be in place with both chairs. Both groups held the very firm view that this was a critical service to Carmarthenshire, and that the authority had to prioritise and resource current and longer term support for CAS. Both groups confirmed their view that they would want to see the Archives remain in Carmarthen Town and have written in formally to support this view.

### 5. Staff Side Representatives and other Organisations

N/A

**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
CMT Report: 3 <sup>rd</sup> June 2014		<a href="#">..\..\Cultural Services\Archives\Reports including Audit\RE Report to CMT 3 6 14 - Carmarthenshire Archive Services.msg</a>
CMT Report : 30 <sup>th</sup> September 2014		<a href="#">2014-09-30 Update To CMT on Future Options for CAS.docx</a>
CMT Report : 2 <sup>nd</sup> June 2015		<a href="#">2015-06-02 CMT update on CAS.doc</a>
Strategic Development Framework for CAS		<a href="#">..\..\Cultural Services\Archives\Strategic Documents &amp; Policies\2014-09-08 Strategic Dev Framework for CAS.docx</a>
Summary Paper - Partnership Models for West Wales Archive Service Delivery		
An Expression of Interest - UWTSD		
Archives for the 21 <sup>st</sup> Century in action: refreshed 2012 - 2015		<a href="http://www.nationalarchives.gov.uk/documents/archives/archives21centuryrefreshed-final.pdf">http://www.nationalarchives.gov.uk/documents/archives/archives21centuryrefreshed-final.pdf</a>
ARA Research Into The Benefits of Capital Investment In Archives		