

Liz Monk  
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21 June 2010

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Dear Councillor

You are invited to attend the next meeting of the **GWENT JOINT RECORDS COMMITTEE** to be held in the Committee Room 3, County Hall, Cwmbran on 25 June 2010 at 10.00 am to consider the business set out in the agenda. Please report to the main reception, County Hall on your arrival.

Yours sincerely  
Liz Monk, Lead Officer, Cabinet Support  
On behalf of Alison Ward  
**CHIEF EXECUTIVE AND  
CLERK TO THE JOINT COMMITTEE**

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	<b>AGENDA</b>	<b>Page No.</b>
1.	<b>Election of Chair and Vice Chair for 2010/11</b>	None
2.	<b>Attendance and Apologies for Absence</b> <i>Attendance Register to be signed. Apologies should be given in advance of the meeting to Liz Monk on tel 01495 742162 or by email to <a href="mailto:liz.monk@torfaen.gov.uk">liz.monk@torfaen.gov.uk</a></i>	None
3.	<b>Declarations of Interest</b> <i>To receive declarations of interests in respect of items on this agenda which should be declared verbally and written in the declarations of interest list</i>	None
4.	<b>Minutes of the Gwent Joint Records Committee held on 19 March 2010</b> <i>To be confirmed as a correct record</i>	1-6
5.	<b>Matters arising from the Minutes</b>	None
6.	<b>Quarterly Bulletin on the Activity of the Record Office</b> <i>To inform Members on the range of activities during the previous quarter</i>	7-10
7.	<b>Final Accounts 2009/2010</b> <i>To present the accounts for the year ended 31 March 2010</i>	11-36

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| <b>8.</b>  | <b>Gwent Archives Programme: New Building Project</b><br><i>To update Members on the progress of the project</i>   | 37-40 |
| <b>9.</b>  | <b>Gwent Joint Records Committee – Dates and Location of Meetings</b><br><i>To inform Members of the dates and location of future meetings</i>   | 41    |
| <b>10.</b> | <b>Any Other Business</b>  | None  |
| <b>11.</b> | <b>Date of Next Meeting (For Information)</b><br><i>The next meeting of the Committee will take place on Friday 24 September 2010 at 10.00am in Committee Room 5, County Hall, Cwmbran</i> | None  |

**Distribution:**

**Representing Blaenau Gwent County Borough Council:**

Councillors P Abbott and J Owen

**Representing Caerphilly County Borough Council:**

Councillors M Parker and J B Criddle

**Representing Monmouthshire County Council:**

Councillors G Howard and R J Higginson.

**Representing Newport City Council:**

Councillors M Hamilton & P H C Davies

**Representing Torfaen County Borough Council:**

Councillors R Clark and Mrs M Thomas.

**Ex Officio Member:**

The Lord Lieutenant of Gwent: S.H.P. Boyle.

**Co-opted members:**

Dr. R. Howell – representing the University of Wales, Newport.

Canon Arthur Edwards – representing the Diocese of Monmouth.

Sir Richard Hanbury Tenison – representing the Gwent County History Association.

R. Davies - representing Gwent Local History Council.

J.A.H. Evans – representing the Friends of Gwent Record Office.

G. Riggs – representing the Gwent Family History Society.

Dr R Wallace – representing Coleg Gwent

**Torfaen County Borough Council Officers:**

P. Durkin, Deputy Chief Executive

T.Hopkins, Deputy County Archivist

L Monk, Lead Officer Cabinet Support

G. Russell, Head of Pensions and Employee Services.

G. Tuson, County Archivist.

**Caerphilly County Borough Council Officers.**

Phillip Evans, Head of ICT and Property

Huw Jones, IT Business Manager

Joanne Jones, Information Manager.

**Newport City Council Officers.**

Gill John, Libraries Manager

**For information:** Mr I. McGill, Principal Members Services Officer (Torfaen); Mrs J. Parcell (Members Services Officer, Newport); Mr Peter Evans (Democratic Services Manager, Monmouthshire); Committee Managers/Officers: Ms Helen Morgan(Caerphilly); Miss T. Churchill, (Blaenau Gwent).

## Additional requirements

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**Cyfieithiadau Cymraeg** Os hoffech dderbyn copi o'r agenda hwn neu unrhyw adroddiad arall yn Gymraeg, cysylltwch â ni ar y rhif ffôn neu'r cyfeiriad e-bost uchod.

**Welsh Translations** If you would like a copy of this agenda or a particular report in Welsh or any other Community Language, please contact us on the telephone number or email below.

Telephone: 01495 762162

Email: [liz.monk@torfaen.gov.uk](mailto:liz.monk@torfaen.gov.uk)

**MEETING OF THE GWENT JOINT RECORDS COMMITTEE**  
held on Friday 19 March 2010 at 10.00am – 11.15am  
in The Balcony at County Hall, Cwmbran

*NB the agenda for and the reports presented to this meeting are available to view at <http://www.torfaen.gov.uk/CouncilAndDemocracy/CouncillorsDemocracyAndElections/CouncilMinutesAgendasAndReports/CouncilMinutes/GreaterGwentJointRecords/19-03-2010a.pdf>*

**MINUTES**

**Attendance: Members of the Committee: Councillors**

Representing Caerphilly County Borough Council

Councillor M Parker (Chair)

Councillor J B Criddle

Representing Blaenau Gwent County Borough Council

Councillor P Abbott

Representing Monmouthshire County Council

Councillor J Higginson

Representing Newport City Council

Councillor M Hamilton

Representing Torfaen County Borough Council

Councillor M Thomas

**Others:**

Mr S H P Boyle - Lord Lieutenant of Gwent

Canon A Edwards – Diocese of Monmouth

Sir R Hanbury Tenison – Gwent County History Association

Dr R Howell – University of Wales College

Mr G Riggs – Gwent Family History Society

**Officers:**

Mr Huw Jones – IT Business Manager (CCBC)

Mrs Liz Monk – Lead Officer Cabinet Support (TCBC)

Mr Graeme Russell – Head of Pensions and Employee Services (TCBC)

Mr Gary Tuson – County Archivist

- 1.1 Apologies were received from Councillor R Clark.
- 1.2 Apologies were also received from Co-opted Member Mr R Davies (Gwent Local History Council), Mr Tony Hopkins ( Deputy County Archivist ) and Peter Durkin (Deputy Chief Executive, TCBC)
- 1.3 The Chair welcomed everyone to the meeting.
- 2. Declarations of Interest**
- 2.1 There were no declarations of interest.
- 3. Minutes of the Gwent Joint Records Committee held on 11 December 2009**
- 3.1 **AGREED – that the minutes of the meeting held on 11 December 2009 be confirmed as a correct record and signed by the Chair.**
- 4. Matters arising from the minutes**
- 4.1 There were no matters arising from the minutes
- 5. Quarterly Bulletin on the Activity of the Record Office**
- 5.1 The Committee considered a report of the County Archivist informing Members on the range of activities at the Gwent Record Office (GRO) during the previous quarter December 2009 to February 2010
- 5.2 The County Archivist outlined the report in detail commenting in particular that:
- The revised opening hours had been widely publicised and no adverse comments had been received;
  - The Record Office had remained open for all its advertised hours during the recent bad weather;
  - Website usage continued to grow;
  - Computerisation of the catalogues had begun and after evaluation it was decided to use Archivist Toolkit software;
  - There had been a very disappointing response to the advert for the vacant post of Conservator / Preservation Manager; and
  - The GRO no longer had any staff on long term sickness.
- 5.4 Members were pleased to learn that progress was being made in

		<b>ACTION</b>
	relation to the computerisation of the catalogues which would save a great deal of time when searching the collections	
<b>5.5</b>	<b>Members agreed to note the content of the report.</b>	<b>Gary Tuson</b>
<b>6.</b>	<b>Gwent Record Office Service Plan</b>	
6.1	The Committee considered a report of the County Archivist informing Members of the Service Plan for 2010/2011	
6.2	The County Archivist outlined the report in detail commenting in particular that: <ul style="list-style-type: none"> <li>• The plan was split into two distinctive sections and covered the period up to the move to the new offices;</li> <li>• The first section dealt with the continued running of the GRO prior to the move;</li> <li>• The second section dealt with the eight projects that make up the Gwent Archives Programme (GAP)</li> </ul>	
6.3	The Chair congratulated the Officers for the work undertaken in the production of the plan.	
<b>6.4</b>	<b>Members agreed to note the content of the report.</b>	<b>Gary Tuson</b>
<b>7</b>	<b>Gwent Archives Programme : New Building Project</b>	
7.1	The Committee considered a report of the County Archivist and the Head of Pensions and Employee Services informing Members of the progress in respect of the new building project and outlining the next tasks to be undertaken.	
7.2	Both Officers outlined the report commenting in particular that: <ul style="list-style-type: none"> <li>• The new Joint Agreement had been signed by all five constituent authorities at the beginning of February;</li> <li>• Due to the complexity of the Agreement the timescales had slipped but work was due to start on site on Monday 22 March 2010 although ground works were already underway;</li> <li>• The draft construction programme was 54 working weeks duration;</li> <li>• The focus of work would now be on monitoring construction to ensure the building was in accord with the specification set out by the Record Office. CPC would play an important ongoing project role in this respect</li> <li>• A capped rental figure of £370,000 had been negotiated; and</li> <li>• The Collection Preparation and Decant Project was well advanced and within tolerance to be back on schedule.</li> </ul>	

		<b>ACTION</b>
7.3	<p>Members questioned (in summary):</p> <ul style="list-style-type: none"> <li>• When would a site visit be possible?</li> <li>• Who will own the new building? And</li> <li>• Who would be responsible for the capital construction costs?</li> </ul>	
7.4	<p>The Head of Pensions and Employee Services responded (in summary);</p> <ul style="list-style-type: none"> <li>• A site visit for Members would be arranged within the next several months;</li> <li>• The building would be owned by Blaenau Gwent County Borough Council; and</li> <li>• The capital construction costs would be paid up front by Blaenau Gwent County Borough Council and each of the five authorities would pay their proportion within the annual rental costs</li> </ul>	
<b>7.5</b>	<p><b>Members agreed to the note the report but did not identify any other work requirements to be progressed</b></p>	<b>Gary Tuson</b>
<b>8.</b>	<p><b>New Joint Committee Agreement</b></p>	
8.1	<p>The Committee considered a report of the Head of Pensions and Employee Services detailing the final terms of the new Joint Agreement and seeking confirmation to the arrangements for co-opted members.</p>	
8.2	<p>The Head of Pensions and Employee Services outlined the report in detail commenting in particular that:</p> <ul style="list-style-type: none"> <li>• The Agreement contained much that was a legal requirement;</li> <li>• Particular reference was made to paragraphs 4.2 and 4.3 of the report which detailed some of the key points; and</li> <li>• The new Joint Agreement would be operative immediately but was constructed on the premise that the GRO had relocated to Ebbw Vale. As a result, certain provisions of the old joint agreement would remain in force. e.g. those relating to current apportionment of costs between the 5 authorities until County Hall was vacated</li> </ul>	
8.3	<p>Members commented and questioned (in summary):</p> <ul style="list-style-type: none"> <li>• Clarification was sought regarding the number of elected representatives needed to form a quorum?</li> <li>• It was hoped that if an elected representative could not attend then they would nominate a deputy who would be entitled to vote;</li> <li>• Members were happy with the current arrangements for co-opted or independent members to the Joint Committee;</li> <li>• How had the current group of co-opted members been</li> </ul>	

chosen?

- A review of the co-opted members should be undertaken once the GRO moved to the new offices to include such stakeholders as The Ebbw Vale Steelworks; and
- Could co-opted members nominate a deputy if they were unable to attend a particular meeting?

8.4 Officers responded (in summary):

- Four elected representatives were needed to form a quorum and theoretically it could mean that just two constituent authorities could make a decision. This was regarded as unlikely due to the ability to nominate deputies but, in this unlikely circumstance, if a potentially political or sensitive issue arose the decision could be deferred by advice from Officers;
- The current co-opted members represented stakeholder groups who had an important role to play to support the Record Office. They acted as a vital conduit in the dissemination of information and links to organisations and community groups;
- The co-opted members brought stability, proven knowledge and experience to the Committee;
- The Committee had the power to appoint additional co-opted members at any time; and
- A deputy co-opted member would only represent the organisation and would have no voting rights.

8.5 Members agreed to an additional recommendation to allow co-opted members to nominate a deputy

8.6 **AGREED – for the reasons set out in the report, that the Committee:**

- To note the contents of the new Joint Committee Agreement and confirmed they are familiar with the details contained therein as they relate to the governance and operation of the Service and the Joint Committee:**
- To re-affirm existing arrangements for co-options to the Committee; and**
- In addition, any co-opted or independent member to the Committee may nominate a deputy to attend (in an advisory role without voting rights) and represent them at any meeting of the Joint Committee in place of the co-opted member so appointed who for any reason is unable to attend that meeting.**

Graeme  
Russell

9. **Gwent Joint Records Committee - Dates for 2010**

		<b>ACTION</b>
9.1	The Committee considered a report of the Head of Pensions and Employee Services detailing the dates for forthcoming meetings of the Joint Committee	
9.2	All meetings would be held on a Friday at 10.00am and were confirmed as:  25 June 2010 in Committee Room 3 at County Hall 24 September 2010 in Committee Room 5 at County Hall 17 December 2010 in Committee Room 5 at County Hall	
<b>9.3</b>	<b>Members agreed to note the content of the report.</b>	<b>Liz Monk</b>
<b>10.</b>	<b>Any Other Business</b>	
10.1	There was no other business	
<b>11</b>	<b>Date of Next Meeting</b>	
11.1	The next meeting will take place on Friday 25 June 2010 at 10.00am in Committee Room 3, County Hall, Cwmbran	

**Signed:**.....  
**Chair, Greater Gwent Joint Record Committee**

Minutes produced by Liz Monk, Lead Officer Cabinet Support  
22 March 2010

**GWENT JOINT RECORDS COMMITTEE  
25 JUNE 2010**

**QUARTERLY BULLETIN ON THE ACTIVITY OF THE RECORD OFFICE**

*Report Submitted and Written by: Gary Tuson, County Archivist*

**1. Area Affected**

1.1 The geographical area of Gwent as defined for the purposes of the Gwent Joint Records Committee.

**2. Purpose of Report**

2.1 To inform members of the Committee on the range of activities during the quarter 1 March 2010 – 31 May 2010.

**3. Recommendation**

3.1 That members note the contents of this report.

**4. Public Use**

4.1 Visits to the Searchroom

Mar 08 to May 08	Jun 08 to Aug 08	Sep 08 to Nov 08	Dec 08 to Feb 09	Mar 09 to May 09	Jun 09 to Aug 09	Sep 09 to Nov 09	Dec 09 to Feb 10	Mar 10 to May 10
738	638	742	397	660	638	631	340	453

4.2 Email and Postal Enquiries Answered

Jun 08 to Aug 08	Sep 08 to Nov 08	Dec 08 to Feb 09	Mar 09 to May 09	Jun 09 to Aug 09	Sep 09 to Nov 09	Dec 09 to Feb 10	Mar 10 to May 10
384	277	240	119	334	291	258	343

4.4 The impact of the restricted opening hours is reflected in the visitor numbers for this quarter.

4.5 Visitors included researchers from the University of Wales Aberystwyth undertaking a research project on Welsh seals. Facilities were made available so that they could set up their digitisation equipment without disturbing other users.

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## 5. Outreach Activities and Partnerships

5.1 During this quarter the following sessions have taken place:

- A new local history group studying the Gwent area to the east of Newport visited the office for an introductory session.
- A group of Coleg Gwent students visited in connection with a joint project to create GPS guided walks around the Works site in Ebbw Vale.
- An archivist talked to the Chepstow branch of the Gwent Family History Society on palaeography and to the Blackwood branch on quarter sessions records.
- An evening visit by a group of researchers engaged in a Cwmbran archaeology project.
- The office, in partnership with the Civic Trust Wales and CADW, took part in a conference on the development of Tredegar.

5.2 Website usage:

	Jun 08 to Aug 08	Sep 08 to Nov 08	Dec 08 to Feb 09	Mar 09 to May 09	Jun 09 to Aug 09	Sep 09 to Nov 09	Dec 09 to Feb 10	Mar 10 to May 10
Visits	1534	1520	1574	2228	3502	4218	4796	4486
Views	2389	2270	2262	3465	5246	6259	6940	6781

## 6. Collection Management

6.1 During this period there have been a total of 35 accessions.

These accessions include:

<b>Description</b>	<b>Acc No</b>
Panteg Steel Works records, 1874 – 1944	5054
Records of Blaenavon Tourist Committee, c1980 – c1989	5063
Minute Books of Jane Cook's Charity, 1907 – 1977	5064
Photographs of Redwick School pupils and teachers, c1885	5071
Brynmawr & District Industrial Trades Council Minute Book: 1959-1967	5078
Records from the Usk Rural Life Museum, 1965 – 2001	5084

6.2 Work has continued on the entry of catalogues into the Collection Management Software. The catalogues of the Board of Guardians records for the following unions have now been added:

- Abergavenny
- Bedwellty
- Chepstow

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- Dore
- Monmouth
- Newport

6.3 In preparation for the move work has started on sorting out the County Deeds series. This has included the entry of information from lists into the Collection Management Software as this information was in danger of being lost due to their poor state.

## 7. Records Management

7.1		Jun 08 to Aug 08	Sep 08 to Nov 08	Dec 08 to Feb 09	Mar 09 to May 09	Jun 09 to Aug 09	Sep 09 to Nov 09	Dec 09 to Feb 10	Mar 10 to May 10
	Boxes destroyed	190	230	209	210	361	429	477	706

7.2 Only 35 of these boxes have been permanently returned to the depositing authority. In addition to this acceleration in the review process, there were 182 individual files re-issued to the depositing authorities, in order to deal with specific enquiries. File tracking is controlled by Record Centre staff, who, following the completion of enquiries, return the issued files to their correct location within the strong rooms. This role will not be undertaken by the Record Centre after 1 September 2010 – in relation to the unitary authority records.

The disaggregation of unitary authority records continues, this quarter. The process of transfer of records from the additional external accommodation to the strong rooms at County Hall is nearing completion. The lease will expire on this accommodation on 1 September 2010.

## 8. Staffing and Administration

8.1 In February the Record Office advertised for a Conservator. Despite widespread advertising it did not prove possible to make an appointment and a re-advertisement was deemed unlikely to prove successful.

8.2 The alternate approach was to develop a member of staff so that they could become professionally qualified as a conservator through the Society of Archivists Training Scheme.

8.3 Further to this, Rhiannon Griffiths, currently working as a Preservation Assistant, has been appointed as a Trainee to start on 1 October 2010. The savings from this lower grade appointment and from the reduced length of her temporary contract are being used to fund additional temporary Preservation Assistants over the summer to boost the Collection Preparation project and to extend the contract of Lisa Hennessey, Preservation Assistant, until August 2011.

8.4 A student from Newport University spent three weeks with the Record Office on a work experience placement. During this time he assisted with cleaning and packaging, cataloguing, appraisal and public services.

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**9. Recommendation:**

That members note the contents of this report.

<b>Appendices</b>	none
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<b>Background Papers</b>	none
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<b>For a copy of the background papers or for further information about this report, please telephone: Gary Tuson, County Archivist on 01633 644887 or by email to <a href="mailto:gary.tuson@torfaen.gov.uk">gary.tuson@torfaen.gov.uk</a></b>
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**GWENT JOINT RECORDS COMMITTEE  
25 JUNE 2010**

**FINAL ACCOUNTS 2009/2010**

*Report Submitted by: Graeme Russell, Head of Pensions and Employee Services*  
*Report Written by: Lynne Jones, Accountancy Support Officer*

**1. Area Affected**

1.1 The geographical area of Gwent as defined for purposes of the Gwent Joint Records Committee.

**2. Purpose of Report**

2.1 The purpose of the report is to present the Gwent Joint Records Committee accounts for the year ended 31<sup>st</sup> March 2010 and to inform members of the financial position of the Joint Committee. Torfaen, as the host Authority, has carried out the work on behalf of the Joint Committee.

**3. Recommendations**

3.1 It is recommended that the Joint Committee:-

- i) receive the 2009/10 final accounts for the Gwent Joint Records Office outlined within the report and at Appendix 1;
- ii) approve the 2009/10 Statement of Accounts as at Appendix II;
- iii) note the financial position as at the 31<sup>st</sup> March 2010 and agree the aggregate surplus of £74,232 is carried forward to support both the relocation budget and the operational budget in the 2010/11 financial year; and
- iv) notify the Constituent Authorities accordingly.

**4. Introduction**

4.1 The Joint Committee is required by the Accounts and Audit Regulations (SI 1996/590) to publish a separate statement of accounts. This statement is attached in full at Appendix II and is published subject to certification by Grant Thornton - the external auditors appointed by the Wales Audit Office. The final accounts Revenue Account detail for the year ended 31<sup>st</sup> March 2010 is shown in this report and in the attached Appendix I. The Balance Sheet as at that date and a comparison of expenditure between 2008/09 and 2009/10 are shown in the formal statements at Appendix II.

**5. Income and Expenditure Account**

5.1 The gross expenditure for 2009/10 for the current establishment was £684,239 against total income from Joint Authority contributions, sales and other income of £687,749. This resulted in a surplus of £3,510 for the year.

The 2009/10 gross expenditure for the Relocation budget was £66,433. Due to the fact that the costs associated with the Relocation budget are being incurred on a phased basis and contributions from the constituent Councils to fund the costs are also being staggered, actual expenditure in 2009/10 fell short of the available funding by £70,722. The under spend will need to be carried forward to 2010/11 during which the majority of the one off costs will occur.

In total, therefore, the overall surplus for 2009/10 was £74,232 which, when set against the brought forward surplus of £26,108, increased the surplus balance held to £100,340 as shown on the balance sheet.

The revised 2009/10 estimated expenditure (as reported at the December 2009 Gwent Joint Records Committee) anticipated use of some of the brought forward reserve balance to fund costs around Single Status. A combination of savings across the supplies and services budget has meant that this particular use of the reserve is not necessary.

- 5.2 Against the original net budget for the current establishment of £659,116 the net out turn of £655,606 equates to a decrease of £3,510 or approximately 0.5%.

The main variations to the operational budget are summarised in the following table.

	£	
Employees	8,404	Pension strain costs for the former Conservation Officer of £17,047 partially offset in the employee costs budget by the under spend arising from not filling the resultant vacant post.
Supplies & Services	(8,247)	A combination of under spends, particularly around the equipment budget. Expenditure on supplies and services generally has been carefully controlled during the year to ensure that any savings may be put forward to supplement the relocation budget.
General Income	(3,773)	The favourable income variance is largely due to a private donation of £2,000 and a modest increase in the level of operational income resulting from improved income monitoring and a review of the charging policy.

The 2009/10 net expenditure for the relocation budget was £46,396 and mainly related to the costs of preparing the collection for decant, ie the temporary appointments of two Preparation Assistants, the purchase of various specialist archive packaging and conservation materials, and waste disposal. Legal fees of £31,078 to negotiate the agreement to lease were also incurred during the year but were partially funded by an under spend against the consultancy fee budget. It would not be meaningful to make any comparisons between the budget and expenditure for the relocation project in 2009/10 because, as explained in paragraph 5.1 above, the agreed Joint Authority contributions, as with the relocation costs, are being phased and will fall across financial years.

- 5.3 Comparing 2009/10 expenditure for the current establishment with the previous year, as shown in the tables on page 4 of the Statement of Accounts 2009/2010

(Appendix II), there has been a marginal increase of £1,153 or approximately 0.17%. Employee costs have increased by £29,439 of which £16,917 is attributable to the one off compensation payments for arrears of pay following the implementation of Single Status which was agreed via ballot in December 2009. The vacancy rate was another contributing factor as this was lower in 2009/10 than the previous year. Conversely, supplies and services expenditure has decreased by £28,069 predominantly due to the high level of project management support provided in 2008/09 as the new Gwent Record Office project gathered pace and to the cost of the Collection condition survey in that year.

Income has decreased by £9,814 when compared to the previous year mainly because Joint Authority contributions were increased in 2008/09 to compensate for the additional costs incurred in that year. Furthermore, 2009/10 grant income has been shown against the Relocation budget whereas in 2008/09 grant income was included in the income total for the current establishment.

## 6. Balance Sheet

6.1 The balance sheet represents the Joint Committee revenue assets and liabilities, details of which are contained in the attached Appendix II.

## 7 Recommendations

7.1 It is recommended that the Joint Committee.

- i) receive the 2009/10 final accounts for the Gwent Joint Records Office outlined within the report and at Appendix 1;
- ii) approve the 2009/10 Statement of Accounts as at Appendix II;
- iii) note the financial position as at the 31<sup>st</sup> March 2010 and agree the surplus of £100,340 is carried forward to support the revenue budget in the 2010/11 financial year as the relocation project progresses; and
- iv) notify the Constituent Authorities accordingly.

<b>Appendices</b>	Appendix I - Gwent Joint Records Committee Income and Expenditure Account 2009/10 Appendix II - Gwent Joint Records Committee Statement of Accounts 2009/10
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<b>Background Papers</b>	None
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**For a copy of the background papers or for further information about this report, please telephone:**  
 Graeme Russell, Head of Employee Services, 01495 742625.  
 Lynne Jones, Accountancy Support Officer, 01495 766127.



## APPENDIX 1

### GWENT JOINT RECORD COMMITTEE Income and Expenditure Account

#### Operational budget - current establishment

	<b>Original Estimate 2009/10 £</b>	<b>Revised Estimate 2009/10 £</b>	<b>Actuals 2009/10 £</b>	<b>Variance to original</b>
<b>EXPENDITURE</b>				
<b>Employees</b>				
Salaries	268,652	272,468	263,742	(4,910)
National Ins	22,835	17,530	16,980	(5,855)
Super Ann.	29,283	29,616	28,648	(635)
Other Expenses	841	840	680	(161)
Strain Costs	0	0	17,047	17,047
Single Status	13,999	20,319	16,917	2,918
	<b>335,610</b>	<b>340,773</b>	<b>344,014</b>	<b>8,404</b>
<b>Premises</b>				
Apportionment of Operational Buildings	245,655	245,655	245,333	(322)
Industrial Unit rent & rates	12,561	12,561	12,559	(2)
Industrial Unit maintenance/running costs	1,000	1,522	1,247	247
	<b>259,216</b>	<b>259,738</b>	<b>259,139</b>	<b>(77)</b>
<b>Transport</b>				
Car allowances/Staff Public Transport	<b>2,000</b>	<b>2,000</b>	<b>2,183</b>	<b>183</b>
<b>Supplies &amp; Services</b>				
Furniture and equipment	9,500	9,500	4,976	(4,524)
Stationery/General Office Expenses	5,200	5,200	3,574	(1,626)
Miscellaneous Fees	800	865	1,584	784
Consultancy	40,000	40,000	39,789	(211)
Communications(incl computer software/hardware/maintenance)	9,800	11,800	8,592	(1,208)
Courses and conferences	600	600	(4)	(604)
Insurances	3,400	3,085	3,342	(58)
Audit fee	900	900	100	(800)
	<b>70,200</b>	<b>71,950</b>	<b>61,953</b>	<b>(8,247)</b>
<b>Support Services</b>				
Finance	15,400	15,400	15,400	0
Legal	1,550	1,550	1,550	0
	<b>16,950</b>	<b>16,950</b>	<b>16,950</b>	<b>0</b>
<b>GROSS EXPENDITURE</b>	<b>683,976</b>	<b>691,411</b>	<b>684,239</b>	<b>263</b>
<b>Income</b>				
General (Excess Storage Rentals MCC/TCBC)	(19,360)	(19,940)	(19,940)	(580)
Coroners Income	0	(50)	(60)	(60)
Operational Income	(5,500)	(5,500)	(6,293)	(793)
Donations/Gifts	0	(2,000)	(2,021)	(2,021)
Reimbursements	0	0	(319)	(319)
Use of reserve	0	(4,805)	0	0

<b>NET EXPENDITURE</b>	<b>659,116</b>	<b>659,116</b>	<b>655,606</b>	<b>(3,510)</b>
<b>Joint Authority Contributions</b>				
Blaenau Gwent CBC	113,659	113,659	113,658	0
Caerphilly CBC	98,016	98,016	98,016	0
Monmouthshire CC	119,209	119,209	119,209	0
Newport CBC	190,608	190,608	190,608	0
Torfaen CBC	137,625	137,625	137,625	0
	<b>659,116</b>	<b>659,116</b>	<b>659,116</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>(3,510)</b>	<b>(3,510)</b>

**Relocation Budget**

	<b>Original Estimate 2009/10 £</b>	<b>Revised Estimate 2009/10 £</b>	<b>Actuals 2009/10 £</b>	<b>Variance to original</b>
<b>EXPENDITURE</b>				
Decant preparation costs (Employees/Supplies & Srvs)	120,000	120,000	47,355	(72,645)
Consultancy/Legal Fees	17,110	17,110	19,078	1,968
	<b>137,110</b>	<b>137,110</b>	<b>66,433</b>	<b>(70,677)</b>
<b>GROSS EXPENDITURE</b>	<b>137,110</b>	<b>137,110</b>	<b>66,433</b>	<b>(70,677)</b>
<b>Income</b>				
Grant Income	(20,000)	(20,000)	(20,000)	0
Miscellaneous Receipts	0	0	(37)	(37)
<b>NET EXPENDITURE</b>	<b>117,110</b>	<b>117,110</b>	<b>46,396</b>	<b>(70,714)</b>
<b>Joint Authority Contributions</b>				
Blaenau Gwent CBC	38,110	38,110	38,008	102
Caerphilly CBC	32,860	32,860	32,926	(66)
Torfaen CBC	46,140	46,140	46,184	(44)
	<b>117,110</b>	<b>117,110</b>	<b>117,118</b>	<b>(8)</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>(70,722)</b>	<b>(70,722)</b>

**SURPLUS**

Surplus b/fwd from 2008/09	(26,108)
2009/10 Underspend in relation to the operational budget to be added to surplus b/fwd	(3,510)
2009/10 Underspend in relation to the relocation budget to be added to surplus b/fwd	(70,722)
<b>Total Surplus at 31/3/10</b>	<b>(100,340)</b>

# **Gwent Joint Records Committee**

## **Statement of Accounts 2009/10**

**PUBLISHED SUBJECT TO AUDIT**

***Nigel Aurelius CPFA***  
**Chief Financial Officer**

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## **Foreword and review**

The information contained within the following accounts for 2009/10 has been presented as simply and clearly as possible. This foreword attempts to explain some of the statements and sections included within this document and provide a summary of Gwent Records financial performance for 2009/10.

The Gwent Record Office collects, preserves, and makes accessible to the public, documents relating to the geographical area it serves. The Gwent Record Office operates under a joint committee and provides a service to Torfaen County Borough Council, Monmouthshire County Council, Newport City Council, Caerphilly County Borough Council (the former Islwyn area only) and Blaenau Gwent County Borough Council.

Joint Committees as with Local Authorities, are governed by a rigorous structure of controls to provide stakeholders with the assurance and confidence that public money has been properly accounted for. As part of this process of accountability, Gwent Records is required to produce a set of accounts in order to inform you, as a stakeholder that we have properly accounted for all the money we have received and spent, and that the financial standing of the Gwent Records is secure.

Gwent Record's accounts concentrate on clear and accurate reporting of the financial position of the organisation in relation to a particular year. However, they do not aim to fulfil the role of an annual report of a company.

## **Explaining the main accounting statements**

The accounts are split into two main sections.

The **first section** is the **statement of accounting policies**. This section explains the accounting principles which are set nationally, mainly to make sure that accounts from different organisations are consistent and comparable.

The **second section** covers the **main financial statements** and includes appropriate explanatory notes to further inform the reader. The main financial statements are made up of the income & expenditure account, the balance sheet and the cash-flow statement.

The **income & expenditure account** shows how much the Joint Committee has spent during the year. Any surplus or deficit on this account is transferred to the Joint Committee's general reserve.

The **balance sheet** is a 'snap shot' at the financial year end of all of the Joint Committee's assets and liabilities. Assets include the value of both fixed assets, such as equipment, and of current assets, such as money owed to the Joint Committee. Liabilities mainly relate to money owed by the Joint Committee. The balance of the assets and liabilities is represented on the balance sheet by the Joint Committee's reserves.

The **cash-flow statement** shows the Joint Committee's cash transactions over the year, indicating the sources of cash income received and actual cash spent.

## A summary of our financial performance in 2009/10

2008/09 actual		2009/10 original budget	2009/10 revised budget	2009/10 actual	Variation to original budget
£		£	£	£	£
683,086	Expenditure	821,086	828,521	750,672	(70,414)
(697,563)	Income	(821,086)	(828,521)	(824,904)	(3,818)
<b>(14,477)</b>	<b>Total Net Spend</b>	<b>0</b>	<b>0</b>	<b>(74,232)</b>	<b>(74,232)</b>

The following tables show how we spent our money (table 1) and where that money came from (table 2).

Table 1

	Operational budget		Relocation Project		Total	
	2008/09	2009/10	2008/09	2009/10	2008/09	2009/10
	£	£	£	£	£	£
Employees	314,575	344,014		25,308	314,575	369,322
Premises	258,976	259,139		0	258,976	259,139
Other	109,535	81,086		41,125	109,535	122,211
	<b>683,086</b>	<b>684,239</b>	<b>0</b>	<b>66,433</b>	<b>683,086</b>	<b>750,672</b>

Table 2

	Operational budget		Relocation Project		Total	
	2008/09	2009/10	2008/09	2009/10	2008/09	2009/10
	£	£	£	£	£	£
Joint Authority contributions	664,618	659,116		117,118	664,618	776,234
General income	20,101	20,000			20,101	20,000
Customer and Client Receipts	4,647	8,633		37	4,647	8,670
Grant Income	8,197	0		20,000	8,197	20,000
	<b>697,563</b>	<b>687,749</b>	<b>0</b>	<b>137,155</b>	<b>697,563</b>	<b>824,904</b>

### Level of reserves

At 31 March 2010, our fund balance stood at £100,340 surplus, an increase in funds from the figure at the start of the financial year (as at 31 March 2009 the fund balance was £26,108 in surplus). The increase in the surplus balance has mainly arisen due to the timing of expenditure associated with the Relocation project. The majority of the expenditure will occur during the financial year 2010/11. Table 3 shows the level of our reserves over the last four financial years. We carefully monitor our reserves to make sure they can cover any unforeseen circumstances.

Table 3

	2006/07 £	2007/08 £	2008/09 £	2009/10 £
Reserves	<b>32,475</b>	<b>11,630</b>	<b>26,108</b>	<b>100,340</b>

### **Explaining the pension liability**

Under the FRS17 reporting standard, we must reveal the cost of paying the retirement pensions when we become committed to these costs, not when we actually pay them. To do this, within our accounts (pages 13 and 15) we have shown a liability of £247,000. Our actuary has worked out this estimated cost of providing retirement benefits by comparing the current market value of our share of the pension fund assets with the current value of our liabilities. This figure will vary each year depending on the actuary's assumptions on how the pension fund's investments have performed. Our quoting the pension liability does not mean that we have any legal right to the assets in the pension fund. It is purely a snapshot of our commitment as an employer to provide retirement benefits. This net liability continues to be managed on our behalf by the Greater Gwent (Torfaen) Pension Fund.

### **Looking to the future**

In February 2010 the five constituent authorities of the Gwent Joint Records Committee signed an agreement continuing their membership for a period of 25 year from the date of occupation of the new building. This enabled the Agreement for Lease for the new building to be exchanged on 10 February. Work is now well underway on the conversion of the Grade 2\* listed General Offices and the construction of the extension. Completion is set for May 2011 at which point the Collection will be moved into the new strong rooms so the service disruption can be minimised.

Preparations for the move to Ebbw Vale and the re-launch of the improved service as Gwent Archives will dominate work over the coming year. A series of projects covering all aspects of the programme including the construction, fit-out, partnership working, decant preparation and publicity are all now well underway. These will all continue to be progressed whilst maintaining a public service in County Hall, Cwmbran.

### **If you need more information**

You can get more information about our accounts from the Finance Department, Civic Centre, Pontypool.

**Nigel Aurelius**  
**Chief Financial Officer**

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### **Committee Chairperson Certificate**

I can confirm that the Committee approved the draft Statement of Accounts on 25<sup>th</sup> June 2010.

**Chair of Committee**

## **STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2010**

This statement has been prepared in accordance with guidance produced by the Chartered Institute of Public Finance and Accountancy. It embraces the elements of internal financial control required by the 'Code of Practice on Local Authority Accounting in the United Kingdom'.

### **Scope of Responsibility**

Gwent Joint Records Committee (the Committee) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Committee has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Committee is also responsible for ensuring that there is a sound system of internal control, (including financial control) that supports the achievement of the organisation's objectives, and for reviewing its effectiveness.

### **The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. The system of internal control can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control includes an ongoing risk management process designed to identify the principal risks to the achievement of the organisation's objectives, to evaluate the nature and extent of those risks, and to manage them effectively and economically.

### **The Internal Control Environment**

The system of internal control referred to in this statement has been in place at the Committee for the year ended 31 March 2010, and up to the date of approval of the annual accounts. Whilst the organisation is a discrete organisation it utilises the core fundamental financial systems of Torfaen County Borough Council. The key elements of the Committee's internal control environment are as follows:

- The Constitution sets out how the Committee operates and makes decisions whilst ensuring that these procedures are transparent and accountable to local people.
- Policy and decision-making is facilitated through the Joint Committee. These meetings are open to the public except where personal or confidential matters are being disclosed.
- The Audit Committee of Torfaen County Borough Council promotes internal control, monitors the work of auditors including the appointment of the external auditor and monitors the relationships between auditors and staff and the responses to audit recommendations.
- The business-planning process establishes and communicates the Committee's priorities, objectives and means of achieving them.
- There are robust arrangements for effective financial control through the Committee's accounting procedures and Financial Regulations. These include established budget planning procedures and regular reports to members comparing actual revenue and capital expenditure to annual budgets. Torfaen County Borough Council's Chief Financial Officer is responsible for the proper administration of the Committee's financial affairs as required by Section 151 of the Local Government Act 1972.

- The Internal Audit function of Torfaen County Borough Council operates to the standards set out in the Code of Practice for Internal Audit in the United Kingdom 2006 produced by the Chartered Institute of Public Finance and Accountancy. Internal Audit performance is assessed annually by the Wales Audit Office and is reported to members.
- The ethical governance framework includes codes of conduct for members and officers, a whistle-blowing policy and a complaints procedure.
- Torfaen County Borough Council's Chief Legal Officer is the designated 'Monitoring Officer' in accordance with the Local Government and Housing Act, 1989. The role of the Monitoring Officer is to provide advice on the scope of the powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and Chief Officers.
- In accordance with its statutory responsibilities under the Data Protection Act 1998, the Council operates a Data Protection policy, and also has procedures in place to meet its responsibilities under the Freedom of Information Act, 2000 and of the Regulation of Investigatory Powers Act 2000.

### **Review of Effectiveness**

The Joint Committee has responsibility for conducting a regular review of the effectiveness of the system of internal control within that organisation. The review of the effectiveness of internal control will be informed by work of Torfaen County Borough Council's Chief Financial Officer in engaging Torfaen County Borough Council's Internal Audit to review the Internal Financial Control Framework within the agreed audit plan.

The process that has been applied to maintain, review and improve the effectiveness of the system of internal control during 2009/10 has included:

- The continuous process of updating the Constitution by the Chief Legal Officer (as the designated Monitoring Officer).
- the ongoing work of the Joint Committee and the Audit Committee of Torfaen County Borough Council.
- regular audits of the major systems by Internal Audit in accordance with the internal audit plan.
- regular inspection of Internal Audit by the external auditors, who place reliance on Internal Audit work.
- consideration of the recommendations of the external auditors and other inspection and review agencies.
- Monitoring established budget planning procedures and taking regular reports to members comparing actual revenue to annual budgets throughout the financial year.

### **Significant Control Issues**

The Gwent Joint Records Committee operates within the financial control environment operated by Torfaen County Borough Council. Internal Audit last carried out a review in 2008/09. No significant issues have been identified when completing the above statement.

**Signed:**

**Chair of Joint Committee**  
**Date:**

**Alison Ward**  
**Chief Executive**  
**Date:**

## **STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

### **THE JOINT COMMITTEE'S RESPONSIBILITIES**

The Joint Committee is required:

- To make arrangements for the proper administration of its financial affairs and to secure that an officer of the host authority has the responsibility for the administration of those affairs (in this case, that officer is the Chief Financial Officer); and
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts

### **RESPONSIBILITIES OF THE CHIEF FINANCIAL OFFICER**

The Chief Financial Officer is responsible for the preparation of the Gwent Joint Records Committee's Statement of Accounts which, in terms of the CIPFA Statement of Recommended Practice on Local Authority Accounting in Great Britain ('the Code of Practice') is required to present fairly the financial position of the Joint Committee at the accounting date and its income and expenditure for the period ended 31st March 2010.

In preparing this Statement of Accounts, the Chief Financial Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Chief Financial Officer has also

- kept proper accounting records which were up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

### **THE CHIEF FINANCIAL OFFICER'S CERTIFICATE**

I certify that the accounts present fairly the financial position of the Gwent Joint Records Committee at 31st March 2010 and the income and expenditure for the year ended 31st March 2010.

**Date:**

**Signed:**

**Nigel Aurelius, CPFA  
Chief Financial Officer**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GWENT JOINT RECORDS COMMITTEE**

I have audited the accounting statements and related notes of Gwent Joint Records Committee for the year ended 31 March 2010 under the Public Audit (Wales) Act 2004. Gwent Joint Records Committee's accounting statements comprise the Income and Expenditure Account, Balance Sheet, and Cash Flow Statement.

This report is made solely to Gwent Joint Records Committee in accordance with Part 2 of the Public Audit (Wales) Act 2004 and for no other purpose, as set out in paragraph 46 of the *Statement of the responsibilities of the auditors appointed by the Auditor General for Wales and his inspectors, and of the bodies that they audit and inspect (2008)* prepared by the Auditor General for Wales.

### **Respective responsibilities of the responsible financial officer and the independent auditor**

The responsible financial officer's responsibilities for preparing the statement of accounts, in accordance with relevant legal and regulatory requirements and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2009 are set out in the Statement of Responsibilities for the Statement of Accounts.

My responsibility is to audit the accounting statements and related notes in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the accounting statements and related notes give a true and fair view, in accordance with relevant legal and regulatory requirements and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2009 the financial position of the local government body and its income and expenditure for the year.

I review whether the Statement on Internal Control reflects compliance with 'The statement on internal control in local government: meeting the requirements of the Accounts and Audit Regulations 2003' published by CIPFA in April 2004. I report if it does not comply with proper practices specified by CIPFA or if the statement is misleading or inconsistent with other information I am aware of from my audit. I am not required to consider, nor have I considered, whether the Statement on Internal Control covers all risks and controls. Neither am I required to form an opinion on the effectiveness of the local government body's corporate governance procedures or its risk and control procedures.

I read other information published with the accounting statements, and related notes and consider whether it is consistent with the audited accounting statements and related notes. This other information comprises only the Explanatory Foreword. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the accounting statements and related notes. My responsibilities do not extend to any other information.

### **Basis of audit opinion**

I conducted my audit in accordance with the Public Audit (Wales) Act 2004, the Code of Audit Practice issued by the Auditor General for Wales, and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounting statements and related notes. It also includes an assessment of the significant estimates and judgments made by the local government body in the preparation of the accounting statements and of whether the accounting policies are appropriate to the local government body's, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounting statements and related notes.

**Opinion on the accounting statements of Gwent Joint Records Committee**

In my opinion the accounting statements and related notes give a true and fair view, in accordance with relevant legal and regulatory requirements and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2009, the financial position of Gwent Joint Records Committee as at 31 March 2010 and its income and expenditure for the year then ended.

**Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources**

My conclusion on Gwent Joint Records Committee arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2010 will be reported separately in the published Annual Audit Letter.

**Certificate of completion**

I certify that I have completed the audit of the accounts of Gwent Joint Records Committee in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Code of Audit and Practice issued by the Auditor General for Wales.

**Appointed Auditor**

**Address**

**Date**

## **Section One: Our accounting policies**

### **1 General**

We have prepared the accounts in line with the current Accounting Code of Practice on Local Authority Accounting in Great Britain and the Best Value Accounting Code of Practice from the Chartered Institute of Public Finance and Accountancy (CIPFA).

### **2 Overheads**

We have to pay for support services from the host authority - these provide support to our service and include accountants, auditors, lawyers, payroll, personnel, post room, printing, receptionists, telephonists, and so on. A charge for the Committee's share of these services is reflected within the income and expenditure account.

### **3 Pension Costs**

Our accounts recognise pension costs as outlined by Accounting Standard FRS17-Retirement Benefits. This standard requires the Committee to:

- i) Recognise the costs of providing retirement benefits to employees within the accounting period(s) in which the benefits are earned by the employees.
- ii) Recognise the related finance costs and changes in asset/liability values in the accounting period in which they arise.
- iii) Reflect the fair value of those assets and liabilities.
- iv) Reflect the attributable liabilities measured on an actuarial basis using the projected unit method.

### **4 Debtors and creditors**

The items in our income and expenditure account are recorded on an income and expenditure basis. That means that all sums due to or from us in the year of account are included irrespective of whether the cash has been received or paid. If we do not have actual figures we have estimated them.

### **5 VAT**

The figures in the accounts exclude VAT, except where VAT is irrecoverable in accordance with SSAP 5.

### **6 Government Grants**

We account for government grants on an accrual basis when we are reasonably sure that we will get the grant.

Revenue grants: We credit government grants, which are made to pay for our revenue activities, to the income and expenditure account they relate to. We match these with any spending we have made.

### **7 Post balance sheet events**

Where significant post balance sheet events exist they are disclosed by way of a note, for the fair presentation of the financial statements.

### **8 Date of Authorisation**

The Statement of Accounts was authorised for issue by the Chief Financial Officer, as the appointed S151 Responsible Financial Officer for the Authority, on 11th June 2010. This is the date up to which events after the balance sheet date have been considered.

## Section Two: The Main Financial Statements

<b>GWENT JOINT RECORDS COMMITTEE</b>			
<b>INCOME &amp; EXPENDITURE ACCOUNT FOR YEAR ENDED 31 MARCH 2010</b>			
<b>2008/09</b>		<b>2009/10</b>	<b>Notes</b>
<b>£</b>		<b>£</b>	
	<b>EXPENDITURE</b>		
304,941	Employees	363,262	1 & 2
258,976	Premises	259,139	
3,014	Transport	2,183	
90,022	Supplies & Services	103,078	3
16,500	Central Support Charges	16,950	
28,000	Non Distributed Costs	26,000	
<b>701,453</b>		<b>770,612</b>	
	<b>INCOME</b>		
(8,197)	Government Grants	(20,000)	8
(4,647)	Customer & Client Receipts	(8,670)	
(20,101)	General Income	(20,000)	
(664,618)	Joint Authority Contributions	(776,234)	4
<b>(697,563)</b>		<b>(824,904)</b>	
<b>3,890</b>	<b>NET COST OF SERVICE</b>	<b>(54,292)</b>	
<b>(7,000)</b>	Pensions interest cost and expected return on pension assets	<b>19,000</b>	1
<b>(3,110)</b>	<b>NET OPERATING COST</b>	<b>(35,292)</b>	
(11,367)	Contribution to (from) the Pension scheme	(38,940)	
<b>(14,477)</b>	<b>DEFICIT / (GAIN) FOR YEAR</b>	<b>(74,232)</b>	
(11,631)	Opening Balance (General Reserve)	(26,108)	
<b>(26,108)</b>	<b>BALANCE IN GENERAL RESERVE AS AT 31 MARCH 2010</b>	<b>(100,340)</b>	

The Total Recognised Gain in the period 2009/10 was £74,232 (2008/09 £14,477 gain).

<b>GWENT JOINT RECORDS COMMITTEE</b>			
<b>BALANCE SHEET AS AT 31 MARCH 2010</b>			
<b>31<sup>st</sup> March 2009</b>		<b>31<sup>st</sup> March 2010</b>	
£	£	£	£
		<b><u>CURRENT ASSETS</u></b>	
	33,510	Cash in Hand	354,316
		<b><u>CURRENT LIABILITIES</u></b>	
		<b><u>Creditors</u></b>	
(992)		Other Local Authorities	(246,686)
(6,410)	(7,402)	Sundry Creditors	<u>(7,290)</u> (253,976)
	(135,000)	Liability related to defined benefit pension scheme (note 1)	(247,000)
	<u>(108,892)</u>	<b>TOTAL ASSETS LESS LIABILITIES</b>	<u>(146,660)</u>
		<b><u>FINANCED BY</u></b>	
	135,000	Pension Reserve	247,000
	(26,108)	General Reserve	(100,340)
	<u>108,892</u>		<u>146,660</u>

#### Cash flow statement for 2009/10

<b>2008/09</b>			<b>2009/10</b>	
£	£		£	£
314,575		<b>Cash Outflow</b>		
606,109		Cash paid to employees	369,322	
	920,684	Other operating costs	134,776	504,098
		<b>Cash Inflow</b>		
(8,197)		Government Grants	(20,000)	
(684,719)		Other Funding & Contributions	(798,234)	
(4,647)	(697,563)	Goods and services	(6,670)	(824,904)
	<b>223,121</b>	<b>Total revenue activities cash flow (Note 6)</b>		<b>(320,806)</b>

## Notes on our accounts

### 1 Employee Retirement Benefits

As part of the terms and conditions of employment of its employees, we offer retirement benefits. Although these benefits will not actually be payable until employees retire, we have a commitment to disclose the payments that need to be made when our employees earn their future pension entitlement.

We participate in the Greater Gwent (Torfaen) Pension Fund which is an occupational scheme for local government employees. This is a funded pension scheme, meaning that the Gwent Records Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets. As well as the funded benefits there are also several unfunded elements (for example increases in inflation) plus other retirement benefits awarded for ill health and early retirement outside the terms of the pension fund. These are our responsibility on a pay-as-you-go basis. FRS17 requires us to account for the whole of this scheme on a 'defined benefit basis'.

In 2009/10 we paid £31,013 (£26,332 in 2008/09) into the Greater Gwent (Torfaen) Pension Fund. We also paid £17,047 in respect of early retirement costs. The pension fund's actuary advises the amount we pay, based on valuations every three years. The actuarial valuation that affects these payments was carried out on 31 March 2007.

Accounting Standard FRS17 (as amended) requires us to recognise the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. The net position is unaffected as the FRS17 standard requires an adjustment after Net Operating Expenditure to reverse back out the real cost of retirement benefits. The following transactions have been made in the income and expenditure account during the year:

<b>2008/09 restated</b>		<b>2009/10</b>
<b>£000's</b>		<b>£000's</b>
<b>LGPS</b>		<b>LGPS</b>
<i>Income &amp; Expenditure Net cost of services:</i>		
46	Current service costs	42
28	Past Service costs	26
	<b>Net operating expenditure:</b>	
84	Interest cost	86
(91)	Expected return on assets	(67)
<b>(7)</b>		<b>19</b>
67	<b>Net charge to the Income &amp; Expenditure Account</b>	<b>87</b>
<i>Statement of movement in the Council Fund balance</i>		
(67)	Reversal of net charges made for retirement benefits in accordance with FRS17	(87)
56	Actual amount charged against the Joint Committee Fund Balance for pensions in the year	48
53	Employers' contributions payable to scheme	37
<i>Actual Return on LGPS Assets</i>		
(308)		427

Within the accounts, we have based pension costs charged to the income and expenditure account on the requirements of accounting standard FRS17. The latest full actuarial valuation of the Greater Gwent (Torfaen) Pension Fund was carried out as at 31<sup>st</sup> March 2007, the results of which were published in March 2008. For these accounts the actuary uses the full valuation as at 31<sup>st</sup> March 2007 plus other information to decide on the extent of each employer's assets and liabilities. On 31<sup>st</sup> March 2010 he has estimated that we had the following assets and liabilities.

<b>Local Government Pension Scheme</b>		
<b>Employee Benefit Obligations</b>	<b>31 March 2009 restated £000's</b>	<b>31 March 2010 £000's</b>
Present Value of Funded Benefit Obligations	(1,179)	(1,775)
<b>Total Present Value of Benefit Obligations</b>	<b>(1,179)</b>	<b>(1,775)</b>
Fair value of Plan Assets	1,044	1,528
Deficit	<b>(135)</b>	<b>(247)</b>
<b>Amounts in the Balance Sheet</b>		
Liabilities	(1,179)	(1,775)
Assets	1,044	1528
Net Liability	(135)	(247)

The projected net liability, referred to above, shows that the actuary has estimated that the liabilities for pension costs which we will have to pay, as an employer, are currently more than the value of our share of the assets of the Greater Gwent (Torfaen) Pension Fund assets. Any changes in the net pension assets or liabilities are shown as a movement in the pension reserve. Since the assets are currently less than the liabilities, this appears as negative equity in our balance sheet.

Mercer Human Resource Consulting, the actuary, has worked out liabilities within the Greater Gwent (Torfaen) Pension Fund on an actuarial basis. The liabilities have been assessed using the projected-unit method. They have estimated the pensions that will be paid in future years depending on assumptions including mortality rates and salary levels. Because the scheme is open to new entrants, the actuary has assessed that the age profile should not rise significantly. The main assumptions used in the actuary's calculations are shown below:-

	<b>Local Government Pension Scheme</b>	
	<b>2008/09</b>	<b>2009/10</b>
Rate of inflation	3.3%	3.3%
Rate of increase in salaries	4.8%	4.8%
Rate of increase in pensions	3.3%	3.3%
Proportion of employees opting to take up a commuted lump sum	50%	50%
Rate for discounting scheme liabilities	7.1%	5.6%

The movement in the pension liabilities and assets for the year to 31 March 2010 is as follows:

<b>Local Government Pension Scheme</b>		
	<b>£000s</b>	<b>£000s</b>
	<b>FOR THE YEAR ENDED</b>	
<b>Estimated Value of Scheme Liabilities</b>	<b>31 March 2009</b>	<b>31 March 2010</b>
Present value of liabilities at the start of the year	(1,382)	(1,179)
Current service cost	(46)	(42)
Interest cost	(84)	(86)
Contributions by scheme participants	(14)	(18)
Actuarial gains and (losses) on liabilities	308	(422)
Benefits and transfers paid	67	(2)
Past service costs	(28)	(26)
<b>Present value of scheme liabilities at the end of the year</b>	<b>(1,179)</b>	<b>(1,775)</b>

<b>Local Government Pension Scheme</b>		
	<b>£000s</b>	<b>£000s</b>
	<b>FOR THE YEAR ENDED</b>	
<b>Estimated value of scheme assets</b>	<b>31 March 2009</b>	<b>31 March 2010</b>
Fair value of assets in scheme at the start of the year	1,352	1,044
Expected rate of return on scheme assets	91	67
Actuarial gains and (losses) on scheme assets	(399)	360
Contributions by the employer	53	37
Contributions by scheme participants	14	18
Benefits and transfers paid	(67)	2
<b>Fair value of Scheme Assets at the end of the year</b>	<b>1,044</b>	<b>1,528</b>

Assets in the Greater Gwent (Torfaen) Pension Fund are valued at fair value, (mainly market value for investments) and the following table shows an analysis of the proportion of assets held together with the expected rate of return for each class for the period and subsequent period.

	<b>Local Government Pension Scheme</b>			
	<b>31 March 2009</b>	<b>Expected return 2008/09</b>	<b>31 March 2010</b>	<b>Expected return 2009/10</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
Investment in shares	72.8	7.5	80.4	7.5
Government bonds	10.2	4.0	8.1	4.5
Other bonds	8.7	6.0	7.7	5.2
Property	1.6	6.5	1.9	6.5
Cash	6.7	0.5	1.9	0.5
Other assets	0	N/A	0	N/A
<b>TOTAL</b>	<b>100</b>		<b>100</b>	

Amounts for the current and previous four periods are as follows:

Local Government Pension Scheme	2005/06		2006/07 Restated		2007/08 restated		2008/09		2009/10	
	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%
Present value of scheme liabilities	(1,352)	N/A	(1,415)	N/A	(1,382)	N/A	(1,179)	N/A	(1,775)	N/A
Fair value of scheme assets	1,377	N/A	1,538	N/A	1,352	N/A	1,044	N/A	1,528	N/A
Surplus or (deficit)	25	N/A	123	N/A	(30)	N/A	(135)	N/A	(247)	N/A

Experience gains/(losses) on liabilities	(57)	4.2	0	N/A	185	13.4	0	N/A	0	N/A
Experience gains/(losses) on assets	218	15.8	32	2.1	(293)	21.7	(399)	38.2	360	23.6

The Joint Committee has elected not to restate the fair value of scheme assets for 2005/06 as permitted by paragraph 95C of 'Amendment to FRS17 Retirement Benefits'.

The normal contributions expected to be made to the Local Government Pension Scheme by the Joint Committee in the year to 31 March 2011 is £31,000.

- 2 No member or officer, when consulted, advised on any relevant related party transactions from their role with the Organisation.
- 3 The following table analyses the fees relating to external audit and inspection:-

2008/09 £		2009/10 £
861	Fees payable to the Wales Audit Office with regard to external audit services carried out by the appointed auditor	900

- 4 The following table analyses the contributions made by Authorities who make up the Joint Committee:-

2008/09 £		2009/10 £
114,607	Blaenau Gwent County Borough Council	151,666
98,834	Caerphilly County Borough Council	130,942
120,204	Monmouthshire County Borough Council	119,209
192,199	Newport County Borough Council	190,608
138,774	Torfaen County Borough Council	183,809
<b>664,618</b>		<b>776,234</b>

- 5 The euro

It has not yet been decided if, or when, the United Kingdom will use the common European currency. Our 2009/10 accounts do not include any assessment or financial plans of the effect this currency will have on us if it is introduced.

6 How we reconcile (prove the figures agree) our surplus with our net cash flow

<b>2008/09 £</b>		<b>2009/10 £</b>
(14,477)	Income & Expenditure Account (Surplus) / Deficit	(74,232)
237,598	Add / (Subtract) Movement in Accruals	(246,574)
<b>223,121</b>	<b>Total revenue activities cash flow</b>	<b>(320,806)</b>

7 Movement on cash balances

	<b>31 March 2009</b>	<b>31 March 2010</b>	<b>In year movement</b>
	<b>£</b>		
Cash in hand	33,510	354,316	320,806
	<b>33,510</b>	<b>354,316</b>	<b>320,806</b>

8 Government Grants

We received the following CyMAL (Museums, Archives and Libraries Wales) small scheme grants in 2009/10 (grants totalling £8,197 were received in 2008/09):

<b>Project Title</b>	<b>£</b>
Employment of Project Preservation Assistant	10,000
Passive Preservation & Protection of the Collection during the move to the new Gwent Record Office	10,000
<b>Total</b>	<b>20,000</b>

9 Post balance sheet events

At the time of preparing the accounts the Authority was not aware of any post balance sheet events which affect the finances of the Joint Committee.



**GWENT JOINT RECORDS COMMITTEE  
25 JUNE 2010**

**GWENT ARCHIVES PROGRAMME: NEW BUILDING PROJECT**

**Report written and submitted by: Graeme Russell, Head of Pensions and Employee Services and Gary Tuson, County Archivist**

**1.0 Area Affected**

The geographical area of Gwent as defined for the purposes of the Gwent Joint Records Committee

**2.0 Purpose of Report**

**2.1** To provide a position statement to the Joint Committee of the ongoing progress in respect of the new building project, to identify any current issues of concern and to outline the next tasks to be undertaken.

**3.0 Recommendation**

That the Committee consider the contents of this report, identify any other work requirements to be progressed and comment accordingly.

**4.0 Overall Programme**

The construction contract between Wilmot Dixon and Blaenau Gwent commenced on 22 March 2010. Work is progressing on both the conversion of the existing General Offices and the construction of the Gwent Archives extension. The piling and pile caps have now been completed with the ground slab due to be laid in June. Wilmot Dixon have requested a two week extension to the contract which would result in contract completion date of 2 May 2011.

Copies of construction issue drawings have now been received and reviewed for compliance with the contract. A number of items which were included in an addendum to the Agreement to Lease have not been included and these have been raised with the development team by CPC, the GRO project managers. This review process combined with work on layout planning has highlighted a number of minor design improvements. These have been discussed at a design review meeting with the architects and any changes will be managed by CPC.

A change request has also been issued by the GRO for the optimisation of the racking system so as to make best use of the space in the building. Wilmot Dixon organised a sub-contractors meeting with the GRO in attendance to make clear their requirements. Sub-contractor proposals are due for return by the end of June.

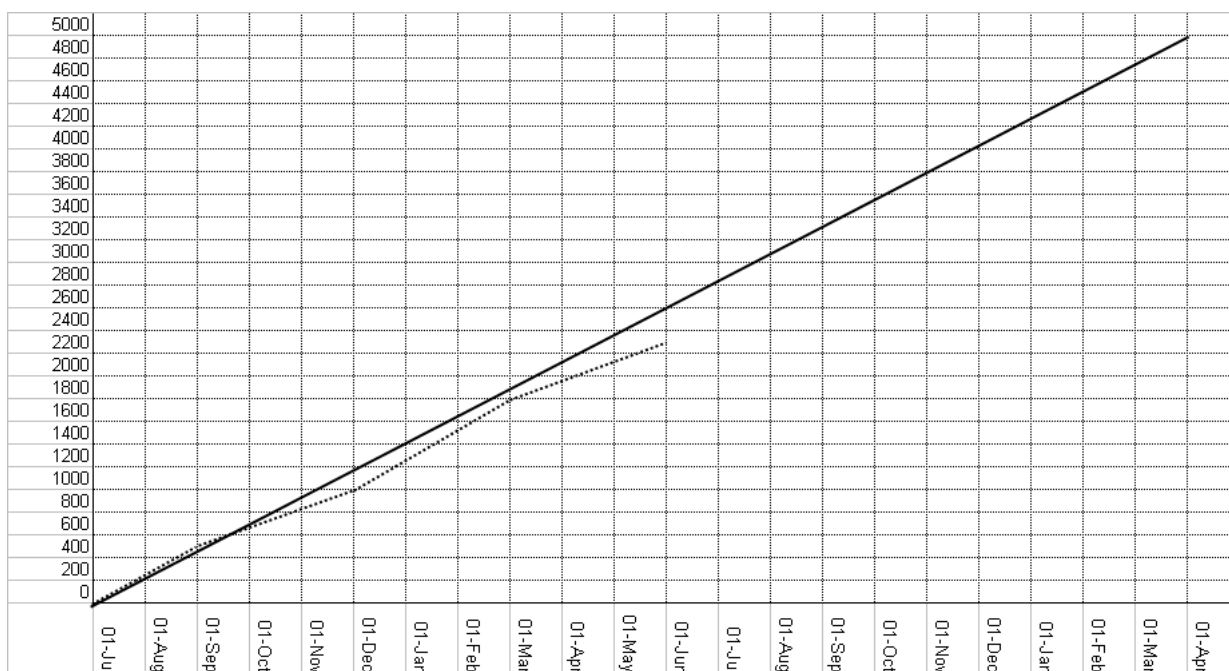
**5 Financial Issues**

All projects making up the Gwent Archives Programme continue to remain on budget.

## 6 Service Issues

### 6.1 COLLECTION PREPARATION AND DECANT PROJECT

The Collection Preparation and Decant Project is the current priority area for work.



Although the team have continued to work hard on this key aspect of the Gwent Archives programme the number of completed shelves is below target. Delays in finalising staff arrangements have resulted in less resources being available for this work than anticipated.

This is partly offset by the additional time available to complete the project with the target date for completion now set at April 2011. It is anticipated that faster progress will be made in the coming months in line with the staff arrangements detailed in the Gwent Archives Bulletin.

### 6.2 Fit Out

The development of the fit out design has been a major area of activity during this quarter. Layouts of furniture have been produced by the architects in line with the GRO brief. These have then been the subject of review by all members of staff at two design meetings. Input from these meetings has been fed back to the design team and revised layouts prepared. The final layout plans will form the core of a fit out tender package and will enable the exact location of power and data points to be fixed.

In order to further develop these designs, and as part of a wider consultation on the direction the service should take, a stakeholder consultation evening was held on 9 June. This was attended by around 25 people representing a broad range of the GRO's users including representatives from branches of the Gwent Family History Association, frequent searchroom users, academic users and members of the Joint Committee. As well as looking at the layout of the new building discussion also focused on the development of the service in general. These included:

- The need for more space in the searchroom so that a laptop could be used at the same time as documents. The provision of a public wireless was considered desirable.
- The provision of additional searchroom equipment including magnification sheets and a digital camera stand.
- Improved information on using searchroom and introductory sessions on how to use the office.
- Saturday opening for people working during the week.
- There was strong support for putting the GRO catalogue online and advance ordering of documents so that they could be ready for use on arrival.
- There was interest in volunteering projects especially where work could be undertaken from home.

### **6.3 Partnership Projects**

When the service moves to Ebbw Vale the north wing of the General Offices will be shared with the Ebbw Vale Works Archive Trust with the archival documents within the Trust's collection stored in the Gwent Archives strongrooms.

Over the past year the GRO has been advising the Trust on cataloguing its collection. Work is also required to prepare the collection for the move to the General Offices. Further to this the GRO has secured a CyMAL grant for £2700 to work with the Trust to help it prepare its collection for the move. The grant covers the cost of archive packaging materials and ICT equipment so that the barcoding system with its associated location database, currently being used to prepare for the GRO move, can be extended to the Trust's collection.

### **6. Next Steps**

Whilst monitoring, change control and design development of the new building continue other projects within the programme will continue. A major thrust of activity over the next quarter will be ensuring the Collection Preparation Project reaches its targets.

### **7. Conclusion and Recommendation**

That the Committee consider the contents of this report, identify any other work requirements to be progressed and comment accordingly.

**Background Papers**      None



**GWENT JOINT RECORDS COMMITTEE  
25 JUNE 2010**

**GWENT RECORD OFFICE – DATES AND LOCATION OF MEETINGS**

*Report Submitted and Written by: Gary Tuson, County Archivist*

**1. Area Affected**

- 1.1 The geographical area of Gwent as defined for the purposes of the Gwent Joint Records Committee.

**2. Purpose of Report**

- 2.1 To inform members of the proposed dates for and location of forthcoming meetings.

Friday 24.09.10  
Friday 17.12.10  
Friday 18.03.11  
Friday 24.06.11  
Friday 23.09.11  
Friday 16.12.11

All meetings to start at 10.00 am

It is proposed that meetings up to and including that on 18 March 2011 are held in County Hall, Cwmbran and that meetings from 24 June 2011 onwards are held at Gwent Archives in Ebbw Vale.

**3. Recommendation**

- 3.1 That members agree the proposed meeting schedule and location

<b>Appendices</b>	none
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<b>Background Papers</b>	none
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<p><b>For a copy of the background papers or for further information about this report, please telephone: Gary Tuson, County Archivist on 01633 644887 or by email to <a href="mailto:gary.tuson@torfaen.gov.uk">gary.tuson@torfaen.gov.uk</a></b></p>
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