

**Adroddiad i'r Grwp Rheolaeth Prosiect  
Report to Project Management Group**

**Martin Locock**

**1. Meetings attended**

21/4/04 Presentation on ANW, UWAberyswyth, Archives students  
26/4/04 Meeting with Glamorgan Record Office

**2. Staff**

One member of the team has been on extended sick-leave, has had a back operation and is now hoping to return to work in May.

Hayden Burns, PO5 at Glamorgan, has given notice and will be leaving on 3/5/04 to take up a post at Hereford Record Office. Arrangements to advertise the vacancy in ARC and via email are in train, with the intention of advertising mid May, interviewing mid June and commencing in July. In the meantime, GRO staff will progress the creation of FLDs for material with which they are familiar.

**3. FLD creation**

Currently there are 482 records live on the website, of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 2,363 records. The access points include 3,223 corporate names, 1,146 places, 2,075 personal names and 2,146 subjects.

<b>Partner</b>	<b>Target no. FLDs</b>	<b>Live (FE in brackets)</b>	<b>To be checked by partner</b>	<b>To be checked by Project Manager</b>	<b>To be checked by Project Officer</b>
NLW	813	106	20	204	614
Anglesey	150	60	112	0	0
Carmarthenshire	272	(24)	275	0	0
<b>Conwy</b>	<b>27</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ceredigion	77	(4)	114	0	0
Flintshire	137	(33)	0	179	0
Denbighshire	142	(27)	0	78	0
Glamorgan	649	(37)	95	117	0

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion and Flintshire is complete. Work on Denbighshire is nearly complete. Batches of records for NLW and Glamorgan have been submitted to partners for checking prior to going live. All of Anglesey's records have had their initial check by ACRO; 60 are now live, and ANW is currently making the required changes on the remainder. ANW checking of Ceredigion and Carmarthenshire records is complete, and these have been sent to the partner for checking. The selection of fonds for Gwent has been finalised and

work will commence on catalogues held in NLW. Subject indexing of existing live records is almost complete (new records are being indexed when created).

#### 4. Software

Further minor modifications have been made to the website to enhance usability. The static content conforms to AAA (best) accessibility ratings. The dynamic content, generated by Perl, does not fully conform and will require some programming changes.

#### 5. Website

Period	Key statistics			English page hits	Welsh page hits	Unique users	Sessions/user
	Total hits/month	User sessions	Average hits/session				
September	35,589	1,555	22.9	31,389	4,200	1,081	1.44
October	35,120	1,853	19.0	33,086	2,034	1,437	1.29
November	35,234	2,357	14.9	32,112	3,122	1,434	1.64
December	30,032	2,359	12.7	27,149	2,883	1,583	1.49
January	45,004	3,156	14.3	40,682	4,322	2,326	1.36
February	55,548	2,952	18.8	50,338	5,210	2,386	1.24
March	87,020	4,561	19.1	75,184	11,836	2,359	1.93
April	98,471	6,407	15.4	80,847	17,624	2,810	2.28

Website usage has continued to grow, with increasing numbers of repeat visits. The Welsh-language pages have seen much increased use over the last two months.

#### 6. Outreach and publicity

A talk to the students on the University of Wales Aberystwyth Archives Diploma course was given.

Emails were sent out to raise awareness of the Linking Arms user survey and the ANW feedback forms. The response direct to ANW was disappointing, with three qualitative comments and no full responses. In view of the volume of usage and the prominence given to the opportunities to comment, the lack of negative feedback presumably implies that users are fairly happy with the website.

#### 7. Budget and finance

##### Quarterly budget, April-June 2004

	Projected	Actual to date
<b>EXPENDITURE</b>		
Project Manager	8800	2933
Project Officers 1-4	23889	7963
Project Officer	5815	1938
Travel & Subsistence	186	0
Equipment	0	0
Software	0	0
System Development	0	0
ICT Support	313	42.55
Administrative Support	325	0

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Training	300	0
Publicity & Marketing	0	0
<b>INCOME</b>		
NLW	35,000	
Other partners	10,000	2833 (+ 2333 previous advance payments)
HLF Grant (74%)	29728	

In the HLF application, VAT was not included as a project cost; the expenditure profile of the project to date has been revised because previously VAT had been included in error.

Three partners have paid their full contribution for the project previously. Five partners so far have been invoiced for their contributions for the current financial year.

**8. National meetings**

None

**9. Project Management Group and Project Board**

The next PMG will be a video conference on 11th May in NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 23rd July in Llandridnod Wells.