



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

FRIDAY, 13 DECEMBER 2013 AT 1.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Lisa Gallacher 02392 834056

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CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

Councillor Lee Hunt (Liberal Democrat)

Group Spokespersons

Councillor David Horne, Labour

Councillor Steve Wemyss, Conservative

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 **Apologies for Absence**
- 2 **Members Interests**
- 3 **Review of the offer for schools at Portsmouth Museums (Pages 1 - 12)**

Purpose: This report is to provide a review of the offer for schools at Portsmouth Museums.

RECOMMENDED:

- (1) The current offer of led sessions and the School Loans Collection is noted.**
- (2) Positive feedback from schools attending led sessions is noted.**
- (3) The proposed changes to the offer for schools are noted, in particular:**
- (4) That Tudors at Southsea Castle is run for fewer days in 2014 in response to curriculum changes.**
- (5) That Tudors at the Square Tower is removed from the schools' offer.**
- (6) That the pricing structure for all led sessions is reviewed to ensure that costs are recovered and that future charges are based on a price per pupil rather than a charge per group.**
- (7) That the terms on which we employ session deliverers are reviewed and the current hourly rate be replaced by payment per session.**
- (8) That the School Loans Collection is reviewed, rationalised and re-presented to ensure that it remains high quality, accessible and relevant.**
- (9) That from September 2014 charges are introduced for all users of the School Loans Collection - £30 for one thematic box containing multiple objects or three single item boxes per loan period (currently up to three weeks).**

- 4 **Creepy House - Summer Reading Challenge - Report (Pages 13 - 18)**

Purpose: This report is to inform the Cabinet Member on the remarkable success of Creepy House - the Summer Reading Challenge, 2013 and to make recommendations that will build on this success in future years.

RECOMMENDED:

- (1) That the Library Service target those schools with the lowest participation levels in the Summer Reading Challenge and undertake interventions with those pupils in the summer term, specifically years 3 and 6. To achieve this, primary schools will be consulted at the next Primary Headteachers' Conference, to seek agreement for additional resources to be allocated from the pupil premium. In the interim, the Library Service will engage in discussions with targeted schools.**
- (2) That promotion of the Summer Reading Challenge continues to take place, delivered by Library Service staff in every Portsmouth primary**

school, during the summer term.

(3) That the Library Service recruits twenty five per cent more young people as volunteers to support library staff in delivering the Challenge in 2014.

5 The Arthur Conan Doyle Collection (Pages 19 - 26)

Purpose: This report sets out to inform the Cabinet Member of the progress on the Arthur Conan Doyle Collection's recent Heritage Lottery Funded (HLF) bid, Sharing Sherlock. Funding was awarded in December 2012, for a two year project until December 2014.

RECOMMENDED:

(1) That the Cabinet Member compliments the project officer on the progress made so far in the delivery of Sharing Sherlock HLF funded project and its involvement with Portsmouth residents across such a wide geographical area of the city and directly with hard to reach audiences and to note that the main aim of this funding to reach further audiences across Portsmouth is clearly being met.

(2) To note that there is a need to recruit more volunteers to continue with this work and to highlight the essential work which has been carried out by the additional Heritage Lottery volunteers on this Collection so far.

6 Return of a Portrait Miniature (Pages 27 - 30)

Purpose: This report is to obtain permission to return a recently accessioned item to its owner or his agent.

RECOMMENDED:

(1) To formally de-accession a portrait miniature reputedly depicting the Duke of Buckingham, accession number 2013/1010.

(2) To return the portrait miniature to its owner.

(3) To introduce a two week cooling off period between receiving a donation and formally accessioning it to mitigate against this situation arising again.

7 D-Day report and Youth Project (Information item) (Pages 31 - 34)

Information report requested by Cabinet Member for Culture Leisure and Sport

Purpose: To update Members on the progress of D-Day+Youth; a D-Day Museum project funded by the Arts Council England (Renaissance Strategic Support Fund) delivered in partnership with Pompey in the Community (Respect Programme). The project commenced in April 2013 and will run until May 2014.

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Agenda Item 3



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 13 December 2013

Subject: Review of the offer for schools at Portsmouth Museums

Report by: Head of City Development and Cultural Services

Wards affected: ALL

Key decision No

Full Council decision: No

1. Purpose of report

1.1 The purpose of the report is to provide a review of the offer for schools at Portsmouth Museums.

2. Recommendations

2.1 The current offer of led sessions and the School Loans Collection is noted.

2.2 Positive feedback from schools attending led sessions is noted.

2.3 The proposed changes to the offer for schools are noted, in particular:

2.4 That Tudors at Southsea Castle is run for fewer days in 2014 in response to curriculum changes.

2.5 That Tudors at the Square Tower is removed from the schools' offer.

2.6 That the pricing structure for all led sessions is reviewed to ensure that costs are recovered and that future charges are based on a price per pupil rather than a charge per group.

2.7 That the terms on which we employ session deliverers are reviewed and the current hourly rate be replaced by payment per session.

2.8 That the School Loans Collection is reviewed, rationalised and re-presented to ensure that it remains high quality, accessible and relevant.

2.9 That from September 2014 charges are introduced for all users of the School Loans Collection - £30 for one thematic box containing multiple objects or three single item boxes per loan period (currently up to three weeks).

3. Background

- 3.1 The core offer for schools at Portsmouth Museums includes self-led visits, museum trails, led sessions delivered by Interpreter Demonstrators and the School Loans Collection.
- 3.2 The offer has changed little in recent years and a year-long review began in November 2012. The review process has been complicated by the on-going review of the National Curriculum, in particular the confirmation in October 2013 that the Tudors and World War II, key topics in the current offer for schools, will no longer be compulsory elements of the primary history curriculum from September 2014.
- 3.3 Led sessions were introduced in the 1980s. Four sessions are currently on offer, all aimed at primary schools. They are delivered on a full cost recovery basis and must attract enough bookings each year to cover costs.
- 3.4 The sessions are popular and bring around 5,500 children to Portsmouth Museums each year, many from schools outside the city.
- 3.5 Feedback from teachers shows that the sessions are highly regarded.
- 3.6 However, bookings have been inconsistent in recent years and from September 2014 three of the four led sessions, which support work on the Tudors and the Home Front, are unlikely to be viable in their current format.
- 3.7 The School Loans Collection was established in the late 1960s / 1970s. It is a rich and versatile resource and has been well-used and enjoyed by generations of children and teachers but is now showing its age.
- 3.8 Some loans items, particularly the natural history specimens, have remained popular. Demand for other items has fallen due to curriculum changes or technological advances (video tapes).
- 3.9 The School Loans Collection is free. This does not reflect the staff time involved in administering and managing the loans and is out of step with other museums which usually charge for loans.

4. Reasons for recommendations

- 4.1 Portsmouth Museums has an impressive track record of delivering high quality, collections-based learning opportunities for schools. The schools' offer has changed little in recent years. If it is to remain attractive and financially viable it must respond to changing needs and expectations in an increasingly competitive market.

4.2 These recommendations are informed by a year-long review of the schools' offer and the new National Curriculum which comes into force in September 2014.

4.3 The new National Curriculum undoubtedly presents challenges. Changes to the primary history curriculum will have a direct impact on the current led sessions which are financed by booking fees. However these changes also give us opportunities to re-evaluate how we work with schools and to think creatively about how we can put collections at the heart of learning to enable children to access, understand, enjoy and be inspired by their cultural heritage.

5. Equality impact assessment (EIA)

5.1 An equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Law 2010.

6. Legal Implications

6.1 There are no Legal Implications relating to the matters set out in this report.

7. Head of Finance Comments

7.1 The school led sessions have previously covered the immediate costs of delivery. To ensure that this continues, a financial appraisal to review the impact of the recommendations in this report will be undertaken in order to establish that:

- The full costs of delivering led sessions are recovered by the income received
- A new pricing structure is developed to charge for led sessions on a price per pupil basis and that session deliverers are paid on a cost per session.

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Signed by:
Stephen Baily
Head of City Development and Cultural Services

Appendices: Appendix 1 - Review of the Offer for Schools at Portsmouth Museums

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture Leisure and Sport on 13 December 2013

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Signed by:
Cabinet Member for Culture, Leisure and Sport

Review of the Offer for Schools at Portsmouth Museums

Introduction

Portsmouth Museums manages six venues that are open to the public:

- Portsmouth City Museum
- D-Day Museum
- Cumberland House Natural History Museum
- Southsea Castle
- Charles Dickens' Birthplace
- Eastney Beam Engine House

The offer for schools includes self-led visits, museum trails, led sessions delivered by Interpreter Demonstrators and the School Loans Collection. This offer is enhanced by one-off projects such as *Flights of Fancy* in 2013 which enabled over 100 children from two local primary schools to work with an artist and a writer to produce artwork and stories inspired by natural history specimens for display at the refurbished Cumberland House, and externally funded projects such as *Discovering D-Day* in 2011/ 2012 in which pupils from local secondary schools produced artwork and creative writing in response to museum displays and meetings with veterans.

The offer for schools has changed little in recent years. The aim of this review is to ensure that the schools offer at Portsmouth Museums:

- Provides high quality, collections-focused learning opportunities for schools
- Responds to the changing needs of schools
- Focuses on quality not quantity
- Is achievable, sustainable and inspirational

The review process has been complicated by the on-going review of the National Curriculum, in particular the confirmation in October 2013 that the Tudors and World War II, key topics in the current offer for schools, will no longer be core elements of the primary history curriculum from September 2014. The new National Curriculum is the most significant external factor affecting recommendations for the future of the schools' offer at Portsmouth Museums.

Led Sessions

Portsmouth Museums introduced led sessions for schools in the 1980s.

These sessions:

- Are delivered by knowledgeable and skilful facilitators
- Provide inspirational learning opportunities based on real objects and historic buildings
- Use museum objects to bring history to life
- Are linked to the National Curriculum and tailored to specific age groups
- Bring added value to visits to sites managed by Portsmouth Museums
- Provide pupils and teachers with memorable and enjoyable experiences.

The led sessions are delivered on a full cost recovery basis and must attract enough bookings each year to cover costs.

Four led sessions are currently on offer, all aimed at Key Stages 1 & 2 (primary schools):

What: The Home Front Experience at D-Day Museum

A lively one hour session in which children investigate original artefacts and documents and engage in role play to find out what everyday life was like for families during World War II.

The session is delivered by a single interpreter demonstrator. The role is shared by two temporary, part-time employees, recruited, trained and managed each year by the Learning Officer.

When: Tuesdays, Wednesdays & Thursdays from November to March

Cost: £40 for one workshop; £60 for two workshops; £100 for three workshops; £120 for four workshops. Non-Portsmouth City Council schools are also charged separately for admission to the museum.

Numbers: 2,300 to 2,900 children from 45 to 55 different schools each year.

What: The Tudors at Southsea Castle

An exciting and dramatic two hour session in which Time Guides take children back to 1545 to experience life in Tudor times through their encounters with a series of costumed characters.

The session is delivered by a team of costumed interpreters who 'dress' the Castle with high quality replica artefacts to complement the original objects on view at this historic site. The contract to devise and deliver the programme was put out to tender and awarded to Tempus Fugitive. The director of the company recruits, trains, manages and arranges accommodation for a team of approximately seven interpreters each year and liaises with the Learning Officer and staff on site at the Castle to ensure that the programme runs smoothly.

When: Mondays, Tuesdays, Wednesdays & Thursdays over four weeks in June / July (15 days in total).
Cost: £6 per pupil.
Numbers: 1,600 to 1,700 children from 28 to 30 different schools each year.

What: The Tudors at the Square Tower

A two hour session in which children are introduced to different aspects of Tudor life when they meet Lady Avis and members of her household. The session has been delivered by the same team of five costumed interpreters for many years. The team is recruited and trained by freelance historical interpreter Denise Quinney but their contracts for the programme are with Portsmouth Museums. Costumes and high quality replica artefacts for 'dressing' the tower are provided by Denise and members of the team and suits of armour, benches, dustsheets and lunchboxes are provided by Portsmouth Museums. The Learning Officer books a van and a member of Front of House staff is brought in to drive it and collect and return objects and equipment from Denise's house, Southsea Castle and D-Day Museum. As the Square Tower is no longer managed by Portsmouth Museums, a member of Front of House staff is brought in to open and lock the Tower at the start and end of each day the programme runs. Denise also liaises with the Learning Officer and museum admin team to ensure that the programme runs smoothly.

When: Tuesdays, Wednesdays, Thursdays & Fridays for two weeks in October (total eight days).
Cost: £4 per pupil.
Numbers: 450 to 800 children from 9 to 13 different schools each year.

What: Toys & Games from the Past at Portsmouth City Museum

A fun, hands-on one hour session in which children investigate and play with a range of toys and games from the past. The session is delivered by a single interpreter demonstrator employed on a casual basis and recruited, trained and managed by the Learning Officer. The low rate of pay for these sessions has resulted in a high turnover of interpreter demonstrators.

When: On request subject to the availability of the Activity Room and staff.
Cost to schools: £40 for one workshop; £60 for two workshops; £100 for three workshops; £120 for four workshops.
Numbers: Not available.

Evaluation of led-sessions

Feedback forms from schools demonstrate that the led sessions are highly regarded. The quotations below are a small but representative sample of the views expressed on the forms:

- “The children were thrilled that they were able to actually hold the artefacts and it brought all they had learnt in class to life.” (KS2 teacher, Home Front Experience 2013)
- “This was a brilliant day and exactly matched what we needed – we just wished we could have stayed for longer!” (KS2 teacher, Home Front Experience 2013)
- “It was a thoroughly enjoyable trip. It supported the classroom learning and was enjoyed by children and adults. Thank you!” (KS2 teacher, Tudors at Southsea Castle 2013)
- “This was one of the best trips I have ever been on in 12 years of teaching. My children were enthralled. Even my Special Educational Needs children were engaged. We will definitely book again!” (KS2 teacher, Tudors at Southsea Castle 2013)
- “Children had a fantastic time and learnt lots!” (KS2 teacher, Tudors at Southsea Castle 2013)

Teachers consistently score the sessions highly in terms of quality of content, quality of delivery and value for money.

Teachers particularly value the fact that our sessions enable children to experience and learn from original objects and historic buildings.

Teachers recognise that our sessions enhance classroom teaching and learning and cater for children with a range of learning styles.

The sessions attract a significant number of repeat bookings.

The sessions do attract bookings from Portsmouth schools but the majority of bookings are from maintained and independent schools from outside the city. In 2012 / 2013 for example schools travelled from Havant, Petersfield, Reading, Oxford, Gosport, Southampton, Bournemouth, Chichester, Bognor Regis, Littlehampton and the Isle of Wight.

However, overall bookings for led-sessions have been uneven in recent years. The sessions have not been full to capacity and income from bookings has not always covered costs.

Reasons for this could include:

- Increased competition for school visits from other museums, heritage attractions and outdoor education sites.
- Changes in the pattern of school trips nationally, with demonstrable links to a narrow range of key curriculum areas and access to objects, sites, knowledge and skills that teachers would find it difficult to provide in school outweighing other factors such as an interesting and enjoyable day out.
- Inconsistent promotion of the schools' offer.
- A tendency to rely on repeat bookings for established sessions at the expense of exploring how the offer could be developed.

Recommendations for led sessions

The new National Curriculum is the most significant external factor affecting recommendations for the future of the schools' offer at Portsmouth Museums. Here, as with many other museums, the majority of school visits are from primary schools and most of them are motivated by links to the history curriculum. At a training session on history teaching in primary schools in November 2013 Hampshire County Council's Inspector / Advisor for History made it clear that museum offers will be viable only if they support delivery of the new National Curriculum. The emphasis of the new history curriculum for primary schools is on British history up to 1065. Topics supported by many museum visits nationally under the current curriculum such as the Tudors, the Victorians and World War II will cease to be compulsory elements of the Key Stage 2 history curriculum from September 2014. The Advisor stressed that from September 2014 museums cannot expect bookings from primary schools for the sessions they currently offer on the Tudors, The Victorians and World War II.

The following recommendations are informed by bookings for led-sessions over the past three years, feedback from teachers and changes to the National Curriculum:

- That Tudors at the Square Tower is removed from the schools' offer with immediate effect. The programme is not cost effective, it involves a lot of staff time and the fact that the Square Tower is no longer managed by Portsmouth Museums raises concerns around Health & Safety and security.
- That Tudors at Southsea Castle is run for eight or nine days in June / July 2014 instead of 15 to reduce the financial risk if the programme is not fully booked.
- That the Learning Officer investigates whether or not Tudors at Southsea Castle and the Home Front Experience can be modified in such a way that they will be strong contenders for bookings from any primary schools choosing these periods as their 'local history study post 1066' under the new curriculum.
- That the Learning Officer makes a decision on the future of Tudors at Southsea Castle and the Home Front Experience by May 2014.

- That Toys & Games from the Past continues to be offered but is revised to ensure the closest possible match with the new Key Stage 1 history curriculum.
- That new ways of working with schools are actively explored, for example the self-led learning resources produced for use by primary schools visiting the Secret Egypt exhibition.
- That the potential for developing new led sessions for schools is explored.
- That the pricing structure for led sessions for schools is reviewed to remove inconsistencies and to reflect both the cost of delivering sessions and prices for similar sessions offered by other museums. A price per pupil is favoured over a price per session.
- That the terms on which we employ session deliverers are reviewed to give greater consistency and increase our chances of retaining high quality staff. Payment per session delivered is favoured over the current hourly rate.

School Loans Collection

The School Loans Collection (SLC) is a rich and versatile resource, full of objects that can amaze and inspire learners of all ages. Established in the late 1960s / 1970s, it now contains over 1,000 objects grouped into art, history and natural history categories. The SLC is mainly used by local schools and colleges. Loans are administered by Portsmouth Museums' administration team and managed by the Collections Supervisor at our off-site store. Loans are delivered to and collected from Portsmouth City Council schools by the Council's despatch service. Other borrowers collect and return loans boxes themselves. Use of the SLC is free of charge.

Evaluation of the School Loans Collection

The SLC has been well-used and enjoyed by generations of children and teachers and is now showing its age. Most loans items consist of single objects housed in bespoke wooden boxes. These are sturdy and secure but unattractive. Reductions in staffing levels mean that there is less time for routine maintenance and repairs. The loans boxes are generally tired looking and many lack even the most basic information about their contents.

The profile of the SLC with local teachers is low, with regular borrowers accounting for a high percentage of loans. There is no comprehensive, illustrated and accessible catalogue listing the items available for schools to borrow.

The 2010 Learning & Access Strategy for Portsmouth Museums & Records highlighted the need to review and streamline the SLC.

By 2011 / 2012 the number of requests to borrow artworks from the SLC had fallen to such a low level that they were removed from the list of items available on loan. Several works were transferred into the main collections, and works on paper were de-framed to reduce the amount of storage space required.

In August 2013 a freelancer was brought in to advise on how items in the SLC could be grouped together to create new themed boxes to support the National Curriculum. Priority was given to items linked to ancient Egypt to complement the *Secret Egypt* exhibition. Egypt is one of the ancient civilisations that primary schools can choose to study in both the current and the new history curriculum. Six new or refreshed loans boxes, each containing multiple objects, are in production and will be ready by the end of November.

Recommendations for the School Loans Collection

- That a programme of review, rationalisation and re-presentation is essential if the SLC is to remain high quality, accessible and relevant to changing needs and expectations. This is a major undertaking and will need to be tackled in stages.
- That priority should be given to the natural history specimens, the most requested loans items in recent years, and to the production of new multiple item boxes to support the new history curriculum.
- That the Learning Officer should liaise with the Collections Manager / Registrar to identify objects for which a transfer to the main museum collections is the most appropriate option.
- That items that are damaged beyond repair or no longer relevant to schools, such as video tapes, should be disposed of in accordance with the guidelines for disposal in the Collections Development Plan.
- That packaging of the loan items should be refreshed or replaced and clearly branded to identify it as a resource provided by Portsmouth Museums.
- That standardised contents lists should be produced for all loans boxes. Any additional supporting material should also follow a consistent format. All printed material should be clearly branded to identify the loans boxes as a learning resource provided by Portsmouth Museums.
- That a new, fully illustrated online catalogue should be produced as part of a wider campaign to raise awareness of the SLC and increase its accessibility.
- That from September 2014 charges should be introduced for all users of the SLC to reflect the amount of staff time involved in administering and managing loans and to bring Portsmouth Museums in line with other museums that provide a loans service. A charge of £30 for one thematic box containing multiple objects or three boxes containing single items or natural history specimens per loan period (currently up to three weeks) is recommended. This is lower than the price charged for comparable loans boxes elsewhere to ease the transition from a free service to pay as you use.

- That consideration should be given to recruiting a suitably skilled volunteer to work on repair and maintenance of the loans boxes.
- That consideration should be given to promoting the SLC to a wider range of borrowers such as community groups.
- That the new-look SLC should be re-launched as the Community Loans Collection.

Conclusion

Portsmouth Museums has an impressive track record of delivering high quality, collections-based learning opportunities for schools. If the offer for schools is to remain attractive it must respond to their changing needs and expectations in an increasingly competitive market. In the short term, especially in view of the new National Curriculum, this may result in a reduced offer and a corresponding fall in the number of schools visiting the sites managed by Portsmouth Museums. If changes are not made, we risk a more gradual decline in school bookings as resources that were at the forefront of museum learning when they were introduced lose their appeal. The new National Curriculum undoubtedly presents challenges for museums. It also gives us opportunities to re-evaluate how we work with schools and to think creatively about we can put collections at the heart of learning to enable children to access, understand, enjoy and be inspired by their cultural heritage.

Tracy Teasdale
Learning Officer, Portsmouth Museums

17 November 2013

Agenda Item 4



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 13 December 2013

Subject: Creepy House - The Summer Reading Challenge

Report by: Head of City Development and Cultural Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To inform the Cabinet Member on the remarkable success of Creepy House - the Summer Reading Challenge, 2013 and to make recommendations that will build on this success in future years.

2. Recommendations

- 2.1 **That the Library Service should target those schools with the lowest participation levels in the Summer Reading Challenge and undertake interventions with those pupils in the summer term, specifically years 3 and 6. To achieve this, primary schools will be consulted at the next Primary Headteachers Conference, to seek agreement for additional resources to be allocated from the pupil premium. In the interim, the Library Service will engage in discussions with targeted schools.**
- 2.2 **That promotion of the Summer Reading Challenge continues to take place, delivered by Library Service staff in every Portsmouth primary school, during the summer term.**
- 2.3 **That the Library Service recruits twenty five per cent more young people as volunteers to support library staff in delivering the Challenge in 2014.**

3. Background

- 3.1 The Summer Reading Challenge is an annual event run in 98% of public libraries in the UK. Children aged four to eleven can take part and the aim of the Challenge is for them to read at least six books from their local library during the summer holidays.

- 3.2 Each year, the Challenge has a different theme, with accompanying materials. This year's theme was "Creepy House", with artwork by Chris Riddell. It has been Portsmouth Library Service's most successful Challenge to date, with 1526 children reading at least 9156 books over the summer holidays. The number of children completing the Challenge this year represents one in ten of all primary school pupils in the city and is nearly a twenty seven per cent increase on last year.
- 3.2 Working in partnership with Museum and Records Service, the annual winners' event once again took place in Southsea Castle on Saturday 28 September. Over 4500 children and their families attended to celebrate their success and be presented with certificates and medals.
- 3.3 The Challenge continues to become more successful each year. From 2008 to 2013 the number of children completing has increased by a staggering 120 per cent. Delivering these outcomes involves a substantial team effort from all library staff, with the stock team responding to increased demand for children's materials, the Learning and Engagement team enthusing children at school assemblies and groups and the frontline library staff and volunteers running the Challenge in branches and coping with increased footfall. In the ten weeks from the 6th July to 14th September, over 68, 000 children's items were borrowed from libraries in Portsmouth.
- 3.4 Whilst the Challenge is promoted as a fun, positive and free activity for children and families, there is hard evidence that participation also makes a significant contribution to literacy attainment. This year, the Institute of Education reported that children who read for pleasure are likely to do significantly better at school than their peers. In 2009, UK Literacy Association research showed that taking part in the Challenge helps prevent the summer dip in literacy skills, which is particularly damaging for disadvantaged children.
- 3.5 It should be no surprise that increased usage of libraries has a positive impact on literacy. A 2011 report from the National Literacy Trust showed that young people who use a public library are nearly twice as likely to be above average readers than those who don't. The Challenge has also been successful in engaging boys with reading, which has long been a concern and remains a significant issue. Last year, the National Literacy Trust reported on the reading habits of boys, revealing that only 1 in 4 read outside class every day.
- 3.6 Poor literacy will impact negatively on our residents' ability to engage with the generational aspirations of the city. This year's OECD skills survey ranked 16-24 year-olds in England as 22nd out of 24 countries in terms of literacy skills. Initiatives like the Summer Reading Challenge are a practical way that libraries can begin to reverse this trend.

4. Reasons for recommendations

- 4.1** The Library Service collects Summer Reading Challenge participation data from all LEA schools. There is evidence to suggest that there is a clear correlation between pupil attainment in Portsmouth schools and pupil participation in the Summer Reading Challenge. Using this information, we can work with those schools with the lowest figures, registering pupils from targeted year groups and help them complete the Challenge before the summer holidays. This could be undertaken with a combination of library staff visits to individual schools and book exchange visits to local libraries. In order to meet the costs of additional materials and staff time to support these interventions, the Library Service would need financial support from the targeted schools. If individual schools are in agreement, we would aim to seek funding from the Pupil Premium. This is additional funding given to schools so that they can support their disadvantaged pupils and close the attainment gap between them and their peers. Each school could provide additional rewards or other incentives as they see fit.
- 4.2** We have evidence from the schools that having a member of library staff talk about the Challenge in assemblies makes a significant difference, generating excitement and enthusiasm. Communication from Copnor Junior School states that having someone from public libraries - rather than the usual teaching staff - reinforcing positive messages about reading is very powerful. These school visits build on long-standing promotional activity, whereby invitations are sent to every primary school pupil, as well as letters of explanation to headteachers and parent/carers. Library staff first undertook a substantial programme of promotional visits in 2012 and the number of children signing up for the Challenge increased by nearly fifty per cent on the previous year. After visiting all primary schools in 2013, the numbers of children signing up increased again by nearly twenty six per cent.
- 4.3** Given our aim to increase participation and bearing in mind ongoing resource constraints, the use of volunteers is crucial to support library staff in delivering the Challenge. 2014 will be the fourth year that the Library Service has worked with such volunteers, of which the vast majority are aged 11-19 years old. The number of these volunteers has doubled since 2011. Portsmouth Library Service will be applying for a share of funding that has been allocated to The Reading Agency by the Cabinet Office. This funding will be used to further develop our Reading Challenge volunteer offer and increase the number of volunteers in line with the increase of those children taking part in the Challenge.

5. Equality impact assessment (EIA)

- 5.1** A preliminary EIA has been completed and there was found to be no negative impacts on service users.

6. Legal Implications

6.1 There are no legal implications to this report.

7. Head of Finance Comments

7.1 The summer reading challenge is undertaken as part of the core service offered by the Library Service and as such it is funded from the approved budget.

7.2 A bid for approximately £900 will be made to the Reading Agency to support and further develop this offer.

7.3 It will be necessary to charge schools if additional library support is required in order to increase participation in the Summer Reading Challenge.

7.4 Following the agreement of this proposal with Headteachers, further work will be carried out to ensure that the charge levied will recover the cost of providing this extra service.

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 Signed by:
Stephen Baily
Head of City Development and Cultural Services

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Summer Reading Challenge Impact Research Report	http://readingagency.org.uk/
Boy's Reading Commission Report	http://www.literacytrust.org.uk/
OECD Survey of Adult Skills 2013	www.oecd.org/site/piaac/
Institute of Education 2013	http://www.ioe.ac.uk/newsEvents/89938.html

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by Cabinet Member for Culture Leisure and Sport on 13 December 2013.

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Signed by:
Cabinet Member for Culture, Leisure and Sport

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Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure & Sport Decision Meeting

Date of meeting: 13 December 2013

Subject: The Arthur Conan Doyle Collection

Report by: Head of City Development & Cultural Services

Wards affected: All wards

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 This report sets out to inform the Cabinet Member of the progress on the Arthur Conan Doyle Collection's recent Heritage Lottery Funded (HLF) bid, Sharing Sherlock. Funding was awarded in December 2012, for a two year project until December 2014.

2. Recommendations

- 2.1 **That the Cabinet Member compliments the project officer on the progress made so far in the delivery of Sharing Sherlock HLF funded project and its involvement with Portsmouth residents across such a wide geographical area of the city and directly with hard to reach audiences and to note that the main aim of this funding to reach further audiences across Portsmouth is clearly being met.**
- 2.2 **To note that there is a need to recruit more volunteers to continue with this work and to highlight the essential work which has been carried out by the additional Heritage Lottery volunteers on this Collection so far.**

3. Background

- 3.1 The Arthur Conan Doyle Collection - Lancelyn Green Bequest is the tangible result of Richard Lancelyn Green's lifelong interest in Conan Doyle and his work. The Collection testifies to the worldwide interest in Arthur Conan Doyle and Sherlock Holmes over the last century and to the wide range of Conan Doyle's interests.
- 3.2 The Collection is gaining a positive reputation both locally and internationally. HLF funding is enabling the Collection to become accessible to schools and community groups and to widening audiences nationally.

The project's aims are:

- **Learning**

To educate and engage communities in Portsmouth and the wider Hampshire area with the literary heritage of Sir Arthur Conan Doyle and its context within late Victorian and Edwardian Britain.

To promote the learning potential of the collection to schools and to enable them to utilize the collection for a wide range activities and opportunities

- **Participation:**

To recruit twenty new volunteers, providing opportunities for local people to actively participate in sharing interpreting their literary heritage to wider audiences.

The project is for two years until 30 December 2014.

3.3 The project comprises of a total of ten small scale school and community exhibitions, and these are to be installed in various community buildings across Portsmouth. There is an expected future life span from these exhibitions. Community and school groups are curating these exhibitions, as well as giving their own creative response to the work. Other elements of the project are:

- Study packs and handling boxes for loan to schools and community groups
- An online exhibition with new website to support

3.4 There is the requirement to recruit 20 volunteers as a part of this project. Volunteer involvement in the Sharing Sherlock project has already been immense, with 16 volunteers having been recruited, contributing a total of 669.75 hours to date. Volunteers have been recruited mainly from Portsmouth, but volunteers have travelled from Winchester, Wokingham, Bristol and Manchester.

3.5 **HLF Sharing Sherlock - Community and School Groups**

The first group, Portsmouth MIND, finished the building of their own version of 221b Baker Street in their venue 311 Arundel Street, and the curation of their exhibition, 'Conan Doyle -The Pompey Lad'. This was exhibited in Fratton Community Centre from 30th October – 27th November. It then became part of a much wider Conan Doyle Collection exhibition for the Festival of Christmas at the Portsmouth Historic Dockyard from 29th November – 1st December.

3.6 There has been a successful collaboration with Artworks' Strong Voices programme, where young people from the Portsmouth Autism Support Network have worked with the Conan Doyle Collection and an animator from Strong Island. The Lost World has been their theme, and the animation is now completed, and the exhibition is planned for January 2014. Artwork funded the animation while the

exhibition was funded by the HLF Sharing Sherlock project. The completed 'The Lost World' inspired animation was also aired at the Festival of Christmas.

A provisional timetable of all the school and community groups taking part is available in Appendix 1.

3.7 **Study Packs and Handling Boxes**

A student from Wokingham volunteered during her summer break from University, and made great progress with the Study Packs, devising two that are now ready to be piloted.

3.8 **New Website and Online Exhibition**

In June a business case was made to Corporate Communications, and it has been agreed that a website can be commissioned outside of Portsmouth City Council's site because of future potential aspirations for the Conan Doyle Collection to be managed by an independent Trust.

3.9 There are currently two volunteers tasked with the web development. They have been collating feedback on the existing website using various methods and will be starting to collate objects, books and archives to go into the online exhibition, using the material chosen by school and community groups from the community exhibitions.

3.10 **Volunteers**

At present there are 9 active volunteers working on the project. Seven volunteers have left recently due to starting full time employment (2), returning to full time study (3) to pursue other volunteer positions relevant to career (1), and due to long standing health issues (1), Volunteers are asked at interview what it is they wish to gain from their time with the Collection and all efforts are made to meet these, therefore giving volunteers the experience needed to seek employment.

3.11 It is now time to advertise for more volunteers. Last year, a press release was sent out, requesting people to come forward and volunteer. BBC South Today and BBC Solent both broadcasted the appeal and this proved hugely successful as 8 volunteers were recruited after seeing the broadcast. If this can be achieved again, the project would gain more publicity as well as attracting new volunteers.

To recruit volunteers, there is a short application form and role profiles detailing the tasks needed.

3.12 The Collection has gained further press coverage due to the Sharing Sherlock project. In March 2013, BBC South Today and BBC Solent both promoted the project and the volunteering opportunities available. A film crew also visited the Collection in June, using the Collection as a part of the BBC programme Celebrity Antiques Road Show. The show has 2.2 million viewers and was aired on the 13th November 2013.

4. Reasons for recommendations

4.1 As detailed above, 7 volunteers have recently left to return to full time employment or education. There would be 14 additional voluntary vacancies in the following areas of the HLF project to be recruited via a press release to local media companies:

- Evaluation volunteer - 2 people
- Handling Boxes/Study Pack volunteer - 2 people
- Social Media and marketing volunteer - 2 people
- Exhibitions volunteer - 4 people
- Workshop volunteers - 4 people

This would over reach the original HLF target of 20 volunteers by an additional 10 people.

5. Equality impact assessment (EIA)

5.1 A preliminary EIA has been undertaken and no further action is required at this stage.

6. Legal Implications

6.1 The legal implication here is more likely to be managing the use of Volunteers.

6.2 Although Volunteers are not included in most legislation around workplace, they retain the right we all share as citizen, so the Data Protection Act 1998 applies to personal information kept on them in the same way as employee information. Therefore, it should be that the same principles are followed as with employees.

6.3 There is a potential risk that a volunteer could claim they have employment right if for instance they receive payments that are over and above the reimbursement of genuine out-of-pocket expenses which are supported by receipts, for example flat payments, lump sum payments, regular or expected honoraria etc. To avoid this, relationship with volunteers should be carefully managed to ensure that no contractual relationship implied or formed.

6.4 Expanding the workforce to more than 5 Volunteers under the Health and Safety Regulations 1999 will require a written risk assessment to be in place. Section 3 of the Health and Safety Act 1974 also places a duty on employers (that employs at least one paid member of staff) to ensure as far as reasonably practical that persons not in their employment, who may be affected by their undertaking are not exposed to risks to their health and safety and to give information as that might affect their health or safety. Therefore, potential risks to volunteers need to be recorded and the steps to reduce them where they are unacceptable.

6.5 As appointed volunteers may work with children or vulnerable adults, there is considered need to obtain DBS check in respect of them. There is also a duty to refer information to the DBS where an individual harms a child or vulnerable adult.

7. Head of Finance Comments

7.1 The total funding for this project is £90,000. A grant of £80,000 has been awarded by the Heritage Lottery Fund and £10,000 has been allocated from the Museum Service budget.

7.2 Expenditure against this budget is monitored on a monthly basis.

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 Signed by:

Stephen Baily
 Head of City Development & Cultural Services

Appendices: Appendix 1 - Sharing Sherlock Timetable

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
1 The Arthur Conan Doyle Collection - Report taken to Culture and Leisure 23 November 2012	http://www.portsmouth.gov.uk/media/cls20121214r6.pdf
2 The Arthur Conan Doyle Collection: Richard Lancelyn Green Bequest – Report taken to Culture & Leisure 21 January 2010	http://www.portsmouth.gov.uk/media/cl20101021r5.pdf

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture Leisure and Sport on 13 December 2013.

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 Signed by:
Cabinet Member for Culture Leisure and Sport

Sharing Sherlock Timetable

Conan Doyle Collection: Groups: Workshop and Exhibition Dates

	GROUPS	THEME	WORKSHOP DAY	WORKSHOP START DATE	DATE TO TRANSPORT CASE	EXHIBITION VENUE	EXHIBITION START DATE
1	Portsmouth MIND	Conan Doyle: The Pompey Lad	Wednesday pm	June 2013	Installed 30 October	Fratton Community Centre	Oct - Nov 2013
2	Loewood House	Sporting Heroes	Wednesday am	September 2013	December	Paulsgrove Community Centre	Dec 13 - Jan 2013
3	Portsmouth Autism Support Network	The Lost World	Wednesday	October 2013	January	TBC	January 2014 - February
4	Harbour School - Penhale Road	My Dear Watson	Tuesday	January 2014	February	TBC	February 2014 - March
5	Ograshor (Bengali Women's Group)	Sherlock Holmes Short Story	Tuesday	12/19 November 2013	March	TBC	March 2014 - April 2014
6	Fratton Community Centre	Spiritualism		TBC	April	Fratton Community Centre	April 2014 - May 2014
7	Springfield School	TBC	Wednesday pm (TBC)	December 2013	TBC	TBC	TBC
8	Priory School	Hound of the Baskervilles					
9	U3A - Literature Group						
10	RESPECT Programme						
11	Harbour School 2	WW1		Feb/March	April/May		

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Agenda Item 6



Agenda item:

Title of meeting:	Culture, Leisure and Sport Decision Meeting
Date of meeting:	13 December 2013
Subject:	Return of Portrait Miniature
Report by:	Head of City Development and Cultural Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To obtain permission to return a recently accessioned item to its owner or his agent.

2. Recommendations

- 2.1 **To formally de-accession a portrait miniature reputedly depicting the Duke of Buckingham, accession number 2013/1010.**
- 2.2 **To return the portrait miniature to its owner.**
- 2.3 **Introduce a two week cooling off period between receiving a donation and formally accessioning it to mitigate against this situation arising again.**

3. Background

- 3.1 The removal of any formally accessioned item from the councils museum collections has to be formally agreed by the Council in this case the Cabinet Member for Culture Leisure and Sport (see PCC Collection Development Plan 2013-18, Disposal Procedures).
- 3.2 The item concerned was recently accepted for the collection, acting in good faith. However, further information has come to light concerning ownership.

4. Reasons for recommendations

4.1 The supposed donor does not have clear legal title to the item. It is owned by a third party and the donor, her brother and solicitor have lasting power of attorney jointly, so the donor herself was not in a position to donate the item individually without agreement of all the other parties. The gift was therefore invalid.

5. Equality impact assessment (EIA)

5.1 An equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

6. Legal Implications

6.1 The provision of documented proof of title prior to transfer will provide a means by which ownership rights can be demonstrated. In instances of doubt, or high value, this may be insisted upon in future.

7. Head of Finance Comments

7.1 There are no on-going financial implications associated with the recommendations contained within this report. The costs arising from returning this item to its owner and the future proposed actions will be met from existing budgets.

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Signed by:
Stephen Baily
Head of City Development and Cultural Services

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
PCC Collection Development Plan 2013-18 Disposal Procedures	

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by Cabinet Member for Culture Leisure and Sport on 13 December 2013

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Signed by:
Cabinet Member for Culture Leisure and Sport

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Agenda Item 7



THIS ITEM IS FOR INFORMATION ONLY

Agenda item:

Title of meeting: Culture Leisure and Sport Decision Meeting
Subject: Update on the D-Day+Youth project
Date of meeting: 13 December 2013
Report by: Head of City Development and Cultural Services
Wards affected: ALL

1. Requested by: Cabinet Member for Culture Leisure and Sport

1.1 Author of the report is Rebecca Parrant (project partner from Pompey in the Community's Respect Programme).

2. Purpose

2.1 To update Members on the progress of D-Day+Youth; a D-Day Museum project funded by the Arts Council England (Renaissance Strategic Support Fund) delivered in partnership with Pompey in the Community (Respect Programme). The project commenced in April 2013 and will run until May 2014.

3. Information Requested

3.1 The D-Day+Youth project (named Blackout 44 by participants) is an initiative designed to immerse currently non-participating Young People in the story of D-Day with the aim of empowering and equipping them to advise on the future development of the D-Day Museum to ensure that it engages Young People in the future.

3.2 The aims of the project are:

- to Increase the involvement of young people in the Museum and ensure that it is relevant to this audience
- give young people the opportunity to gain new experiences, skills and a new confidence
- reciprocally develop the skills and expertise of the staff of the two partner organisations
- develop a long-term relationship with PITC
- be recognised nationally for the quality of our community participation and engagement

- 3.3 The project began with the recruitment of a Youth Advisory Board (YAB) and drama group drawn from young people already attending PIRC Respect programmes. Both groups meet on a weekly basis.
- 3.4 YAB members have attended artefact handling training delivered by museum staff and worked with graphic designers to create logos, banners and flyers for Blackout 44. They have met D-Day Veterans and been running stands at community events, festivals and shows to share the museum collections and the D-Day story with the public.
- 3.5 The YAB has undertaken an 'access audit' of the D-Day Museum's displays and wider provision and are working with museum staff to develop their understanding of how collections are interpreted and exhibitions developed.
- 3.6 As part of the bid YAB members have the opportunity to work with a film company to create a documentary on a theme they have chosen. Titled 'The Untold Chapter', the film will explore the human aspects of war and how D-Day affected families and friends. The group has been learning how to use camera equipment and has developed questions for interviewing veterans. The film will have an official premiere in April and we also hope to make it available in the D-Day Museum theatre. The YAB are also working up ideas for the interpretation of the Landing Craft including the introduction of hands on activities.
- 3.7 Both exhibition concepts are currently on display in the D-Day Museum and YAB has invited visitors to share their feedback and comment of the plans which are underway. All feedback will be collated and adjustments made to exhibition concepts in the near future.
- 3.8 The Museum's admission charge was identified as a barrier to access for young people. As part of the project we are therefore offering a D-Day Museum pass for anyone under the age of 19. This will enable young people to access the museum for free over a 12 month period and bring along up to three friends at a time. We will be monitoring the use of the pass to evaluate its use. So far we have over 70 young people signed up and hope to increase this by attending more events in January through to April.
- 3.9 The project also includes a Youth Work and Culture Customer Service Apprenticeship (NVQ Level 2). The Apprentice is responsible for supporting the development and promotion of the Blackout44 project. An example of this would be the Blackout44 Blog which tracks the progress of the project and the activities in which YAB participate. He is also developing a museum activity booklet for young people aged 9-16 years with assistance from museum staff and the YAB.
- 3.10 Several members of YAB have just visited Normandy to enable them to further their understanding of this operation and the scale of the Normandy Landings. They also had the opportunity to visit museums in Caen to see how they present the D-Day

story. Further YAB members will have the opportunity to visit Auschwitz in Poland in March 2014.

- 3.11 In addition to YAB, there is also a Drama group running on a weekly basis. Working with a drama specialist, the young people are using 'D-Day' as a stimulus to create a drama performance which is set within the D-Day Museum. This piece will also go on tour to local community venues in Portsmouth to ensure the project is shared widely and available to as many young people as possible.
- 3.12 Youth Training will be provided to enable staff to create a more welcoming environment for young people who visit the museums in Portsmouth.
- 3.13 At the end of the project we will hold a celebratory event to highlight the outcomes achieved by all the young people involved and provide an opportunity to reflect on what we have achieved and how the project could continue outside of project funding.

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Signed by: **Stephen Baily**
Head of City Development & Cultural Services

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	

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