
NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

FRIDAY, 21 MARCH 2014 AT 1.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Lisa Gallacher 0239283 4056

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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 Declarations of Interest

3 Great South Run Economic Impact Study 2013 (Pages 1 - 26)

Purpose: To consider the findings of a report commissioned by Nova International resulting in an Economic Impact Study of the Great South Run 2013.

RECOMMENDED

- (1) That the considerable economic value of the Great South Run 2013 of £3,347,845 be recognised and acknowledged.**
- (2) That international distribution of the media coverage is significant and that officers are instructed to work with Nova International to further maximise this to raise the profile of the city.**

4 Employment trends associated with culture and tourism in Portsmouth and the impact of Portsmouth City Council initiatives (Pages 27 - 36)

Purpose: To summarise for the cabinet member tourism-related employment growth nationally and regionally and to highlight the positive impact of PCC initiatives and developments on job growth and the visitor economy over the last four years.

RECOMMENDED:

- (1) That the Cabinet Member notes the successful initiatives explained in this report and that PCC continues to support these strategies through City Development and Cultural Services.**
- (2) That this report is forwarded for information to the Chief Executive, The Minister for Portsmouth and the Strategic Director for Regeneration.**
- (3) That a report is conducted annually to review local employment trends associated with culture and tourism in Portsmouth and to review the impact of PCC-led initiatives.**

5 Portsmouth History Centre and Archive Development Report (Pages 37 - 44)

Purpose: To inform the Cabinet Member for Culture Leisure and Sport of the plans for the development of Portsmouth History Centre and the Archive Service.

RECOMMENDED:

- (1) That the Library and Archive Service seeks National Archives accreditation for the service in 2015 following the relocation of the remaining archives to Southsea Library.**

The following further recommendations are required as part of the accreditation process:

- (2) That the service works towards eliminating the backlog of cataloguing and delivers an online version of the catalogue for the public.**
- (3) That the service develops a policy for the digital preservation and publication of resources.**
- (4) That the service continues to train and develop the staff of Portsmouth History Centre to enable them to deliver a quality service.**
- (5) That the service continues to recruit and develop the contribution of volunteers to the archives and the History Centre.**
- (6) That the History Centre promotes access to the resources by all means including talks, displays events workshops and publications.**
- (7) That the service works towards developing a conservation programme for books and archives.**
- (8) That the service updates the acquisition and disposal for the archives to include the book collections.**

6 Collections Development Policy (Pages 45 - 78)

Purpose: To present the museums, archives and the libraries' special book Collections Development Policy (2013-2018) which has been amended to incorporate the feedback received through formal consultation and to seek approval for its adoption.

RECOMMENDED

That the Collections Development Policy be approved.

7 Portsmouth Libraries Annual Update Report (Pages 79 - 88)

Purpose:

- To update and inform the Cabinet Member for Culture, Leisure and Sport on the work carried out by the Portsmouth Library services in the last twelve months, i.e. 2013/14.
- To update on the recommendations for action agreed in the 2013 Libraries Update Report.
- To make recommendations for actions to be undertaken in 2014/15.

RECOMMENDED

- (1) That the updates to the agreed actions from the Portsmouth Libraries Annual Update Report 2013/14, shown in paragraph 3 of the report be noted.**

- (2) That the following actions and activities be carried forward from the 2013/14 Portsmouth Libraries Update Report to be actioned or continued in 2014/15:
- Relocate the archive store to the 1st floor above Southsea Library
 - That Arts Council England Capital Funding be sought to develop the Central Library Administration block as a Literature Centre and IT Learning Zone.
 - Continue the delivery and development of the following annual events:
 - BookFest Book Festival
 - First Fiction Award for adult first novels
 - Portsmouth History Fair
 - Summer Reading Challenge
 - Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel
 - Develop a digital "front end" for the archive and local history catalogue entries to improve access to the records by the public.
 - Delivery of an e-books offer for library customers
- (3) That the following recommendations be added to the Library Business Plan for the forthcoming year 2014/15:
- Deliver 2014/15 saving targets
 - Deliver the Freegal music streaming service
 - Deliver 2014/15 element of 1st World War commemorations
 - Explore the delivery of current archive photographic records, on-line to improve public access.
 - Develop, promote and deliver the Mobile Library service
 - Explore and develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support
 - Support the delivery of Universal Credits through Peoples Network access and staff support.
 - Increase virtual library visits by 5% in the year 2014/15
 - Explore the refurbishment and potential improvements to Cosham Library

8 Request for loan of Turner watercolour painting by Salisbury and South Wiltshire Museum (Pages 89 - 92)

Purpose: To consider a request by the Salisbury and South Wiltshire Museum to borrow the watercolour painting " Gosport, the Entrance to Portsmouth Harbour" by J.M.W. Turner for inclusion in an exhibition in the summer of 2015.

RECOMMENDED

That the watercolour is lent to the Salisbury and South Wiltshire for inclusion in the exhibition "Turner and Salisbury" to be held between 22 May and 27 September 2015.

9 Interaction Report (Pages 93 - 96)

Purpose: To outline the options for the future of Interaction, a supportive sport and activity project for adults with mental health problems.

RECOMMENDED:

That permission be given to continue to explore Option 5, Option 6 and Option 7 to consider the future operation and funding for the Interaction Service.

The following items are for information only

10 Update on the First World War Project Lest we Forget (information item)
(Pages 97 - 100)

Information report requested by Cabinet Member for Culture Leisure and Sport

Purpose: to update Members on the First World War Centenary plans pertaining to the Heritage Lottery Funded, Lest We Forget community programme and exhibition at Portsmouth (City) Museum.

11 D Day 70: Launching the invasion (information item) (Pages 101 - 104)

Information report requested by Cabinet Member for Culture Leisure and Sport

Purpose: to update Members on the D-Day 70 *Launching the Invasion* project.

12 D-D 75 - Project Update (Pages 105 - 110)

Information report requested by Cabinet Member for Culture Leisure and Sport

Purpose: To update Members on the D-Day 75 project, specifically the most recent bid to the Heritage Lottery Fund.

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Agenda Item 3



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 21 March 2014

Subject: Great South Run Economic Impact Study 2013

Report by: Head of City Development and Cultural Services

Wards affected: All

Key decision: No

Full council decision: No

1. Purpose of the Report

1.1 To consider the findings of a report commissioned by Nova International resulting in an Economic Impact Study of the Great South Run 2013.

2. Recommendations

2.1 **That the considerable economic value of the Great South Run 2013 of £3,347,845 be recognised and acknowledged.**

2.2 **That international distribution of the media coverage is significant and that officers are instructed to work with Nova International to further maximise this to raise the profile of the city.**

3. Background

3.1 Nova International commissioned Bluegrass Research to evaluate the 24th Great South Run which took place in October 2013. The evaluation was to focus on the economic impacts which the Great South Run bring to Portsmouth as well as considering the wider impact on perceptions of the event.

3.2 The core evaluation calculations were based on primary research conducted through an online survey of runners who participated in the 2013 Great South Run. The survey addressed a range of subject areas directly with the participants which provided the core details for the impact calculations such as their expenditure in Portsmouth during the event, the number of spectators they brought from outside the area as well as broader data on satisfaction with the event itself.

4. Demographics

4.1 The entry numbers for 2013 compared to 2012 were as follows:

Event	Entry Numbers
Adult 5k	1,336 (+ 34%)
Adult 10 mile	25,000 (-)
Junior & Mini	2,417 (+ 2%)
TOTAL	28,501

4.2 Of the respondents to the on-line survey 55 % were men and 45% women. Their geographical spread was:

- 73% South
- 10% Wales & west
- 6% London
- 6% Midlands
- 2% North
- 3% Other

5. Headline Demographic Findings

5.1 The Headline findings from the demographic analysis are as follows:

- 93% considered the event "excellent" or "good"
- 58% were participating in the event for the first time
- 30% were "new/beginner runners"
- 56% raised money for charity
- 27% had participated in 2012
- 85% would take part again in 2014
- 99% said they had increased their activity levels in training
- 72% had increased activity levels by training at least 3 times per week

6. Economic Impact Summary

6.1 The data generated from the research was then used to calculate a number of economic impact models. The research showed that, as would be expected, the expenditure patterns of runners from outside of Portsmouth were very different from resident runners. The nature of the visit (overnight or daytrip) also had an impact on expenditure and these were taken into consideration through the compilation of the data.

6.2 The table below summarises the various aspects of Economic Impact which can be detailed through the report findings. These figures include an application multiplier 'to assess the extent to which increased spending in the host economy produces subsequent benefits for that economy'. In this case a level of multiplier with is appropriate to Portsmouth is the average GVA multiplier of 1.3 which has therefore been applied to provide a 'Total Economic Impact of £3,347,845' as shown in the table below.

Contributor	Direct Economic Impact
Runners	1,339,850
Spectators	1,153,423
Event Organisation	69,491
Charities and Sponsors	12,500
Total Direct Economic Impact	2,575,265
Multiplier effect of 1.3	
TOTAL ECONOMIC IMPACT	£3,347,845

6.2 Key to the generation of income for Portsmouth is the fact that more than four in five runners are from outside the areas. A fact which amounts to approximately 15,437 people, with approximately one third of these staying overnight in the city. Furthermore the research indicates there are over 32,000 visitors from outside the area supporting the runners with a quarter of these staying overnight in the city, all of whom will be spending in the areas as a consequence.

6.3 All respondents from Portsmouth were asked to indicate what alternative action they would take in the absence of the Great South Run and it is clear that the appeal of the Portsmouth based event is considerable as 44% said they would not participate in an event elsewhere. This clearly demonstrates the public health impact which this event has across the wider city.

6.4 Over half the respondents who responded were specifically raising money for charities and whilst the report did not explore the levels of funding raised we are aware this is significant.

7. Media Coverage

7.1 The other hidden benefit of the event is the high levels of media coverage which it generates. In summary for 2013 the race resulted in the following measurable media coverage in the UK on the day of the event:

Channel 5 - Live Broadcast (2 hours coverage 10am - 12noon with a peak audience of 216,000)

Sky Sports - Highlights Programme (30 minutes with 4 showings delivering a total Average Audience of 12,000)

7.2 The coverage also generated international media interest and a Bupa Great Run Series comprising of 6 programmes, each of 30 minutes, were distributed worldwide via:

ESPN Star: Asia, India, China, Hong Kong, Malaysia, Indonesia, Singapore, Taiwan, Thailand, South Korea

Setanta Sports: Ireland, Canada, Australia, New Zealand

- Setanta Africa: South Africa, Tanzania, Zambia, Zimbabwe, Ghana, Nigeria, Kenya & Ethiopia
- Super Sports SA: Africa's leading satellite sports channel
- IEC: World of Athletics distributed globally via IEC
- IAAF: Features in IAAF's weekly magazine programme 'Athletix' distributed globally

8. Reasons for Recommendations

- 8.1 It is vital to recognise the economic importance of major events in the city. This Economic Impact report clearly demonstrates the significant added value which such events bring to the city both in regard to economic spend and also international reputation. It is hard to quantify the value of the media coverage but it clearly demonstrates that Portsmouth is 'A Great Waterfront City'.

9. Equality Impact Assessment (EIA)

- 9.1 An Equality Impact Assessment is not required as this is not a change to policy or service delivery.

10. Head of Finance comments

- 10.1 An agreement is in place with Nova International Ltd for provision of the Great South Run, the cost of this is £110,000 pa (inflated by CPI each year). The agreement runs until 31st December 2018.
- 10.2 Further costs are incurred for the supply of fencing, ramps, signage, trackway, and car removal. The cost of these is offset by the income received from parking on the Common. The net cost of the event to PCC in 2013 was £122,540.

11. Head of Legal comments

- 11.1 No significant legal implications arise from the recommendations in this report.

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

Appendices:

Appendix A - Summary presentation of the 2013 Review of Bupa Great South Run
Economic Impact Study

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

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014.

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Signed by:
Cabinet Member for Culture, Leisure and Sport

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2013 Review &

Economic Impact Study

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Portsmouth
CITY COUNCIL



Agenda

- Entries, Demographics
- Participant Feedback
- Media Coverage
- Economic Impact Report from Bluegrass

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Entry Numbers

Event	Entry Numbers
Adult 5k	1,336 (+34%)
Adult 10 mile	25,000 (-)
Junior & Mini	2,417 (+2%)
TOTAL	28,501

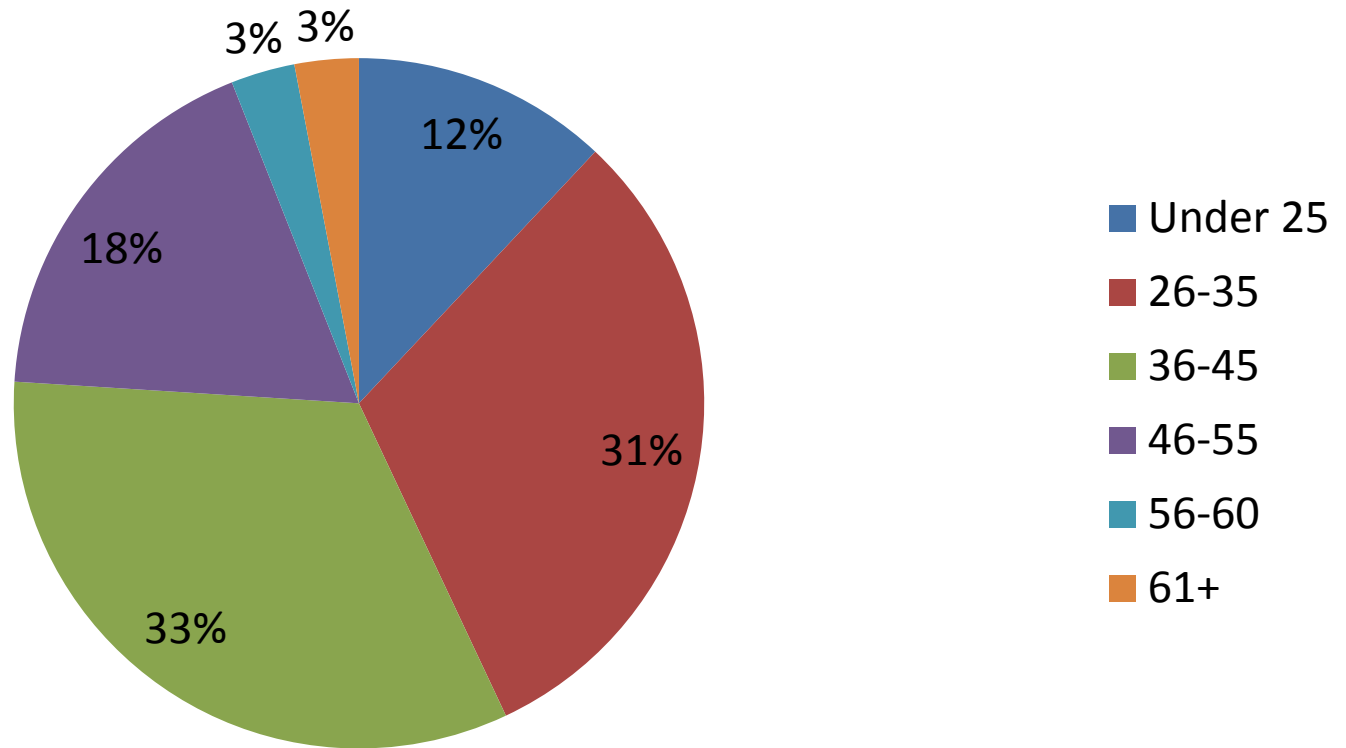
Page 6

Demographics

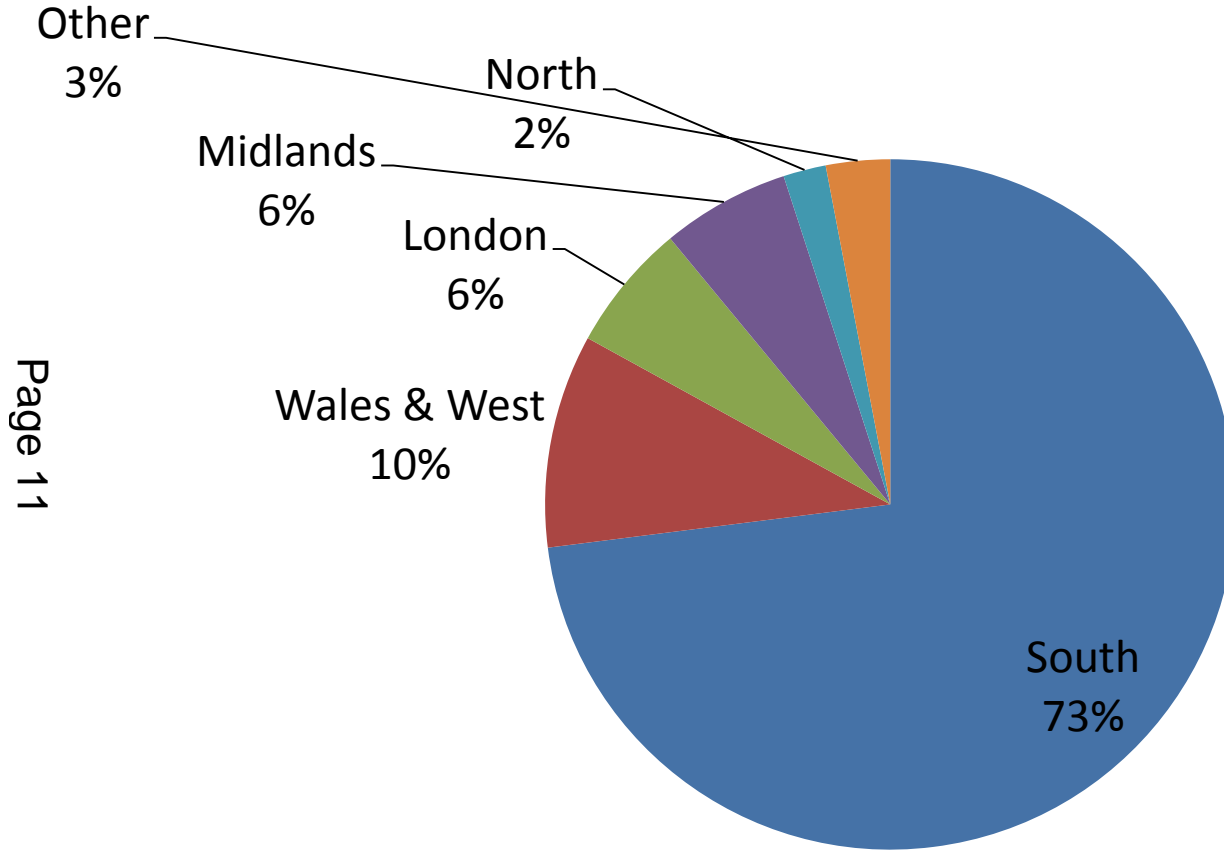
55% Men/45% Women

Ages

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Regional Spread



29% came from Portsmouth postcodes (40% for 5k)

Headline Figures

- 93% graded “excellent” or “good”
- 58% were participating in the event for the first time
- 30% were “new/beginner runners”
- 56% raised money for charity
- 27% had participated in 2012
- 85% would take part again in 2014
- 99% said they had increased their activity levels in training for the event
- 72% had increased activity levels by training at least 3 times per week

TV Audience

- **Channel 5 – Live Broadcast**

- 2 Hours Coverage
- 10.00 – 12.00am
- Peak Audience 216,000



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- **Sky Sports – Highlights Programme**

- 30 Minutes
- 4 Showings delivered a total Average Audience 12,000

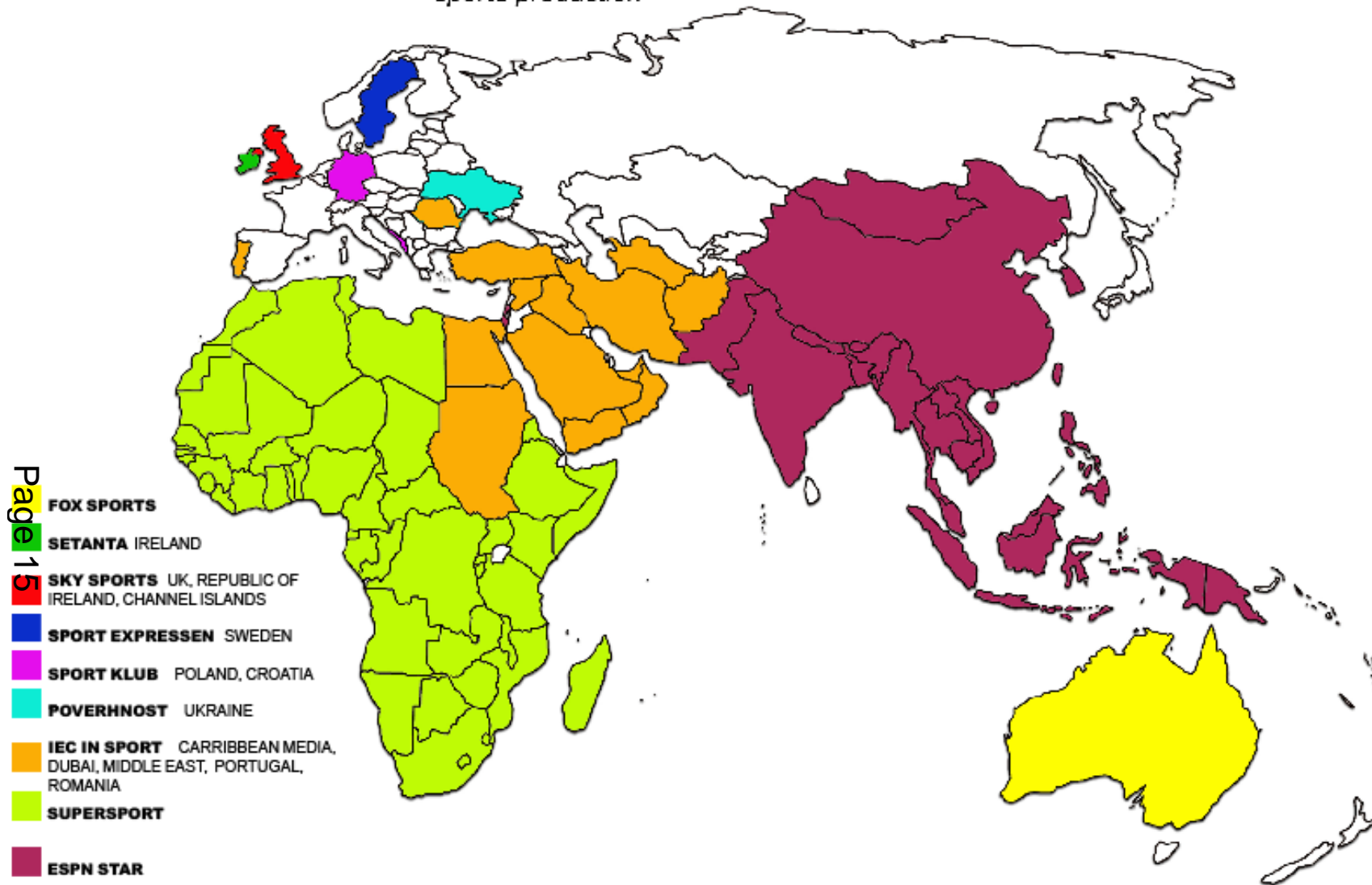


International Television

The Bupa Great Run Series comprises 6 programmes of 30 minutes distributed worldwide via:

- ESPN Star Asia, India, China, Hong Kong, Malaysia, Indonesia, Singapore, Taiwan, China, Thailand, South Korea
- Setanta Sports Ireland, Canada, Australia, New Zealand
- Setanta Africa South Africa, Tanzania, Zambia, Zimbabwe, Ghana, Nigeria, Kenya & Ethiopia
- Super SportsSA Africa's leading satellite sports channel
- IEC World of Athletics distributed globally via IEC
- IAAF Features in IAAF's weekly magazine programme "Athletix" distributed globally

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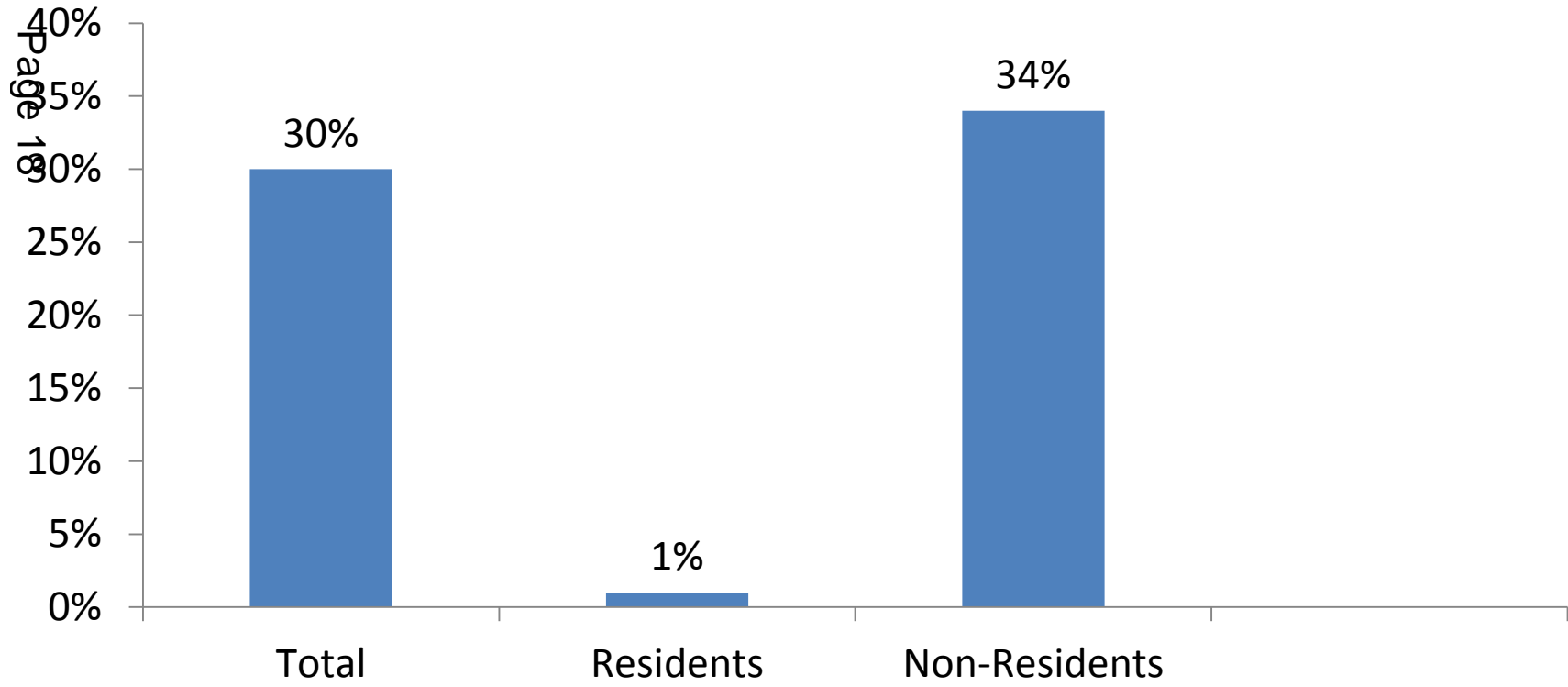
Summary of Economic Impact Study Report

Economic Impact Report

- Bluegrass Research are a market research consultancy specialising in Culture and Tourism
 - Bluegrass have a broad range of experience in economic impact studies, working with Event Scotland, One North East & Newcastle City Council & Suffolk County Council
- Bluegrass were commissioned by Nova International to conduct an Economic Impact Survey for the Great South Run 2013
- Bluegrass conducted an on-line post race survey of event finishers – sample 708 (4.5% of finishers). In addition Nova International have provided data on spend in the area.

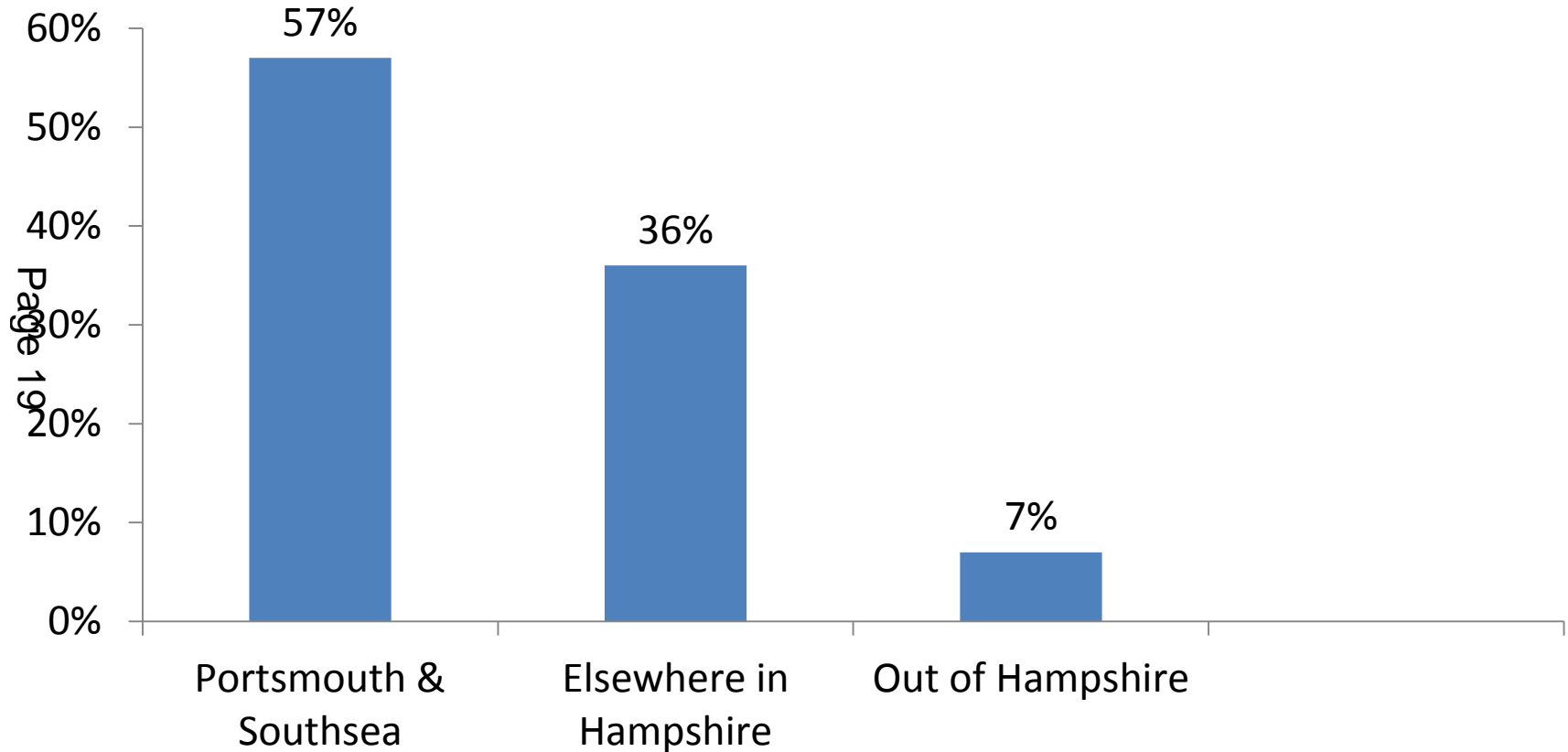
Overnight Stays Away from Home

Did your participation in the event include an overnight stay away from home (% saying YES)



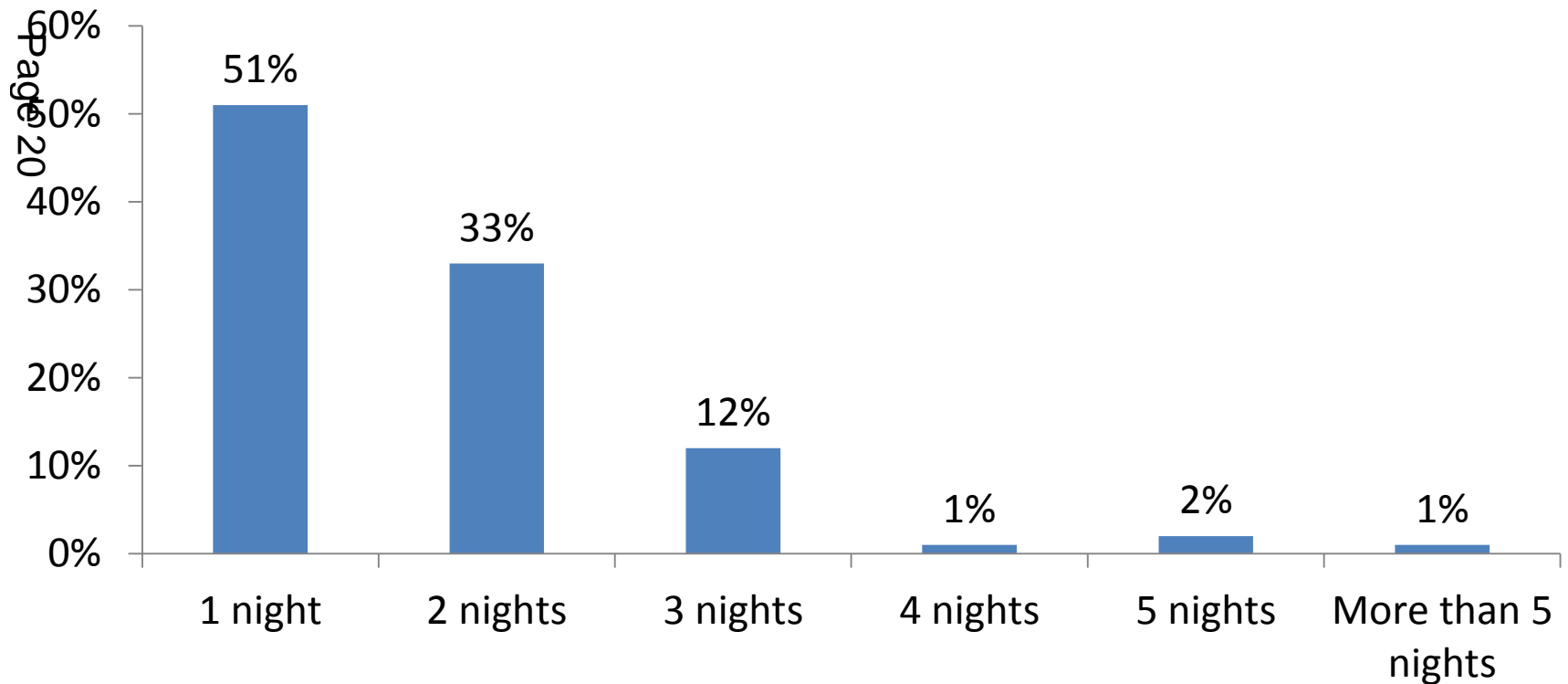
Where were the Overnight Stays?

Where did you Stay?



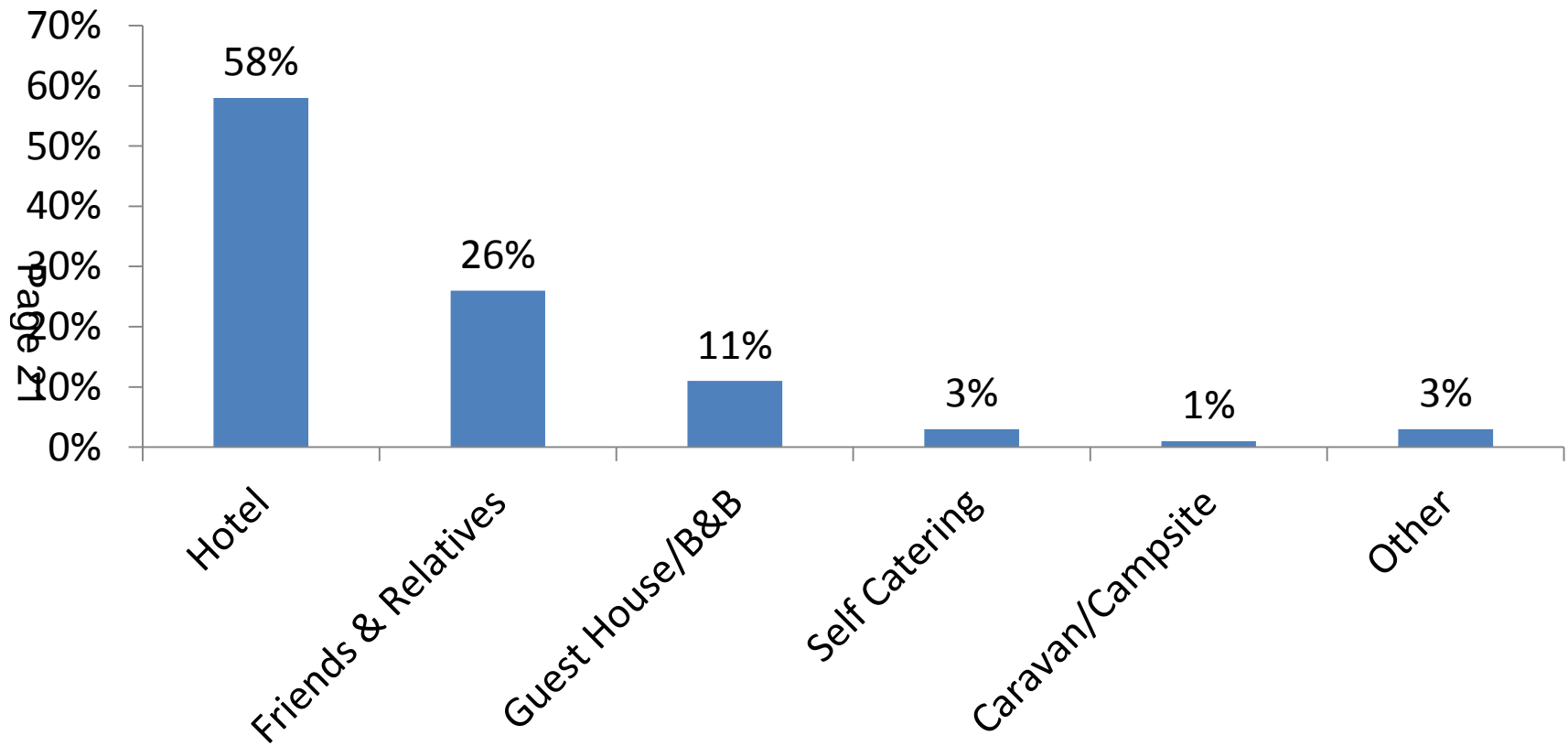
Number of Nights in Portsmouth & Southsea

How Many Nights did you spend in Portsmouth & Southsea?



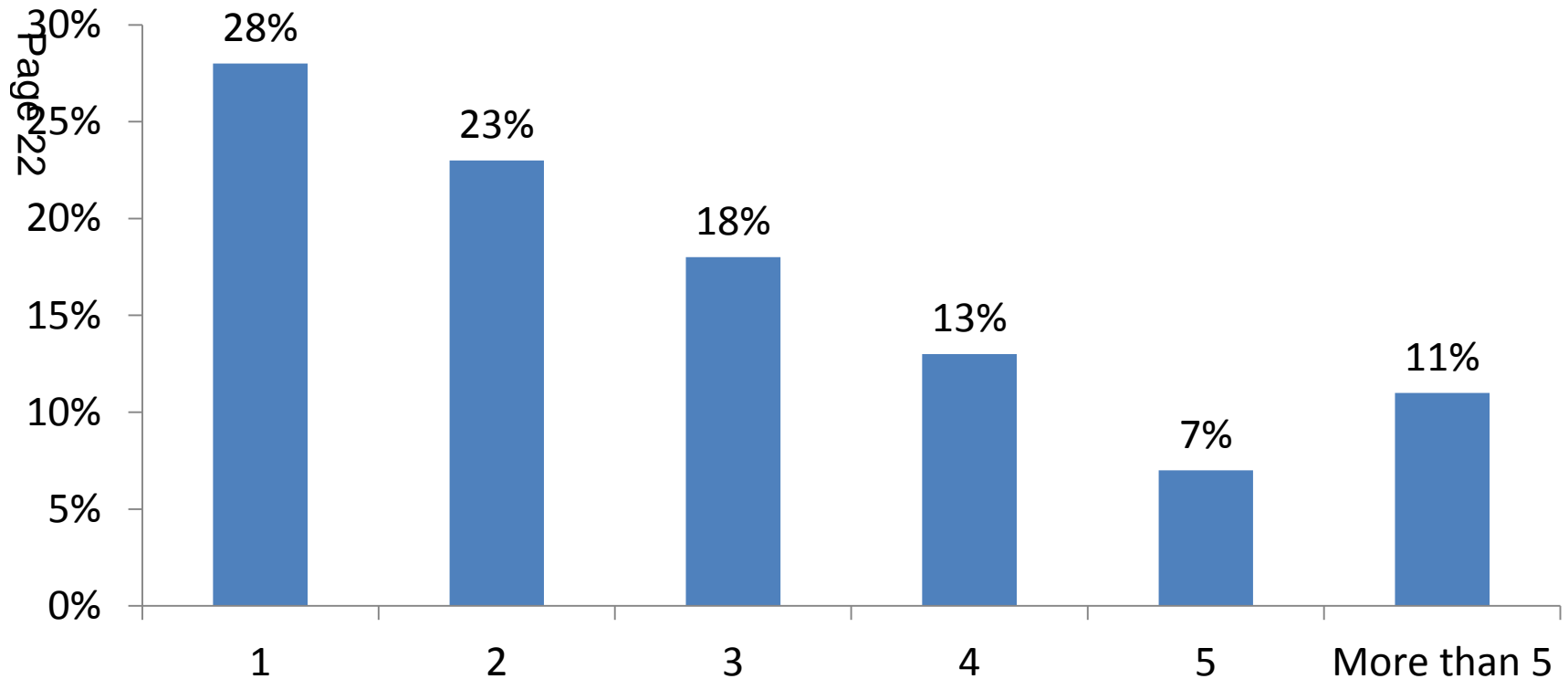
Type of Accommodation Used

Did you stay?



57% attended with Friends & Relatives

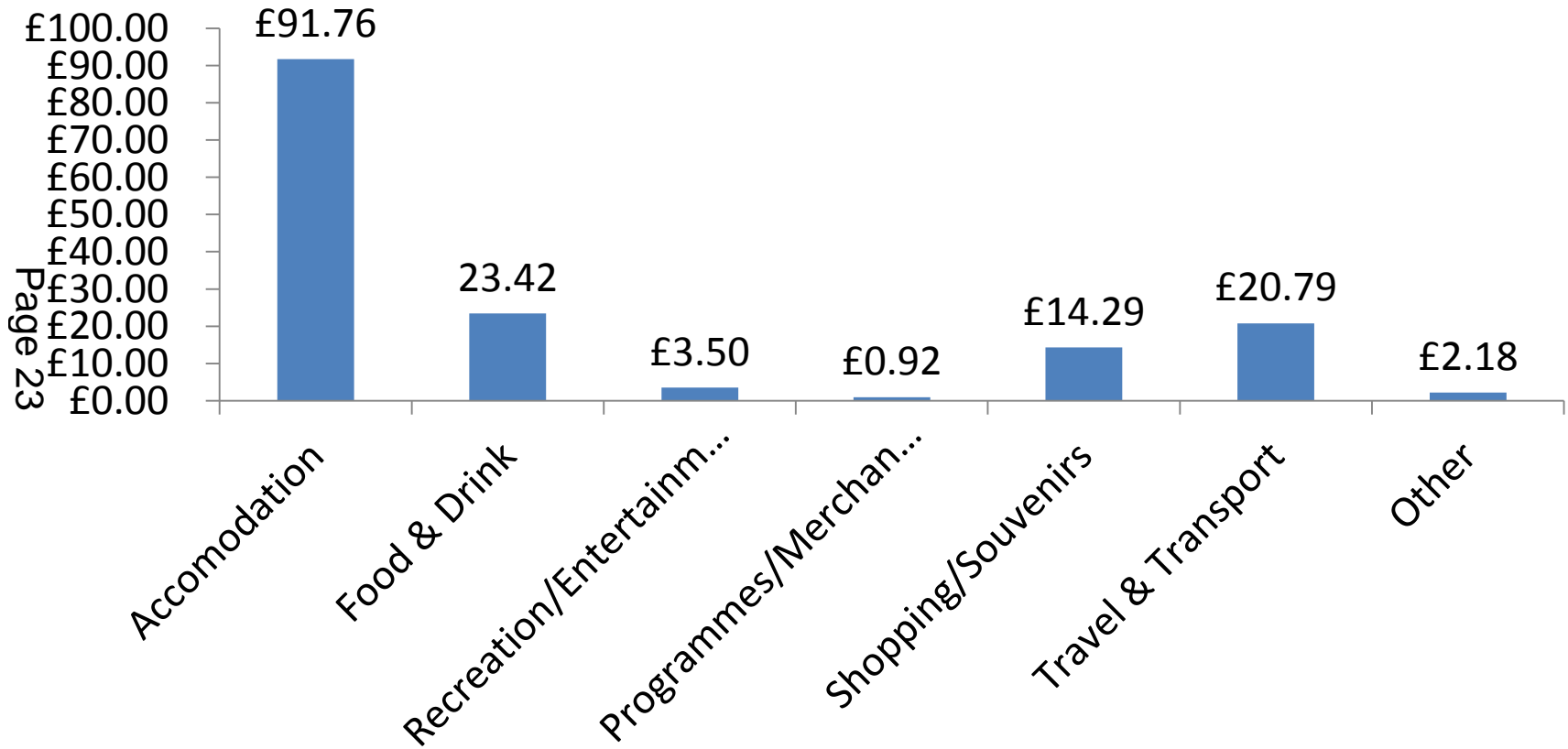
How many friends & relatives came with you to Portsmouth & Southsea?



Expenditure

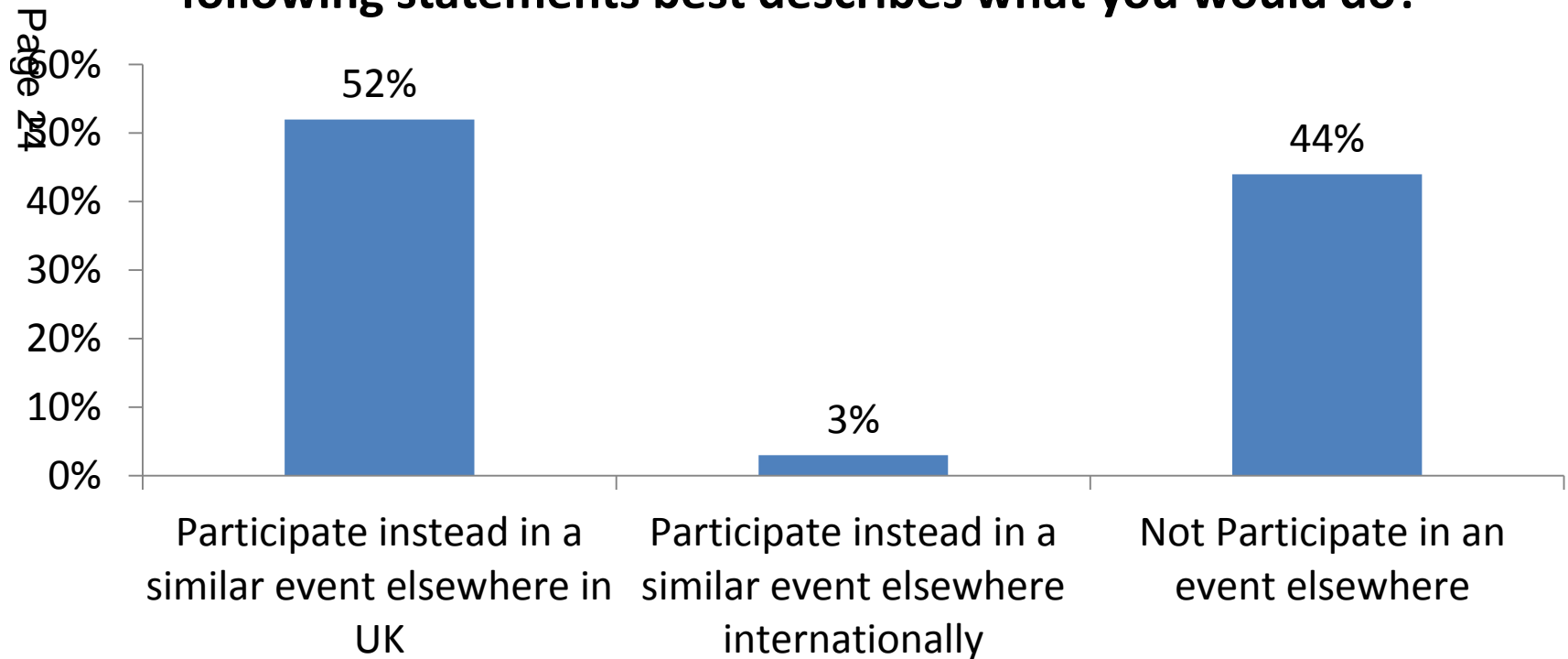
Average Expenditure was £76.58

Total Expenditure



Alternative Action in Absence of Great South Run

Portsmouth & Southsea Respondents : If this event was not being held in Portsmouth & Southsea which of the following statements best describes what you would do?



Calculating Economic Impact

- **Expenditure by Non-Resident Runners**
 - 34% of non-resident runners stayed overnight and spent on average £201.16
 - 66% of non-resident runners were daytrippers and spent on average £26.08
- **Expenditure by Resident Runners**
 - In general it should be considered that expenditure from local runners would occur anyway. However, 56% of the local runners would “go elsewhere” to a similar event, removing their spend from the local economy
 - 56% of resident runners would go elsewhere. Average spend for eligible resident runners was £13.10.
- **Total Expenditure from Runners £1,339,850**

Next Steps

- Bluegrass currently finalising additional spend from “spectators” at the Event

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Nova spend within Portsmouth & Southsea for the 2013 event was £56,741

- Nova’s partners (representatives from sponsors, media, charities etc) spent an estimated at £12,750 within Portsmouth & Southsea
- Bluegrass Research suggest a “multiplier” of 1.3 should be used for Portsmouth region – based upon Tourism South East



Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 21 March 2014

Subject: Employment trends associated with culture and tourism in Portsmouth and the impact of PCC initiatives

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 this report is to summarise for the cabinet member tourism-related employment growth nationally and regionally and to highlight the positive impact of PCC initiatives and developments on job growth and the visitor economy over the last four years.

2. Recommendations

- 2.1 **The Cabinet Member notes the successful initiatives explained in this report and that PCC continues to support these strategies through City Development and Cultural Services.**
- 2.2 **That this report is forwarded for information to the Chief Executive, The Minister for Portsmouth and the Strategic Director for Regeneration.**
- 2.3 **That a report is conducted annually to review local employment trends associated with culture and tourism in Portsmouth and to review the impact of PCC-led initiatives.**

3. Background - National

- 3.1 VisitBritain recently commissioned a report by Deloitte, (November 2013) entitled 'Tourism: jobs and growth'. Key findings of this report state that tourism in Britain as a whole supports as many as '3 million jobs, over 200,000 small and medium- sized enterprises and contributes £127 billion to the country's GDP each year.'
- 3.2 The report states that 'inbound tourism will continue to be the fastest growing tourism sector - with spend by international visitors forecast to grow by over 6% a

year' and that it is forecast to grow nationally from over £21bn in 2013 to £57bn by 2025.

4. Background - Regional

4.1 In the South East, research carried out by Tourism South East in 2012, calculated a 6% rise in the number of overnight trips taken since the study of 2010. Their research also indicated a 14% rise in tourism-related expenditure during 2012 in the region, increasing to £2.9 billion (based on predictive modelling methods). These findings provide a positive backdrop for tourism-related employment growth in the South East.

5. Background - Local

5.1 Portsmouth has followed similar upward trends according to the predictive modelling carried out by Tourism South East. Their research shows a positive increase in the number of total jobs supported by tourism in the city, rising by 9% between 2010 and 2012. (www.tourismsoutheast.com).

5.2 The last three TSE reports show annual overall visitor numbers to Portsmouth, annual day trips, numbers of staying visitors; spend for day trips and tourism-related employment all rising. The table below provides an overview -

Categories	2008	2010	2012	Overall % Increase over 4 years
Overall visitor numbers (day visits plus staying visits)	8,051,000	8,466,000	8,645,000	7%
Staying visitors	628,000	638,000	715,000	14%
Domestic (UK) staying visitors	539,000	547,000	616,000	14%
Domestic (Overseas) staying visitors	89,000	91,000	99,000	11%
Spend for Day Trips	250,045,000	269,990,000	282,990,000	13%
Total expenditure (all trips)	375,569,000	400,676,000	428,246,000	14%
Total local business turnover supported by all tourism activity	519,601,000	550,498,000	557,598,000	7%
Day trips	7,423,000	7,828,000	7,930,000	7%
Jobs	10,142	10,713	11,675	15%

Source: The Economic Impact of Tourism in Portsmouth, Tourism South East, 2008, 2010 and 2012.

The research in these reports is based on the 'Cambridge Model' and provides indicative estimates of 'the volume, value and resultant economic impact of tourism on Portsmouth'.

5.3 The key headlines from this reports show that over the last four years -

- Overall visitor numbers to Portsmouth increased by 7% to 8,645,000
- The volume of staying visitors rose by 14% to 715,000
- The total breakdown of expenditure associated with all trips was in the region of £428,246,000, up 14%
- Total jobs supported by tourism expenditure in Portsmouth grew by 15% between 2008 and 2012

These figures exceed the anticipated growth targets set internally such as "to achieve a 5% increase by 2015 in the total annual number of overnight stays from 2010". The 12% increases in overnight stays is another indication of the growth of the visitor economy.

5.4 The Portsmouth Local Economic Assessment study (2012) commissioned by Portsmouth City Council and produced by the University of Portsmouth Centre for Economic Analysis and Policy (CEAP), affirmed that 'Portsmouth's cultural sector, and in particular tourism, provides significant direct and indirect employment and acts as a catalyst for enhancing employment prospects and investment in the city.'

5.5 An additional example may be seen in the growth of Portsmouth International Port. Owned by Portsmouth City Council and the second largest passenger ferry terminal in the UK, the port welcomes over 2 million passengers passing through each year and has seen a six-fold increase in cruise calls since becoming a cruise port in 2001. The Port contributes significantly to the local economy and a £16.5 million investment saw the opening of a new terminal building in 2011 to upgrade passenger facilities.

5.6 In terms of current hotel demand and growth, the Hampshire Hotel Trends study published in 2014 (2012 data set) suggests that further demand exists for high quality leisure breaks in the city. The current hotel situation in Portsmouth is characterised by:

- High occupancy rates by industry standards in 3/4 Star hotels and budget hotels reaching up to 80% occupancy
- High volumes of corporate business trade
- Buoyant leisure demand at weekends and in the summer for city breaks, overseas tourists, group tours, ferry and cruise passengers

The study also recognised immediate opportunities for the future to include:

- Additional budget and serviced apartment hotel provision
- Further development of the international 4 star brand
- A prime opportunity to grow the boutique hotel market

It also noted that anticipated new hotel development projects in Portsmouth could provide 1,350 additional rooms. The delivery of these projects would substantially increase the supply of quality accommodation in the city.

5.7 Further evidence of the strong visitor economy and subsequent increase in culture and tourism-related employment, is highlighted in the PCC initiatives that have been developed with our partners in the private and third sectors such as:

- Regeneration of heritage sites and increase in number of seafront concessions
- Cultural Events
- Working in partnership across City Development and Cultural Services
- Marketing campaigns

These initiatives are explained in further detail below.

6. Regeneration of heritage sites

6.1 When regenerating historic sites Portsmouth City Council carefully balances conservation of the city's unique historic environment whilst developing new opportunities for regeneration of heritage sites and other cultural assets. This includes empathetic renovations of the Square Tower, the Round Tower and Southsea Castle and encouraging the growth of social enterprises such as the Yellow Kite at Southsea Castle.

6.2 These initiatives align with the PCC Business Growth and Skills Plan to support the seeding of new businesses and the promotion of local entrepreneurial spirit, supporting future employment in the city.

6.3 The Square Tower

6.3.1 In the 1960s the Square Tower was given to the City Council who renovated the building and in 2011, the council leased the building enabling it to be brought in to new use, primarily as a wedding venue.

6.3.2 PCC has supported renovations to the Square Tower including £215,000 for re-roofing and repairs to the parapet and stonework. This heritage asset now supports a new local entrepreneurial initiative, working always to ensure that the intrinsic value of the site is not lost or compromised.

6.3.3 The Square Tower now operates as a small business run by a local entrepreneur. The Tower is a popular venue for civil weddings, naming ceremonies, funerals and has proudly hosted many public events including; musical evenings, plays, recitals, dances, gigs, craft fairs, poetry festivals, cinema evenings, medieval banquets, corporate dinners and book launches.

6.3.4 The number of weddings has increased and the Square Tower now provides jobs for 6 people. These initiatives contribute both directly and indirectly to local

employment. This year (2014) shows every sign of continuing growth for the Square Tower.

6.4 **The ARTches**

6.4.1 The proposal for the ARTches development explores the idea of re-using the arches at Point Battery, Old Portsmouth and was set out in the 2011 Portsmouth City Council Seafront Strategy. The proposal aims to sympathetically convert the currently vacant arches in to studio space for local artists creating new jobs, a vibrant arts and crafts quarter, as well as supporting emerging creative industries.

6.4.2 The briefing report on the ARTches Project (Portsmouth City Council, 18th October 2013), details that 'at the heart of this project, and that which represents its core driver, is the widely supported principle that the city's historic assets are best conserved and protected by securing their sustainable, long-term re-use.' The project aims to offer opportunities to create both direct (at the facility) and indirect employment in associated businesses.

6.5 **Eastney Pumping Station and Hilsea Lines**

6.5.1 Further regeneration of heritage sites includes Eastney Pumping station and Hilsea lines. The development of these sites has supported employment opportunities which include:

At Eastney Pumping Station:

- Recent development of the Busy B's doggy day care facility which involved the refurbishment of a derelict building and also provides employment and a useful service to residents
- Boleh Trust a Heritage lottery funded project employing several full time staff including apprentices drawn from local colleges working to restore a sail training vessel
- Portsmouth Metal works employing 3 full time staff members
- Iron Maid, an arts and crafts Blacksmiths forge
- Somerville Stone (stone masonry) employing 3 full time staff members

6.5.2 **At Hilsea Lines**

- Re letting of the Casemates Music studios, employing several full and part time staff providing rehearsal and recording space to local bands and schools.
- Development of a Boxing club, providing a training and competition space to local residents and working with local schools.
- Refurbishment of Bastion 6, a joint project to restore part of Hilsea lines involving PCC, Local Territorial Army Units and the Trustees of the First World War Museum.

6.6 **Seafront Concessions**

6.6.1 The PCC Southsea Seafront Strategy 2010-2026, outlines the vision that 'Portsmouth and Southsea become a European city break destination with world

class attractions.' One of the aspirations is that 'local people will benefit from the significant investment in infrastructure, jobs will be created and large and small businesses (will be) supported.'

6.6.2 The case studies below are illustrative of successful PCC initiatives unlocking new seafront concessions. These contribute both directly and indirectly to local employment. It is estimated that the concessions and provisions below, now support a total of approximately 25 ³/₄ FTE jobs (some seasonal, as detailed).

- Watkins and Faux at the Pavilion Café, Southsea Tennis Club (2013 onwards), operating 7 days a week
- 3 children's seasonal activity centres (2011 and 2012 onwards) running 6 months of the year, operating 7 days a week
- Fish and Chip shop (late 2012 onwards)
- An Asian Food outlet operating for 9 months of the year
- Rib rides (2012 onwards) operating 6 months of the year
- Southsea Splash Pool
- Trampoline on the beach, operating 6 months of the year, 7 days a week
- Lifeguard provision now extended to 3 sites during July and August from 8am - 6pm daily

7. Cultural Events

- 7.1 The PCC Events Team work to ensure that local events support the experiences of all who visit, work or live in the city. All are carefully planned and the hosting of major events, as set out in the key strategic documents for the Seafront, especially the Seafront Strategy and Seafront Masterplan clearly highlight the desire of the city to use high profile events to attract people to the area, which too has a beneficial impact upon local business and supports local employment.
- 7.2 The events team have focused on large scale events in the city over the past 3 years. Analysis conducted by PCC shows that attendance at annual events in the city is rising. Estimated attendances at major events in 2013 (those supporting crowds of over 1,000 visitors), show approximately 70,000 more visitors attending than in 2012.
- 7.3 The number of events bringing in over 1,000 visitors has both a direct and indirect impact upon the visitor economy and this growth also supports tourism-related jobs.
- 7.4 An example of the impact on the city of a large scale event is the Great South Run, which in 2013 saw the maximum numbers of entrants for the adult race at 25,000. The adult 5K run in 2013 saw an increase of 34% in registrations.
- 7.5 In a survey conducted by Bluegrass Research, results showed that 57% of participant respondents had people travelling from outside Portsmouth and Southsea to support them for the race. Additional findings from their survey in terms of impact calculations indicated that 30% took an overnight stay away from home, with over half staying in Portsmouth and Southsea, staying for an average of 1.72 nights. An economic impact evaluation calculated that non-resident runners who stayed overnight spent an average of £201.16 and the direct economic impact from

runners was estimated to be in the region of £1,339,850. For spectators, it was estimated to be in the region of £1,153,424.

- 7.6 Large events will continue to be a focus, including the proposed 2014 Victorious Festival. The proposal is for a 2-day event over the August Bank Holiday weekend on Saturday 23rd and Sunday 24th August 2014 and to combine it with the existing successful International Kite Festival, so Portsmouth has an improved quality offer over the same weekend. The event is aiming to attract a minimum of 30,000 paying visitors per day.
- 7.7 The proposed event would raise the national and international profile of the city with the expected media coverage generated by such an event at no direct cost to PCC.
- 7.8 The event will support tourism jobs in the city which are already a growth sector for Portsmouth as we are aiming to increase this sector to 12.9% of total jobs employed.

8. Working in Partnership across City Development

8.1 Employment and Skills Plans

- 8.1.1 The PCC Business Growth and Skills Plan states that major developments in the city can, and should bring with them opportunities for local residents in addition to the jobs that they create. It continues by detailing that 'these opportunities include supported employment for unemployed people, apprenticeships and other vocational training with work experience placements and curriculum activities in schools and colleges.
- 8.1.2 A future initiative that will support local jobs for the city and will impact on culture and tourism-related employment is employment and skills plans through a Section 106 Agreement for residential developments of 30 or more units and commercial development of 1000m² floor space or larger.
- 8.1.3 An Employment Initiatives Manager, Skills and Training Development Advisor and SME Development Officer all now work within the directorate of City Development and Cultural Services and their focus also includes supporting business, skills and employment within the cultural and tourist sectors.

8.2 The Library Service

- 8.2.1 Cultural spaces in the city are venues that can help to signpost local people to careers, information and support, getting people back to work. Portsmouth Libraries provide free internet access to support job searching, courses for those wishing to develop their skills and have a Business Development Officer providing information to individuals wishing to start their own business. During 2012/13 Portsmouth Libraries provided 468 hours of courses throughout the year and in 2013/14 they will provide on average an increased offer of 1230 hours of courses supporting the future skills and employment agendas.

9. Marketing Campaigns

- 9.1 PCC-led marketing campaigns, including those promoting Portsmouth as 'The Great Waterfront City' and 'a destination out of the ordinary', help to support the growth of the visitor economy and bring new visitors to the city by showcasing iconic attractions, centuries of history, naval and maritime heritage and our world-class visitor attractions. This also helps to strengthen and grow tourism-related employment.
- 9.2 Campaigns with partners focus not only on day visits but also on staying visits and the importance that the city's cultural offer and the evening economy bring. PCC marketing includes the Visit England domestic campaigns - English Cities, Coastal Escapes and Hair Raising Histories, the Destination TV Campaign, London Underground campaigns and other activity with the Destination Marketing Partnership (DMP). PCC Visitor Services continues to develop International Campaigns with partners and to produce publications including the Visit Portsmouth guide.
- 9.3 A main focus of the PCC marketing activity is around increasing digital marketing of the city. This has led to the Visit Portsmouth website receiving approximately 770,000 hits in the last 12 months, showing an increase of 66%. Visit Portsmouth is acknowledged as the events site for the city. Other recent developments include an increase in social media activity, the creation of mobile sites in English and French, iPhone and Android Apps and the launch of our Visit Portsmouth YouTube channel. All this helps to unlock the gems of the city for new visitors and to support associated jobs.

10. Reasons for recommendations

- 10.1 Evidence shows that the visitor economy in Portsmouth supports an increasing number of tourism-related jobs in the city. Successful PCC initiatives detailed in this report, including the regeneration of heritage sites, increase in number of seafront concessions, hosting of major Cultural Events, partnership working and marketing campaigns all contribute towards these positive outcomes.
- 10.2 The PCC Business, Growth and Skills Plan outlines the importance of sharing intelligence and strategies to support the growth of employment and development of skills, it is therefore recommended that this report is conducted annually to share good practice.

11. Equality impact assessment (EIA)

- 11.1 An equality impact assessment is not required as the recommendation does not have a negative impact on any of the protected characteristics as described in the Equality Act 2010 and is not recommending a change to service delivery.

12. Legal Implications

- 12.1 No specific legal implication other than to say that the Council is empowered by Section 2 of the Local Government Act 2000 to promote economic, social and environmental well-being. Continuing support to the strategies in this report would

seek to increase the number of visitor to Portsmouth and encourage business tourism.

13. Finance Comments

- 13.1 The initiatives contained within this report have been financed from PCC approved budget resources.
- 13.2 In order to further develop these successful initiatives, alternative business models and sources of additional funding are continually being explored.

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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
The Economic Impact of Tourism - Portsmouth 2008 (Tourism South East)	http://www.visitportsmouth.co.uk/tourism-industry
The Economic Impact of Tourism - Portsmouth 2010 (Tourism South East)	http://www.visitportsmouth.co.uk/tourism-industry
The Economic Impact of Tourism - Portsmouth 2012 (Tourism South East)	http://www.visitportsmouth.co.uk/tourism-industry
Deloitte, 'Tourism: jobs and growth'. (November 2013)	http://www.visitbritain.org/insightsandstatistics/vi-sitoreconomyfacts/
Portsmouth Local Economic Assessment Study 2012	http://www.portsmouth.gov.uk/media/API_STR_J_SNA_SEC_EMP_ECON_AREA_AX2012.pdf
PCC Business Growth and Skills Plan	http://shapingportsmouth.co.uk/
PCC Seafront Strategy	http://www.portsmouth.gov.uk/living/17346.html
PCC Seafront Masterplan	http://www.portsmouth.gov.uk/living/25964.html
ARTches Project Briefing Paper October 2013	http://www.portsmouth.gov.uk/living/30339.html

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014.

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Signed by:
Cabinet Member for Culture, Leisure and Sport

Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 21 March 2014

Subject: Portsmouth History Centre and Archive Development

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 for Culture Leisure and Sport of the plans for the development of Portsmouth History Centre and the Archive Service.

2. Recommendations

- 2.1 **That the Library and Archive Service seeks National Archives accreditation for the service in 2015 following the relocation of the remaining archives to Southsea Library.**

The following further recommendations are required as part of the accreditation process:

- 2.2 **That the service works towards eliminating the backlog of cataloguing and delivers an online version of the catalogue for the public.**
- 2.3 **That the service develops a policy for the digital preservation and publication of resources.**
- 2.4 **That the service continues to train and develop the staff of Portsmouth History Centre to enable them to deliver a quality service.**
- 2.5 **That the service continues to recruit and develop the contribution of volunteers to the archives and the History Centre.**
- 2.6 **That the History Centre promotes access to the resources by all means including talks, displays, events workshops and publications.**
- 2.7 **That the service works towards developing a conservation programme for books and archives.**

2.8 That the service updates the acquisition and disposal for the archives to includes the book collections.

3. Background

3.1 Library Service took on responsibility for the City's Archive Service in 2013 when the Archive budget was transferred to the Library Service. A proportion of the collection was moved to the Central library and the search room facilities were offered from the second floor as Portsmouth History Centre (PHC) in 2011. This brought together the archives with the library local and naval book collections. The first floor of Southsea library will be developed during 2014 to provide safe and secure storage for the remainder of the archives currently held at the City Museum and to provide workspace for PHC staff and volunteers. Permissions and budget for this work is already agreed. The Library and Archive Service has the aspiration to increase the awareness and use of the collections by eliminating the current backlog of cataloguing and making the catalogue available online; by the digitisation of suitable material and again making this available online; and continuing to promote the collections to individuals and groups by means of events, workshops, talks and visits.

3.2 Both the Archive and Library Services are bound by legislation. In the case of the library service the main legislation is the Public Libraries and Museums Act 1964. The most relevant legislation covering archives are the following Acts of parliament:

- Local Government (Records) Act 1962
- Government Act 1972 (section 224)
- Public Records Acts 1958 and 1967
- The Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960
- Parochial Registers and Records Measure 1978 (amended 1992).

In addition, the National Archives' 'Standard for Records Repositories' and 'Framework of Standards', while not statutory, are key benchmarks against which record offices are assessed as part of Accreditation and in other ways.

3.3 Archive service accreditation is the UK standard for archive services. The standard defines good practice and identifies agreed standards, thereby encouraging and supporting development. It helps archive services to demonstrate their value by externally validating and accrediting achievement and supporting improvement. The standard demands that the following are in place:

- A mission statement
- That governance and management structures are in place
- That effective forward plans and planning are in place
- That the buildings and storage are physically secure and accessible
- That sufficient funds are in place to deliver the forward plans
- That the service has a suitably experienced workforce in place to carry out the service's responsibilities and plans.

- The service has a co-ordinated approach to collections management of both analogue and digital materials
- That the service has a clear policy on collections development covering the acquisition, appraisal and de-accessioning of material
- The service has a policy on collections information and specifies the actions that are being taken to enhance records and address cataloguing backlogs.
- That the service has a clear plan on collections care and conservation
- That the service has clear policies on the access to the collections by the whole community.

3.4 The provision of a quality service requires that the service is staffed by people with the relevant qualifications and experience. In the case of Portsmouth History Centre it means the employment of suitably qualified archivists and also those with relevant library experience. These should be in sufficient numbers to ensure the security of the collections, to provide assistance to users both in the centre and remotely and to deliver outreach activities and events, workshops displays and support the work of the volunteers. The skills and knowledge of the staff should be enhanced by the provision of suitable training opportunities.

3.5 The cataloguing of archives, books and other items held in the collections of Portsmouth History Centre (PHC) serve two purposes. Firstly they record the addition of the items to the collections and so provide a holdings list. In the case of books the catalogue will hold full bibliographic information and list the holdings with locations. The books within the local history, naval history, Dickens and Conan Doyle collections have been catalogued within Spydus, the library management system, and the records are available on the online catalogue. New items are added as part of the book ordering process. Work on the cataloguing of the archives is ongoing and is being done by both archivists and volunteers, building on the experience gained in cataloguing the Conan Doyle archive. The move of more of the collection to Southsea library will give the opportunity to engage with more volunteers and progress with the backlog of cataloguing. The archives catalogue is not currently available online but it is proposed to investigate the implementation of the public module of CALM, the archive software currently in use. We will also investigate the possibilities of an upgrade to the library software that could provide a search facility across the holdings of both the archive and the book collections. Potential users of the collections should be able to check that we hold the resources they need before they arrange a visit.

3.6 PHC wishes to promote the awareness and use of the collections amongst all sectors of the community. We will do this by means of talks, visits workshops and other events. We will support initiatives such as the "Lest We Forget" project to support and encourage community groups to work with archives. The links built up with Portsmouth University and the history students can be built on. We will build on the success of the 2013 Portsmouth History Fair to build links with other organisations in the Portsmouth area. We will seek to link activities to the national curriculum to encourage the use of the History centre by schools.

- 3.7** The issue of online access to records held by Portsmouth History centre is wider than the digitisation issue. The National Archives tend to use the term digital preservation to refer to "born digital" material. This report will describe digitisation in terms of both "born digital" materials and the conversion of analogue material.
- 3.8** Digitisation of suitable existing hard copy archives and local collects is an essential process in the future management and delivery of the collections for local enquiries and those who will seek to engage with the collections from other parts of the world. Digitisation of records in the collection would provide online access to virtual surrogates. This would serve two purposes. Firstly it would enable access to vulnerable original material and secondly it would make material available to users remotely. Items from the local history and naval library collections are also candidates for digitisation, particularly the local postcards and naval ship photographs. This could offer the potential to bring in some income as material could be made available online as a thumbnail or with a watermark enabling PHC to charge for "clean" copies.
- 3.9** The digitisation of the record offers considerable challenge due to the varied nature of the existing collections. The key issues can be identified as follows:
- a. Online access to the Calm Archives database.
 - b. Access to some of the indexes, e.g. parish records.
 - c. Many of the photographs and some of the library postcards have been scanned and are viewable on a PC in PHC only. At present these are not keyword searchable so indexing is required and conversion. To protect the copyright in the images they should be watermarked or protected in other ways.
 - d. PHC index to the Portsmouth News 1984 to 2010. This is currently on a single PC in PHC on an old database.
 - e. Oral History collection. An assessment of the oral histories should be undertaken to ensure that they are in a file format that will enable them to be "read" in the future.
- 3.10** Successful digital access to collections will require a number of factors to be put in place:
- a. An accessible "front end" being an introductory page which provides a single place to click on all collection holdings, delivered in a form that would enable direct, "user friendly" access.
 - b. An information management system which could accommodate the existing records, i.e. Calm and Spydus and provide opportunities for images to be included as part of the record.
 - c. Provision of volunteer support. Funding will be sought to cover costs for a volunteer supervisor post and related resources including cameras, scanners and required software. This will not be supported from existing budgets.
- 3.11** An exploration is required to consider all potential options to provide on-line digital access to all collections and offers. This should be resilient, searchable and accessible. A step change is required to consider breadth of use and changing requirements for access and engagement.

Spydus 9 is acknowledged as an option but this is yet to be implemented in terms of the History Centre model. To be ground breaking can prove expensive and there are benefit to be gained by learning from the experience of others. All opportunities should be accessed and recommendations brought in a further report, when fully evaluated.

- 3.12** PHC will also give consideration to "born digital" material. The bulk of the collection is obviously now in paper and parchment format but the majority of records, reports etc. are now created digitally and policies must be set in place to preserve these for the future. One of the major considerations, with the rapid developments in technology and software is the challenge of ensuring that records created digitally will be readable in the future. The original oral history archive was created used tape recorders and it was realised that this technology was becoming obsolete and so they were transferred to a digital medium. PHC will look to the leadership of the National Archives for guidance on the best methods for long term preservation and access. Liaison with Modern Records is also essential to ensure that when records are transferred to PHC for permanent retention they are in a form that will be accessible in the future. Guidelines can be found on the National Archives website.
- 3.13** Although the work to digitise some of the archive collection will go some way to preserving and conserving fragile paper and parchment some conservation of the collections both book and records will also be necessary. PHC staff will draw up a list of documents and books most in need of preservation and draw up a prioritised list of material to be conserved as funds allow.
- 3.14** The role of volunteers is vital to the work of PHC. Volunteers have been invaluable in supporting the care and the development of the collections. Tasks they have undertaken have included listing and indexing items from the collections, making them more accessible to researchers. They have supported the service at events and are enthusiastic advocates for the service. PHC will work to support the volunteers to ensure that both they and the service benefit from their involvement.

4. Reasons for recommendations

- 4.1** Recognition of the archive by National Archives as a suitable place of deposit is essential to secure the continuation of the archive service as a place of deposit for public records. Unless National Archives are assured that our collections are kept in safe, secure and in environmentally controlled storage and that access is adequately controlled they could recommend that the public records in our collections are removed to other organisations. This would be to the detriment of our users and potentially damage the reputation of the City Council. Obtaining archive accreditation from the national archives will raise the standing of the Library and Archive Service and may lead to the opportunity to bid for funding for development projects.

- 4.2** The backlog of cataloguing limits the use of the collections by researchers and the community. Providing a catalogue online would alert potential users to the wealth of resources available in the collection. PHC staff are already aware that people travel long distances to look at unique material in the book and archive collections. Making the catalogues and various indexes produced by staff and volunteers available online would only further increase this usage.
- 4.3** Digital preservation of parts of the collection, particularly photographs, would again increase access to the material and go a long way to reducing wear on the originals.
- 4.4** The staff are one of the most valuable resources of PHC. Without their knowledge and experience many of the users of the collection would not be made aware of the sources that would be of most benefit to their research. PHC need to invest in its staff by providing access to training offered by other institutions, particularly the National Archives.
- 4.5** The move of more of the collection to Southsea Library and the creation of the volunteer space will give the opportunity to recruit more volunteers. The various backlogs of catalogues and indexes will not be reduced without the enthusiastic input of volunteers.
- 4.6** Although one of the roles of the service is to preserve the books and archives for future generations we also wish to make them accessible to the community. As well as making more available online the aim is to continue the involvement of the community in use of the collections following on from the Lest We Forget Project.
- 4.7** PHC staff are continually assessing the state of the material in both the archive and book collections. The condition of items can restrict their use to prevent further deterioration. A list of items requiring either rebinding in the case of books, or other conservation in the case of archives will be drawn up. Work will be carried out as the budget allows and staff will actively look at opportunities for external funding.
- 4.8** New books, journals, pamphlets and maps are produced regularly that are suitable for addition to the local and naval history book collections. These will be purchased as part of the usual book purchasing for the library service. A policy will define the boundaries for these additions. The policy will also update the acquisitions and disposal policy for the records of 2005

5. Equality impact assessment (EIA)

- 5.1** A preliminary EIA has been completed

6. Legal Implications

- 6.1** The Council provide its archive services pursuant to its statutory powers under the Local Government (Records) Act 1962, which enables all local authorities to promote adequate use of their own records and empowers county and borough Councils ('principal councils') to acquire other records by purchase, gift or deposit.

Additionally, as an authorised place of deposit appointed by the National Archives Services under the Public Records Act 1958 for the holding of public records on its behalf.

- 6.2** The Local Government Act, 1972 section 224 requires local authorities to make proper arrangements with respect to any documents that belong to or are in the custody of the Council and its officers. Central Government guidance advises that such "proper arrangement" should encompass the storage and preservation of documents in accordance with recognised standards and the provision of appropriate means of public access to the documents.
- 6.3** Archives contain evidence and information which can sometimes be used in legal cases and other key decision making process by the Council. Therefore, the Council need to consider the implications of any change in custodial arrangements for its records which may impact on their evidential value.
- 6.4** The Council is also bound by the Data Protection and Freedom of Information Acts as well as environmental Information Regulations which gives strict conditions about the management and protection of, and public access to information held by the Council.
- 6.5** Obtaining the National Archive accreditation in 2015 will ensure the Council maintaining adequate standard of care for archives, including their professional management, storage and preservation and access in compliance with the National Archives Standard for Record Repositories.

7. Finance Comments

- 7.1** There is no charge to apply for National Archives accreditation and the standards demanded will be achieved within current budgets. The forward plans and policies required will be matched to the resources available and will not require additional funding.
- 7.2** Additional costs will not be incurred as a result of the implementation of the public module of the CALM, the archive software currently in use. This module is already included as part of the current package being purchased from the supplier but has not been used to date.

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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

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014.

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Signed by:
Cabinet Member for Culture, Leisure and Sport

Agenda Item 6



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 21 March 2014

Subject: Collections Development Policy

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 present the museums, archives and the libraries' special book Collections Development Policy (2013-2018) which has been amended to incorporate the feedback received through formal consultation and to seek approval for its adoption.

2. Recommendations

- 2.1 **That the Collections Development Policy be approved.**

3. Background

- 3.1 A Collections Development Policy is an essential tool for the effective management of the council's museum, library and archives collections. It states the extent, range and nature of existing collections and governs future acquisition and disposal of collections items. The policy has been developed to include all the council's collections, reflecting the synergy between them.
- 3.2 The Policy guides staff and decisions. It encourages public confidence in the museum, library or archive as a suitable repository for collections items.
- 3.3 A Collections Development Policy is one of the key documents museums are required to submit to Arts Council England (ACE) as part of the Accreditation return. It is envisaged that such a document will also be required for the Accreditation of Archives with the National Archives and that the policy will be revised and updated accordingly. The policy also requires further development with regard to the management of the Library Special Book collection (please see the CLS CM report titled Portsmouth History Centre and Archive Development, March 2014).

- 3.4 The aims of the Museum Accreditation scheme, as laid down by Arts Council England (ACE) are: to encourage all museums and galleries in the UK to achieve agreed standards in how they are run, how they manage their collections and the experience of users. The policy incorporates wording required by ACE for the Accreditation Standard as at April 2013 which supersedes the previous accreditation and registration schemes.
- 3.5 Museums are required to reapply for Accreditation every four or so years. It is a continuous process, the Accreditation standards are evolving requirements. They are designed to drive improvement and development within the museum sector so each round demands more of the applicant organisations. The service achieved full Accreditation for all its sites in previous applications, most recently in 2007. Our next invitation to apply is due in October 2014 with an expected return date in April 2015.
- 3.6 Formal consultation has taken place since the draft policy was presented to the Cabinet Member in October 2013, including all museums and organisations listed in section 13 of the policy. It has also been submitted to the ACE Accreditation Adviser and adjustments made following her comments.
- 3.7 Substantial changes are the change of the title from 'Plan' to "Policy" and the insertion of a separate section outlining the venues at which museum collections items are displayed and stored. Minor changes to wording have been made in several places at the request of members of staff and the Accreditation Adviser.

4. Reasons for recommendations

- 4.1 A Collections Development Policy is a vital tool in a collections management. It provides staff with guidance, ensures that council resources are not wasted in undirected collecting, endorsing the principles of 'value for money' and the appropriate management of public funds.
- 4.2 A Collections Development Policy is one of the required documents to support an application for Accreditation for the museum service. It will also inform the later Accreditation application by archives.
- 4.3 It also is a 'passport' to many services and funding streams from external bodies. Grants from several external organisations demand Accreditation status as a condition for grant-aid. It also facilitates joint working within and between organisations such as when borrowing items from other institutions.
- 4.4 It provides proof that council services meet a professionally recognised quality standard. This serves as an authoritative benchmark for assessing performance and provides reassurance that we operate ethically and professionally, promoting public confidence in council services.

5. Equality impact assessment (EIA)

5.1 A preliminary EIA has been completed.

6. Legal Implications

6.1 The Collections Development Policy document is required for the accreditation for the museum service and amendment of which (to incorporate wording required by ACE) has been communicated by consultation of key stakeholders. As such, there is no specific legal comment.

7. Finance Comments

7.1 Following the Cabinet Member's approval of the recommendations contained in the October report, the draft Collections Development Plan has been sent out to wider stakeholders for consultation and amendment where necessary. The cost of this has been managed from within existing revenue budgets.

7.2 The Collections Development Policy is critical to the operation of the museum, failure to adopt and adhere to this policy is likely to result in the loss of accreditation for the Museum Service without which some funding streams would become inaccessible and the application process for others would be very difficult.

7.3 Going forward the Collections Development Policy will support and inform collection management which will continue to operate from within the approved museum budget.

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

Appendices: Appendix A: Collections Development Policy 2013-2018

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
Arts Council England Accreditation Standard	Electronic download, Collections Manager's folder on 'w' drive
Smarter Loans, Museums Association	Electronic download, Collections Manager's folder on 'w' drive
Resilient Collections: Hampshire-Solent	Electronic download, Collections Manager's

Alliance Contemporary Collecting Strategy	folder on 'w' drive
Museums service Acquisitions and Disposal Policy	Electronic download, Collections Manager's folder on 'w' drive
Cultural Services Business Plan	Electronic download, Collections Manager's folder on 'w' drive
PAS 197:2009 Code of practice for cultural collections management. British Standards Institution	Hard copy, Collections Manager's Office

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014

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Signed by:
Councillor Lee Hunt
Cabinet Member for Culture Leisure and Sport



City Development and Cultural Services

Collections Development Policy

2013 - 2018

Portsmouth Museums, Archives and Libraries Special Book Collections
Governing body Portsmouth City Council

Approved on:

Review date: September 2018

Collections Development Policy 2013 - 2018

1. Background

- 1.1** Portsmouth's combined collections in museums, archives and special library holdings are magnificent resources that we hold for the people of Portsmouth and for visitors to our city. They contribute to current city council policies and strategies and will continue to make major contributions to the cultural life of the city.
- 1.2** A Collections Development Policy (CDP) informs the acquisition, rationalisation and disposal of items from the museums, archives and libraries special book collections in the care of the city council. It is a required element for the Accreditation Scheme for museums. A similar scheme for archives is to be introduced in a three-year roll-out period starting in 2013.
- 1.3** For the first time museums, archives and the special book collections in the library service are included in a single document to draw together related areas of council collecting.
- 1.4** The CDP ensures that material is accepted according to a recognised strategy with due regard to constraints upon the service, and it serves as a reference document to guide decision making.
- 1.5** It establishes relationships with other museum and archive bodies in the area with regard to acquisition of material for the collection and transfer of objects. It also encourages public confidence that the individual services are suitable repositories for collections items.
- 1.6** This document outlines how Portsmouth City Council intends to develop its collections over the next five years, in its role as guardian of the city's heritage.

2. Strategic Context

- 2.1** This section of the policy briefly describes how the collections are and will be used to deliver corporate objectives.

City Development and Cultural Services (CDCS), of which Museums, Archives and Libraries are part, has the following vision:

For Portsmouth to be a great waterfront city, unique in its cultural identity, generating opportunities for economic prosperity and improving quality of life, developing an attractive sustainable destination for visitors and investors.

The CDCS Business Plan 2013-16 identifies 6 Strategic Outcomes (O):

- Enhance health and wellbeing (O1)
- Opportunities to learn and gain new skills (O2)
- Generate Investment and business growth (O3)

- A city with a distinctive culture and an international destination (O4)
- High quality urban environment (O5)
- Quality, sustainable services that meet the needs of residents and visitors (O6)

2.2 The Museums, Archives and Libraries contribute to health and wellbeing (O1) through the inclusive, shared public spaces they provide and opportunities for enjoyment, social interaction and learning. However, projects such as Dickens Community Archive (delivered as part of the city's Dickens 2012 celebrations) demonstrate the potential of engagement with collections - in this case Archives - to deliver a range of benefits for individual participants including: increased confidence, higher self-esteem, stronger social skills and new friendships, gaining research skills, greater personal and community pride.

Other current and planned projects underpinned by engagement with collections will also deliver against this outcome: D-Day+Youth focusing on the D-Day story and collections and the experiences of Veterans (current, Arts Council England - ACE funded), Sharing Sherlock which uses the Conan Doyle collection as its starting point (current, Heritage Lottery Fund - HLF funded), Lest We Forget which will present the city's WW1 collections (planned, 2014) and the partnership project with the Queen Alexandra Hospital which will take museum and archive collections onto wards to help enhance the hospital environment for people with dementia (current, Department of Health funded).

2.3 Collections contribute to learning and skills (O2) through: our permanent and temporary exhibitions, the research facilities provided at the Portsmouth History Centre, complementary programmes of workshops, hands-on activities, events - including those for schools - and so on as well as through special projects as described above. Learning opportunities for schools are enhanced by the Museums' school loans collection which enables collections to be taken into the classroom and in some cases handled. A recent example of the inspirational use of this collection in the classroom was Flights of Fancy. This project used bird specimens from the natural history collection to inspire children's artwork which was then shown to great effect at Cumberland House Natural History Museum. Review, rationalisation and re-presentation of this collection to increase use is identified as a priority in the Collection Development Policy.

2.4 Although to generate Investment and business growth (O3) is perhaps not one of the main outcomes to which Museums, Archives and Libraries contribute, collections are a source of inspiration for the creative industries: artists, makers and students as well as other practitioners. This was demonstrated most recently by Make! Believe! Make! a project in which new work was created by makers in response to the city's museum collections (delivered in partnership with Aspex with ACE funding).

2.5 The CDCS Distinctive Culture - International Destination Outcome (O4) identifies two specific priorities directly underpinned by the city's collections that is: (1) the development of a strategic and operational plan for the Conan Doyle Collection and (2) to transform the D-Day Museum into a significant attraction and an inspiring living memorial relevant to the 21st Century. Our vision for the latter recognises the significant role of Portsmouth in D-Day and the importance of the D-Day collections that the council has acquired since the D-Day Museum opened

some 30 years ago. Both collections have the potential to create attractions of national / international standing complementing the new Mary Rose Museum.

- 2.6** The collections do not directly contribute to the high quality urban environment (O5) - although the museums and their gardens clearly do. However, the collections do potentially influence planning activity. This is particularly true of the Historic Environmental Record (HER) which documents / plots the city's archaeological sites, finds and archives. Planning applications and new developments are legally required to take into consideration the archaeology of the site.
- 2.7** Implementation of the Collection Development Policy will have a direct effect on the services' ability to deliver quality, sustainable services that meet the needs of residents and visitors (O6). The priorities identified for future collecting and rationalisation and disposal reflect our commitment to ensuring that the city's collections are inclusive and representative of the communities we serve. They also challenge staff to ensure that the collections in their care remain relevant, can be adequately cared for and reflect changing corporate priorities.

3. Portsmouth Museums statement of purpose

- 3.1** Our purpose is to contribute to the vision for Portsmouth as the great waterfront city. We aim to do this by using the collections as a resource or tool to deliver the wider corporate agenda to the benefit of individuals, communities and the city itself. We believe that the inspirational, yet relevant, nature of our collections means that Museums and Archives are particularly well placed to deliver outcomes relating to learning, skills and wellbeing and high quality attractions offering excellent customer care. We understand that to achieve this the city's collections must be well cared for, organised and documented and that we have to ensure that we retain for this and future generations the artefacts and records that matter most. We acknowledge that making such decisions is not easy.

We aim to ensure that the city's collections are available onsite, offsite and online.

4. History of the Collections

4.1 Museums

The museum service was established by order of the council in 1892, opening in the former Guildhall in 1895. The building portfolio of the service has varied over the years. In 2013 the council has six museums open to the public: Portsmouth Museum, Charles Dickens' Birthplace, Southsea Castle, D-Day Museum, Cumberland House Natural History Museum, and Eastney Beam Engine House.

Collections of various kinds were amassed from the start of the service but the majority were destroyed during the blitz together with the then Town Museum building in 1941. Only 700 or so items were able to be retrieved and these formed the basis of a new museum service in 1945.

The main directions of collecting from 1945 were to be the acquisition of material relating to the history of Portsmouth and the natural history of the area. In addition, after consultation with directors of national museums a further aspect for future collecting in the area of art was decided upon. It was established at that time that Portsmouth would concentrate on acquiring decorative art and modern British art, particularly prints so as not to be in competition with the fine art collection of Southampton. The theme was 'The History of British Taste'. A national public appeal was launched to re-build a museum collection in Portsmouth and a number of items entered the collection as a result.

Other specific and targeted collecting initiatives have been pursued at different times in addition to the above.

- From 1903 material was acquired to interpret the Charles Dickens' Birthplace Museum and, from 1968 books relating to Dickens in the special book collections of the library service.
- In the 1970s and 1980s transport and industrial material was acquired with the intention of developing a specialist museum at the Eastney site.
- In 1973 -78 the acquisition of the natural science collections from the defunct Bognor Museum gave impetus to developing Cumberland House as a dedicated natural history museum.
- In 1983-84, creation of the D-Day Museum led to accelerated collecting of military history, especially items relating to D-Day and the events surrounding that action.
- In the 1980s, after consultation with the Crafts Council there was a drive supported by grant aid to acquire contemporary crafts.
- From 2001, aided by grants from the Heritage Lottery Fund (HLF) an accelerated oral history recording programme was undertaken.

4.2 Archives

The archives service was established in 1960 with a Record Office opened in 1974. The archives service operated independently of the museum service until they amalgamated in 1994. Archives transferred to the library service on 1 August 2013. Public access to the archives collection is through the Portsmouth History Centre at the Central Library.

The collection's starting point was records from Portsmouth City Council and predecessor bodies. It is formally nominated as a Diocesan Record Office for Church of England records. In this capacity, it acquires records of Church of England parishes in the deaneries of the Diocese of Portsmouth, Gosport, Havant and Fareham. Records of local businesses, individuals and organisations have been acquired in addition to official records.

In 1997 the gift of the substantial Lancelyn Green Bequest established Portsmouth as the major repository of objects, archives and books relating to Arthur Conan Doyle.

4.3 Special Book Collections

The library service was established in the 1880s. The first public reading room opened in 1883, followed by a lending library in 1884. The service now operates the main Central Library and several branch libraries across the city.

Reference works about Portsmouth were collected from the beginning and these formed the core of the local history collection. The specialist naval history collection forms a distinct section within the local history reference collection. It contains the McCarthy collection deposited in the 1980s and given in 2007. The Charles Dickens collection started with the transfer of books from the Charles Dickens' Birthplace Museum in 1968.

5. An overview of current collections

5.1 Definitions

- 'Collections' and 'collection' are used throughout this document to refer to groups of items held by archives and museums as well as books in the special library holdings.
- 'Item' is used throughout this document to include material in the museum, archives and special book collections in the libraries. 'Items' may be of two or three dimensional material, natural science specimens, images in all media including digital, books and sound recordings.
- 'Archives' and 'Records' are used fairly interchangeably. Technically, a 'record' is anything that records information whatever the format, for example: parchment, paper, photograph, digital file. An 'archive' is a record, which may consist of multiple items which have been selected for long-term preservation.
- 'Special book collections' is used for discrete groups of books covering the subjects of local, literary and military history held by the library service. These are reference books and access to them is supervised and controlled.
- 'Local' has been used to define different collecting areas over the course of time. Prior to 1997, 'local' was regarded as the whole of Hampshire, post-1997 the Portsmouth area for collecting purposes was defined as that area within a 15 mile radius of the Guildhall, including all properties and districts owned or administered by the city council.

5.2 Collections

The collections are located within museums, archives and the special book collections of the library service. The existing permanent collections held within museums, archives and libraries cover the subjects of archaeology, art, literary history, local history including archives, military history and natural science. Archives are included in the overall heading of local history due to their overwhelming significance for this subject area.

For man-made items the date range of the collections is from pre-history up to, and including, the present day. For natural sciences the date range includes material of all geological periods.

Material relating to and from Portsmouth's twin or linked cities is also included in the collection (Sydney in Australia, Caen and Toulon in France, Duisburg in Germany, Haifa in Israel and Maizuru in Japan.)

5.3 Archaeology

The archaeological collections have primarily been collected from sites within a fifteen mile radius of Portsmouth Guildhall, including some items recovered from the seabed. Prior to the formation of the unitary authority, the collecting policy for archaeology included material from south Hampshire and the current holdings therefore reflect this. Portsmouth Museums and Hampshire Museums Service are aware of this overlap and work cooperatively to ensure full public access to collections that fall within it.

The date range is from the Lower Palaeolithic to the Post Medieval periods. There is also a small collection of Cypriot pottery from the Cypriot Bronze Age to the Classical Hellenic period given by a local collector.

Important collections are those from the Bronze Age, Iron Age and Anglo-Saxon burial sites on Portsdown Hill and the extensive finds from the Oyster Street excavation in Old Portsmouth. Excavations on Portsdown Hill have produced a significant number of human remains and these form an important archive within the collections. They have been extensively researched and have been used in disease related research projects. The recently recovered Saxon period log boat from Langstone Harbour is the earliest known vessel from the Solent area.

The archaeology collections also include archives composed of paper records, photographs, digital media and three dimensional finds from watching briefs and excavations from development sites within the city.

The museum service and planning are jointly responsible for maintaining the Historic Environment Record for the city. The HER draws on the archaeological archive to ensure it is up to date and provides a complete picture of the historic environment to help inform the planning process.

Approximately 240,000 objects*

*Some individual accession numbers may encompass groups of items.

5.4 Art

The art collections cover fine and decorative art – paintings, prints, sculpture, ceramics, glass, metal work, furniture and furnishing textiles. The earliest items are from c.1500 and collecting in all fields extends to recently made contemporary works.

From the start of the service, the art collection has had a wider geographical range than other aspects of the collections. Work by European artists was collected as well as a preponderance of work by British artists. From 1968 material by British and non-British artists was collected as examples of work that had a significant impact upon the direction of national art and design. More recently, the emphasis has been on collecting work by artists with a strong link with southern England and in particular Portsmouth.

The art collection has a significant holding of works by artists associated with the twentieth century St Ives School, both fine art and ceramic practitioners.

An important gift from the Sickert Trust in the 1950s enriched the collection with works by Walter Sickert and members of his circle such as Therese Lessore and Sylvia Gosse. In addition, the same body gave a large collection of artist prints, including 'Old Master' examples which reveal Sickert's own collecting practice.

The furniture collection is unusual in British collections as it covers the period from c.1500 up to the present day. Notable pieces of national importance are: the Wardour table of 1716, the Pugin table of c.1850, the painted gramophone of c.1928 by Dora Carrington and the screen of 1928 and cupboard of 1924 both by Duncan Grant.

A collection of furnishing fabrics dating from the 1960s-70s, bought from local shops provides evidence of national taste retailing at a local level. Due to their rarity value, examples have been borrowed by leading museums for national exhibition.

Portsmouth's long association with the creative industries is represented in the art collections by strong groups of material by artists and makers who have lived or worked in the city.

Fine and decorative art collections built up by local people have brought variety and demonstrate local collecting taste. Bequests from the Kiln, McAlister, Spyers/Dumas and Harris estates form note-worthy groups within the larger museum collections.

Museum art collections approximately 8,000 items

5.5 Literary History

5.5.1 Collections connected to the literary history of Portsmouth are housed within the museums, archives and library services according to the nature of the material. Most items relate to the writers Charles Dickens and Arthur Conan Doyle although there are small collections relating to other authors with a local connection such as Olivia Manning and Neville Shute Norway.

5.5.2 Dickens

The museum service operates the Charles Dickens' Birthplace Museum. The building and some of the Dickens collections are of international significance.

The museum collections contain items specially obtained to furnish the Charles Dickens' Birthplace Museum as a lower middle-class home of the Regency period. It also has a small collection of personalia and items relating to Dickens' later life and career and the history of the building itself. A group of exceptionally important items were given to the Birthplace in the first year it opened by Dickens' sister-in-law Georgina Hogarth. These include his inkwell, paper weight and paper knife which were on his desk at the time of his death and the couch on which he died at his house in Kent, Gad's Hill in 1870.

The Charles Dickens reference collection in the Central Library contains works by Dickens including first editions, biographies, criticisms, dictionaries, encyclopaedias, books about his illustrators, and books about places associated with him. It is a major library resource for Dickens-related research.

An important series of the first periodical publications (which pre-date volume publication) of Dickens' works is held in the library collections. Some still retain their original paper wrappers. There are also a number of first volume editions.

5.5.3 Conan Doyle

The Conan Doyle collection is of international significance and the largest in the world. The Lancelyn Green bequest brought the greatest amount of material, adding to the smaller existing collections of this author. Subsequent additions have extended the collection still further.

The archive collections include correspondence between Arthur Conan Doyle, his wives and children, family photograph albums, records of the administration of the estate after Conan Doyle died; photographs of psychic phenomena and mediums in trance; scripts, photographs and publicity material relating to some 400 stage, screen and radio adaptations of the stories; records of Sherlockian groups around the world; and evidence of the worldwide Sherlock Holmes phenomenon.

The library contains several thousand books by, and relating to Doyle. There are several first editions, rare imprints and foreign language editions. Several editions contain illustrations, some of which are linked to original drawings in the museum holdings.

The Doyle items housed in museums include unique objects such as his boxing gloves, waistcoat, and spectacles. There is a large group of posters advertising performances, films and similar productions of works by Doyle, by their very nature these rarely survive, making this an important group of material.

Doyle Archive collections approximately	40,000 items
Doyle Library special books collections approximately	13,000 items
Museum collections (Dickens, Doyle & others) approximately	3,200 items
Dickens Library special books collections approximately	1,800 items

5.6 Local History

5.6.1 The local history collections held within archives, libraries and museums chart the history of Portsmouth, the place and the people, from 1313 to the present day.

5.6.2 The archives consist of the records of Portsmouth City Council and predecessor bodies; records of local churches (Anglican, Roman Catholic, and Non-Conformist); public records held locally under the provisions of the Public Records Act; and records of local businesses, organisations, families and individuals. The material exists in several forms: hand-written evidence, printed records, maps, plans, photographs and digital/tape media.

The geographical range for archives covers the city of Portsmouth. In addition, the service is designated by the Bishop of Portsmouth as the Diocesan Records Office for the Church of England for church records from parishes in the deaneries of Portsmouth, Havant, Fareham and Gosport.

The archives collection contains a number of important and rare groups of documents. There is a rare series of town and city charters, covering the period from 1313 up to the present day. This is an unusually comprehensive set of civic documents.

The Quarter Sessions papers (including plaintiff and witness statements), 1670 – 1781, is very unusual for its completeness and in its relevance for researchers and historians. This is a nationally important group of material.

The records of Treadgolds, iron founders and ironmongers of Portsea, 1704 – 1988, constitute a rare record of the development and activity of a local firm throughout its existence.

The records of Portsmouth men applying for exemption from military service in the First World War are understood to be almost unique.

The museum and archives services have undertaken oral history recording programmes to capture personal accounts of the recent history of Portsmouth. These make up a fascinating and important resource. Most were recorded as part of the 'Portsmouth's Voices' projects, while others were obtained as a result of exhibition projects.

5.6.3 The museum collections consist of material that focuses on the local and social history of Portsmouth from 1650 to the present day through a range of material including paintings, prints, costume and textiles, domestic items, printed ephemera and vehicles, particularly public service vehicles

The museum collections contain a several important groups of material. There is a nationally important group of items from Hoad and Sons, coach builders and wheel wrights. It is an extremely rare survival of near-complete workshop contents, recognised as such in a recent collections review by an external specialist. (David Viner, *Hoad and Sons Assessment and Review*, 2010). Other significant holdings include five objects that were the possessions of John the Painter who attempted to burn down the dockyard in 1775-6.

A regionally important collection of corsetry references Portsmouth's contribution to this industry. Important groups of locally made naval uniforms and accompanying photographs, ephemera and personalia are a valuable collection relating to a local trade which had an international reach.

Within the local paintings collection is a significant group of material relating to the early dives made on the wreck of the Mary Rose and other vessels sunk in the Solent by the Deane brothers. The museum also holds a significant number of drawings and wash drawings by Thomas Rowlandson of the local area. The nationally known marine artist William Wyllie is well represented by a collection of prints, watercolours and one oil painting.

- 5.6.4** The library service has a major reference collection of books and other printed material relating to Portsmouth and the surrounding area held within the special book collections section. It consists of books, newspapers, magazines, maps, photographs, postcards, posters and microforms.

The earliest items in the library collection date back to the English Civil war and newly published titles are regularly added to stock. While the majority of the stock relates to Portsmouth and the immediate surrounding area the area a large number of items relate to Hampshire as a whole, particularly where they cover such subjects as architecture and railway history. Important files of the local newspapers, The Hampshire Telegraph (1799-1976) and the Portsmouth News (1878- to date) are kept both in original form and on microfilm along with smaller files of other papers such as the Portsmouth Times.

Archive collections	approximately	2,500*	items
Museum collections	approximately	40,000	items
Oral history	approximately	1,818	items
Library local history special book collections	approximately	23,500	items

*Collections may consist of large groups of material, with several items making up the collection but not counted separately.

5.7 Military History

- 5.7.1** Portsmouth had a significant military presence for much of its history, principally to protect the dockyard in the event of an attack. The museums' military history collections contain material from the military heritage of Portsmouth particularly reflecting its role as a heavily fortified garrison town from the 1600s. The material in the collection includes: portraits of the military governors, uniforms, photographs and relics such as the locks from the city gates and their associated keys. Material relating to D-Day and the Battle of Normandy in 1944 forms a major part of the military history collections, reflecting the vital role that Portsmouth played in these campaigns. There is also a significant group of material relating to the service in the armed forces of Portsmouth people, particularly but not exclusively during the two world wars.

The geographical range of military history covers the local area and extends to include the areas of the D-Day landings in France and Battle for Normandy, and related material from elsewhere in the world, particularly Europe.

The D-Day material is of international significance. It consists of a wide range of documents, artefacts, oral history, memoirs and published books, the majority of which have been donated by Normandy veterans and their families, as well as by

other wartime eye-witnesses. Larger objects include an LCVP (Landing Craft, Vehicle and Personnel), and a Sherman BARV (Beach Armoured Recovery Vehicle), both of which are rare survivors from the wartime period, as well as other less unusual yet still significant vehicles and artillery (including a DUKW amphibious truck, a Sherman Grizzly tank, a Churchill Crocodile tank and a 3.7 inch anti-aircraft gun).

The subjects covered by the D-Day collection include the planning and preparations for D-Day (stretching back several years before 1944), the wartime experiences (such as enlistment and military training) of people who took part in D-Day, the fighting in Normandy on 6 June 1944 and after, and the aftermath of the battle (including the campaign in North West Europe until the end of the Second World War). In addition to British views and experiences, the collection includes the perspectives of the many other nationalities involved in the campaign, on both sides as well as the French civilian population.

In December 2013 the service was given the considerable archive of the recently disbanded Landing Ship Tank and Landing Craft Association which was gathered over many years by the late Tony Chapman. The archive includes accounts written by some 500 veterans about their experiences around the time of D-Day, as well as photographs, documents and other material.

The military history collections contain a valuable series of oral history interviews, principally of D-Day and Normandy veterans but also other service personnel and non-combatants from the Portsmouth area. Civilian accounts are also represented, evidence of the 'Home Front'.

Significant loan. The Overlord Embroidery at the D-Day Museum is held by the service on a 99-year lease from the Overlord Embroidery Trust (loan signed on 31 October 1983).

- 5.7.2** The library service has a separate reference collection devoted to naval history. The topics covered are: warships, shore establishments and dockyards, naval biographies, battles and campaigns, social history including naval life and medicine, naval strategy and policy. The bulk of the material relates to the Royal Navy with some items on foreign navies and campaigns.

A collection of 750 books, mostly devoted to Admiral Lord Nelson, was donated in the 1980s by American collector Lily Lambert McCarthy. The ownership of the collection was transferred to the City after her death.

The majority of the items in the libraries' special book collection were obtained through purchase but there have been significant donations from local naval establishments on their closure. Hampshire County Library has also donated a large number of titles when they have been withdrawn from their lending libraries.

Museum collections	approximately	18,000 items
Oral history	approximately	623 items
Library naval special books collection	approximately	12,122 items

5.8 Natural Science

The geographical range of the natural science collections is predominantly from southern England. Items from outside this region have entered the collection through the collecting activities of local/regional collectors, including exotic non-European specimens. The collecting area is now taken as the Hampshire basin and coastal plain.

The natural science collections consist of zoological, botanical and geological material representative of the flora and fauna (living and extinct) found in and around Portsmouth and South East Hampshire and adjoining areas. Small amounts of exotic material such as birds from New Zealand, herbaria from South Africa and lepidoptera from South America and south-east Asia are included, mostly from local collectors. The material includes taxidermied, pinned, wet-preserved and dried specimens. There is a large collection of watercolours, mostly depicting British plants and invertebrates.

The collection contains two, possibly three type specimens (a plant, a bird and possibly an insect)

The herbarium contains many rarities which due to changes in the law concerning the gathering of wild plants can no longer be collected, making this an important research collection. The herbarium collection of marine algae is unusual and is a valuable record of south coast finds.

The Guermonprez collection is held on trust (Charity number 306342). It contains natural science material mostly collected from south-eastern England.

Museum natural science approximately 114,000 items

6. Sites

6.1 Museum collections are on display to the public at six sites across the city: Portsmouth Museum, Charles Dickens Birthplace Museum, D-Day Museum, Southsea Castle, Cumberland House Natural History Museum and Eastney Beam Engine House.

Museum collections are stored at two main locations: Hilsea Resource Centre and Portsmouth Museum site which includes the former Records Office building adjacent to the main museum. There are smaller collections stores at two other sites: Hilsea Lines and Cumberland House Natural History Museum. At three of the sites (Charles Dickens' Birthplace, Southsea Castle and Eastney Beam Engine House) the building itself can be considered as a collections item independently of any added collections items. The bricks and mortar of these museums as well as their fittings are the reason for their existence as a museum.

Some items of historic transport are stored at external sites. The City of Portsmouth Preserved Transport Depot (CPPTD) based at Portchester houses and maintains some of our historic vehicles. The maintenance of these vehicles is regulated by a Service Level Agreement (SLA). Currently, some historic vehicles are stored at Fort Cumberland courtesy of English Heritage.

6.2 Portsmouth Museum

Portsmouth Museum has displays that concentrate on telling the story of Portsmouth from earliest times up to the present through use of collections and interpretation. The fine and decorative art collections are also shown at this site. A temporary exhibition gallery houses a changing programme of shorter-term displays some of which are bought-in, others drawn from the permanent collections of the service. Subject areas which contribute to the displays are: archaeology; art; literary, local and military history and a small element of natural science.

Some larger and environmentally robust items such as stone carvings, historic street furniture, an early telephone box and a commissioned modern kinetic sculpture are sited in the museum grounds.

The Portsmouth Museum site including the former Records Office building has storage for unframed works on paper from the archaeology, art, literary, local, and military history subject areas including archives, natural science herbarium and scientific watercolour collections, costume and textiles, fine furniture, ceramics, glass and metalwork. These stored collections are made available by appointment on at least one 'Stores Access Day' per month although where this day does not suit the enquirer we make every effort to accommodate visits. The site records, maps and excavation reports for archaeology are also housed on this site. It is planned to relocate the city's archive collection and museum collections works on paper to other storage sites in 2014.

6.3 Charles Dickens' Birthplace Museum

This museum has a number of room settings furnished with contemporaneous fine and decorative art from the Regency period to re-create the type of home that the writer was born into in 1812. An exhibition room houses a number of items that once belonged to Dickens himself, contemporary and later illustrations and portraits of Dickens, his family and fictional characters. A few local history archives such as the original rent book for the property are also on display.

6.4 D-Day Museum

The D-Day Museum displays mostly military history collections items including vehicles, documents and armaments related to the D-Day landings, the Battle of Normandy and related WW11 subjects. There are a number of non-military local history and art items to interpret the impact of the war on the civilian home front, particularly in Portsmouth. Some large and environmentally robust items such as tanks, anti-aircraft gun and a Pickett-Hamilton fort are on display outside the museum. The Overlord Embroidery is on display at this museum, on a long-term loan agreement from the Dulverton Trust.

6.5 Southsea Castle

The majority of collections items on display at the Castle are ordnance, particularly cannon to interpret its role as a military fortification. Occasionally other

items relating to the history of the defences of Portsmouth may be shown here on a short term basis - longer term displays of less robust materials are restricted due to environmental issues at this site.

6.6 Cumberland House Natural History Museum

This museum primarily shows natural science collections items although items from other subjects such as art and local history have been used for particular displays such as 'Nature in Art'. Displays include taxidermied birds and mammals; geology including fossils; osteology and entomology.

One large item, a stone slab bearing fossil footprints of an Iguanodon is on open display outside the front door of the museum.

This museum also has a small storage area for natural science collections, mostly taxidermied birds and mammals, geology and the collection of wet preserved specimens. Books, ephemera and collecting equipment from the Guermonprez collection are also stored at this site. Stored collections items can be made available to the public by appointment.

6.7 Eastney Beam Engine House

The main collections items are large-scale pumping engines and associated pumps and other machinery. The displays are housed in two buildings, one of which contains two beam engines and the other gas-powered engines and associated pumps. Displays of local history and art material are used to interpret the story of sanitation in Portsmouth as well as allied trades and industries.

6.8 Central Library

The Central Library is a focus for the literary history of Portsmouth, notably with the special book collections relating to Conan Doyle and Dickens which are kept there.

It houses the Portsmouth History Centre which provides access to the archives collection and the special book collections. Access on demand during opening hours is possible for a large number of archives; others require 72 hours' notice. The Conan Doyle archive collections are available by appointment here as well.

There are small areas for display within the Central Library, including adjacent to the Portsmouth History Centre. Archives storage is currently divided between Portsmouth Museum, the former Records Office on the main Museum site and the Central Library. It is planned to move all archives and works on paper storage to the Central Library and Southsea Library during 2014.

6.9 Hilsea Resource Centre and Hilsea Lines

The Resource Centre is the main storage facility for the museum service. It is not generally open to the public but enquirers may see collections items by appointment. At least one 'Stores Access Day' per month at this site is offered for

to the public although where this day does not suit the enquirer we make every effort to accommodate visits. Museum collections held at the Resource Centre are: archaeology; art; literary, local and military history; and natural science. The school loan collection is also housed at this site.

Hilsea Lines houses a small number of larger robust items mostly of local history. It is hoped that this venue will be vacated and the collections items relocated to other storage areas in the near future.

6.10 Collections at other Venues

Some collections items are on formal loan to non-museum sites. Loan agreements document and regulate such loans. One condition of loan is that if requested, collections items must be made available to the public with reasonable notice.

Some collections items are lent to other Portsmouth City Council sites such as the Parlours of the Lord Mayor and Lady Mayoress/Consort in the Guildhall.

At any one time, short-term loans usually for the purposes of temporary exhibitions, mean that certain collections items may be at external sites including international venues. In addition, some collections items are on longer term loan to non-Portsmouth City Council venues.

7. Themes and priorities for future collecting

The three areas of Museums, Archives and Libraries will collect items under the subject headings which follow. Please note that, as elsewhere, Archives are included under Local History.

- Archaeology
- Local History
- Art
- Literary history
- Military history
- Natural science
- Naval history books

8. Criteria for future collecting

- 8.1** The Museums, Archives and Library Services recognise their responsibility to only acquire items for the council's collections that they have the resources to adequately care for and will take into account factors as staffing, storage and conservation requirements before accepting items. Items will be considered for acquisition where they:

- Originate from the Portsmouth area: produced, collected, or used by persons or organisations having a substantial connection to Portsmouth.
- Represent, document or illustrate the lives, cultural activity and aspirations of the people of Portsmouth and immediate region.
- Depict Portsmouth and the local area.
- Relate to Portsmouth's role in national/international events.
- Originate from elsewhere, but which have a relevance to the Portsmouth area, including objects relating to city twinning and sister-city links.
- Relate to Operation Overlord and the Battle of Normandy.
- In the case of natural science specimens, are from documented find sites in Portsmouth.
- In the case of human artefacts, illustrate the materials, techniques and evolution of similar items held in the collections, or, in the case of natural science items, which illustrate the structure or development of examples held in the collections.
- Items that provide evidence of creative endeavour in Britain, particularly in the Portsmouth area.
- Items which supplement and extend existing significant groups of objects already in the collection
- Items will not be acquired when another museum or kindred institution has a better claim.

8.2 Date range for future collecting: from pre-history up to and including the present day, contemporary as well as historic, in order to best interpret the policy statement. For natural sciences: material of all geological periods.

8.3 Geographical range for future collecting: the Portsmouth area shall generally be defined for this purpose as that area within a 15 mile radius of the Guildhall, including all properties and districts owned or administered by the city council. For natural sciences it is taken as the Hampshire basin and coastal plain.

8.4 Geographical range for archives in addition to the Portsmouth area as defined In 8.3 covers records from Church of England parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham.

8.5 Environment: items will be collected from both the natural and man-made environments, past and present.

8.6 Handling collections

8.6.1 Museum handling collections are divided into three main groups: the separate school loans collection which has a formal booking procedure; curatorial collections such as prints and historic tools for use in informal educational activities such as master classes; and industrial or transport material, for use as spares or consumable working parts.

These items are recorded separately outside the main accession record and are not treated as part of the permanent collection since their intended use implies that preservation cannot be guaranteed. These collections are regularly reviewed and items may be transferred to the main collections and be duly accessioned.

- 8.6.2** Handling collection material is not subject to the same disposal regulations which govern disposal of accessioned objects. However, if disposal of such an item is considered, first refusal is given to the permanent collections of the Museums, Archives and Library Services.
- 8.6.3** The library service may add material that falls within the collecting areas of their special collections to lending stock.
- 8.6.4** Copies of archive material and photographs may be acquired where an owner does not wish to part with original material. Similarly, copies of material relating to Portsmouth and held by other organisations may be acquired to support the collections and to benefit local research.

9. Loans

9.1 Loans In

- 9.1.1** The council will not normally accept material on loan for the museum collections unless for the purpose of temporary exhibition or copying, or where the item is of exceptional interest. Loans are only accepted for a specified fixed term only, usually annual, renewable in writing.
- 9.1.2** Long-term loans, particularly but not exclusively, of archaeological material will not be accepted unless the owner takes financial responsibility for their care and curation.
- 9.1.3** Archives take some items under terms of indefinite loan or deposit. In return for care and public access, these agreements now state that for such material, the collections should remain with the service for at least 20 years or a charge may be made to cover part of the costs incurred.

9.2 Loans Out

- 9.2.1** In accordance with the principles of the Museums Association's *Smarter Loans* policy (2012), the council may make loans of accessioned museum items to external venues enabling Portsmouth's collections to reach wider audiences. Each application will be considered on its own merits and may require formal agreement by the Cabinet Member for Culture, Leisure and Sport. Loans will only be made if standard conditions of loan are met and in most cases this will require the satisfactory completion of facilities reports.

10. Priorities for future collecting

- 10.1** The parameters and constraints on acquisition are described above. This section describes how the collections will be proactively developed in order to deliver corporate priorities and objectives. We will also take into account the interests of relevant national and regional agencies and local stakeholders, including users to inform collecting.

10.2.1 Archaeology

It is important to acquire items recovered by archaeological excavations or watching briefs conducted as part of Portsmouth's planning and development control process or from find sites within the city boundary.

Significant bodies of archaeological material from the local area have not been deposited with the museum service as required. The museums service plans to actively pursue these archaeological archives from archaeological units and other bodies, for example: the Hampshire & Isle of Wight Trust for Maritime Archaeology and the Universities of Portsmouth and Southampton. This will ensure easy access to Portsmouth archaeological material for researchers, long term preservation and that the HER is as complete as possible. It is a priority to follow this material up.

10.2.2 Local History

The Archives Service will continue to collect records of Portsmouth City Council and its predecessors to ensure that as full a record as possible is maintained. Records of other local authorities and statutory bodies pertaining to Portsmouth will also be acquired as will local public records offered under the terms of the Public Record Act.

Records which fall within the function of Diocesan Records Office, for Church of England parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham, will continue to be added to join the existing archive for these parishes.

Museums and Archives will seek to acquire material which documents under-represented (or missing) histories of local communities and minority groups. Oral history projects such as Portsmouth's Voices have captured the experiences of some under-represented groups but there remain significant gaps. Research is needed to establish the gaps and to draw up collecting programmes to address these; ideally in up in partnership with the community groups concerned.

Contemporary collecting - defined as material produced in the last twenty years - is another area requiring attention. Work undertaken as part of the Resilient Collections initiative, in partnership with Hampshire and Southampton Museums and the National Motor Museum at Beaulieu, identified a set of actions for all partners to ensure contemporary collecting is focused, valuable and regionally strategic.

Themes for contemporary collecting across the partnership area were suggested: changing work practices; maritime; leisure and tourism; sense of place; and journeys - both metaphorical (through life) and real.

Sport was identified through consultation as an area requiring further collecting development including material relating to Portsmouth Football Club and the Great South Run for example.

Collecting evidence of Portsmouth's contribution to production of advanced technologies such as the space industry and telecommunication has also been identified as an important area to develop. The Library will collect books and printed material relating to the local history of the area.

10.2.3 Art

The priority is to bring the collection of fine and decorative art made by artists with a strong connection to Portsmouth up to date and to bridge the gap in the collections from around 1990 to date.

10.2.4 Literary History

We will seek to acquire material relating to the life, activities and works of Sir Arthur Conan Doyle including: manuscripts and printed editions of works, derivative fiction relating to characters created by Doyle, especially Sherlock Holmes, and material relating to Doylian and Sherlockian groups and societies. Material relating to the adaptations of Doyle works for stage, screen, television, film, radio and other media will be collected, subject to the availability of resources to store and care for it adequately.

Items relating to the Charles Dickens and the Portsmouth years of the Dickens family are rare but will be acquired, when possible to add valuable material to the interpretation of the Charles Dickens' Birthplace and the literary heritage of the city.

The Library Service will acquire works to supplement and extend its holding reflecting the past and continuing literary heritage of the city.

Initiatives such as developing a Literary Centre and the proposed Sherlock Holmes attraction will need directed collecting to supplement and extend existing collections across Museums, Archives and Library Services.

10.2.5 Military History

During the next five years the council plans to redevelop the D-Day Museum in partnership with key stakeholders including Veterans. It is likely that this will entail active collecting of oral history recordings and videos of Veterans and witnesses to the event.

The special books section in the library service will add to their collections relating to naval history.

11. Themes and priorities for rationalisation and disposal

11.1 All rationalisation and disposal of items will be in accordance with the Disposal Procedures in sections 19-21 of this Policy. Disposal might include for example: rehousing by transfer to another museum or appropriate organisation or by transfer to the handling collections.

11.2 Items will not be acquired and will be considered for disposal under these general criteria:

- Where they do not meet the criteria of the Collections Development Policy

- Where they cannot be conserved, documented, stored, displayed or insured to an acceptable standard and transfer to another museum or organisation would be beneficial to their preservation
- Where, although meeting the criteria of the Collections Development Policy, there is excessive duplication of items
- Where they are in poor condition and beyond repair
- Where they pose threats to other parts of the collection or to health and safety

11.3 Specific areas identified for rationalisation and potential disposal

11.3.1 Large Objects: A review of large objects and bulk collections was undertaken as part of the 2010-2011 project with Southampton City Council Arts and Heritage (funded by MLA). This included an internal assessment against a set of criteria and the use of external verifiers. As a result a number of items were identified and formally agreed for disposal. This work needs to be completed and extended to items that were not included in the original project. Large objects acquired for initiatives that have not come to fruition (see 4.1) that are less relevant to priorities of the service and/or that we cannot care for will be assessed and considered for disposal as follows:

- Archaeology: large ceramic objects such as architectural elements and also bulk archaeologically recovered flint should be subject to further review after their origin and significance has been thoroughly assessed.
- Art: non-British furniture, large items of furniture in poor condition, duplicate items of furniture and items of furniture that have specific non-local provenance e.g. the Evesham cabinet.
- Local History (museum): vehicles in poor condition or ones that we do not have storage for; vehicles with little or no connection to Portsmouth; duplicate items (particularly of furniture).
- Military History: ordnance with little connection to Portsmouth and / or that we cannot adequately care for, including ordnance already on long term loan to institutions outside Portsmouth.

The nationally significant Hoad and Sons Wheelwright collection was included in the original large objects review. It was recommended that the collection was fully catalogued before any decision on future use or rationalisation occurred. External funding will be required to implement this.

11.3.2 Archaeology: disposal of environmental samples which have not been properly packed or processed and are no longer viable; items with no provenance or that have become disassociated from site archives to be considered for handling collection or disposal. Issues regarding material held on loan need to be resolved.

11.3.3 Archives: disposal of duplicate items, and of items assessed not to be worthy of permanent preservation identified initially as the collection is prepared for relocation. The same rationale will be thereafter applied as part of the on-going records management process.

- 11.3.4** Literary History: disposal of duplicate advertising material in the Conan Doyle Collection, duplicate secondary material in the Dickens museum collection, Dickens Festival Programmes for example.
- 11.3.5** Local History (Library): disposal of duplicate material from the special collection that falls outside the core collecting geographical area. This material will be offered in the first instance to Hampshire County Library Service, West Sussex Library Service or Isle of Wight Library Service.
- 11.3.6** Museum library: disposal of duplicates and books, including items that may have previously been accessioned that are not relevant to the subjects covered by the museums service or that will not be required to answer enquiries from the public.
- 11.3.7** Handling collections: a review of the schools loan collection including material that may have previously been accessioned is to be undertaken to ensure continued relevance and accessibility of the items, followed by disposal of non-relevant items.

12. Limitations on collecting

- 12.1** The council recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collections arrangements.

13. Collecting policies and plans of other museums and archives services

- 13.1** The council will take account of the collecting policies of other museums, repositories and other organisations collecting in the same or related areas of subject fields. It will consult with these organisations where conflicts of interest may arise, where there is a common interest or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following organisations:

- Chichester District Council Museums
- Pallant House , Chichester
- Dickens House Museum, London
- Hampshire Archives and Local History, Winchester
- Hampshire County Council Arts and Museums Services
- Isle of Wight Heritage Service
- Isle of Wight Records Office
- National Museum of the Royal Navy, Portsmouth
- Southampton City Council Arts and Heritage
- The National Archives
- West Sussex Records Office
- Winchester Museums Service

14. Acquisitions not covered by the policy

- 14.1 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the council or responsible officer, having regard to the interests of other museums.

15. Acquisition procedures

- a. The council will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item or specimen unless the council or responsible officer is satisfied that the council can acquire a valid title to the item in question.
- b. In particular, the council will not acquire any item or specimen unless it is satisfied that the item or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*, which the UK ratified with effect from November 1 2002, and the *Dealing in Cultural Objects (Offences) Act 2003*, the council will reject any items that have been illicitly traded. The council will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. So far as biological and geological material is concerned, the council will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. The council will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.
- f. Any exceptions to the above clauses 15a, 15b, 15c or 15e will only be because the service is either:
 - acting as an externally approved repository of last resort for material of local (UK) origin; or
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement or experts in the field concerned has not been illicitly traded; or

- acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the council will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g. As the council holds or intends to acquire human remains from any period, it will follow the procedures in the *Guidance for the care of human remains in museums* issued by DCMS in 2005. In addition, the service will follow the procedures in its own *Human Remains Policy* (2009).
- h. The acquisition of much archive material is governed by a number of pieces of legislation and legal agreement, and two national standards. Acquisition of material for the archives collection is carried out in accordance with a statutory framework which includes the following:
- *Local Government (Records) Act 1962*
 - *Local Government Act 1972* (section 224)
 - *Public Records Acts 1958 and 1967*: the service is recognised as a ‘Place of Deposit’ under these Acts and has acquired Public Records under the authority of the Acts
 - *Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960*: the service is a designated place of deposit for manorial and tithe records and is a Historical Manuscripts Commission Approved Repository
 - *Parochial Registers and Records Measure 1978* (amended 1992): the service is designated by the Bishop of Portsmouth as the official place of deposit for records of parishes located in the deaneries of Portsmouth, Gosport, Havant and Fareham
 - *The National Archives Standards for Record Repositories* (2004) the service has adopted the policies set out in this Standard
 - *PD5454: 2012 Recommendations for the Storage and Exhibition of Archival Documents*

16. Spoilation

- 16.1** The council will use the statement of principles *Spoilation of Works of Art during the Nazi, Holocaust and World War II period*, issued for non-national museums in 1999 by the Museums and Galleries Commission.

17. The Repatriation and Restitution of objects and human remains

- 17.1** The council, acting on the advice of the museums professional staff, may take a decision to return human remains (unless covered by the *Guidance for the care of human remains in museums* issued by the DCMS in 2005), objects or specimens

to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 19.1a-19.1c; 19.1e; 19.1g and 19.1u below will be followed but the remaining procedures are not appropriate.

- 17.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the *Guidance for the care of human remains in museums*. In addition, the council will follow the procedures in its own *Human Remains Policy* (2009).

18. Management of museum archives

- 18.1** As the museum, distinct from the records collection holds and intends to acquire archives including photographs, documents and printed ephemera, it's governing body will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (third edition, 2002).

19. Disposal procedures (Museum collections)

19.1 *Disposal preliminaries*

- a. The council will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the council has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The council therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the service's collection.
- c. The council will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. The Guermonprez collection (Charity number 306342) is subject to charitable trust and charitable law and is legally trust property held on trust by Portsmouth City Council. Any considerations of disposal must be referred to the Charity Commissioners.
- e. When disposal of a museum item is being considered, the council will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and proportion of the proceeds if the item is disposed of by sale.
- f. All disposals will be made in accordance with relevant legislation, accords and accepted procedures for the restitution of cultural property and the CITES legislation.

Motivation for disposal and method of disposal

- g. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 19h-19u will be followed and the method of disposal may be by gift, sale or exchange.
- h. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures

outlined in paragraphs 19h-19o and 19u will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- The disposal will significantly improve the long-term public benefit derived from the remaining collection
- The disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- The disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored

The disposal decision-making process

- i. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the council only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum and archive collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museums, Archives and Visitor Service will also be sought.

Responsibility for disposal decision-making

- j. A decision to dispose of a specimen or an item, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the council acting on the advice of professional curatorial staff, and not of the curator of the collection acting alone.

Use of proceeds of sale

- k. Any monies received by the council from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- l. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

- m. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- n. If the material is not acquired by any Accredited Museums to which it has been offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Journal and/or advertised on the Museums Association 'Find an Object' website and in other specialist publications where appropriate.
- o. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal by exchange

- p. The nature of disposal by exchange means that the council will not necessarily be in a position to exchange the material with another Accredited museum. The council will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- q. In cases where the council wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 19a-19f, 19i-j will be followed as will the procedures in paragraphs 19p-19u.
- r. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- s. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the service will make an announcement in the *Museums Journal* and in other specialist journals where appropriate.
- t. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting disposal

- u. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

20. Disposal (Archive collections)

- 20.1** The disposal of much archive material – particularly public archives and Anglican church records – is governed by a number of pieces of legislation and legal agreements, and two national standards.
- 20.2.** Disposal from archive material is handled either at the point of receipt, or later on (using sampling or other appropriate techniques) sanctioned by power of disposal that is obtained when the material is deposited.
- 20.3** *The National Archive Standards for Record Repositories* (1st edition 2004) requires the archivist to seek the authority of the depositor at the time of deposit (or subsequently for older deposits) for any destruction or transfer of material.
- 20.4** Documents held on indefinite loan will be returned to their depositor if disposal is agreed.

21. Disposal (Library special collections)

- a. The Library Service may not dispose of reference works in the Local History, and Naval collections.
- b. Books transferred in 1968 - 70 from the Charles Dickens Birthplace Museum may not be disposed of without formal prior agreement from the museum as these items were part of the original Birthplace Museum collection.

22. Review

- 22.1** The Collections Development Policy will be published and reviewed from time to time, at least once every five years. The date when the plan is next due for review is noted below.
- 22.2** Archives will be subject to a separate Accreditation application. This is to be rolled out over the next three years, as yet no due date for submission has been announced for Portsmouth.
- 22.3** Arts Council England will be notified of any changes to the Collections and Development Policy, and the implications of any such changes for the future of existing collections.
- 22.4** The previous document (then titled 'Acquisitions and Disposal Policy) was last reviewed and approved under Culture and Leisure Executive Committee minute 27/05, 22 December 2005, amendments approved under MIS28/13 July 2007.
- 22.5** This policy was drafted July 2013 - February 2014
- 22.6** This plan was approved by the governing body on XXXX

22.7 The plan be due for review in September 2018

Ref: RH - Museums/Docs/Accreditation 2013

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Agenda Item 7



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Cabinet Member for Culture, Leisure and Sport
Date of meeting: 21 March 2014
Subject: Portsmouth Libraries Annual Update Report
Report by: Head of City Development & Cultural Services
Wards affected: All
Key decision: No
Full Council decision: No

1. Purpose of report

- 1.1 To update and inform the Cabinet Member for Culture, Leisure and Sport on the work carried out by the Portsmouth Library services in the last twelve months, i.e. 2013/14.
- 1.2 To update on the recommendations for action agreed in the 2013 Libraries Update Report.
- 1.3 To make recommendations for actions to be undertaken in 2014/15.

2. Recommendations

- 2.1 That the updates to the agreed actions from the Portsmouth Libraries Annual Update Report 2013/14, shown in paragraph 3 of the report be noted.
- 2.2 That the following actions and activities be carried forward from the 2013/14 Portsmouth Libraries Update Report to be actioned or continued in 2014/15:
 - 2.2.1 Relocate the archive store to the 1st floor above Southsea Library
 - 2.2.2 That Arts Council England Capital Funding be sought to develop the Central Library Administration block as a Literature Centre and IT Learning Zone.
 - 2.2.3 Continue the delivery and development of the following annual events:
 - BookFest Book Festival
 - First Fiction Award for adult first novels
 - Portsmouth History Fair
 - Summer Reading Challenge

- **Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel**

2.2.4 **Develop a digital "front end" for the archive and local history catalogue entries to improve access to the records by the public.**

2.2.5 **Delivery of an e-books offer for library customers**

2.3 That the following recommendations be added to the Library Business Plan for the forthcoming year 2014/15:

2.3.1 **Deliver 2014/15 saving targets**

2.3.2 **Deliver the Freegal music streaming service**

2.3.3 **Deliver 2014/15 element of 1st World War commemorations**

2.3.4 **Explore the delivery of current archive photographic records, on-line to improve public access.**

2.3.5 **Develop, promote and deliver the Mobile Library service**

2.3.6 **Explore and develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support**

2.3.7 **Support the delivery of Universal Credits through Peoples Network access and staff support.**

2.3.8 **Increase virtual library visits by 5% in the year 2014/15**

2.3.9 **Explore the refurbishment and potential improvements to Cosham Library**

3. Background

3.1 Brief update reports are provided on the works complete and the activity undertaken for each of the agreed recommendations for action from the 2013/14 Libraries Annual Update report

3.2 That the Book Fund be protected from further cuts through the management of library budgets within the existing cash limits.

Update: It has not been possible to protect the Book Fund from further cuts. An 18% reduction has been taken as part of the 2013/14 budget savings. It is also the case that there will be an increased pressure on the Book Fund in the year ahead, 2014/15, as it will be required to provide on-going stock refresh for the new library mobile in addition to the 9 static libraries.

The library service continues to seek best value from every purchase with library suppliers by operating within the CBC SE Library Buyers Consortium. The levels of discount have enabled the Library Service to add 26,863 items to stock in the year 2013/14 in order to meet demand for popular and specialist stock. The reduction in the book fund will be managed by strategies of retaining stock in active use for longer periods. Feedback from the 2013 Library Survey and work with focus groups has informed stock profiles to ensure the correct stock is purchased and appropriately placed. It should also be acknowledged that national and local trends in library use point to a shift from an almost exclusively lending culture to a multi-faceted use pattern. This includes use of digital resources for information, communication and recreation. Increasingly spoken word, music and information resources are made available to be accessed or downloaded on-line although subscriptions for these services remain a pressure for the book fund, A £50K investment in IT, updating to Windows 7 will continue to support all on-line based library offers, including those that deliver reading, information enquiry and listening. Libraries are social hubs, facilitating and generating social engagement, learning and cultural activity. The evidence of increasing library visits, but decreasing library issues indicates that the reduction in the book fund will have a limited impact only and can be managed as indicated above.

- 3.3 That Arts Council England Capital Funding be sought to develop the Central Library Administration block as a Literature Centre and IT Learning Zone.

Update: This workstream has been delayed, awaiting some clarity over the other calls for space within the Central library building. Discussions have now taken place with the Arts Council England Literature Officer and the SW Relationship Officer. Permission to apply for capital funding has now been granted.

- 3.4 Continue the delivery and development of the annual BookFest Book Festival.

Update: This was successfully delivered in October/November 2014 with significant authors, Michael Morpurgo and Jacqueline Wilson leading the programme. An earlier event with Neil Gaiman was also associated with the festival. This initiative does a great deal to raise the reputation of the city with visitors, publishers and authors, in terms of being a literary city and a home of great writing. A report to Culture, Leisure and Sport in January 2014 recommended changes to the programme to concentrate on fewer but more significant writers, introducing on-line ticketing and seeking more external funding and support.

- 3.5 Explore the implementation of an on-line music streaming service for library members.

Update: A free music download service has now been identified. Freegal is extremely popular and well used in US libraries and we have awaited the installation of the system in a number of UK libraries to benefit from "lessons learnt". It will be installed in Portsmouth Libraries by the end on March 2014. It is anticipated that this will provide a valuable incentive for library membership and increase virtual library visits.

- 3.6 Review changes to library opening hours and make recommendations in a report to the Culture Leisure and Sport portfolio, regarding the current pilot project opening Cosham, North End and Southsea Libraries until 8pm one night per week.

Update: This was reviewed in autumn 2013, considering the number of visits and areas of activity engaged in during these opening times. It was found that in all three libraries, attendance was lower than during daytime hours. The least well attended was Cosham Library and the most popular was Southsea Library. However at the time of this review, there were also considerations required for savings to the Library budget. Therefore it was recommended that late opening 6 - 8pm at all three libraries cease along with Sunday opening at Southsea Library. This was agreed within the context of the Full Council Budget Meeting November 2013. Late night opening ceased December 2013 and Sunday opening at Southsea will cease from 2 March 2014.

- 3.7 Deliver the pilot Portsmouth First Fiction Award for first novels.

Update: This was successfully delivered throughout the year with shortlisting by a panel of local specialists, reading and judging by the majority library associated reading groups and, culminating in a voting and awards ceremony in October 2013 as part of BookFest. Following evaluation it was recommended to embed this as an annual event and publishers have been invited to submit applications for the 2014 award.

- 3.8 Transfer the delivery of the "At Home Library Service" to a volunteer model.

Update: This work stream has been successfully completed, transferring over 90% of the "At Home" clients to volunteers. Due to the complexity of some individuals needs, it is not possible to pass their service requirement to volunteers. There is an on-going discussion with Adult Social Care to determine how the outstanding cases can best be supported.

- 3.9 Deliver the Portsmouth History Fair July 2013.

Update: This was successfully achieved in July 2013. Following positive evaluations from customers and partner organisations, it was identified as a significant vehicle to promoting the services of the Portsmouth History Centre to a wider audience and will be embedded as an annual event. In 2014, the date of the Fair has been confirmed to coincide with the launch of the Summer Reading Challenge for children. It is hope that this will introduce the History Centre to more children and their families.

- 3.10 Develop a digital "front end" for the archive and local history catalogue entries to improve access to the records by the public.

- 3.11 Explore the delivery of current archive photographic records, on-line to improve public access.

Update: These work streams are on-going work involving Archive, Library and IS services. It is under consideration as part of a shift to an updated version of Spydus, the current library Management system. This offers a complex range of opportunities for recording, arranging and delivering records of all types, including photographs and objects. The implementation of this system with Archive and Library Services elsewhere in the country is being investigated. If implemented, this would occasion a modest increase in costs and any change would be subject to the required permissions. These work streams would also require increased engagement with volunteers and potentially require funding to be sought for associated projects.

- 3.12 Support the delivery of Universal Credits through Peoples Network access and staff support.

Update: The implementation of Universal Credit has been delayed, but the Library Service has put a number of measures in place to support this. Peoples Network session times have been increased to 2 hours, which would be essential for the completion of the required data. Discussions have taken place with Pride in Pompey and Adult Social Care to agree strategies for support for vulnerable adults. Discussions have also taken place with Information Services and we await a Universal Credit test site in order to test the accessibility and functionality of the library machines.

- 3.13 Increase virtual library visits by 5% in the year 2013/14

Update: Although the end of year figures are still unavailable, the quarter three statistics indicate that this figure will be comfortably achieved.

- 3.14 Deliver 2014/15 saving targets

Update: Savings proposals were taken to the Full Council Budget Meeting November 2013 and agreed. These were the deletion of Sunday opening at Southsea library, the deletion of late night opening 6 - 8pm at Cosham, North End and Southsea Libraries and the removal of 5 FTE Library/Weekend Assistant posts from the library budget. **3.5** reports on the secession of late night and Sunday opening. The library services have committed to save the staff posts through "natural wastage" and had been avoiding filling vacancies for a number of months, in-filling with casual staff when required. Although there are not currently a full 5 posts saved, the service is confident that the saving will be achieved for the year 2014/15. This saving is being taken at a time when more volunteer support is available to supplement the core service by offering complimentary work such as library displays, support for learning sessions and assistance for customers in finding information and books.

- 3.15 Delivery of a schools universal library membership offer providing all children in local school with a Portsmouth Library Ticket. This being the first such scheme in the UK.

Update: This was successfully delivered in July 2012, being the first such scheme in the UK. This continues to attract attention and enquiry from other library services and has contributed to the national report on best practices regarding the delivery of the universal library cards offer to children. The outcome of the project was taken as a report to the Culture, Leisure and Sport portfolio 14 December 2012. The additional annual Reception Year tickets are now embedded to be delivered in the Spring Term annually along with the BookTime packs, administered by the Children's and Young Peoples Librarian. The availability of the cards has had a positive impact on participation in the Summer Reading Challenge and overall use of children's' library stock.

- 3.16 Review e-book downloads offers and other on-line access to books in other formats and develops recommendations for future action

Update: This process has been delayed as most of the current offers available to libraries are limited in scope. A report to the Culture Leisure and Sport portfolio has been taken July 2013, recommending preferred action based on the current services available and an exploration of the services offered by other library services. On the basis of this report a procurement process is now being prepared.

- 3.17 Deliver a library satisfaction survey

Update: This has been successfully completed. The survey took place from 17 June – 13 July 2013. The results have produced a great deal of data to inform policy, service development and business planning.

4. Reasons for recommendations

- 4.1 To deliver the library business plan and to continue to implement actions and work streams to increase access to services, increase the range and breadth of residents and visitors engaging with and benefiting from services and to ensure that services continue to support and address the needs of all customers.

- 4.2 The reasons for the addition of each of the new recommendations for action and activity added for 2014/15 is given below:

- 4.2.1 Deliver 2014/15 saving targets

Rationale: To action the Budget decisions taken at Full Council November 2013

- 4.2.2 Deliver the Freegal music service

Rationale: To increase library membership and the frequency of library member's engagement with the library web pages. To provide a music service which meets the expressed requirements of customers.

- 4.2.3 Deliver 2014/15 element of 1st World War commemorations

Rationale: To support a national commemoration and the initiatives being developed and delivered by the Museum and Archive services

- 4.2.4 Explore the delivery of current archive photographic records, on-line to improve public access.

Rationale: To increase access to images that form part of the historic record. To preserve and protect the original records.

- 4.2.5 Develop, promote and deliver the Mobile Library service

Rationale: To deliver the requirement by Full Council to deliver a Portsmouth Mobile Library service to support areas in the city less well served by static libraries.

- 4.2.6 Explore and develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support services.

Rationale: To deliver and develop the library service commitment to health and wellbeing building on the work of the Macmillan Cancer Support project, books on prescription, the Vision Impaired Officer and the parents collections. This is in line with the Society of Chief Librarians identification of health and wellbeing as one of the four core areas of delivery for library services nationally.

- 4.2.7 Support the delivery of Universal Credits through Peoples Network access and staff support.

Rationale: To support vulnerable adults and increase access to digital services. This is in line with the Society of Chief Librarians identification of digital development and support as one of the four Core areas of delivery for library services nationally.

- 4.2.8 Increase virtual library visits by 5% in the year 2014/15

Rationale: To deliver agreed Business Plan targets

- 4.2.9 Explore the refurbishment and potential improvements to Cosham Library

Rationale: To improve and increase access to library services in the north of the city. In the last two years, Cosham library has suffered from declining use in terms of visits and issues in spite of being situated in a large residential area and having previously been popular with library users. Unlike most libraries in the city, Cosham has not been subject to refurbishment or changes in layout. Any works will be within existing budgets and be informed by feedback from library customers.

5. Equality impact assessment (EIA)

- 5.1 Individual Equality Impact Assessments have been undertaken, where relevant, in relation to the projects / initiatives that have commenced already, namely:

- The relocation of the archive to the 1st floor of the Southsea Library - Preliminary EIA completed in July 2013 did not identify any negative impact on any of the equality groups.
- Big Library Ticket: Portsmouth Library Service intends to issue library cards annually to all LEA pupils in their Reception year - Preliminary EIA completed in December 2012 identifies only positive impact on pupils.
- Portsmouth Library on-line resources for public use - Full EIA completed in June 2012 concludes that in general the initiative will have a positive impact on equality groups. However, 'groups who do not have physical access to IT or those who lack the IT skills and confidence to access the resources will be adversely affected by the service. It is noted that individuals with little or no sight would not be able to access some e-resources independently. Support is already in place and will be enhanced as a result of the findings of this EIA (Advice, support and positive intervention of the Library Vision Impaired Officer, provision of vision impaired IT support sessions, communication of the above offers in Eye2Eye and PCC communications, provision of Basic IT skills classes at Southsea and Central Libraries, provision of audio download support sessions to be promoted in PCC communications and on-line). For the majority of library users including the majority of equalities groups considered here, the service offers an enhancement to the existing library offer with no detriment.'

New projects and initiatives will be separately assessed in terms of potential impacts on equalities groups as they are developed.

6. **Legal Implications**

- 6.1 There are no immediate legal implications arising from the recommendations in this report.

7. **Head of Finance's comments**

- 7.1 The library budget (excluding the Schools Library Service) for 2013/14 is £2,173,000, an overspend of £100,000 is projected at the end of the financial year.

This is due to several factors;

- The savings approved in the February 2013 budget have not been fully achieved
- There has been a one off budget reduction in the year of £52,000 to fund the Libraries Windows 7 upgrade programme
- Utility and cleaning costs have been more than budgeted
- There has been a reduction in the amount of income being received.

- 7.2 A reduction in book fund expenditure of £60,000, which is 18% of the book fund budget has been included in this projection.
- 7.3 The 2013/14 overspend has been managed and provided for by reducing expenditure in other areas of the service.
- 7.4 Going forwards, the actions required to achieve the approved savings for 2014/15 of £112,000 are advanced and it is anticipated that there will be no shortfall against the target. The service will still be under significant pressure to deliver the recommendations contained within this report. Measures to mitigate the budgetary pressure will include;
- Ensuring that a full cost recovery is implemented for all large events.
 - External sources of funding are sought to supplement the extra curricular activities offered by the library service such as Macmillan cancer support, business support and delivery of art events.
 - There is continued careful monitoring of costs to ensure value for money is achieved.

.....
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
Statistics and internal reports	Portsmouth Central Library

The recommendation(s) set out above were approved / approved as amended / deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014

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Signed by: Cabinet Member for Culture, Leisure and Sport

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Agenda Item 8



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting:	Culture, Leisure and Sport Decision Meeting
Date of meeting:	21 March 2014
Subject:	Request for loan of Turner watercolour painting by the Salisbury and South Wiltshire Museum
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 consider a request by the Salisbury and South Wiltshire Museum to borrow the watercolour painting "Gosport, the Entrance to Portsmouth Harbour" by J.M.W. Turner for inclusion in an exhibition in the summer of 2015.

2. Recommendations

- 2.1 **That the watercolour is lent to the Salisbury and South Wiltshire for inclusion in the exhibition "Turner and Salisbury" to be held between 22 May and 27 September 2015.**

3. Background

- 3.1 In 2015 the Salisbury and South Wiltshire Museum will stage the first ever exhibition devoted to J.M.W. Turner's drawings and paintings of Salisbury Cathedral, the city and its surroundings.
- 3.2 As well as presenting Turner's links with Salisbury, the exhibition will explore his work that recorded the central area of southern England including the Solent and the Isle of Wight.
- 3.3 For Turner, the importance of Portsmouth to Britain's maritime strength was a theme that he treated on several occasions, both in oil and watercolour. The Director of the Salisbury and South Wiltshire Museum states that our watercolour is especially interesting to their project "as it shows the setting in a much more relaxed way, with a boat of pleasure-seekers, reflecting the new ease in the years after the end of the Napoleonic wars".

3.4 All costs associated with the loan will be covered by the Salisbury and South Wiltshire Museum. It is expected that insurance both in transit and on-site will be covered by the Government Indemnity Scheme.

4. Reasons for recommendations

4.1 The loan will raise awareness of Portsmouth's Museums and Records Service and its art collections. It is a standard condition of loans to external venues that full acknowledgement is given to Portsmouth's ownership in any interpretation and publications.

4.2 The watercolour will be made accessible to a wider audience.

4.3 The loan will contribute to research into the work of one of Britain's most famous artists.

4.4 There is an understanding about reciprocity concerning loans within the wider museums community. By contributing to exhibitions organised by other museums, we are then in a better position to be able to borrow from them in return.

4.5 The Salisbury and South Wiltshire Museum is an Accredited museum and its exhibition galleries meet the requirements of HM Government Indemnity.

4.6 A publication is planned which will illustrate and explore more fully the appealing images Turner created in our region, a copy of which will be given to our service.

5. Equality impact assessment (EIA)

5.1 The watercolour will be made accessible to a wider audience and a preliminary EIA is not required.

6. Head of Legal comments

6.1 No specific legal comment other than to ensure adequate insurance in place for both in transit and on-site as well as copyright and intellectual property right in the art works are protected.

7. Head of Finance's comments

7.1 Portsmouth City Council will not incur any costs as a result of the recommendation in this report being approved. The Salisbury and South Wiltshire Museum will meet the full costs associated with the loan of the painting.

.....
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
2 letters from Adrian Green, Director, Salisbury and South Wiltshire Museum	CM19, Collections Manager's Office, City Museum

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014.

.....
Signed by:
Councillor Lee Hunt
Cabinet Member for Culture Leisure and Sport

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Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 21 March 2014

Subject: Interaction Project

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 outline the options for the future of Interaction, a supportive sport and activity project for adults with mental health problems.

2. Recommendations

- 2.1 That permission be given to continue to explore Option 5, Option 6 and Option 7 to consider the future operation and funding for the Interaction Service.**

3. Background

- 3.1 In November 2012 a report on the restructuring of Interaction was brought to the Cabinet Member for Culture, Leisure and Sport in which a commitment was made to explore new delivery models for the service. The outcome of the work of the past months is reported below.

Options already explored:

3.2 Option 1:

Set up an independent organisation to which the service could be transferred

A number of possibilities have been explored including charitable, social enterprise and mutual structures. This option is deemed unviable since it would involve the TUPE of existing staff on terms and conditions which would be onerous to a small organisation and require additional support costs such as finance and HR.

3.3 **Option 2:**

Transfer the service and the budget to an existing organisation

This option has been discussed with a number of organisations in the city, including mental health charities and community associations, and the TUPE issue plus the uncertainty of future funding support have proved to be insurmountable barriers.

3.4 **Option 3:**

Develop a partnership agreement between Interaction and an existing delivery organisation

Approaches were made to potentially suitable organisations, including HIDS and local mental health charities, none of which felt able to commit to Interaction because they are themselves in a period of transition and/or funding uncertainty.

3.5 **Option 4**

Obtain additional external funding to support the service within the council

Despite searches, no funding sources have been identified

3.6 **The current situation:**

The budget for the service is shown below over a three year period;

2012/13 - £74,200
2013/14 - £39,300
2014/15 - £33,230 (proposed)

The current structure and posts are unsustainable at this level of funding, leaving two viable options:

3.7 **Option 5:**

To identify additional funding to enable the service to be sustained. This option is currently being explored with Public Health Services and other potential sources.

3.8 **Option 6:**

Outsource the delivery of the service to a voluntary / community organisation on the basis of five years reducing funding. The current budget for the service in the year of transfer would be the year one payment to the third party organisation. In the event that this is the preferred option, the contract for the service delivery would be awarded through a tender process.

3.9 **Option 7:**

The service is unaffordable in the current format therefore if options 5 and 6 are unsuccessful closure of the service will be necessary.

4. Reasons for recommendations

4.1 The service provided is unique in the city and a valuable contributor to improving the health and wellbeing of a particularly vulnerable group of people.

5. Equality impact assessment (EIA)

5.1 Preliminary EIA has been completed and a full EIA will be completed if closure of the service is the option adopted.

6. Legal Implications

6.1 **Option 5** - If the service is to be maintained in-house with additional funding then there are no additional legal implications.

6.2 **Option 6** - If the delivery of the service is contractually outsourced then this will be a transfer of service provision under TUPE. Therefore any staff currently specifically engaged on service provision would transfer to the new provider with their current benefit package. The cost of this provision will be built into the cost of any tender submission.

6.3 **Option 7** - Subject to there being no statutory obligation to provide this service there are no comments on this option.

7. Finance Comments

7.1 The financial implications relating to the options still to be explored are;

7.2 **Option 5**
A revised business model may be developed depending on the level of funding secured.

7.3 **Option 6**
In the event that the decision is taken to transfer the service to a voluntary or community organisation, an incremental saving will be realised each year culminating in the full budget of the service after five years.

7.4 **Option 7**
The service budget will be saved if the service ceases to exist.

.....
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
Interaction project 23 rd November 2012	PCC website / CDCS office

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by the Cabinet Member for Culture, Leisure and Sport on 21 March 2014:

.....
Signed by:
Cabinet Member for Culture, Leisure and Sport

Agenda Item 10

This item is for information only



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Subject: Update on the First World War Project Lest We Forget

Date of meeting: 21 March 2014

Report by: Head of City Development and Cultural Services

Wards affected: All

1. Requested by:

1.1 Cabinet Member for Culture, Leisure and Sport

2. Purpose

2.1 To update Members on the First World War Centenary plans pertaining to the Heritage Lottery Funded, Lest We Forget community programme and exhibition at Portsmouth (City) Museum.

3. Information Requested

3.1 2014 marks 100 years since the outbreak of the First World War. One hundred years on, we are all connected to the First World War, either through our own family history the heritage of our local communities or because of its long-term impact on society and the world we live in today.

3.2 Portsmouth Museums Service is a member of the First World War Centenary Partnership, led by the Imperial War Museum. The partnership will present a global programme of cultural events and activities from 2014-2018 to commemorate the centenary. <http://www.1914.org/partners/>

3.3 The Lest We Forget project has been awarded £97,400 from the Heritage Lottery Fund towards the total project cost of £111,400, 87% of the total. The remaining funding comes from Portsmouth Museum budgets, £12,000, together with an in kind contribution of £2,000 representing the costs of the contribution of the Research Associate towards the project.

3.4 Portsmouth Museum is working in collaboration with staff and students from Portsmouth University. Dr Brad Beaven, Reader in Social and Cultural History, has accepted an invitation to act as the guest curator of the exhibition. He is contributing his academic expertise through his studies of the period and the local area to help bring the story of Portsmouth's contribution to the First World War into focus.

- 3.5 He is aided by Dr Melanie Bassett, Research Associate, who is working with the museum to develop the exhibition's interpretation plan, also to engage and train local community groups to take part in researching their local history.
- 3.6 Seven university students have been recruited and trained to research significant elements of the museum and archive collections, such as the Tribunal papers and the collections relating to the Hampshire Yeomanry.
- 3.7 The museum team is currently driving forward the development of the exhibition. At the heart of the Lest We Forget exhibition will be the museum and archive collections which hold First World War related material relating to some 200 or so individuals: servicemen and women and civilians supporting the war effort at home.
- 3.8 Central to the concept of the exhibition is the idea that visitors will be offered the experience of finding out for themselves the hidden stories of those people who are represented in the collection. All of the information gathered by this collective effort will contribute substantially to the museums' knowledge base.
- 3.9 The Tale of One City Community History website has been updated to incorporate First World War Centenary pages. Portsmouth residents are being actively encouraged to contribute their stories from across the world.
<http://www.ataleofonecity.portsmouth.gov.uk/>
- 3.10 The profile of the Lest We Forget project is being raised across the City with a series of talks and taster sessions with community groups. Four in depth community projects are being developed to investigate the impact of the First World War on local families and the communities within those neighbourhoods. These projects will be documented, included in the exhibition and recorded to provide inspiration for other groups to follow their own centenary plans between now and 2018. On 8th February a community day at Landport Community Centre attracted 47 people. Several schools are also getting involved as well to support the exhibition development.
- 3.11 A series of workshops are in the planning stages with the New Theatre Royal and Portsmouth's Poet Laureate, Sam Cox and opportunities are being explored for these workshops to lead to an Arts Award accreditation.
- 3.12 Volunteers are being actively recruited for several different roles, helping hands, media masters, web wizards and story gatherers.
- 3.13 A family event programme has been planned for the Summer 2014 in partnership with the National Museum of the Royal Navy, the Royal Air Force museum Herndon and the Royal Armouries.
- 3.14 On 4th August a special review of the exhibition is being planned as part of the City's centenary programme, when the local community groups will be invited to the review to recognize their contribution to the Lest We Forget project.

3.15 The exhibition will run until 25th January with the expectation that a further six community groups will be engaged in the outreach programme. The project itself is being evaluated for impact across the City of Portsmouth.

.....
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
Application to the Heritage Lottery Fund by Portsmouth Museums	Portsmouth Museums.
Project Initiation Document Lest We Forget	Portsmouth Museums
Guidance from the Imperial War Museum	http://www.1914.org/partners/

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Agenda Item 11

This item is for information only



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Subject: D-Day 70: Launching the Invasion

Date of meeting: 21 March 2014

Report by: Head of City Development and Cultural Services

Wards affected: All

1. Requested by

1.1 Cabinet Member for Culture, Leisure and Sport

2. Purpose

2.1 To update Members on the D-Day 70 *Launching the Invasion* project.

3. Information Requested

3.1 The D-Day 70: *Launching the Invasion* project is supported by the Heritage Lottery Fund and has three key areas all of which are developing well. These include work with community groups, the D-Day conference and the new D-Day events website.

3.2 The Museums Service is currently working with and supporting (financially and with on-going advice) six groups who are researching the impact of D-Day on their immediate local area. Currently these groups come from Portsmouth, Fareham, Portchester, Buriton, Bishops Waltham and Droxford. The focus for each group is slightly different, some are carrying out oral history interviews in their local area, others have visited information repositories such as The National Archives and most are using a variety of methods to try and investigate D-Day in their local area.

Individual groups are planning different outputs; these range from exhibitions, booklets, a film made using oral history testimony and an artistic response to the research. The majority aim to complete their work and make it accessible within their wider community in time for the 70th anniversary of D-Day in June 2014.

3.3 The D-Day Conference is being held on the 10th and 11th May 2014 at the D-Day Museum. It will also feature an evening dinner with guest speaker (still to be finalised). Several speakers have now been confirmed for the conference, which aims to present research around D-Day in a way that is accessible to a wider community audience, whilst simultaneously not over-simplifying valuable content. Amongst others, individuals from the National Museum of the Royal Navy and from

The Royal Military Academy, Sandhurst are confirmed to speak and the community groups have also been invited to present their research across the weekend.

- 3.4 The new event element of the D-Day Museum website is currently being built and is scheduled to go live within the next 3-4 weeks. It will act as a central hub to make available details of any event taking place across the South of England that aims to commemorate D-Day. Organisations holding events will be able to upload their information to the site and following a simple moderation process by museum staff and volunteers, their event will be available within the website search facility. The website will also feature information about the D-Day related history of each county and will pinpoint various related historic sites. These sites will be included within the search facility to compliment the events search.
- 3.5 The *Launching the Invasion* project strands forms part of the city's commemorative events for 2014 led by the Events Team. However, the funding from the Heritage Lottery has secured additional support from an attractions marketing specialist, who has experience in handling major cultural events. The attractions marketing specialist will work with council officers to optimise the return on the HLF funding.
- 3.6 Amongst the results to date is the recruitment of historian and TV broadcaster Dan Snow who has shown his support for the D-Day Museum and who now features on the current D-Day website with endorsements on social media. A new leaflet has been produced and will be distributed within a one hour catchment with a strong call to action to engage with D-Day 70 events; visit the museum, book to attend the conference and upload events on the website. Some further marketing activity is also scheduled including a regional radio campaign; train/bus advertising and potentially some online advertising and this will be aligned with destination marketing supporting the message that Portsmouth is a great place to work, live and learn. All available networks for communicating about D-Day are being utilised and broadened with a view to setting the scene for development plans for D-Day 75 and to ensure that every effort is taken to optimise the return on investment for all D-Day related events and publicity.
- 3.7 The total cost of the project is £106,300 of which 86% has been provided by the Heritage Lottery Fund. The sources of funding are:

Heritage Lottery Fund	£91,500
Portsmouth Museums & Records Society	£8,000
Portsmouth Museums budgets	£6,000
Income from Conference Ticket Sales	£800

.....
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
Copy of Application to HLF and Offer Letter dated 28 May 2013.	Copy with D-Day Museum Development Officer, Andrew Whitmarsh

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Agenda Item 12

THIS ITEM IS FOR INFORMATION ONLY



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture, Leisure and Sport
Subject: D-Day75 - Project Update
Date of meeting: 21 March 2014
Report by: Head of City Development & Cultural Services
Wards affected: ALL

1. Requested by

1.1 Cabinet Member for Culture, Leisure and Sport.

2. Purpose

2.1 To update the Cabinet Member for Culture, Leisure and Sport on the D-Day75 project, specifically the most recent bid to the Heritage Lottery Fund.

3. Information Requested

3.1 The aim of the D-Day75 project is to reconfigure and redisplay the D-Day Museum and reposition it as the UK D-Day hub. The HLF declined to support the application submitted in August 2012 on the grounds that it did not represent good value for (HLF) money. Our second application, submitted in May 2013, revisited the original costs, reducing them by £500,000. The additional work carried out also identified that the Museum, although relatively modern, is an inflexible building making it difficult to make minor (low cost) changes to improve the visitor flow and presentation of exhibits.

In spite of the changes made, the HLF again declined to support our application, however, the feedback was more positive and the HLF Board of Trustees indicating that a further application would be welcome. The issues raised concerned links with national bodies and strategic links with relevant museums in the Portsmouth area and further consideration of where the Museum would sit in the context of national plans for the 75th anniversary commemoration. The Board was also interested in the possibility of further funding from the Council.

3.2 As a result of receiving the feedback from HLF, we have:

- Held discussions with the National Museum of the Royal Navy, National Army Museum, Royal Air Force Museum and IWM.

- Coordinated a brainstorming session with a variety of practitioners in the attractions industry plus key local stakeholders.
- Held discussions with Wildscreen, about their HLF funded project ARKive - Bringing Nature into Focus, which will provide a single online access point for information about UK nature and is supported by the UK's leading conservation organisations
- Met with the General Secretary and other representatives of the national Normandy Veterans Association.

3.3 The museum service also continued to progress on going initiatives related to D-Day including

- '*Launching the Invasion*', the HLF funded project to mark the 70th anniversary of D-Day, which entails work with community groups to help them uncover and present their D-Day heritage, developing web-based marketing and event promotion and planning a major conference
- '*D-Day+Youth*', our ACE funded project with the Pompey in the Community
- Dialogue with *Hampshire Military Museums Network*
- Taken forward the establishment of a D-Day Museum Trust, with appointment of the founding trustees and drafting the deed.

3.4 The key results of these activities to date are:

3.4.1 Affiliation

The D-Day Museum is becoming an affiliate of the National Museum of the Royal Navy. This will facilitate, for example, sharing collections from NMRN portfolio of museums and working in partnership with the NMRN to produce temporary D-Day related exhibitions in the special exhibition galleries NMRN is creating in Belfast and Hartlepool.

In addition the NMRN have confirmed that D-Day will not form a significant part of the new 20th Century Galleries; rather, it has been planned all along that NMRN visitors will be sign-posted to the D-Day Museum.

3.4.2 Online UK D-Day Hub

The Wildscreen project will develop a centralised digital solution which will provide the public with a single access point for information about species and sites, events and volunteering opportunities from the leading conservation organisations. There is a synergy between this project and our aspirations for the provision of a range of information about D-Day.

An initial conversation with Wildscreen has confirmed the match, indicated their willingness to share their knowledge and provided costs.

3.4.3 Development of Online Resources

It is envisaged that developing a range of resources for museums and community organisations who wanted to commemorate D-Day75 would be developed in 2019 including:

- a pack containing key facts and figures and images about D-Day and the Normandy Landings
- a community toolkit to enable groups across the UK to uncover and share their own D-Day heritage
- an online ‘remembrance resource’ for families wishing to commemorate an ancestor who served in Normandy
- the UK D-Day interactive Map (developed in conjunction with the University of Portsmouth)
- promotion of 75th anniversary events across the UK.

3.4.4 Art Project

A major project celebrating and inspired by the Overlord Embroidery to be shown at a number of venues nationally developed in partnership with the Manchester School of Art and the University of Portsmouth.

3.4.5 Council match-funding

In response to the HLF Board's concerns Portsmouth City Council has identified a further £100,000 of funding, bringing the total to £350,000.

4. Finances

4.1 A summary of the costs of the development and delivery phases of the D-Day75 project is shown below:

Development Costs		£
Total Cost		276,900
Funded by:		
Local Authority	PCC Capital	50,000
<i>Other public sector</i>	<i>National Skills Academy - Creative Employment Programme</i>	<i>2,000</i>
HLF grant request		224,900
Total		276,900

Delivery Costs		
Capital Costs		3,501,666
Activity Costs		522,800
Other Costs	Includes contingency, inflation	578,891
Total Cost		4,603,357
Funded by:		
Local Authority	PCC Capital	200,000
	PCC Revenue	100,000
Private donation - Trusts, Charities, Foundations	(Matchfunding target)	300,107
Increased management and maintenance costs	Covered by additional income generated (over 5 year period)	150,000
Volunteer time	175 days valued at £50 per day	8,750
HLF grant request	(84% of total delivery cost)	3,844,500
Total		4,603,357

4.2 Programme

If the bid is successful the launch of D-Day75 project would be in June 2014. The development phase would be completed by May 2015 and the Round 2 application submitted. If successful, delivery would start in September 2015, the 'new' D-Day Museum would open in time for the D-Day Anniversary in 2017. The Museum's activity programmes would continue to be built throughout 2017 and 2018, culminating in the D-Day75 programme in June 2019.

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
'Refusal' letters from HLF dated November 2012 and October 2013.	JEM D-Day Museum files (hardcopy)
Completed application for D-Day75 (version 2, submitted Feb 2014)	JEM D-Day Museum files (hard and electronic copies)

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