



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

FRIDAY, 10 JULY 2015 AT 9.00 AM

CONFERENCE ROOM A - 2ND FLOOR, CIVIC OFFICES

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CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

Councillor Linda Symes (Conservative)

Group Spokespersons

Councillor Lee Hunt, Liberal Democrat

Councillor Julie Swan, UK Independence Party

Councillor Yahiya Chowdhury, Labour

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

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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 Museums Documentation Policy (Pages 1 - 12)

Purpose of report

To present the Portsmouth Museums Documentation Policy.

RECOMMENDED

- (1) That the draft Portsmouth Museums Documentation Policy be approved.**
- (2) That a Documentation Plan is developed to drive the operation of this Policy.**

4 Portsmouth Museums Annual update (Pages 13 - 22)

Purpose of report

To review the achievements of Portsmouth Museums in 2014/15 and present an action plan for the year ahead. Portsmouth Museums' operational 'plan on a page' is attached at Appendix 1.

RECOMMENDED

- (1) The achievements of Portsmouth Museums in 2014/15 are noted.**
- (2) Work on the development phase of Transforming the D-Day Museum continues as a priority for the service and the round 2 application to the Heritage Lottery Fund is submitted in October 2015.**
- (3) Assessments are obtained for the city's Natural History and the Edward King painting collection.**
- (4) The community engagement project is developed for Paulsgrove High Street and funding sought.**
- (5) The family-friendly 'Children's TV' touring exhibition is delivered at Portsmouth Museum.**
- (6) Volunteers are recruited and trained to work in frontline roles to support paid staff and add value to the visitor experience.**
- (7) That the decision to award a new catering concession at Southsea Castle is delegated to the Director of Finance and Information Services and the Director of City Development and Culture following a financial appraisal of the proposal.**
- (8) Welcome Host Portsmouth Gold, or equivalent, is pursued for all permanent frontline staff and that we achieve the 'Great China Welcome' charter for all museum sites.**

5 **Library and Archives Annual Update Report 2015/16** (Pages 23 - 30)

Purpose of report

- (1) To update and inform the Cabinet Member for Culture, Leisure and Sport of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. 2014/15.
- (2) To update on the activities undertaken to address the recommendations for action agreed in the 2014 Libraries Update Report.
- (3) To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Business Plan for the period 2015/16

RECOMMENDED

- (1) That the updates to the agreed actions from the Portsmouth Libraries Annual Update Report 2013/14, shown at 3 be noted.**
- (2) That the following actions and activities be carried forward from the 2014/15 Portsmouth Libraries Update Report to be delivered or continued in 2015/16:**
 - **That Arts Council England Capital Funding be sought to develop the Central Library Administration block as a Literature Centre and IT Learning Zone.**
 - **Develop a digital "front end" for the archive and local history catalogue entries to improve access to the records by the public.**
 - **Continue to develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support, development of dementia collections, vision impaired services and Books on Prescription.**
 - **Increase volunteer hours with the Library and Archive Services by 5% annually**
 - **Continue the delivery and development of the following annual events:**
 - **BookFest Book Festival**
 - **Portsmouth History Fair**
 - **Summer Reading Challenge**
 - **Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel**
- (3) That the following recommendations be added to the Library Business Plan for the forthcoming year 2015/16:**
 - **Deliver 2015/16 budget savings.**

- **Apply for and achieve Archive Accreditation with National Archives**
- **Develop and deliver the Portsmouth Short Story competition as part of the BookFest Book Festival**
- **Explore the delivery of current archive photographic records, on-line to improve public access.**
- **Explore options and undertake procurement activity with on-line genealogical subscription sites to deliver digitisation and access to specified elements of the Portsmouth Archive record.**
- **Review the Mobile Library service offer and timetable**
- **Develop and agree a policy for the identification, safe storage and management of "Born Digital" archive for Portsmouth.**
- **Support the delivery of Universal Credits through Peoples Network access and staff support.**
- **Increase virtual library visits by 5% in the year 2015/16**
- **Explore the refurbishment of Cosham Library within existing budgets.**
- **Develop Friends Groups at Alderman Lacey, Cosham and North End Libraries**

6 Archive Development and Policies (Pages 31 - 46)

Purpose of report

The report presents three policies for approval which are required for Archive development and accreditation: the Archives Care and Conservation Policy, the Archives Collections Information Policy, and the Archives Access Policy. The report clarifies the legislation governing provision and the standards for accreditation.

RECOMMENDED that the Cabinet member

- (1) Accepts the Archives Collections Care and Conservation Policy for implementation.**
- (2) Accepts the Archives Collections Information Policy for implementation.**
- (3) Accepts the Archives Access Policy for implementation.**

7 Universal Information Offer Workforce Development Programme (Pages 47 - 54)

Purpose of report

This report seeks to inform the Cabinet Member of the Society of Chief Libraries (SCL) digital workforce training carried out by all library staff; the importance of online skills and digital inclusion; the low level of digital inclusion and confidence in Portsmouth; the implementation of the programme through a series of staff training days; and the impact of the programme.

RECOMMENDED

- (1) That Library staff will work with relevant departments in the city council and liaise with other services in the city to facilitate the delivery of Universal Credit.**
- (2) That the Library Service will actively recruit and train volunteers, in autumn 2015 to assist Universal Credit applicants to open and manage their accounts on the library PC's.**
- (3) That newly-recruited library staff will undertake the Universal Information Offer Workforce Development Programme as part of their induction training.**

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