
NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

FRIDAY 11 DECEMBER 2015 AT 9.00 AM

CONFERENCE ROOM A - SECOND FLOOR, CIVIC OFFICES

Telephone enquiries to Lisa Gallacher 02392 834056

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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.)

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 The Arthur Conan Doyle Collection (Pages 1 - 6)**

Purpose of report

This report sets out to inform and update the Cabinet Member on the progress linked to the Arthur Conan Doyle Collection both in relation to the completion of the Heritage Lottery Funded (HLF) bid, Sharing Sherlock and the outline

plan for the Collection going forward.

RECOMMENDED

- (1) To acknowledge the success of the HLF funded 'Sharing Sherlock - Story of a Pompey Lad' project and especially the ability of the project to have such an active volunteering programme.**
- (2) To support the inclusion of the Conan Doyle Collection in the proposed regional Royal National Institute of the Blind HLF funded project along with other regional museums and heritage collections in the south and south east.**
- (3) To work with Tim Rusby of the Visitor Attraction Company to develop feasibility options for the delivery of a Portsmouth based Sherlock Holmes Experience.**
- (4) To explore the development of a new Sherlock Holmes exhibition to be commissioned by the Conan Doyle Trust which will incorporate elements which can be toured to other interested museums and cultural centres.**

4 Outline Events Programme for 2016 (Pages 7 - 12)

Purpose of report

This report sets out to inform and update the Cabinet Member on the outline events programme for 2016-17 and an outline proposal for an events strategy to deliver and develop a stronger events programme going forward.

RECOMMENDED

- (1) To welcome the early notification of the outline events plan for 2015-16.**
- (2) To request permission to develop an events strategy.**
- (3) To continue to work with event organisers to attract events to the city which build on the existing reputation for delivery of a high impact quality events programme and to request, where practical, an independent economic impact report for larger events.**
- (4) To work with local businesses and residents to ensure that they are fully aware of events in their area as early as possible to enable them to maximise the opportunity they present and to adapt their own arrangements in a timely manner.**

5 Library Services for the Vision Impaired (Pages 13 - 20)

Purpose of report

To inform the Cabinet Member for Culture, Leisure and Sport of Portsmouth Library and Archive Service's provision for blind and vision impaired residents; the breadth of the support offered; its contribution to the city's health and wellbeing agendas and to make a recommendation that seeks to improve the offer, in a context of reducing budgets.

RECOMMENDED

That the Library and Archive Services engages with Adult Social Care, Public Health and local disability groups to explore how services to

residents with sensory impairments can be further developed in the city.

The following items are for information only

6 Borrowbox, eBooks and eAudiobooks Update (Pages 21 - 26)

Purpose of report

To update the Cabinet Member for Culture, Leisure and Sport on the success of the Borrowbox, eBooks and eAudiobooks service in Portsmouth Libraries.

7 Transforming the D Day Museum - Project Update (Pages 27 - 30)

Purpose of report

- (1) To provide an update on the work completed during the first round/development phase of 'D-Day75 Transforming the D-Day Museum'.
- (2) This is in anticipation of a presentation to Members on the concept exhibition designs at the Cabinet Member Meeting.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure & Sport Decision Meeting
Date of meeting:	11 December 2015
Subject:	The Arthur Conan Doyle Collection
Report by:	Director of Culture and City Development
Wards affected:	All
Key decision:	No
Full Council decision:	No

Purpose of report

- 1.1 This report sets out to inform and update the Cabinet Member on the progress linked to the Arthur Conan Doyle Collection both in relation to the completion of the Heritage Lottery Funded (HLF) bid, Sharing Sherlock and the outline plan for the Collection going forwards.

Recommendations

- 2.1 **To acknowledge the success of the HLF funded 'Sharing Sherlock - Story of a Pompey Lad' project and especially the ability of the project to have such an active volunteering programme.**
- 2.2 **To support the inclusion of the Conan Doyle Collection in the proposed regional Royal National Institute of the Blind HLF funded project along with other regional museums and heritage collections in the south and south east.**
- 2.3 **To work with Tim Rusby of the Visitor Attraction Company to develop feasibility options for the delivery of a Portsmouth based Sherlock Holmes Experience.**
- 2.4 **To explore the development of a new Sherlock Holmes exhibition to be commissioned by the Conan Doyle Trust which will incorporate elements which can be toured to other interested museums and cultural centres.**

Background

- 3.1 The Arthur Conan Doyle Collection - Lancelyn Green Bequest is the tangible result of Richard Lancelyn Green's lifelong interest in Conan Doyle and his work. The Collection testifies to the worldwide interest in Arthur Conan Doyle and Sherlock Holmes over the last century and to the wide range of Conan Doyle interest.

- 3.2 The successful bid to the HLF secured funding to support a two year project from December 2012. With the HLF's agreement we were able to further extend the project so it finally completed on 1st August 2015. Core to the projects delivery were the HLF key themes of Learning and Participation.
- 3.3 In total Portsmouth hosted a number of exhibitions as the result of direct work in the community. The engagement of groups and organisations who would otherwise not access the collections was particularly successful and inspiring.

Group	Exhibition Venue
Portsmouth MIND	Fratton Community Centre
Loewood House (Day Centre)	Paulsgrove Community Centre
Portsmouth Autism Support Network	John Pounds Centre
Springfield School	Springfield School Drayton
New Theatre Royal Youth Group	Central Library
Ogroshor (Benagli Women's Group)	Central Library
Bunny Warren & Mind's Eye Group	Fratton Community Centre
Harbour School	Aspex Gallery
Conan Doyle Volunteers	Southsea Library

- 3.4 Additionally the work has resulted in a number of Study Packs and Handling boxes which were collated by the volunteer team. These are on the following themes:
- Sporting Heroes (Key Sage 2)
 - The Lost World (Key Stage 2)
 - My Dear Watson - Detective and Deduction Methods (Key Stage 3)
 - Pompey Lad/Send of Place - ACE in Portsmouth (Key Stage 3)
 - Crime Pays - The rise of the detective novel and the Sherlock Holmes Brand (Key Stage 4)
- 3.5 Core to the HLF project was the redesign and working of the website which has been achieved with a new content management system and more up to date data entry. This has enabled the site to be re-configured so it is more usable on mobile and tablet devises and also it has been made much easier for volunteers to enter content and information so it can be kept fully up to date. The recently re-launched site can be found here: <http://www.conandoylecollection.co.uk/>
- 3.6 One of the most successful aspects of the project has been the engagement of volunteers and the key statistics on this from the evaluation process up to the end of July are:
- 30 Volunteers involved in Sharing Sherlock supporting 9 exhibitions, development of the study packs and handling boxes and providing research for the content of each of the community exhibitions
 - Devising and curating the on-line exhibition
 - Donation of 1,916 hours into the project - equivalent to 1 full time equivalent post

- High level of volunteer satisfaction due to the variety and scope of the projects in which they became involved
- Opportunities for the volunteers to develop skills through the workshop programme
- Broad age range of volunteers - 39% were 19 - 25 years; 39% were 26 - 59 years and 22% were over 60.

- 3.7 The project model, working with a Collection that has a single focus but multiple themes, and allowing each group to choose a theme with particular appeal for them is clearly successful in achieving depth of engagement and high quality outcomes for individuals. This applies for both those taking part in the projects and the volunteers donating time and skills to the Collection.
- 3.8 The Conan Doyle Collection has been in discussion with the Royal National Institute for the Blind (RNIB) who have led on the submission of a further HLF funded project to help improve access and provide an improved visitor experience for the blind and partially sighted community (BPS) to heritage, museum and archive collections.
- 3.9 This new project is being directly led by the RNIB in partnership with a number of organisations across the south and south east including Lewes Castle, Royal Pavilion Museums and Oxford Museum of Natural History. The proposed project will build on our extensive volunteer base and will have further opportunities for volunteers to expand their skills to include elements such as audio description and construction of handling collections to compliment exhibitions.
- 3.10 The project will run in Portsmouth for 18 months and will be funded through the HLF application. Specifically we hope that the Conan Doyle collection will benefit from a small bespoke exhibition of accessible tactile panels with complimentary handling items which will extend the handling collections from the Sharing Sherlock project. Whilst the project will be targeting the BPS community we also hope that we can extend the learning and apply the skills developed by the volunteers to provide sensory access to the Conan Doyle collection for multiple audiences.
- 3.11 As the core part of cataloguing the collection is now complete we wish to seek Members approval for two new areas of development for the Collection - the development of a new Sherlock Holmes exhibition taken from the Conan Doyle Collection and a detailed exploration of options for a Sherlock Holmes Experience based in Portsmouth. This next phase of the development of the Collection will enable us to start to directly realise the potential benefits of the association of Portsmouth as the birthplace of Sherlock Holmes both nationally and internationally.
- 3.12 Strategically the link between Sherlock Holmes and Portsmouth is very real as the character was created during Conan Doyle's time in the city. We know that the Collection is internationally a unique gem and we need to initiate this new development to unlock the commercial potential of the Collection. Through this we would also seek to challenge the perception of Portsmouth making Portsmouth's link with Sherlock Holmes a 'legendary connection'.

- 3.13 The Sherlock Holmes Experience needs to have at its heart the customer experience in a similar way to other literary offers where the fictional characters are the key elements. Any such development needs to consider aspects such as:
- Sense of Arrival
 - Contextualising the character/author
 - Media Interactives and Audio Visual
 - Thematic re-creations
 - Interactive Challenge with a link to a broader city offer
 - Exemplary retail and themed food offer
- 3.14 We are also aware that the city needs to ensure that it has a more diverse marketing and tourism offer or there is a risk that our visitor economy will become ever more focused on one area of delivery around military history. Sherlock Holmes is a global brand name with incredibly high levels of recognition and is already imbued with its own clear and demonstrable brand personality which the city is now in a position to use the Collection to work to our benefit.
- 3.15 Tim Rusby will bring a wealth of experience to the realisation of the Collection from his work in both the commercial and subsidised sectors through the Visitor Attraction Company. As a resident of Portsmouth he also has clarity of understanding about the city and how it operates as well as insight into the existing tourism offer and therefore is well placed to assist us with the development of a Sherlock Holmes Experience.
- 3.16 We would seek to develop a new exhibition around a core offer of the fictional character of Sherlock Holmes which, as already highlighted has a greater international appeal than that of the facts of the life of Sir Arthur Conan Doyle. This will enable the collection to build on current growth areas of Sherlock Holmes, for example following the recent BBC adaptations, and to showcase the breadth of the Collection to a newly interested audience.
- 3.17 The aim will be to launch the new exhibition in Portsmouth in May 2016 on the anniversary of Conan Doyle's birthday. The exhibition will first be shown in Portsmouth and will be constructed to be a touring exhibition which can be dismantled and then offered out on tour to other venues as part of the national and international touring network.
- 3.18 Finally we would wish to publish a new Portsmouth Paper on Conan Doyle and Sherlock Holmes and their relevance to Portsmouth at the same time so as to also have an appeal for the new exhibition offer to the strategically important academic world. We are already attracting international researchers to the Collection where they are using it for research purposes and where possible we work with authors to use images from the collection which we financially benefit from. Dr Neil McCaw who has had an association with the Collection from the beginning has been approached to undertake this work and has indicated that he would be happy to research and collate an appropriate paper.

4. Reasons for recommendations

- 4.1 It is important to acknowledge the significant input of the volunteers both through the successful Sharing Sherlock project but also to expand on how we intend to further engage with them to support and develop the Conan Doyle Collection going forward.
- 4.2 The opportunity to be involved in the new RNIB led project will result in the development of some key skills for both staff and volunteers in working with communities who can find accessing our heritage collections quite challenging. We hope that this project will provide us with opportunities to pilot new ways of working which can also benefit other communities as well as the BPS community so opening up access to our collections and heritage even further.
- 4.3 The development of both a touring exhibition and a Sherlock Holmes Experience will mark a change in the strategic direction of the Collection enable the collection to be shared with a much wider international audience and potentially provide crucial income into the collection as well as profiling the city on a national and international platform as the birthplace of Sherlock Holmes.

5. Equality impact assessment (EIA)

- 5.1 An EIA is not required to support any of the recommendations within this report as there is no change of policy.

6. Legal comments

- 6.1 As the proposals set out in the report build upon and continue with the existing policy there are no additional legal comments

7. Director of Finance comments

- 7.1 The Sharing Sherlock Project cost £90,000, funded by £80,000 received from the HLF and £10,000 from PCC. This project was successfully delivered within budget.
- 7.2 The RNIB has been awarded HLF funding for a 'Sensing Culture' project, the aim of which is to make cultural service provision more accessible. The Library and Archive Service are one of the four partners in the South East that are taking part and have been allocated £33,360 to make the Conan Doyle collection more accessible to visually impaired people.
- 7.3 It is anticipated that there will be a charge for Tim Rusby's work developing the feasibility options for the Sherlock Holmes experience and this will be supported from within Portfolio Reserves in agreement with the Cabinet Member. The evaluation of each proposal will include a detailed financial appraisal.

- 7.4 The development of the Sherlock Holmes exhibition is in the early stages. This exhibition will be created from within the existing financial resources of the service.

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Signed by:
Stephen Baily
Director of Culture and City Development

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
Nil	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 11 December 2015.

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Signed by:
Cabinet Member for Culture, Leisure and Sport

Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure & Sport Decision Meeting
Date of meeting:	11 December 2015
Subject:	Outline Events Programme 2016-17
Report by:	Director of Culture and City Development
Wards affected:	All
Key decision:	No
Full Council decision:	No

Purpose of report

- 1.1 This report sets out to inform and update the Cabinet Member on the outline events programme for 2016-17 and an outline proposal for an Events Strategy to deliver and develop a stronger events programme going forward.

Recommendations

- 2.1 To welcome the early notification of the outline events plan for 2016-17.
- 2.2 To request permission to develop an events strategy.
- 2.3 To continue to work with event organisers to attract events to the city which build on the existing reputation for delivery of a high quality events programme and to request, where practical, an independent economic impact report for larger events.
- 2.4 To work with local business and residents to ensure that they are fully aware of events in their area as early as possible to enable them to maximise the opportunity they present and to adapt their own arrangements in a timely manner.

Background

- 3.1 The events programme which has occurred to date through 2015/16 has been of a larger scale and could be considered more varied than in previous years. This has been especially noticeable as regards large scale events where the Council were approached with an increased number of offers.
- 3.2 The events programme specifically sought to broaden the geographical spread of activities so as to give the core land time to recover between events. However the poor weather conditions and high levels of rain, especially during August, meant that the programmed events had to put in place additional measures to deliver their

events successfully and that a land reinstatement programme had to be requested of event deliverers.

- 3.3 As well as the increase in larger scale events the council has also had an increased number of community event applications where there has been an unexpected 25% increase from 228 event applications in 2014/15 to 286 already for 2015/16. The nature and variety of the community organised events continues to be very broad.

- 3.4 During 2015/16 the main large scale events have been as follows:

Date	Event	Venue
Sat 27 th June	Portsmouth Family Show	King George V Field
Thurs 23 - Sun 26 July	Americas Cup Series	Southsea Common
Sat 29 - Sun 30 August	Victorious Festival	Southsea Common
Sat 24 - Sun 25 October	Great South Run Events	Southsea Common
Fri 11 - Sun 13 December	Christmas at the Castle	Castle Field & Surrounds

- 3.5 We have recently received an Economic Impact report from the America's Cup World Series Event (see Appendix 1) and are expecting similar economic impact reports for both Victorious Festival and Great South Run. We believe that provision of such information should be a key component of agreeing to any larger scale event in the city in order to enable Members to be fully informed of the value and added benefits of the events being held in the city.

- 3.6 Currently we are in negotiation with a number of large scale event organisers for an events programme for 2016/17 as outlined below:

Provisional Date	Event	Venue
Sat 30 April - Sun 1 May	Portsmouth Family Show	King George V Field
Sat 28 - Sun 29 May	Mutiny Festival	King George V Field
Tues 31 May	Jutland Commemorations	Southsea Common
Thurs 21 - Sun 24 July	Americas Cup Series	Southsea Common
Sat 27 - Sun 28 August	Victorious Festival	Southsea Common
Sat 22 - Sun 23 October	Great South Run Events	Southsea Common
TBC October	Scare Event	West Battery Gardens
TBC December	Christmas at the Castle	Castle Field & Surrounds

- 3.7 It is anticipated that a number of these events will require a road closure in order for them to be delivered safely and the council will work with the event organisers in order to ensure a high level of advance communications with both local residents and businesses as early as possible.
- 3.8 All large scale event organisers will be required to present their outline plans to the Portsmouth Event Safety Advisory Group at an early draft stage to ensure that all current health & safety legislation has been considered within their documentation. Once consideration has been given to the draft documents by the PESAG specialists it is anticipated that a final version will be submitted to a future meeting.

- 3.9 It is anticipated that the growth in the number of community event applications will continue and the events team will work to further support groups and encourage early submission of application forms in order for all elements to be considered in a timely manner.
- 3.10 In order to provide the strategic rationale for the continuation of an events programme a new council Events Strategy is required. It is anticipated that this should encompass an outline of the potential growth areas of this work in a more strategic way so as the city can continue to build on its reputation for successful event delivery focusing on target activities which work well with our environment, infrastructure and capacity.
- 3.11 The strategy will consider areas such as:
- Strategic framework for events delivery and development including evaluation of the potential for an event assessment framework for larger events
 - Levels of support for commercial event organisers
 - Support and advice for council run events
 - Support and advice to community and voluntary group event organisers
 - Methodology for the analysis of any economic benefit reports from large scale events
 - Assessment of the appropriateness of the Events Team's role in co-ordinating Portsmouth Event Safety Advisory Group

4. Reasons for recommendations

- 4.1 It is important to acknowledge the significant impact the large scale events have in the city. The recently published Americas Cup World Series Economic Impact report demonstrated clearly the direct financial value of the event to Portsmouth of £1.3 million GVA through 248,505 spectators through the 4 days of the event.
- 4.2 Officers need to ensure that the events programme is balanced across the city and also allows the land time to recover effectively to support the volume of activity.
- 4.3 The provision of a new Events Strategy will enable the development and delivery of events to happen within a supported framework which enable development on target events working within our environment, infrastructure and capacity.

5. Equality impact assessment (EIA)

- 5.1 An EIA is not required to support any of the recommendations within this report as there is no change of policy.

6. Legal comments

- 6.1 All legal issues are addressed within the body of the report.

7. Director of Finance comments

- 7.1 The work associated with the production of outline events plan and the development of the events strategy will be carried out within the existing budget resources of the service.
- 7.2 Large events involve many different PCC services with both cost and revenue implications. A financial appraisal is carried out on each event to ensure that all of the financial risks have been considered before approval is given for the event to proceed.
- 7.3 The development of an Events Strategy will support the introduction of a standardised fees and charges schedule covering all sites in the City.

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Signed by:

Stephen Baily

Director of Culture and City Development

Appendices:

Appendix 1: **America's Cup World Series Portsmouth 2015**

Summary analysis of Economic Impacts associated with the hosting of the event

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
NII	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:

Cabinet Member for Culture, Leisure and Sport

Appendix 1: America's Cup World Series Portsmouth 2015

Summary analysis of Economic Impacts associated with the hosting of the event

The Economic impact study of 'Land Rover BAR, the British America's Cup World Series Portsmouth 2015' was prepared by KPMG LLP in accordance with specific terms of reference by the key parties. The report was publically launched at an event on 10th November 2015.

For the purpose of this appendix we have focused on summarising the key event results from the activities which took place in Portsmouth from 23 - 26th July 2015.

- A total of 248,505 spectators and attendees attended from ACWSP 2015 over the four days from 23rd to the 26th July
- Total number of spectator boats 2,700
- That the event generated £1.3 million GVA into the Portsmouth economy which contributed to an overall contribution to the UK economy of £4.3 million
- The event generated 27 live reports on BBC and made over 17 hours of UK TV news coverage
- Over 3 million were reached on Facebook
- Events were supported by 250 Wavemaker Volunteers

The positive economic impacts are reflected in the experiences of many local businesses in Portsmouth.

- Of those surveyed following the event 43% experienced an increase in sales during the event and 17% following the event
- 20% of business survey respondents indicated that they took on additional temporary staff during the events.

The report also anticipated a number of longer term positive economic benefits stemming from the ACWSP 2015 particularly in relation to potential increases in future visitor numbers in Portsmouth:

- Almost two-thirds of non-resident ACWSP 2015 spectators surveyed said they were likely to return to Portsmouth or the local area for a reason other than attending a future ACWS event. An additional 20% said they were fairly likely to return.
- Over a quarter of those who said they would return expected that they would return for a weekend or longer.

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Agenda Item 5



Portsmouth
CITY COUNCIL

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 11 December 2015

Subject: Library Services for the Vision Impaired

Report by: Director of Culture and City Development

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 Portsmouth Library and Archive Service's provision for blind and vision impaired residents; the breadth of the support offered; its contribution to the city's health and wellbeing agendas and to make a recommendation that seeks to improve the offer, in a context of reducing budgets.

2. Recommendation

- 2.1 **That the Library and Archive Service engages with Adult Social Care, Public Health and local disability groups to explore how services to residents with sensory impairments can be further developed in the city.**

3. Background

- 3.1 Portsmouth Library and Archives have been providing additional services to people with vision impairment for over fourteen years. These have gone well above and beyond the provision of large print and audio books. In addition to a weekly ICT drop-in session, there is a weekly information and support group, two reading groups (using MP3 and audio CD), a quarterly newsletter, a telephone advice line, sensory shop and a regular programme of events and guest speakers. These services won the Chartered Institute of Library and Information Professionals' "Libraries Change Lives Award" in 2003 and were one of the three nominees for the 2015 award.
- 3.2 These activities are delivered by the Library Vision Impairment Services Officer, supported by library staff and volunteers. In 2014, just under 1000 visits were made to these library-based groups and 364 people made appointments to see the Vision Impairment Service Officer in person for advice or support.

The advice line attracts a large number of enquiries. In 2014 there were over 1300 enquiries, an increase of five per cent on the previous year (see Appendix 1 which features impact evidence from Vision Impairment Service users).

- 3.3 The Vision Impairment Service Officer, along with the Library Macmillan Cancer Support Officer, attends the South East Society of Chief Librarians Health and Wellbeing group, a network through which they can share best practice in providing inclusive and accessible library services (see Appendix 2 detailing the "Six Steps to library services for blind and partially sighted people). There is a link between sight loss and reduced wellbeing - over one-third of older people with sight loss are also living with depression - and library services to the vision impaired make a significant contribution to the reduction of loneliness and isolation felt by many residents. Disabled people more generally are also more likely to be digitally excluded, unable to benefit from online services so library support and signposting in ICT and other assistive technologies encourages people to live more independent lives.
- 3.4 The Library Service also works supports the work of local organisations such as Portsmouth Disability Forum and Healthwatch, ensuring the views of disabled people are put forward to key decision makers in the city. Sight loss affects people of all ages but especially older people. One in five people aged seventy-five and one in two aged ninety and over are living with sight loss. For blind people of working age, there are additional challenges. Two-thirds of registered blind and partially sighted people of working age are not in paid employment.
- 3.5 The Royal National Institute for the Blind (RNIB) has been awarded Heritage Lottery Funding for a "Sensing Culture" project, the aim of which is to make cultural service provision more accessible. Portsmouth Library and Archive Services are one of four partners in the South East that are taking part and have been allocated £33,360 to support efforts to make the Conan Doyle Collection more accessible to visually impaired people. Already, staff and volunteers have been trained in audio describing collections. Interactive information panels will be developed, along with specially made handling objects that can be made transportable and toured.

4. Reasons for recommendations

- 4.1 From set up in 2001 to 2005 two part-time workers from Learning Links were funded by the Library Service with some additional support from Adult Social Care for the telephone helpline after this. Since then, however, the work has been solely funded from the Library and Archive Service budget. There is a small amount of income generation from Braille translation, the sale of products for people with sensory impairment and consultation work.
- 4.2 The Sensory Team in Adult Social Care has reduced in size over the last few years as the authority as a whole has had to make savings. At the same time, with an increase in the aging population projected, the number of people with sensory impairments will also increase. It is estimated that by 2050 the number of people with sight loss in the UK could be nearly four million, almost double the current figures.

5. Equality impact assessment (EIA)

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

6. Legal comments

- 6.1 As the proposals set out in the report build upon and continue with the existing policy there are no additional legal comments

7. Director of Finance comments

- 7.1 The current library services for the visually impaired are delivered within existing library budgets.
- 7.2 Although there has been a financial contribution from Social Care in the past, this ceased some years ago. Any future developments in the service will be dependent on external funding being secured. This may be awarded either directly or indirectly such as the partnering arrangement with the RNIB to deliver the Sensing Culture project funded by the Heritage Lottery Fund.

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Signed by:
Stephen Baily
Director of Culture and City Development

Appendices:

Appendix 1: Impact evidence from service users

Appendix 2: Six Steps to Library Services for Blind and Partially Sighted People

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
Key facts about sight loss	www.rnib.org.uk

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet member for Culture, Leisure and Sport on 11 December 2015.

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

Appendix 1: Impact evidence from service users

1. Michael lost his sight unexpectedly. The optician told him to see his GP as a matter of urgency and two years later he was registered blind. Michael had never used a computer before but a Portsmouth City Council sensory impairment adviser put him in touch with the Vision Impairment Services Officer. Michael was introduced to the library's computer facilities and helped with the accessibility features.

"I wanted to research my family tree but my sight wouldn't handle the normal text sizes on menus and pages. Zoom text made a great difference enabling me to increase the size of the text on the monitor screen to a much larger size. It does have disadvantages because the monitor does not increase in size so on you are only able to see parts of the web page and you have to navigate with the mouse around the page to see it all. This can be a bit difficult and some people feel quite seasick at first but with practise you soon get to it. Although expensive it enables you to carry on using a computer. Having now made the change from Zoom Text to Windows 7, which was a bit difficult at first, I have now been able to carry on with my work tracing my family tree.

I have found it very helpful being able to read census returns and other documents and if I come up against a brick wall there is always someone available to sort the problem out. I have now been attending the afternoon sessions for over eight years and I had never touched a computer before so it was a bit of a learning curve whilst dealing with sight loss. So I can safely say that without the help and support of libraries my life would be very different indeed."

2. "I would like to thank Portsmouth libraries for all the help and support they have provided me since the loss of my sight 4 years ago. Since losing my sight the library has provided me with support and has been a venue to learn and adapt to my condition. On my first visit I met the Vision Impairment Officer who explained to me the many different services that the library offered.

There were courses such as learning how to use a computer, reading Braille and joining the visually impaired book club. These are all services that I use regularly and have helped me in my day to day life. The vital services that are provided have helped me adapt to my condition and they have taught me things that I never thought I could do. Before losing my eyesight I couldn't use a computer at all. Now I'm on it every day, catching up with my friends via email and over the internet. I have also taken full advantage of the wide range of talking books and magazines available at the library. Furthermore, I visit the library regularly to attend their information days. These days provide me and others with visual impairment information on the latest technologies being developed that can help in day to day life.

To conclude the library has provided me with a range of services which has improved my quality of life and without this service dealing with my condition would have been a lot more challenging. These services provided are vital for blind and visually impaired people".

3. "For many years before I was diagnosed and treated for Macular Degeneration I struggled to read the menus on my computer. Following my diagnosis I was fortunate enough to attend a workshop for partially sighted people where I was told about weekly meetings of people interested in using computer programs which magnified the text.

This sounded great to me, just what I had been searching for, so I started to go to the Wednesday afternoon computer drop-ins. Over a few sessions I was shown a talking and magnification programme called Guide and I realised that this programme was what I required to enable me to continue to use my laptop. So I obtained a copy of Guide and since it was installed I have enjoyed dealing unaided each day with my emails, scanning and storing photographs and sending these as attachments to some of my emails.

I appreciate that Guide will enable me to independently do other computer skills in time and I am looking forward to the challenge. I now look forward to using my laptop whereas before Guide I made so many errors I felt frustrated and gave up using it. Now I love trying my luck and feel my confidence is returning due not only to the Guide programme but because of the library support."

4. "I have derived tremendous benefits and enjoyment from using the library service from the time I gave up reading books many years ago, and discovered the joys to be found in the audio books section.

In the past ten or so years I have had the opportunity to join many of the groups run by the Portsmouth Library Service, including:

- The monthly Spoken Word Group, initially meeting at Carnegie Library, then moving to Southsea Library.
- The MP3 Reading Group meeting monthly at Central Library.
- The Drop-in Group meeting weekly at Southsea Library, where a variety of speakers cover a range of subjects; information on day to day activities being held throughout the city is given out, and there is the opportunity to meet and chat to people with sight loss, who could otherwise feel isolated with their disability.

In addition to the above, I have attended many one day events covering:

- Visual aid exhibitions.
- Workshops on the practical use of mobile phones and tablets.
- An intergenerational project held at Portsea Library where sighted pupils from a local secondary school provided tuition in downloading and copying from PCs to removable devices. The young people learned a lot more about the effects of sight loss and we learned a lot about the young people!

- Talks given by professional readers of commercial audio books available on loan from the library, held at Central Library.

The above rich tapestry of activities organised within the Library Service has enriched my life, not simply from the information learned, but the opportunity to meet and mix regularly with men and women of all ages living with sight loss and realising that we are the same as everyone else, with similar interests and concerns, but just not seeing too well, or at all."

5. "I was medically retired due to my visual impairment and after years of working this was an alien situation for me. I lost a lot of self-confidence at this time and the Portsmouth library facilities effectively became a lifeline as I adapted to a lifestyle very different to what I had encountered so far.

The library facilities afforded me the opportunity to try out visual assistance software of various types and to assess which would be best for me to use on returning to the workplace. I was able to work unaided and soon found myself confident enough to help others to become familiar with using the software available. I became part of a network of people who were in a similar situation and it was comforting to realise I was not in this alone.

The information available at the library enabled me to find out about other organisations, equipment and software that was available for people with visual difficulties and I am in no doubt that without this valuable facility I would not be as confident in myself or have achieved as much.

Appendix 2: Six Steps to Library Services for Blind and Partially Sighted People

Launched in 2011 by Society of Chief Librarians, Scottish Library & Information Council and Share the Vision, signatory library authorities commit to the following:

1. Use Your Reading Choices with blind and partially sighted customers to assess their reading needs and facilitate access to public libraries and other relevant services (<http://tinyurl.com/rnib2>).
2. Use Reading Sight (www.readingsight.org.uk), the free website for library staff supporting blind and partially sighted people to access reading and reading services.
3. Provide local collections of large print and audio books.
4. Have a strategy in place for provision of access technology throughout your library service.
5. Designate a "champion" for the reading needs of blind and partially sighted people.
6. Participate in Make a Noise in Libraries Fortnight (www.rnib.org.uk/manil) run annually by the Royal National Institute of Blind People (RNIB).

Agenda Item 6

THIS ITEM IS FOR INFORMATION ONLY



Title of meeting: Culture, Leisure and Sport Decision Meeting

Subject: Borrowbox, eBooks and eAudiobooks Update

Date of meeting: 11 December 2015

Report by: Director of Culture and City Development

Wards affected: All

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

2. Purpose

- 2.1 To update the Cabinet Member for Culture, Leisure and Sport on the success of the Borrowbox eBooks and eAudiobooks service in Portsmouth Libraries.

3. Information Requested

3.1 Background

- 3.1.1 In 2014 Portsmouth City Council Library Service started a procurement process for an eBooks supplier. From June 2012 an eAudiobooks service (where books in spoken word format could be downloaded) was provided to borrowers through the OneClickDigital platform. Usage of this had been good (an average of 314 downloads per month) although with some feedback from the public that registration on the website could be difficult. However, library staff were receiving increasing requests from readers to provide an eBooks service.
- 3.1.2 Ebooks have been available in the UK for some years but as a Library Service we had refrained from buying in to a service because of the restrictions and uncertainty surrounding eBooks for libraries. Many publishers refused to allow libraries access to their titles in eBook format, whereas others withdrew titles at short notice or hedged availability around with restrictions such as limiting the number of issues an eBook could have. Although some major publishers still do not allow their titles to be made available to libraries in an eBook format, the publishing landscape has become more settled and there are enough big publishers on board to make the offer to our readers attractive.
- 3.1.3 The eBooks and eAudiobooks service was always intended to supplement and enhance our traditional book offer, which is still in great demand by residents. The advantage of an eBook offer is that it is available 24/7 outside of library opening hours and books can be borrowed and downloaded from the comfort of a reader's home.

This is one of a range of offers increasing virtual library visits and enabling digital use of services. There are also advantages for readers who require larger print or suffer from dyslexia (as they can enlarge text and change page colour) and there are no overdue fines or issues over lost or damaged books.

3.2 Contract award

- 3.2.1 After a procurement process, the Portsmouth contract was awarded to Bolinda Digital, who provide an eAudiobooks and eBooks platform called Borrowbox. Borrowbox can be accessed via a website and also via an app, which gives very easy access to stock. The contract was awarded at the end of March 2015.
- 3.2.2 In May 2015 we ended our contract with OneClickDigital as it was not financially viable to maintain two eAudiobook platforms.

3.3 Launch and promotion

- 3.3.1 Borrowbox Portsmouth was launched in August at an event at Southsea Library and has seen immediate high usage. Most of our OneClickDigital customers eagerly awaited the introduction of the new eAudiobook service when we ended the OneClickDigital service and we kept them up to date with developments via email. We therefore had an audience ready and waiting for the new service.
- 3.3.2 BorrowBox has also attracted people who had not previously used our online services. Through a range of promotions, including posters, postcards, branch displays with Bolinda balloons and boxes, this new service was publicised to library users. It was also important to attract non-users and lapsed users, and the library therefore produced articles for Flagship and the Portsmouth News to reach a wider audience. Since the launch an eBooks workshop was offered as part of the Over-60s Festival, and this was oversubscribed nearly three times over. Subsequent workshops have been offered to meet this demand.

3.4 eAudiobooks

- 3.4.1 eAudiobooks have seen the highest issuing figures in Borrowbox, with 1392 downloads by 31 October. The top 3 highest issuing adult titles were:

- Death of a Glutton (M.C Beaton),
- Comedian Dies (Simon Brett)
- Fatal Impact (Kathryn Fox)

The top young adult titles were:

- Finding Jennifer Jones (Anne Cassidy)
- Looking for JJ (also Anne Cassidy)

The top children's titles were:

- Fortunately the Milk (Neil Gaiman)
- Butterfly Club, (Jacqueline Wilson)

3.4.2 The high popularity of eAudiobooks could be due to a number of reasons:

- The library already had an established readership for eAudiobooks through our OneClickDigital service so were able to let those readers know via email that the new service was available.
- Rights to eAudiobooks mean that far more current, bestselling titles are available in this format with only a short wait from original publication as a book to availability in eAudiobook. A recent example is Harper Lee's *Go Set a Watchman*, which the library purchased as an eAudiobook less than two months after publication of the book itself.
- eAudiobooks tend to be more expensive to purchase than eBooks, so the offer of free eAudiobooks through the library is more attractive.

3.4.3 The eAudiobooks have undoubtedly been very popular, and the challenge for the library service is to meet this demand by regularly purchasing new titles. With an average price of £50 for an adult eAudiobook, and licensing restrictions which restrict each title to one borrower at a time, some of the more popular titles have already built up long waiting lists. To maintain a high quality service, some of the library's stock budget will need to be allocated to this area.

3.5 eBooks

3.5.1 eBooks have seen very encouraging issue figures with 1087 downloads by 31 October. The most popular adult titles were:

- Not Quite Nice (Celia Imrie)
- A Secret Kept (Tatiana de Rosnay)
- Missing (Karen Alvtegen)

The top young adult titles were:

- The Boy in the Striped Pyjamas (John Boyne)
- Paper Towns (John Green)
- City of Ashes (Cassandra Clare)

The top children's titles were:

- Monster (Michael Rosen)
- Gangsta Granny (David Walliams)
- Private Peaceful (Michael Morpurgo)

3.5.2 eBooks are cheaper for the library to purchase than eAudiobooks, which means that we can have a wider range of stock. However, publishers limit the availability of bestsellers, and there is a significant time delay between the release of a new title and its availability as a library eBook. As with eAudiobooks, eBooks are restricted to one book, one borrower, but there are also added restrictions from some publishers which mean that certain eBooks will expire after a set number of years. The library will then have to purchase another copy to retain the title in its collection.

This is unlikely to change in the near future. Although some publishers refuse to provide eBooks to libraries, their number is dwindling as more and more publishers make their stock available to libraries.

- 3.5.3 As with the eAudiobooks, some funds will be found from the existing stock budget to meet demand from our readers for more titles.

3.6 Feedback and evaluation

- 3.6.1 The number of BorrowBox users has steadily risen from 214 in July to 599 by the end of October. Feedback has been extremely positive, both verbally and by email. Initially the stock team answered a large number of enquiries regarding registration and set up, but users have also taken the time to write in with very positive feedback about the new service:

"Just thought I would send a quick note to say thank you and to reassure you that the wait was WELL worthwhile... a huge advance in public library services for those of us slight less able to get about ... "

"Thank you so much for providing this service and for keeping me so well updated via email. I'm VERY excited about using Borrowbox."

"As a very frequent user of audiobooks, I am delighted to know that the new system is now up and running."

3.7 Future

- 3.7.1 The stock team meet every two months to analyse the usage statistics for BorrowBox. The team are also able to pick up on titles with high waiting lists, and can buy top-up copies accordingly. Demand for this service is likely to increase as more people purchase tablets and smartphones, and wish to download eBooks and eAudiobooks via the BorrowBox app.
- 3.7.2 As the comment quoted above from one user makes clear, the service is accessible to those who are less able to physically reach libraries, whether because they are housebound or because their working patterns do not allow them to visit a library during its usual opening hours.
- 3.7.3 BorrowBox complements our usual book offer: where eBooks provide quick access, our standard books have a much wider range which eBooks are unlikely to match for many years. BorrowBox makes a very attractive addition to the library's digital services, which also include Freegal for music streaming and downloads, and Zinio for magazine downloads. As demand for BorrowBox increases, the stock team will monitor and allocate budgets to ensure that the service continues to grow.

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Signed by:
Stephen Baily
Director of Culture and City Development

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

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Agenda Item 7

THIS ITEM IS FOR INFORMATION ONLY



Title of meeting: Culture, Leisure and Sport Decision Meeting

Subject: Transforming the D-Day Museum - project update

Date of meeting: 11 December 2015

Report by: Director of Culture and City Development

Wards affected: ALL

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

2. Purpose

- 2.1 To provide an update on the work completed during the first round / development phase of 'D-Day75 Transforming the D-Day Museum'.
- 2.2 This is in anticipation of a presentation to Members on the concept exhibition designs at the Cabinet Member Meeting.

3. Information Requested

- 3.1 Over the past 12 months or so Portsmouth Museums staff, with the support of colleagues from across the council and a team of external specialists have worked flat-out to do all the work required by the HLF for our Second Round application. Throughout the process we have been proactively involved - keeping the project team focused on council aspirations, providing much of the content, checking and re-checking details. Members should note that this has taken place against a backdrop of ongoing commitments - not least the day to day operation of our six museum sites.
- 3.2 Transforming the D-Day Museum is underpinned by consultation. Some 500 people have contributed their views, via a range of media including online and through specially convened focus groups, including: users and non-users, academics, museum colleagues (including national and international museums). We have been surprised at the level of enthusiasm for the project and the views expressed have given us greater confidence and informed our plans for the Museum's new exhibitions and future programming. Four advisory groups have been convened representing teachers, young people, people with disabilities and a historical advisory panel (of academics).

- 3.3 The Conservation Plan has assessed the significance of the D-Day Museum Collections noting the regional, national and international significance of many of the objects we hold - particularly the authentic objects with a D-Day provenance and including the Overlord Embroidery - and the conservation requirements of collections in store and on display. Condition Reports, including the cost of conservation, have been obtained for the Overlord Embroidery and the large vehicles and field guns (to be displayed inside the Museum and those displayed outside).
- 3.4 The exhibition content is based on 7 main themes, 45 storylines, and will include over 250 key objects the majority of which have a relevant provenance. As originally planned personal accounts and different perspectives (Allied, German and French civilian) will be key to our interpretation and evoke the emotional response from visitors which we seek. Our Research Assistant (a project funded post) has identified over 400 institutions (from 16 countries) that hold relevant material that we can approach for loans and further information.
- 3.5 The Activity Plan includes over 60 separate strands of activity to be delivered over the life of the project including the 75th Anniversary of D-Day in 2019. When the new museum opens in 2017 we anticipate that we will be delivering an annual programme of over 100 separate events, workshops and activities working with a range of partners - in the UK, Europe and America. Our transformed programme will include events both small and large - from family trails to the homing pigeon release planned for the re-opening of the Museum in 2017 and the conference at the Victoria & Albert Museum in 2018 inspired by the Overlord Embroidery.
- 3.6 The work of the Architects has opened up the reception area to create an inviting and welcoming space that can accommodate groups. The café has been relocated to the rear of this space allowing outdoor seating and freeing-up the Dulverton Wing so it can be used solely to host the activities described above which will drive the repeat visits essential for the viability of the Museum. Throughout, the Project Design Team have been vigilant with regard to the council's requirement that ongoing service costs are maintained at current levels so any additional income generated can be used to support Museum activities.
- 3.7 Fundraising activity in collaboration with the Portsmouth D-Day Museum Trust has thus far delivered: £50K from the Dulverton Trust (pledged), £50.1K from the Victorious Festival (banked) and £20,000 public donations (banked with Gift Aid to follow). Applications have been submitted to the Wolfson Foundation and Fisher Foundation and further applications are planned.
- 3.8 The Second Round Application was submitted to the HLF on October 7th 2015. We anticipate a site visit in November and the outcome of the bid will be known in January 2016.

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- 3.9 Details of the project cost and income as per the HLF application are summarised in the matrix below. Members should note that the total project cost has increased by £278,493 since the first round bid to the Heritage Lottery Fund. The uplift is mostly due to changes in inflation to current day prices and an increase in prelims. In addition there are costs associated with insulating the vehicle hall and exterior signage (neither included in the original bid) and additional conservation required for the museum's collections. In response we are requesting an additional £200,000 from the HLF and the council will contribute a further £78,493.

COST HEADING	DESCRIPTION	VALUE £
Capital costs	Incl: new building work, exhibitions, professional fees	4,226,100
Revenue Activity costs	Incl: new staff costs, equipment and materials, website	655,750
Total Costs		4,881,850

SOURCE OF FUNDS	DESCRIPTION	VALUE £
PCC		378,493
Private donations - individual	Small donations + online and text giving	20,131
Private donations - Trusts / Charities / Foundations	Dulverton Trust	50,000
Private donation - corporate	Victorious Music Festival	50,132
Other fundraising	= match funding target	179,844
Capital HLF Grant Request		3,547,500
Revenue HLF Grant Request		497,000
Revenue - increased management and maintenance costs plus volunteer time		158,750
Total Funds		4,881,850

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Signed by:
Stephen Baily
Director of Culture and City Development

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