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# NOTICE OF MEETING

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**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

**FRIDAY, 9 DECEMBER 2016 AT 9.00 AM**

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL**

Telephone enquiries to Lisa Gallacher 02392 834056  
Email: [lisa.gallacher@portsmouthcc.gov.uk](mailto:lisa.gallacher@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

Councillor Linda Symes (Conservative)

## **Group Spokespersons**

Councillor Lee Hunt, Liberal Democrat  
Councillor Stephen Morgan, Labour  
Councillor Julie Bird, UK Independence Party

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(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](http://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**
- 2 Declarations of Interest**
- 3 Construction of a new Butterfly House at Cumberland House Museum  
(Pages 3 - 12)**

Purpose of report

To obtain confirmation of the replacement of the Butterfly House at Cumberland House Museum

**RECOMMENDED**

**That the construction of a new butterfly house at Cumberland House Museum at an estimated cost of £130,000 funded from contributions from portfolio reserves be formally approved.**

**4 Events Strategy (Pages 13 - 26)**

Purpose of report

To inform and update the Cabinet Member on the development of an Events Strategy and to seek adoption of the strategy following consultation and revision.

**RECOMMENDED**

- (1) To note the importance of events in complimenting and growing the reputation of Portsmouth both nationally and internationally.**
- (2) That the attached Events Strategy 2017 - 2021 is approved by the Cabinet Member for Culture, Leisure and Sport.**

**5 Archive Development Policy 2016-2020 (Pages 27 - 44)**

Purpose of report

To present the Archives Development Policy 2016 - 2020 and to seek its acceptance.

**RECOMMENDED**

**That the Archives Development Policy 2016 - 2020 be agreed and accepted.**

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.

# Agenda Item 3



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 9 December 2016

**Subject:** Construction of a new Butterfly House at Cumberland House Museum

**Report by:** Director of Culture and City Development

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

1.1 To obtain confirmation of the replacement of the Butterfly House at Cumberland House Museum.

## 2. Recommendation

**2.1 That the construction of a new butterfly house at Cumberland House Museum at an estimated cost of £130,000 funded from contributions from portfolio reserves be formally approved.**

## 3. Background

3.1 The butterfly house at Cumberland House Museum has been in operation since the 1970's. It is a very popular attraction and draws many young families in to the museum.

3.2 Following a condition report in 2015, it became clear that the existing structure added to the museum to house butterflies in the mid 1970's, was beyond economic repair.

3.3 A further report conducted for the Friends of Cumberland House in 2015 by a butterfly expert, noted that the existing butterfly house was not suitable for butterflies and needed work to make it more butterfly friendly.

3.4 A series of communication events with visitors and Museum users were held over the summer of 2016. Feedback from these was 100% positive for the demolition and replacement of the butterfly house.

- 3.5 Information and feedback leaflets have been available at Cumberland House Museum since May 2016. The leaflet informed of the need to demolish and replace the Butterfly House and gave various avenues for feedback (email, text, written, phone) .This has had Polish and German translations also available. All feedback has been very supportive and encouraging.
- 3.6 The demolition of the 'ugly' existing Butterfly House addition was welcomed and people were generally concerned that the butterflies we house are in the best possible environment for them to thrive.
- 3.7 The addition of work to the garden to support conservation of native species was also heavily welcomed and seen to compliment the housing of tropical butterflies in the museum.
- 3.8 In November 2016 the contract for the demolition of the existing butterfly house was put out to tender and the process of demolition should be completed by the end of March 2017. Any necessary repairs and restoration work following demolition have been included in the demolition contract, as have remedial maintenance works to the inside of the main building.
- 3.9 An additional benefit of the demolition of the existing butterfly house addition is that the original rear façade of the building will again be visible to visitors to the garden and the Canoe Lake area. This was much supported in conversation with residents and visitors over the summer open days in the museum garden.
- 3.10 This funding will enable the completion of the building for the new facility and will support fundraising to enhance the experience for visitors and residents through planting, educational signposting and developing the garden itself as a native species habitat.
- 3.11 Further fundraising is required to enhance the new facility for visitors and butterflies. We need to make the facility visitor friendly (accessible and attractive) and suitable for the butterfly species that it will house. This will include structural planting, butterfly and caterpillar feeding plants and plants suitable for self-breeding of specific tropical species.
- 3.12 We have managed to secure support from the Canoe Lake Park Group to initiate a Crowdfunding bid for £25,000. We have also received an offer from Fyffes to fund the Puparium (value £800). The Friends of Cumberland House are also keen to support funding bids to support this venture.
- 3.13 The design of the interior will be enhanced by having funding available to make it an attractive space for visitors - for photographs etc.
- 3.14 We need to incorporate a water feature to support the high humidity level required for the butterflies which needs to be functional and attractive.

- 3.15 Signage will be important this will be both educational and informative supporting school's curriculum work and making the new facility valuable for schools and other educational visitors.
- 3.16 Signs will also be incorporated into works in the museum garden to encourage native species. This will include identification guides (for both caterpillars and butterflies).
- 3.17 The garden will be planted with feeding and breeding plants to encourage native species and to balance with the butterfly house.

#### **4. Reasons for recommendations**

4.1 The Butterfly House is a much loved city attraction for residents and visitors alike. The facility has been in operation since the mid 1970's and has been a traditional attraction for generations of families in the area and beyond. The facility adds greatly to the other exhibits at Cumberland House Museum and helps to engage children and adults in a love of natural history.

4.2 Butterfly Houses are not too common and this new facility will prove a good visitor attraction to the city, with all the benefits that brings.

The demolition and replacement of the butterfly house will enable the city environment and support city wide redevelopment and to make Portsmouth *a great place to live, work and visit.*

4.3 A new butterfly house will provide a much improved environment for both butterflies and visitors. In order to retain the attraction we need to invest in its future.

It is not only important to have the facility, but we need to ensure it provides the best possible environment for the butterflies and a good visitor experience. The option to replace the facility is the only solution that provides this outcome.

#### **5. Equality impact assessment (EIA)**

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

#### **6. Legal comments**

6.1 Section 19 Local Government (Miscellaneous Provisions) Act 1976 contains wide powers enabling local authorities to provide within or outside their locality, such recreational facilities as they think fit. This section includes a non-exhaustive list of permitted purposes including social or recreational purposes for which the Council

may provide staff and facilities and the recreational facilities may be provided with or without payment.

- 6.2 Commissioners to ensure any contract awards follow the Council Contract Procedure Rule and the Public Contract Regulations (PCR) 2015 so far as its applicable.

**7. Director of Finance**

- 7.1 Works relating to the to the re-provision of the Butterfly House at Cumberland House will be carried out in two stages.
- 7.2 Stage 1 works are for the demolition of the existing butterfly house and the associated remedial works to the main building. The total cost will be £202,000 and this will be funded from the landlord maintenance budget.
- 7.3 Stage 2 works are for the re-provision of the butterfly house and are expected to cost £130,000, quotations are currently being sought for these works. Prior to any works commencing a capital appraisal will be prepared and approved by the S151 Officer and the Cabinet Member for Culture, Leisure and Sport.

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 Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

**Appendix 1: Equality Impact Assessment**

**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:

<b>Title of document</b>	<b>Location</b>
Condition Survey Cumberland House	Property Services
Expert report on existing butterfly house	Friends of Cumberland House
Photograph of original façade of rear Cumberland House	Museum Service
Contract for demolition of existing	Property Services

butterfly house Information Sheet (available at Cumberland House Museum)	Cumberland House Museum and via Rod McLean
Report on the summer communication fun days at Cumberland House Museum	Via Rod McLean

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

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

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# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of City development & culture

**Function e.g. HR,  
IS, carers:**

Museums and Visitor Services

**Title of policy, service, function, project or strategy (new or old) :**

New Butterfly House

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

**Q1 - What is the aim of your policy, service, function, project or strategy?**

Replace existing butterfly house

**Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?**

All museum visitors will benefit - particularly those of restricted mobility  
The old butterfly house although wheelchair accessible had limited clear floor area. We are able to design in to the new butterfly house paths, routes and resting points for those in a wheelchair or of restricted mobility.

**Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?**

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pregnancy and maternity

Other excluded groups

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

yes

No

**Q7 - How have you come to this decision?**

The report and actions and activities proposed for the year ahead seek to increase and enhance access to an existing facility.  
Discussions have taken place with museum staff and visitors on the new butterfly house - this was over the summer of 2016 and mainly (for the public) via a series of 6 garden events focusing on the new scheme and butterflies.  
Internal design is not yet complete and there will be further discussion around how this will function and how we can make it as limited mobility friendly as possible.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Rod McLean Jane Mee

**This EIA has been approved by:** Jane Mee

**Contact number:**

023 92834788

**Date:**

31/10/16

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk



**Title of meeting:** Culture, Leisure & Sport Decision Meeting

**Date of meeting:** 9 December 2016

**Subject:** Events Strategy

**Report by:** Director of Culture and City Development

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## **1. Purpose of report**

- 1.1 The purpose of this report is to inform and update the Cabinet Member on the development of an Events Strategy and to seek adoption of the strategy following consultation and revision.

## **2. Recommendations**

- 2.1 **To note the importance of events in complimenting and growing the reputation of Portsmouth both nationally and internationally.**
- 2.2 **That the attached Events Strategy 2017 - 2021 is approved by the Cabinet Member for Culture, Leisure and Sport..**

## **3. Background**

- 3.1 Over the past decade, Portsmouth has built a strong reputation for delivery high quality and high profile events - from local community events to hosting major international events.
- 3.2 This strategy aims to capitalise and build on previous successes to deliver economic, social, sporting and cultural legacies for the city going forward. It recognises that across the sector, it is the major events that generate the most significant outcomes for the city's economy however there is a strength to the local community programme and a need to skill communities to be able to support and deliver their own events.

## **4. Reasons for recommendations**

- 4.1 It is understood that events are crucial to the fabric of the city in delivering and developing a range of economic and socio-economic benefits. We know they

attract visitors to both the city and the region and positively influence perception of place through the quality experiences they deliver.

- 4.2 We believe that events add significant value to local communities both through participating in events but also from enhancing skills and knowledge in the planning stages to delivering community cohesion in the actual event delivery.
- 4.3 A draft Events Strategy was brought to Culture, Leisure & Sport Meeting in March 2016 and subsequently has undergone a period of consultation. The feedback from this process has been incorporated into the revised Events Strategy which is presented with this report.
- 4.4 The adoption of this revised events strategy will provide an opportunity to fundamentally change the city's position on events to strive to put it on a truly international platform and to maximise one of the specific benefits from recent successful delivery of the Victorious Festival and the securing of the Americas Cup World Series race programme will provide for the city.

## **5. Equality impact assessment**

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

## **6. Legal implications**

- 6.1 As previously advised, the strategy will need to be underpinned by robust agreements with promoters and organisers of events. Where the Council is promoting any of the events directly then agreements, disclaimers and other documents will be needed to ensure a proper allocation of risk associated with the event.
- 6.2 Advice in respect of licencing, planning, procurement and contracts can be provided on an event-by-event basis.

## **7. Director of Finance's comments**

- 7.1 The costs associated with the implementation of this strategy will be met from existing budget resources.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices: Appendix A: Portsmouth City Council Events Strategy 2017 - 2021**

**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:

<b>Title of document</b>	<b>Location</b>
Southsea Seafront Strategy	<a href="https://www.portsmouth.gov.uk/ext/development-and-planning/regeneration/southsea-seafront-strategy.aspx">https://www.portsmouth.gov.uk/ext/development-and-planning/regeneration/southsea-seafront-strategy.aspx</a>

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

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

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# Portsmouth City Council Events Strategy 2017 - 2021



## **Portsmouth City Council Events Strategy 2017- 2021**

### **1. Introduction**

The City of Portsmouth is a lively and active city. With a rich and varied past, it has been the home of the nation's Royal Navy for centuries, is the birthplace of Charles Dickens and Sherlock Holmes and has played a full part in the history of the country. Events, over many years, have played a key role in Portsmouth's past and we perceive that the city is poised to become a global events destination with events becoming an extremely important asset for the City's future.

Over the years, events have formed part of a wide programme of involvement between communities, groups and individuals and include examples such as local school's carols concerts, area wide events such as the Great South Run, civic events such as the Remembrance Service as well as many others.

Hosting significant national and international events such as the America's Cup World Series races and the Victorious Festival provides the authority, with the help of other partners, the opportunity to form a new Events Strategy to help achieve our ambition to be a global events destination and make Portsmouth a Great Waterfront City.

There are many extremely valuable events organised directly or indirectly by Portsmouth City Council, although it could be argued that the full potential of this type of activity has not been achieved. This strategy and vision, if adopted and implemented, would bring a rationale to events in Portsmouth and help us realise the potential benefits to both the city and the wider South East Hampshire region.

This strategy aims to capitalise and build on previous successes to deliver economic, social, sporting and cultural legacies for the city going forward. It recognises that across the sector, it is the major events that generate the most significant outcomes for the city's economy.

We believe that major events can help provide a means to realise Portsmouth as a Great Waterfront City and drive the right outcomes within the context of the city. This includes the networking opportunities for local businesses that major events consistently deliver back to both local and regional economies.

## **2. Why events are important?**

Whilst Portsmouth has a strong tradition of hosting successful, prestigious, large scale cultural and sporting events which have been shown to materially boost the local economy there are also many events which are delivered directly by community groups as well as a parallel strand of commemorative events which take place across the city. This web of different types of events are an integral part of the fabric of the city and as such need to be understood for the different roles they play.

Community groups often allow people with a common interest to come together to celebrate their specialism in an appropriate way. This can range from dog walking groups, to vintage car owners or faith groups who wish to mark something of significance to them. To this end this strategy will be a pivotal document to provide direction to support and advice and to maximise the resources the city has available e.g. public land and space.

The strand of commemorative events have a special significance in Portsmouth which appropriately reflect the city's military connections. It is right that key dates such as Remembrance Sunday and the anniversary of the D Day invasion are marked. In March 2012 Portsmouth signed an Armed Forces Community Covenant which encourages the city to support the service community in the area and the staging of such commemorative events is a key component of this support.

Major events are crucial to the fabric of the city in delivering and developing a range of economic and socio-economic benefits. They attract visitors to the region and positively influence perception of place through the quality experiences they deliver. They add significant value to local communities through participation in events from enhancing skills and knowledge in the planning stages to delivering community cohesion in the event delivery.

The Great South Run is an annual event, billed as the world's leading ten mile race, and attracting world-class elite athletes. The programme includes a weekend of sporting events. In 2015, just under 25,000 runners participated, attracting in tern tens of thousands of spectators. The economic benefit of the race as previously been calculated a £2.575m, rising to a total impact of over £3.3m when wider economic benefits are factored in. The impact is driven by the scale of visitors, and the rates of expenditure whilst they are in the city. Key to the generation of income is the fact that more than 80% of runners are from outside the area and around a third of this proportion stay overnight.

Looking at a larger scale visitor event, the Victorious Festival in 2015 generated 99,658 attendances over the two days it was held. The event generated an estimate £4.48m direct economic benefit to the city, rising to £5.82m when wider benefits are factored in. Critically also is the spending by the event organisation itself - including local labour - which was estimated at nearly £1m.

These benefits have been recognised by many successful cities around the world and more recently in the Government Cultural White Paper which was published in March 2016. A strong approach to events in Portsmouth is important because it will::

- Have a direct and immediate benefit to the local economy
- Make Portsmouth a more attractive place to live in and visit with a year-round offer
- Reinforce the position of Portsmouth as a Great Waterfront City
- To accelerate longer-term development benefits for the city

### **2.1 Direct and Immediate benefit to the local economy**

The extent to which the event will generate economic impact within Portsmouth will depend on a variety of contributing factors, including duration of event, potential to attract visitors from outside of the City, the nature of the event and audience profile.

A major events sources some of its income from outside of the region but it also spends it in the region to deliver the actual event e.g. additional direct business-to-business expenditure Secondly the event attracts visitors who directly spend money in the local economy in areas such as accommodation, restaurants etc.

### **2.2 Make Portsmouth a more attractive place to live in and visit with a year-round offer**

With careful consideration of how the event will affect the normal operation of the City and a focus on having a longer spread of activities throughout the year. Events make cities more vibrant and interesting to both live and work in with the potential to bring people together, sharing a sense of identity.

### **2.3 Reinforce the vision of Portsmouth as a Great Waterfront City**

Hosting major events can often result in a significant impact on a city and its image. The impact of the images from the 2015 America's Cup World Series race have achieved a brand identity and media profile which has been unprecedented for the city and has supported a positive image of Portsmouth on a national and international level.

### **2.4 To accelerate longer-term development benefits for Portsmouth**

Increasing the profile of Portsmouth has the potential to accelerate economic and infrastructure developments which provide a significant catalyst for change. Portsmouth would have the potential to use major events to give focus to their priorities and use the opportunity to develop longer-term business and trade connections.

### 3. Vision

**Our core vision is:**

***To build on Portsmouth's reputation for attracting and delivering major high quality events which continue to grow our position as a vibrant Great Waterfront City.***

The vision outlined in this document is of a Portsmouth that is ambitious, highly skilled, creative and able to make and take advantage of opportunities the events provide. The resurgence of major event activity and our securing of one-off major events has increased our knowledge and capacity to deliver a broader programme and to actively encourage further event development across Portsmouth.

At present the Council does not overly pursue opportunities to host major events and so does not reap the benefits of attracting new business from this market. Opportunities exist to capitalise on the natural resources that Portsmouth quite clearly enjoys; most noticeably excellent venues, its prime location within the affluent South-east, close links to a critical mass of population and a geography which lends itself to an active water programme.

Whilst the focus of this strategy has been on major events there needs to be a parallel programme promoting a strong sense of identity and civic pride through the delivery and support of a range of high quality community led events. This will not only improve skills within communities but also provide a platform for community cohesion and cross-sector working e.g. Portsmouth Pride Festival.

This Strategy will support a transparent approach which will help us deliver change through:

- A spread of risk across many events so the critical mass of activity is of greater value than the individual parts
- Ensuring we deliver those events which are right for Portsmouth with an appropriate geographical spread across the city
- To further improve our national and international reputation for delivery
- To maximise our return on investment - being able to clearly demonstrate the value through effective research
- To engage in events which bring added value to the city e.g. to provide the maximum opportunities for local suppliers

#### **4. How can the City Council support this vision?**

Portsmouth City Council's financial position continues to be very challenging and its investment needs to be strategically targeted against key outcomes to ensure resources are used efficiently and effectively. However funding is only one part and Portsmouth must be 'event friendly' and easy to do business with in order to attract the calibre of events which will enhance and develop our reputation.

Additionally we need to ensure that we have the knowledge, capacity and infrastructure to provide an 'event friendly' approach. This needs to consider areas such as the provision of venues, added value through tourism and transport as well as the oversight role which the Portsmouth Events Safety Advisory Group holds.

##### **4.1 Partnership working**

Working in partnership with external agencies and private sector event management companies e.g. Portsmouth Historic Dockyard, Victorious Festival, will be crucial. With the public sector facing increasing financial pressures it is essential to target resources into core priorities which can attract significant benefit to Portsmouth.

Attracting major events cannot be just a priority of the local authority but should be supported by a wider spectrum of aspiration across many organisations and businesses in order to achieve the major benefits which we believe events can bring.

##### **4.2 Global Positioning**

If Portsmouth is to use this opportunity to fundamentally change its position on events to strive to put it on a truly international platform then a comparison with some cities where events are at the heart of their delivery is appropriate.

A comparison of the events strategies of cities such as Sydney, Barcelona, Cape Town and Glasgow revealed some common themes:

- They all recognise the strategic importance of major events and plan accordingly attracting investment if required
- They recognise the need to balance the social outcomes of the events with the economic outcomes
- They perceive events as a platform for transformation of their cities
- They use events to actively promote and enhance their city brand

Portsmouth would need a major step change in its thinking around events to achieve this and it is clear that we would need to think differently in order to realise the Vision. Through the adoption of this strategy Portsmouth can embrace a different approach to events and aim to be part of a bigger picture as an exciting globally connected city, internationally relevant and with a competitive advantage in attracting and retaining inward investment.

## **5. How can we deliver an attractive events programme?**

Our events programme will be a mixture of established successful events, new events which can be developed and national/international events which we will be trying to attract to Portsmouth.

In most instances the council will work in partnership with one or more organisations to deliver the events but the approach needs to be considered and relevant. All events should be contributing to at least one of the event benefits so through a full year the full programme should support all benefits as outlined through:

- Direct and immediate benefit to the local economy
- Make Portsmouth a more attractive place to live in and visit with a year-round offer
- Reinforce the position of Portsmouth as a Great Waterfront City
- To accelerate longer-term development benefits for the city

When considering events we will need to assess the proposal- against our basic requirements to ensure it can be safely delivered, consideration of which will be given through PESAG for all events for over 5,000 people. Additionally the event will be considered to see if it will:

- Ensure the event is right for Portsmouth
- Promote Portsmouth as an attractive and vibrant city
- Deliver to an appropriate demographic at an appropriate time of the year
- Deliver economic benefits to Portsmouth and for major events to have a mechanism in place to measure this
- Strengthen the city's reputation for successful quality event delivery
- Engage with local businesses and maximise opportunities for local suppliers
- Complement existing programmed events and effectively use resources

It should however be acknowledged that occasionally an event opportunity will arise which will be exceptional and which should be grasped even if it does not fully meet the core benefits. In such an instance flexibility and capacity to respond quickly will often be essential whilst not compromising the local authorities processes.

## **6. Route to Success: How will we deliver this?**

### **Objective 1 - Consolidation & Planning**

**Action 1.1** Develop a Portsmouth Portfolio to packaging the city's assets, strengths and potential capabilities to capture the attention of national and international organisations and event organisers

**Action 1.2** Foster relationships with key decision makers and those with the rights to larger events

**Action 1.3** Attend specific trade fairs e.g. The Event Production Show to market Portsmouth as an attractive, events friendly city

**Action 1.4** Have a consistent approach to the use of PCC land and the hire of Council resources and equipment in line with current policies on insurance and booking systems for spaces

### **Objective 2 - Building our Events Infrastructure**

**Action 2.1** Investigate future funding mechanisms to support events including European funding models

**Action 2.2** Explore options for a capital investment programme for event sites and infrastructure

**Action 2.3:** Develop a consistent and systematic approach to event measurement and evaluation including economic impact methodology

### **Objective 3 - Objective 5 - Marketing for Events**

**Action 3.1** Undertake proactive marketing to identified and specific event management companies who operate in the areas of event management most attractive to Portsmouth e.g. outdoor, music and water based events

**Action 3.2** Enhance marketing collateral for Portsmouth with marketing for major events

**Action 3.3** Articulate the benefits of major events to Portsmouth residents and businesses

## **Objective 4 - Organised for Events**

**Action 4.1** Streamline and promote the best practice for supporting events from small to large scale throughout Portsmouth from process to charges

**Action 4.2** Maintain and co-ordinate a city wide event's calendar to act as a planning tool for the benefit of all existing and prospective event organisers in Portsmouth

**Action 4.3** Provide support through the Event Application process to enable voluntary organisations and community event organisers to deliver safe, well run and enjoyable events

**Action 4.4** Ensure that the Event Application Guidelines are current and up to date reflecting current legislation and good practice to enable community organisations to plan, organise and deliver events for themselves

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# Agenda Item 5



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 9 December 2016

**Subject:** Archives Development Policy 2016-2020

**Report by:** Director of Culture and City Development

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 To present the Archives Development Policy 2016 - 2020 and to seek its acceptance.

## 2. Recommendations

- 2.1 **That the Archives Development Policy 2016 - 2020 be agreed and accepted**

## 3. Background

- 3.1 Earlier this year the Libraries and Archive Services were successful in a bid to the National Archives (TNA) for Accredited Status for the Archive Service as a Place of Deposit. Portsmouth Archive Service was one of the first 30 services in the UK to achieve this status. This status conveys ongoing responsibilities in terms of providing good access, security and conservation for collections.
- 3.1.1 The award of accreditation was the culmination of a process which began with the creation of the Portsmouth History Centre as a receiving space for archive and local history collections and the development of safe, secure and climate controlled storage. The primary store is the Southsea Repository located above Southsea Library and there are additional stores in the Central Library close to the History Centre.
- 3.2 The accreditation process required the development and embedding of a range of policies and working practices, which were brought to the Culture, Leisure and Sport Portfolio on 10 July 2015, in the report "Archive Development and Policies".

3.3 Additional to this work, a further document is now required, drawing together essential elements to take the service forward, within existing budgets. The TNA strongly recommend and supported the production of this document, the "Archives Development Policy 2016 - 2020".which draws together the following elements, required in order to deliver a well-run, consistent, transparent and efficient service

- The Portsmouth History Centre mission statement
- The policy for the acquisition and disposal of collections and items
- How the Archive Service contribute to the PCC priorities.
- The background to the Archive Service
- The scope of the collections
- Priorities and criteria for future collecting and disposal
- Loan processes
- Acquisition processes
- Review

#### **4. Reasons for recommendations**

4.1 The recommendation that the policy is agreed and accepted by the Portfolio Holder for Culture, Leisure and Sport, is required for the following reasons:

- To provide the Archive Service with clarity and direction in the principle areas of working practice.
- To demonstrate to TNA that the policy and therefore the actions and activities of the Archive Service are supported by our governing body.

#### **5. Equality impact assessment (EIA)**

5.1 The Access and Equality Advisor indicated that an EIA is not required as the recommendations do not have a negative impact on any of the protected characteristics described in the Equality Act 2010.

#### **6. Legal comments**

6.1 No legal implications arise directly from the recommendations of this report.

#### **7. Director of Finance comments**

7.1 The recommendation in this report will be implemented and managed within existing budgets as part of the Museum Service's core function.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

**Appendix 1 - Archives Development Policy 2016 - 2020**

**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 ..... on .....

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

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## Appendix 1

**Culture and City Development****Archives Development Policy 2016 - 2020****1. Introduction**

**1.1** Portsmouth's archive collections are magnificent resources that we hold for the people of Portsmouth and for visitors to our city. They contribute to current council policies and strategies and will continue to make major contributions to the cultural life of the city.

**1.2** The Library and Archive Service maintains comprehensive collections of published books, pamphlets, maps, newspapers and periodicals on both local and naval history to complement the archive collections and support research.

**1.3** The archives are accessed through Portsmouth History Centre. Portsmouth History Centre's mission statement is:

*Inspiring everyone to explore Portsmouth's archive heritage by collecting and preserving the records, stories and collective memory of the people of Portsmouth and enabling access to these unique records locally, nationally and internationally.*

The archive collections are key to the delivery of this mission statement.

**1.4** The Archives Development Policy informs the acquisition, rationalisation and disposal of items from the archive collections in the care of the city council.

**1.5** The Archives Development Policy ensures that items are 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.

**1.6** The Archives Development Policy establishes relationships with other Archive services and archive-holding institutions in the area, with regard to the acquisition of material for the collection and for the transfer of items. It also encourages public confidence that the Library and Archive Service is a suitable repository for archives.

**1.7** This document outlines how Portsmouth City Council intends to develop its archive collections over the next five years, in its role as guardian of the city's archive heritage.

## 2. Strategic Context

2.1 This section of the policy briefly describes some of the ways in which the archive collections are and will be used to deliver corporate objectives.

2.2 Culture and City Development (CCD), of which the Library and Archive Service is 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.*

2.3 The Culture and City Development Business Plan 2014- 2017 identifies 6 Strategic Outcomes:

1. **A city where all residents have opportunities to enhance their health and wellbeing, to be involved in building healthy and happy local communities.**

### **How we contribute:**

- Partnership with FindMyPast to digitise and index archives
- 'Explore Your Archives' week talks and workshops
- Exhibition outside Portsmouth History Centre for Disability Month
- Partnership with the Good Mental Health project
- Talks to local groups, university students, etc.
- Facilitate visits to Portsmouth History Centre to encourage further engagement and use
- Support and continue to train existing volunteers
- Recruit, train and support new volunteers
- Providing free access to relevant websites at Portsmouth History Centre and other libraries in the city

2. **To be a city where all residents have access to high quality formal and informal learning and skills opportunities to improve their quality of life**

### **How we contribute:**

- Ensure that Portsmouth History Centre is an inclusive space
- Promote engagement with, and use of, the resources and services of Portsmouth History Centre
- Work with school and university groups and with individuals seeking experience of archives and related sources

- Work with individuals who are seeking to gain work experience as a path to employment

**3. Enhance Portsmouth's reputation as a city of innovation and enterprise and stimulate economic, social and physical regeneration to generate investment and business growth**  
**How we contribute:**

- Promote volunteering as a path to work, and support volunteers using volunteering to this end
- Promote awareness of Portsmouth's history and historic buildings, and of the local environment

**4. A city with a distinctive culture established as a national and international destination**

**How we contribute:**

- Enriching awareness of Portsmouth - especially the many aspects of Portsmouth's history -, locally, nationally and internationally
- Promote our services to users of Portsmouth History Centre from outside Portsmouth

**5. To create a high quality urban environment to regenerate our city and spaces, encouraging sustainable development and economic and social regeneration**

**How we contribute:**

Work with PCC staff and outside agencies engaged in new buildings and the redevelopment of existing buildings and sites.

**6. An innovative service that engages in the challenges of developing quality, affordable and sustainable services that effectively meet the needs of residents and visitors**

**How we contribute:**

- Staff development meetings
- Staff training (both internal PCC and specific 'Archives' training)
- Use the Accredited status of the Archive Service to develop our services in conformity with the Accreditation Standard

**VFM**

**How we contribute:**

- Staff development meetings

- Staff training (through PCC and off-site)
- Use the Accredited status of the Archive Service to develop our services in conformity with the Accreditation Standard
- Partnership with FindMyPast to digitise and index archives
- Provide free access to relevant websites at Portsmouth History Centre and other libraries in the city

### **3. History of the Archive Collections**

- 3.1** The archive service was established in 1960. The archive service operated independently until the archive and museum services amalgamated in 1994 to form the Museums and Records Service. In 2013 the archive service transferred to the Library Service, creating the Library and Archive Service. Public access to the archive collections is through Portsmouth History Centre in Portsmouth Central Library. Portsmouth History Centre gives access both to the archive collections and to the library local and naval history and Charles Dickens collections.
- 3.2** The archive collections began with records of Portsmouth City Council and predecessor bodies. The archive service is formally designated as a Diocesan Record Office for Anglican records. In this capacity it acquires records of Anglican parishes in the Portsmouth, Gosport, Havant and Fareham deaneries of the Diocese of Portsmouth. The archive service is also designated as an approved place of deposit for public records (as defined under the 1958 Public Records Act), including records of Portsmouth hospitals. Records of local businesses, individuals and organisations have also been acquired.
- 3.3** In 2004 the bequest of the Arthur Conan Doyle Collection - Lancelyn Green Bequest established Portsmouth as a major repository of archives, books and objects relating to the life and work of Arthur Conan Doyle.

### **4. Overview of the Archive and Conan Doyle Collections**

#### **4.1 The Archive Collections**

- 4.1.1** The archive collections chart the history of Portsmouth, the place and the people, from 1313 to the present day.
- 4.1.2** 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 1958 Public Records Act; and records of local businesses, organisations, families and individuals. The material exists in several forms: handwritten and printed records, maps, plans, photographs and digital/tape media.

- 4.1.3 The geographical range for the archive collections covers the City of Portsmouth. In addition, the service is designated by the Anglican Bishop of Portsmouth as the Diocesan Record Office for church records from parishes in the deaneries of Portsmouth, Havant, Fareham and Gosport.
- 4.1.4 The archive collections contain a number of important documents. There is a series of civic charters, covering the period from 1313 until the present day. The Quarter Sessions papers (including plaintiff and witness statements), covering the period 1670 - 1781, is very unusual for its completeness and in its relevance for researchers and historians; this is a nationally important group of material.
- 4.1.5 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.
- 4.1.6 The records of Portsmouth men applying for exemption from military service in the First World War are important as they have survived in only a very few other places.
- 4.1.7 The archive includes a collection of some 1700 oral history recordings spanning the 20<sup>th</sup> century which capture personal accounts of the more recent history of Portsmouth. These are a fascinating and important resource. They include 450 interviews with former dockyard worker, on deposit from the Portsmouth Royal Naval Dockyard Trust.

## **4.2 Conan Doyle**

- 4.2.1 The Conan Doyle Collection is of international significance and the largest of its kind in the world. The Arthur Conan Doyle Collection - Lancelyn Green Bequest brought the largest amount of material in 2004, and since that time other smaller collections have been acquired, including items relating to the trial of George Edalji.
- 4.2.2 The archive section of the collection includes 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 Spiritualist 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.

## **4.3 Library Collections**

### **4.3.1 Local Studies Collection**

Portsmouth Library Service was established in the 1880s with published material on the local area being collected from the outset. The coverage of the collection altered during the period 1974 to 1997 when the library service was administered by Hampshire County Council to cover material published on the whole of Hampshire but the heart of the collection covers the geographical area of Portsmouth and the surrounding area.

### **4.3.2 Naval Collection**

The Naval Collection was first brought together in the 1950s and now contains more than 13,000 volumes. Many duplicates are available for loan. The Lily Lambert McCarthy Collection, which consists of 1000 volumes, was presented to the Library in 1984 by Mrs J G McCarthy, an American citizen and lifelong friend of the Royal Navy and its history. The rarer items are housed in glass cases. There are also files of pamphlets, cuttings and photographs.

The stock of printed books dates from the mid-seventeenth century onwards. New books continue to be added to stock. Major subject areas include ships (construction and history), biography, battles, voyages and exploration, and the First and Second World Wars. Marine forces and naval aviation are also important sections.

### **4.3.3 Charles Dickens Collection**

The Charles Dickens Collection at Portsmouth Central Library originated at the Dickens Birthplace Museum in Mile End, Portsmouth, after the house was acquired by the Borough Council (as it then was) in 1903. Successive librarians developed the collection there until 1967, when a separate Museums Department was formed and the books were transferred to the Central Library, then located behind the Guildhall. The present Dickens Room was opened in the new Central Library in 1976 and the collection continues to develop by acquisition of old and new items. There are now some 1500 volumes and 100 reels of microfilm.

## **5. Sites**

**5.1** Archive storage is split between the Central Library and Southsea Archive Repository.

## 5.2 Central Library

The Central Library is the location of Portsmouth History Centre, which provides public access to the archives collection. 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.

- 5.2.1 There are small areas for display within the Central Library, including an alcove and dedicated case adjacent to Portsmouth History Centre where small exhibitions featuring items from the archive and local studies collections are mounted.
- 5.2.2 The library book collections are held within Portsmouth History Centre, mostly on open access but with some in locked cases. There is additional material in the basement store.

## 5.3 Southsea Archive Repository

- 5.3.1 Southsea Archive Repository, on the floor above Southsea Library, is the location of an archive store, a document reception area (where incoming items can be examined, cleaned and repackaged), and a volunteer work area.
- 5.3.2 Documents stored at Southsea Archive Repository which are required by users of Portsmouth History Centre are sent from, and returned to, the repository by a bespoke van run several days a week.

## 6. Themes and priorities for future collecting

### 6.1 Themes and criteria

The Archive Service recognises its responsibility to only acquire items that can be adequately cared for, and takes into account factors such as staffing, storage and conservation requirements before accepting items. Items are considered for acquisition where they:

- Originate from the Portsmouth area: produced, collected, or used by people and organisations having a substantial connection to Portsmouth
- Represent, document or illustrate the lives, cultural activity and aspirations of the people of Portsmouth
- Relate to Portsmouth's role in national and international events
- Originate from elsewhere, but which have a relevance to the Portsmouth area, including items relating to city twinning and sister-city links
- Items which supplement and extend existing significant groups of archives already in the collections

## **6.2 Date range**

From the earliest times up to and including the present day

## **6.3 Geographical range**

For Anglican records: records from and relating to parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham. For all other records: the area within a 15 mile radius of the Guildhall.

# **7. Collecting policies and plans of other archive services**

## **7.1 Collecting policies of other archive services**

Portsmouth Library and Archive Service will take account of the collecting policies of other repositories and other organisations collecting in the same or related areas or subject fields. We 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 public confusion.

Specific reference is made to the following organisations:

- Hampshire Archives and Local Studies
- Isle of Wight Record Office
- Southampton Archives
- West Sussex Record Office
- The National Archives

## **7.2 Acquisitions not covered by the policy**

Acquisitions outside the current policy will only be made in very exceptional circumstances, and then only after proper consideration, with regard to the interests of other archive repositories.

# **8. Priorities for future collecting**

**8.1** 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.

**8.2** The Archive 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 Records Act.

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

**8.4** Archives will seek to acquire material which documents:

- Under-represented (or missing) histories of local communities and minority groups
- Sporting activities and events in the city
- Portsmouth's contribution to the production of advanced technologies (such as the space industry and telecommunication)
- Life in Portsmouth since 1995

Periodically we will agree how best to acquire material in these categories, including liaison with local community groups, organisations and businesses, and monitor progress over the term of this policy. This material may include born digital records and oral history recordings.

### **8.5 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 Conan Doyle, especially Sherlock Holmes, and material relating to Doylian and Sherlockian groups and societies. Material relating to adaptations of works by Conan Doyle 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.

Initiatives such as developing a Literary Centre and the proposed Sherlock Holmes attraction will need directed collecting to supplement and extend existing collections.

### **8.6 Local Studies Collection**

The Library and Archive Service will purchase newly published printed material: books, pamphlets and maps on all aspects of Portsmouth and the immediate surrounding area. We will accept donations, particularly of self-published material when possible. We will collect literary works by local authors and seek to fill gaps in the collection of older novels, poetry and plays.

### **8.7 Naval Collection**

The purchasing policy for the Naval Collection has been 'any navy, anytime, anywhere'. As the language of most of the books is English, however, this tends to mean the Royal Navy and the navies of other

English-speaking countries, but not exclusively. There are sections on the French and Russian navies, for example, with some books in French and Russian. The current collecting is more restricted to the Royal Navy with major works on foreign navies purchased as funds allow.

The subjects covered most thoroughly are:

- Naval administration
- Mutinies
- Courts Martial
- Life at sea
- Badges and uniforms
- Ship histories
- Shipwrecks
- Strategy and tactics
- Naval battles
- Naval dockyards and establishments
- Royal Marines and similar special forces
- Naval flying
- Reserve and volunteer forces
- Marine art
- Biography

### **8.8 Dickens Collection**

The Library and Archive Service will purchase major biographies of Dickens, collections of letters and works on his illustrators. We will not buy new editions of his works or books of literary criticism.

## **9. Loan**

**9.1** Loan agreements document and regulate the loan of archive items to other institutions and to the individual or organisation which deposited them.

### **9.2 Loans in**

Items may be loaned to the Library and Archive Service so that a copy can be made (to be held by the Library and Archive Service, and the original returned to the lender).

Items may be deposited as a long-term/indefinite loan, the ownership remaining with the depositor. This is agreed and recorded when the items are deposited. (See also the Archive Information Policy).

### **9.3 Loans out**

Items may be loaned to depositors (if the item(s) were deposited as a long-term/indefinite loan) for research, exhibition, etc.

Items may be loaned to institutions for inclusion in exhibitions. All details of the loan, including display conditions, the length of the loan, etc., are agreed with the borrower before the loan takes place.

## **10. Themes and priorities for rationalisation and disposal**

**10.1** All rationalisation and disposal of items will be in accordance with the Disposal Procedures in section 13 of this Policy. Disposal might include, for example, return to the depositor, or rehousing by transfer to another archive or appropriate organisation.

**10.2** Items will not be acquired and will be considered for disposal under these criteria:

- Where they do not meet the criteria of the Archive Development Policy
- Where they cannot be conserved, documented, stored, displayed or insured to an acceptable standard and transfer to another archive service or institution would be beneficial to their preservation
- Where, although the item(s) meet the criteria of the Archive Development Policy, there is/would be 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

**10.3** Disposal of duplicate items, and of items not assessed to be worthy of permanent preservation will be undertaken as archive collections are catalogued.

## **11. Limitations on collecting**

The Library and Archive Service recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements, and the use of collections, will meet the requirements of the Accreditation Standard. The service will take into account limitations on collecting imposed by such factors as staffing and arrangements for the storage and care of collections.

## **12. Acquisition procedures**

**12.1** Portsmouth Library and Archive Service will exercise due diligence and make every effort not to acquire items to which no valid title can be acquired.

**12.2** Acquisition of items for the archive collections can be made by donation, purchase, bequest or long-term/indefinite loan. Acquisition is carried out in accordance with a statutory framework which includes:

- *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
- *Parochial Registers and Records Measure 1978* (amended 1992): the service is designated by the Anglican 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*

**12.3** Procedures for archive acquisition are set out in the Archive Information Policy.

### **13. Disposal**

**13.1** The disposal of much archive material - particularly Public Records and Anglican Church records - is governed by legislation and legal agreements, and by two national standards (see 12.2 above).

**13.2** Disposal of archive material is handled either at the point of receipt or later on as the material is documented, and as sanctioned by power of disposal obtained when the material is deposited.

**13.3** The National Archive Standards for Record Repositories (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.

**13.4** Documents held on long-term/indefinite loan will normally be returned to their depositor if disposal is agreed.

**13.5** Procedures for archive disposal are set out in the Archive Information Policy.

**13.6** Items purchase for the Library and Archive Service book collections are to be retained permanently.

**14. Review**

- 14.1** The Archive Development Policy will be published and reviewed at least once every five years. The date when the plan is next due for review is noted below.
- 14.2** The previous document (then titled 'Acquisition 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.

The policy will be due for review in 2021.

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