

Agenda item:

Title of meeting: Culture, Leisure & Sport Decision Meeting

Date of meeting: 13 December 2013

Subject: The Arthur Conan Doyle Collection

Report by: Head of City Development & Cultural Services

Wards affected: All wards

Key decision: No

Full Council decision: No

1. Purpose of report

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

2. Recommendations

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

3. Background

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

The project's aims are:

- **Learning**

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

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

- **Participation:**

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

The project is for two years until 30 December 2014.

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

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

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

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

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

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

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

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

3.7 **Study Packs and Handling Boxes**

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

3.8 **New Website and Online Exhibition**

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

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

3.10 **Volunteers**

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

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

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

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

4. Reasons for recommendations

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

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

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

5. Equality impact assessment (EIA)

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

6. Legal Implications

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

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

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

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

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

7. Head of Finance Comments

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

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

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 Signed by:

Stephen Baily
 Head of City Development & Cultural Services

Appendices: Appendix 1 - Sharing Sherlock Timetable

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

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

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

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

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 Signed by:
Cabinet Member for Culture Leisure and Sport



Sharing Sherlock Timetable

Conan Doyle Collection: Groups: Workshop and Exhibition Dates

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