
NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**FRIDAY, 20 JULY 2018 AT 10.00 AM****THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL**

Telephone enquiries to Lisa Gallacher 02392834056

Email: 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.

CABINET MEMBER FOR CULTURE, LEISURE AND SPORT

Councillor Steve Pitt (Liberal Democrat)

Group Spokespersons

Councillor Frank Jonas BEM, Conservative

Councillor Stephen Morgan MP, 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.

A G E N D A

- 1 Apologies for absence**
- 2 Declaration of Members' Interests**
- 3 The D-Day Story & D-Day 75th Anniversary (Pages 7 - 20)**

Purpose of report

To outline the initial plans for both the programme of heritage activities connected to local and international partners for the 75th anniversary of D-Day, as outlined in the plan in Appendix A, and the potential commemoration programme as a national hub for activities to mark this significant anniversary.

RECOMMENDED that the Cabinet Member:

- (1) Agree that the D-Day Story should work with local and international partners to lead heritage activities connected to the 75th anniversary of D-Day as outlined in the plan in appendix A.**
- (2) To seek authority to continue to liaise with the MOD on the position of Portsmouth in the programme of national and international commemorations which will be marking the 75th anniversary of the D-Day landings.**

4 Bookfest (Pages 21 - 30)

Purpose of report

To update the Cabinet Member on the 2018 Portsmouth BookFest and to outline recommendations for the 2019 Festival.

RECOMMENDED that the Cabinet agree:

- (1) To utilise Arts Council England funding to develop the Portsmouth Short Story Competition.**
- (2) To deliver a second publishing event following the success of the 2018 event.**
- (3) To utilise Arts Council England funding to develop audiences both in Portsmouth and further afield, building a visible publicity campaign.**
- (4) Develop more events and workshops for young people.**

5 Libraries and Archive Annual Report (Pages 31 - 38)

Purpose of report

To update and inform the Cabinet Member for Culture, Leisure and Sport of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. 2017/18 as identified in the Libraries and Archive Annual Update Report 2017.

To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Business Plan and city council priorities for the period 2018/19.

RECOMMENDED

- (1) That the updates to the agreed actions from the Portsmouth Libraries and Archives Annual Update Report 2017/18, shown at 3 be noted.**
- (2) That the following actions be delivered by Libraries and Archives in 2018/19:**
 - (a) Delivery of the Libraries Health and Wellbeing Project funded by**

the Public Health Transformation fund. This is a four year project to the value of £174,000

- (b) Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and Archives. This is a two year project to the value of £140,000
- (c) Delivery of the "No Fines and Reservation Fees" three year pilot study.
- (d) Development and launch of the independent Public Libraries, School Library service and Archive Service website
- (e) Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge to hard to reach groups and all that do not currently use a library.
- (f) Delivery of Universal Credit, to be rolled out across the city from September 2018
- (g) Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10
- (h) Development of the Archive Outreach Policy
- (i) Explore alternative library management systems for the School Library service and its clients
- (j) Deliver annual budget saving as required

6 Update on Wild about Portsmouth (Information only) (Pages 39 - 44)

Purpose of report

Information report to update Members on the Heritage Lottery Fund (HLF) funded project 'Wild about Portsmouth'

7 Archive Digitisation Project (Information only) (Pages 45 - 50)

Purpose of report

Information report to update the cabinet member on the progress of the contract with Findmypast to provide a service to digitise, index and host, on an internationally available website, a range of documents stored in the City's archive.

8 Exclusion of Press and Public

(NB Please note that appendix 1 of this report is Exempt and if Members wish to refer to it, there is provision to do so following the exclusion of the press and public)

That in view of the contents of the following item on the agenda the Portfolio Holder is RECOMMENDED to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item on the grounds that the appendix to the report contains information defined as exempt in Part 1 of Schedule 12A to the Local

Government Act, 1972”.

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012, regulation 5, the reason for exemption of the listed item is shown below.

(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Local Democracy Officer at the conclusion of the meeting for shredding.)

The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.

<u>Item</u>	<u>Exemption Para No.*</u>
9. Landing Craft Tank Project (Appendix 1 only)	3

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)

9 Landing Craft Tank 7074 (Pages 51 - 62)

(NB Appendix 1 is exempt and provision has been made on the agenda for the meeting to be moved into exempt session if required)

Purpose of report

To provide details of the application to the Heritage Lottery Fund for the Landing Craft Tank project - LCT 7074: Saving a D-Day Hero.

RECOMMENDED that:

- (1) The aspirations of the LCT 7074 project and the potential risks to the council are noted.
- (2) Officers seek confirmation from the National Museum of the Royal Navy that it will maintain the ship in good condition as its owner.
- (3) Officers work with NMRN representatives to finalise roles and responsibilities in advance of the outcome of the application to HLF.
- (4) Subject to 2 and 3 above, the application to the Heritage Lottery Fund is endorsed and supported.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor 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.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

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Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure and Sport Decision Meeting
Subject:	The D-Day Story & D-Day 75 th Anniversary
Date of meeting:	20 July 2018
Report by:	Director of Culture and City Development
Key decision:	No
Full Council decision:	No
Wards affected:	All

1. Requested by

The Cabinet Member for Culture, Leisure and Sport

2. Purpose

- 2.1** To outline the initial plans for both the programme of heritage activities connected to local and international partners for the 75th anniversary of D-Day, as outlined in the plan in Appendix A , and the potential commemoration programme as a national hub for activities to mark this significant anniversary.

3. Recommendations

- 3.1** To agree that the D-Day Story should work with local and international partners to lead heritage activities connected to the 75th anniversary of D-Day, as outlined in the plan in appendix A.
- 3.2** To seek authority to continue to liaise with the MOD on the position of Portsmouth in the programme of national and international commemorations which will be marking the 75th anniversary of the D-Day landings.

4. Background to the Recommendations

- 4.1** Next year, 2019, marks the 75th anniversary of the D-Day landings and the Battle for Normandy that took place from 6th June to 21st August 1944. The city of Portsmouth played a key role in this aspect of World War 2 including functioning as the primary naval base, as an embarkation point for troops and as a city where the wounded were treated as they were returned to Britain.

- 4.2** Following the D-Day Story's recent £5 million transformation funded by the Heritage Lottery Fund (HLF) the museum reopened in March 2018. The new presentation of the story with the emphasis on the personal story has been extremely well received by visitors of all ages.
- 4.3** Alongside the physical side of the transformation there is also a wider engagement project including an exciting programme of events and community engagement projects (Activity Plan) that runs until February 2021.
- 4.4** The D-Day Story is working in partnership with the National Museum of the Royal Navy to bring Landing Craft Tank (LCT) 7074 to The D-Day Story in 2019. LCT 7074 delivered tanks to Gold Beach in Normandy on 7th June 1944 and she is the only surviving example of these vessels in the UK.
- 4.5** Officers have been in correspondence and have had meetings with representatives of the MOD to better understand and ascertain the outline programme of national and international commemorations which will be taking place in June 2019.
- 4.6** It is anticipated that a range of events will be arranged for the 4 - 9th June 2019 which will both commemorate and celebrate the veterans and this remarkable event. Sponsorship is currently being sought to support such a programme which will be focused on Southsea Common.
- 4.7** Whilst we hope Portsmouth will be the hub of the UK commemorations we will work in partnership to promote and support a range of sub-regional events such as events at Southwick House and other key sites as well as using technology, where possible to link to the International programme in Normandy.

5. Outline programme of events

- 5.1** The plan of activities for D-Day 75 is formed into four sections. Fuller details of the first three of these sections can be found in Appendix A.
- 5.2** The four sections are as follows:
 - 5.2.1 Projects that form part of the HLF Activity Plan:** These are designed to connect with organisations nationally and internationally and encourage more and a wider range of people to engage with their D-Day heritage. It includes working with a youth organisation to enable young people to shape the museum's event programme. We will co-host an international conference in conjunction with Portsmouth University and the sector leading Global War Studies magazine. We will hire a young person as an Intern to work with community groups and enable them to uncover and display their D-Day Heritage.
 - 5.2.1 Landing Craft Tank 7074:** Research carried out as part of the consultation for this project suggests that there is a huge amount of interest from visitors within the city and further afield.

LCYT 7074 will arrive on site during the anniversary year and includes an Activity Plan funded by the HLF. It will continue the regeneration of the area around The D-Day Story and form a fantastic asset to the city in the anniversary year and beyond.

5.2.2 Royal Collection Loan: Portsmouth City Museum has confirmed that 12 portraits of D-Day veterans will go on display in 2019. Commissioned by HRH Prince of Wales, these poignant works of art have been created by twelve different artists and pay tribute to the extraordinary men that played a role in the D-Day landings. This prestigious loan will give Portsmouth residents the opportunity to access a significant art collection during the anniversary year.

5.2.3 Commemorative events programme 4 - 9th June: Officers are currently in discussion with the MOD to develop a range of commemorative activities which will take place on Southsea Common around the period of the anniversary. A previously submitted LIBOR funding bid to support this programme was sadly unsuccessful however the Royal British Legion were successful in securing funding supporting veterans to make, in most instances, what is likely to be a final trip to Normandy in 2019. However we are aware that there will be a number of veterans who may not be able to make such a trip and therefore we are working on an outline programme to support a range of appropriate activities to make Portsmouth the hub of the UK commemorations. These may also include a large-scale concert, Drumhead Service, Big Screens with either live broadcast or relevant film screenings.

6. Reasons for recommendations

- 6.1** Culture & City Development is well placed to work with local, national and international partners to deliver such a programme of work with a range of necessary knowledge on both delivery of the heritage programme and also co-ordinating a commemorative activities programme.
- 6.2** The D-Day landings are passing out of living memory and it is important to engage a new generation with the sacrifices made by those who took part and to appropriately ensure that the few remaining veterans have an opportunity to mark such a significant anniversary.
- 6.3** The recently transformed D-Day Story provides a focus for projects and events both in the lead up to the anniversary and beyond and funding provided by the Heritage Lottery Fund will support the majority of activities outlined in 5.2(i) will allow us to reach a wide audience.
- 6.4** Our ambition through the delivery of this programme will be to enable Portsmouth to be at the centre of the UK's commemorations for 2019 and then to establish our claim as the national and international hub for the study of D-Day.
- 6.5** We are currently working on a specific brand and overarching marketing plan to promote the wide range of activities both for the focused commemorative events and also for the longer-term programme.

7. Equality impact assessment (EIA)

- 7.1 A preliminary equality impact assessment is attached.

8. Director of Finance comments

- 8.1 The museum led events for the 75th anniversary of the D Day landings will be funded from the Museum Service budget.
- 8.2 The national and international programme of events is not yet available. Funding options are being explored to support the programme of events to be held on Southsea Common.

9. Legal Comments

- 9.1 The terms and conditions of the grant from the Heritage Lottery Fund may impose certain provisions and procedures being satisfied by the Council. Therefore these should be reviewed by the relevant departments (including Legal Services) to ensure that the Council has adequate provisions in place to meet these.
- 9.2 The partnership between the Council and the NMRN governs the distribution and use of the grant being applied for from the Heritage Lottery Fund and so this should be adhered to.
- 9.3 The Authority's PFI team may need to be consulted of the effect of the Landing Craft Tank.
- 9.4 The provisions of the Highways Act 1980 may need to be borne in mind if any part of the project has an impact on the highway.
- 9.5 It is understood that there will be advertising on the London Underground and in South Western train stations in respect of this project and the various activities. The terms of such, including timing/duration of the advertising etc, should be borne in mind throughout the project.
- 9.6 Portsmouth City Museum will be loaning 12 portraits from the Royal Collection. There should be a loan agreement in place for this which clearly sets out all relevant considerations, for example insurance, liability, safety and security, storage, packaging and transportation, publicity and any other special requirements.
- 9.7 The Authority is liaising with local and international partners in preparation for this project and the various activities. During this liaison/negotiation stage (i.e. before a formal contract is in place), it might be considered as to whether a non-disclosure agreement is required where commercial sensitive information is being shared. In addition, a data processing agreement will be required where personal data is being processed. It should be considered where the partner is non-EU based (e.g. WW2 Museum New Orleans) what legislation will be binding on the parties pre/during contract.

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Signed by:
Stephen Baily
Director of Culture and City Development

Appendices: Appendix A: D-Day Story HLF funded activity plan on a page
Appendix B: Preliminary 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:

Title of document	Location

Appendix A
D-Day Story 75th Anniversary plan on a page

Activity	Lead	Timescale	Funded by
<i>Working with local and international partners to lead heritage activities connected to the 75th anniversary of D-Day. Key project partners include:</i> <ul style="list-style-type: none"> Heritage Lottery Fund WW2 Museum, New Orleans Liberation Route Europe Global War Studies magazine UNLOC - youth organisation National Museum of the Royal Navy 			
<ul style="list-style-type: none"> Global War Studies international conference. In partnership with Global War Studies magazine and University of Portsmouth, we will host an international conference in July 2019. The D-Day Story will form a venue and host activities designed to connect leading academic speakers with the visiting public. 	FW AW	Ongoing until July 2019	HLF
<ul style="list-style-type: none"> WW2 Museum New Orleans electronic field trips. The WW2 Museum runs a series of very successful electronic field trips as part of their education programme. We will participate as a virtual destination for over 16,000 pupils. 	FW	April to June 2019	HLF
<ul style="list-style-type: none"> D-Day Story Youth Panel. Working with local youth organisation UNLOC to enable young people to plan, market and run 3 x events at the Museum. 	FW	September 2018 to September 2019	HLF
<ul style="list-style-type: none"> Liberation Route Europe - Europe Remembers. Participate in a European wide campaign to raise awareness of the anniversary in 2019 and 2020 and encourage travel trade visits to the museum. 	FW, JS, ME	January 2019 to Dec 2020	HLF
<ul style="list-style-type: none"> Royal Collection - Portraits of Second World War veterans. Loan of paintings from the Royal Collection to go on display at Portsmouth City Museum. 	SW	June to September 2019	Museums budget



<ul style="list-style-type: none"> • D-Day 75 uncover your D-Day heritage community project. Working with local community groups to enable them to uncover their D-Day heritage. An intern will be employed to coordinate this project and develop their museum skills. An online pack will be produced that will allow others to benefit from insights community groups have gained, and a shared celebratory event. 	FW, Intern	May 2018 to May 2019	HLF
<ul style="list-style-type: none"> • D-Day 75 event. Family friendly event at the D-Day Story on 1st June to commemorate 75th anniversary, as part of wider Civic events. 	FW	June 2019	HLF
<ul style="list-style-type: none"> • D-Day on your doorstep. Project linked to D-Day 75 community project encouraging participants to upload information on local D-Day sites. 	FW	Jan 2019 to Dec 2019	HLF
<ul style="list-style-type: none"> • Writer in residence. Writer in residence to produce new writing in response to the museum and work with veterans with PTSD to encourage them to create work of their own. 	TT	TBC	HLF
<ul style="list-style-type: none"> • LCT 7074; resurrecting a D-Day Veteran. Project with NMRN. Plan is for LCT to arrive on site in autumn 2019. Associated programme of activities likely to start in January 2019. 	JM AW + Project post	TBC - Autumn 2019	HLF (LCT) - subject to successful outcome of round 2 bid.

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Equality Impact Assessment

Preliminary assessment form v5 / 2013

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 Culture & City Development

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

Museums and Visitor Services and Events Service

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

Events and activities to commemorate the 75th Anniversary of D-Day in 2019.

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?

The aim is to deliver a programme of activities and events to mark the 75th anniversary of D-Day and the Normandy Landings. Some of these form part of the HLF funded project Activity Plan, others are potentially civic events.

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

The aim is to create and deliver an inclusive programme, with different strands of activity targeted at different audiences. The events will be delivered in accessible spaces such as the D-Day Story.

The commemorative events around the anniversary date of 6th June 2019 will be targeted at the Normandy and other military veterans but we anticipate that these will have a much broader appeal.

The Activity Plan activities, especially where they are linked to external funding already have clear target audiences - young people or community groups for example and certainly provide opportunities for inter-generational activity.

We do not anticipate that the proposed activities will have a detrimental effect on any of the equality groups. Any activities that are organised will be overseen by the development officer who will seek advice from different protected characteristic group to ensure they are inclusive to all on each individual event if there could be potential issues for some people.

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"/>
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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 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 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	<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

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 D-Day 75 programme provides a range of opportunities for people of different ages and abilities, from different backgrounds to engage with the story of D-Day and the Normandy Landings.

The D-Day Story with its inviting approach and welcoming reception area will be a key venue for D-Day 75 events. The development of the new museum has been informed by the views of people with disabilities and their views will continue to form the offer.

We do not envisage any potential negative impacts on the protected characteristics due to working with a lot of these targeted groups while developing the D-Day Story over the past year. There has been a high level of interactions with different groups as well as them helping to develop the activity plan required by the Heritage Lottery Fund.

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?

Felicity Wood
Claire Looney

This EIA has been approved by: Stephen Baily

Contact number: 4399

Date:

13 June 2018

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

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Title of meeting: Culture Leisure and Sport Decision Meeting

Date of meeting: 20 July 2018

Subject: Portsmouth BookFest 2018

Report by: Director of Culture and City Development

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

To update the Cabinet Member on the 2018 Portsmouth BookFest and to outline recommendations for the 2019 Festival.

2. Recommendations

2.1 To utilise Arts Council England funding to develop the Portsmouth Short Story Competition.

2.2 To deliver a second Publishing event following the success of the 2018 event.

2.3 To utilise Arts Council England funding to develop audiences both in Portsmouth and further afield, building a visible publicity campaign.

2.4 Develop more events and workshops for young people

3. Background

3.1 Portsmouth BookFest was launched in 2010 by Portsmouth City Council Library Service working in partnership with independent bookseller The Hayling Island Bookshop with the aim of promoting reading for pleasure and encouraging attendance at book events by those who might not ordinarily attend book events.

3.2 2018 was the eighth festival and since 2010 it has gone from strength to strength. It now sees collaboration with Portsmouth University, Portsmouth Writers' Hub and a number of local venues and writers' groups. This year the University offered valuable support by providing venues and speakers.

3.3 For the last three years, BookFest has also presented a writing competition for ages 16+ 'The Portsmouth Short Story Competition'.

The Competition aims to promote local writing. Announcing the shortlist and winner at the BookFest launch event each February provides a wonderful focal point for the launch event and gives local writers the chance to read their work aloud and have it recognised.

- 3.4** The Festival meets city aims and objectives by attracting visitors to the city and thus helps promote the Great Waterfront City as a destination. It also encourages reading for pleasure in local children and adults, helping to increase their skills. The Festival also supports local writing talent, contributing to the local economy and assisting those wanting to become writers.
- 3.5** In early 2018 Portsmouth City Council Library and Archive Service was awarded £140K for a major project called 'Portsmouth Stories' which will run until March 2020. This project will encompass the Arthur Conan Doyle collection, Portsmouth Archives, Portsmouth Short Story Competition and BookFest and will present an opportunity to really develop the Competition and the Festival.

4. Reasons for recommendations

- 4.1** The Portsmouth Short Story Competition has made a positive contribution to recognising local writing talent in the city since 2015. Each year the Competition presents a different theme (with a Portsmouth connection) and invites entries from those who live, work or study in the city or can demonstrate a close personal connection to Portsmouth.

It is crucial that the competition continues to offer Portsmouth people the chance to have their writing assessed and recognised and to keep the competition as a local event because there are a number of national writing competitions already available to writers. However entry numbers could be higher and so the ACE funding will enable the Library and Archive Service to develop short story writing taster sessions across the city and a more advanced three part course to increase local writing confidence and encourage more entries.

- 4.2** This year BookFest presented its first Publishing Weekend, working with local authors to present two days of talks and workshops on editing, pitching, publishing, cover design and promotion. University of Portsmouth kindly provided sponsorship in the form of the use of the White Swan Building and technician support. The WSB was ideal for the event as it has a large screen, superb IT facilities and plenty of space and seating. The weekend gathered very positive feedback and the opportunities for discussion with authors highlighted the fact that this kind of support to local writers is much needed. The ACE funding will enable more writing workshops and support and we plan to host another Publishing event.
- 4.3** Ticket sales were down this year on 2017 from 945 to 600. This can be attributed to a number of causes:
 - 4.3.1** The snow affected events in the last three days of the Festival. This caused the cancellation of MysteryFest, which was likely to attract an audience of 50-80. The weather forecast in the week before also affected on the door ticket sales. Next

year's Festival will be moved back one week to increase the likelihood of better weather.

- 4.3.2** The Gruffalo was given a break this year as he had appeared at the Festival for the last two years. The Bookstart Bear tour, although popular, saw far less numbers attending than Gruffalo events in previous years. The Gruffalo will be returning in 2019.
- 4.3.3** Writers' workshops gathered wonderful feedback. However the nature of these workshops meant they were designed for smaller audiences. We will continue to offer these events as there is clearly demand for a smaller, supportive event environment for writers, however ACE funding will enable BookFest to present more large scale events with well-known authors too.
- 4.3.4** The limited budget available for publicity materials means the Festival was only really visible within the Library Service and local community centres, although social media was used effectively too. This year 71% of audiences were Portsmouth residents from the PO1-PO6 postcodes. 21% came from surrounding PO areas such as Fareham, Gosport and Chichester. The fact that the Festival attracts local residents is a real positive and meets one of the original aims of the Festival of attracting local people to book events. However there is some work to do on attracting more visitors to the city and it would be helpful to advertise the Festival further field with train station campaigns. This will require some budget and the ACE funds could help.
- 4.3.5** The Festival is very popular with the 50+ population. The Festival still struggles to attract audiences in the 18-40 age group and the ACE funding will enable the Festival to present more events that target this age group over the next two years. This year's graphic novel workshops attracted a younger demographic and BookFest will explore these options more for 2019.

5. Equality impact assessment

- 4.1** Preliminary Equality Impact assessment is attached (Appendix 1)

6. Legal implications

- 6.1** There are no legal implications arising out of the recommendations contained in this report.

7. Director of Finance's comments

- 7.1** The 2017/18 the Bookfest event was held in January/ February 2018. Fewer visitors than originally anticipated attended the event due to the poor weather conditions. This resulted in a reduced number of tickets being sold and the event not being able to cover all of the costs. The final position of the event was a £2,100 loss.

- 7.2** ACE funding of £70,000 per annum for two years has been approved. The 2018/19 grant has already been received and will support the activities contained within the recommendations of this report.

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Signed by:

Stephen Baily

Director of Culture and City Development

Appendices:

Appendix 1 - Preliminary 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:

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



Equality Impact Assessment

Preliminary assessment form v5 / 2013

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:**

Library and Archive Service

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

Portsmouth BookFest

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?

To ensure the continued existence of Portsmouth BookFest and make recommendations for its development in the future.

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

Portsmouth BookFest Mission statement for 2012 and beyond:

“Developing Portsmouth as the home of great writing by promoting reading for pleasure and inspiring new audiences”

This will be achieved by:

Portsmouth BookFest Mission Statement:

- Hosting mass appeal events to engage Portsmouth readers and visitors with authors and support lifelong learning and book ownership, including a schools programme.
- Targeted events aimed at the local community.
- Increasing use of libraries.
- Supporting the visitor economy with a promotion campaign to regenerate the city as a destination.
- Using a wide range of accessible venues across the city.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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?

BookFest includes events for children and families, events with culturally diverse authors and on a wide range of topics and reading tastes. When events are planned they are done so with the aims of the Festival in mind, which is to provide an accessible offer. We always use feedback and statistics from the previous Festivals to plan the next Festival.

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?

Clare Forsyth, Service Development Manager

This EIA has been approved by: Lindy Elliott, Libraries and Archive Services Manager

Contact number: 023 9268 8058

Date: 29/06/2018

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

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Agenda Item 5



Portsmouth
CITY COUNCIL

Title of meeting: Culture Leisure and Sport Decision Meeting

Date of meeting: 20 July 2018

Subject: Annual Libraries and Archive Update Reports 2018-19

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 update and inform the Cabinet Member for Culture, Leisure and Sport of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. 2017/18 as identified in the Libraries and Archive Annual Update Report 2017.
- 1.2** To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Business Plan and city council priorities for the period 2018/19

2. Recommendations

- 2.1** That the updates to the agreed actions from the Portsmouth Libraries and Archives Annual Update Report 2017/18, shown at 3 be noted.
- 2.2** That the following actions be delivered by Libraries and Archives in 2018/19:
- 2.2.1** Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000
- 2.2.2** Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and Archives. This is a two year project to the value of £140,000
- 2.2.3** Delivery of the "No Fines and Reservation Fees" three year pilot study.
- 2.2.4** Development and launch of the independent Public Libraries, School Library service and Archive Service website

- 2.2.5 Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge to hard to reach groups and all that do not currently use a library.**
- 2.2.6 Delivery of Universal Credit, to be rolled out across the city from September 2018**
- 2.2.7 Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10**
- 2.2.8 Development of the Archive Outreach Policy**
- 2.2.9 Explore alternative library management systems for the School Library service and its clients**
- 2.2.10 Deliver annual budget saving as required**

3. Background

- 3.1** Public Libraries and the Archive Service are both statutory services. The Schools Library Services is not statutory and operates as a Traded Service which is self-funding via service level agreements with local schools to provide lending collections and reader development support.
- 3.2** To ensure the consistency and quality of the public library offer across the UK, the Society of Chief Librarians (SCL) has reconstituted itself as Libraries Connected, a sector support organisation with Arts Council England funding. It is currently reviewing the 6 universal offers and two promises, which inform the work of all public libraries in the UK. The Universal Offers are:
 - Reading
 - Information
 - Digital
 - Health and Wellbeing
 - Learning
 - Cultural

The two promises embed levels of support and expectation in the following areas:

- Children's Promise
 - Six Steps (Vision Impairment)
- 3.3** In respect of the Archive Service, the requirements, priorities and aims identified by National Archives, are access to records for all, and security and conservation of the collections.

- 3.4** These offers, priorities and promises sit alongside the Portsmouth City Council priorities and Culture and City Development Business Plan in determining the Libraries and Archives operational priorities and actions.
- 3.5** Below, are brief update reports on the works completed during the last twelve months and an identification of the works that are still outstanding or requiring further action.
- 3.5.1 Deliver annual budget savings (2017/18)**
Update: These were achieved
- 3.5.2 Increase volunteer hours with the Library and Archive Services by 5% annually**
Update: in 2017/18 292 volunteers delivered 18,941.75 hours for the Library and Archive Service. This was a 9% increase in the hours volunteered and over 5% target. This equates to 9.8 FTE.
- 3.5.3 Develop and agree a policy for the identification, safe storage and management of "Born Digital" archive for Portsmouth.**
Update: This work is ongoing and is collaboration between the Historic Archive, Modern Records and IT Services. The archive services are mainly concerned with the means used to save existing files while IT is considering the set up required for future use.
- 3.5.4 Continue to develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support, development of dementia collections, vision impaired services and Books on Prescription.**
Update: This project concluded in September 2017 as Macmillan Cancer Support funding came to an end the Central Library Wellbeing Hub was launched. Health and wellbeing support continues to be a priority for the library service through the provision of books and information services. In March 2018 the Libraries Wellbeing Project was successful in a bid to the Public Health Transformation fund. This project is now being rolled out see 2.2.1
- 3.5.5 Exploration of a separate Archive Photographic Store**
Update: This work has not been undertaken as it has not been possible to identify a site and budget for these works.
- 3.5.6 Explore the refurbishment of the Dickens Room and provision of space for the local author collections.**
Update: The Portsmouth Writers Room has been created, extending the Dickens Room back to the secure area of the Portsmouth History Centre. This has created space for the existing Portsmouth Writers Collection to be on open access, providing opportunities for project work within the "City of Stories" project. CCTV for the space will be funded from revenue from the FindMyPast project and will enable more valuable stock to be housed in the room. The building work for the conversion was provided by the Culture reserve

- 3.5.7 Continue to develop and support the Friends Group programme at libraries across the city.**
Update: The Friends Group Programme has continued with successful projects at Beddow and Southsea Libraries. Although the service has promoted the scheme at other libraries, we have not been successful in recruiting other groups in the city to come together as cohesive units.
- 3.5.8 Explore the delivery of current archive photographic records, on-line to improve public access.**
Update: This project awaits the successful completion of an independent website to give a "front face" to this project offer and the migration of the archive to Spydus 10.
- 3.5.9 Upgrade the library Management System from Spydus 8 to Spydus 10**
Update: This was achieved in March 2018, providing new fixes to existing applications. However some of these including the Events Booking Module, Volunteer Module and API have caused some short term difficulties which have proved a pressure on staff time and caused some front-line difficulties. In May 2018, the update enabled the anonymization of over 12,000 outdated library membership records in line with GDPR.
- 3.5.10 Delivery of digital archives project with procured external provider.**
Update: This project will conclude by the end of June 2018 when all the targeted resources will have been digitised by FindMyPast. The indexing of these records will continue for most of the year with schedule launches currently planned for Crew Lists, Rate Books Quarter Session Papers and Electoral Rolls. This project is described in a separate paper to Portfolio at this time. .
- 3.5.11 Development of staff training days with embedded use of "Learning Pool" modules developed by SCL.**
Update: Staff training days were delivered for weekday and weekend staff implementing the Learning Pool modules. These have also been used for staff induction training and for volunteer induction and support. A volunteer reader development module has been added which is proving beneficial.
- 3.5.12 Explore funding bids to develop subject "sites" in information stock**
Update: the decision was taken not to pursue this in 2017/18 as staff time and planning was directed towards the two funding bids which have been successful, i.e. City of Stories" and Health and Wellbeing"
- 3.5.13 Move the key communication model, with library members to email, with charges at cost for postal communication from April 2017**
Update: This has been delayed awaiting the implementation of the Spydus 10 update. It will be implemented in 2018/19

3.5.14 Continue the delivery and development of the following annual events:

- **BookFest Book Festival**
- **Portsmouth History Fair/Archives Week event**
- **Summer Reading Challenge**
- **Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel**
- **Portsmouth Literature Quizzes**

Update: All have been successfully delivered in 2017/18 and are the subject of their own information reports to the Portfolio Holder. Due to very poor weather in March 2018, BookFest suffered some poor attendance and two cancelled events but this was offset by some good attendance early in the programme. The summer reading challenge continues to attract high levels of sign up but with approximately half failing to complete the challenge. This will be the subject of some targeted work in the year ahead. The numbers for the Book Awards and Literature Quizzes continue to be informed by the school numbers and continue to receive excellent feedback from schools and certainly support the decision of many schools to sign up to the SLS SLA.. The History Centre continues to make progress with outreach initiatives and will be developing its outreach strategy as an action for 2018/19

4. Reasons for recommendations

4.1 Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000

This is recommended in order to meet our commitment to the Public Health Transformation Fund, to support and improve the health and wellbeing of residents and to deliver the Libraries universal offer to support health and wellbeing

4.2 Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and archives. This is a two year project to the value of £140,000

To meet our commitment to Arts Council England, to support literacy, access to the archive and develop the tradition of Portsmouth as a home of great writers and writing.

4.3 Delivery of the "No Fines and Reservation Fees" three year pilot study.

To deliver the requirements of an earlier report to the portfolio and increase access to library services and library stock for all residents and members.

4.4 Development and launch of the independent Public Libraries, School Library Service and Archive Service website

To provide better access to the offers of all three services, to support the SLS traded service model, to promote and extend the range and visibility of all virtual services and extend the promotional and outreach offers of all three.

- 4.5 Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge**
To support literacy, emotional intelligence, empathy and a love of reading in children and young people. This is in line with City priorities and the universal offer to support reading.
- 4.6 Delivery of Universal Credit, to be rolled out across the city from September 2018**
To support vulnerable adults and those lacking digital skills to access the new benefit
- 4.7 Work with Civica/Spydus develop the work to migrate the Archive catalogue to Spydus 10**
To make the archive catalogue more accessible digitally which will extend the reach within the UK and internationally. Also to enable opportunities for the selling of images from the archive to support income generation.
- 4.8 Development of the Archive Outreach Policy**
In line with the requirements of National Archive accreditation, the service seeks to extend its reach to those who do not traditionally use the archive and provide residents with a sense of ownership for the resource that tells the stories of their city.
- 4.9 Explore alternative library management systems for the School Library service and its clients**
To standardise the management model, reduce costs and improve the quality and constancy of services to client schools.
- 4.10 Deliver annual budget saving as required**
To meet the budget requirements of the city council.
- 5. Equality impact assessment**
- 5.1 There is no requirement for an EIA for the overall report, however the following actions need to be noted for specific recommendations:
- 5.2 **Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000.**
A full EIA is being worked on for this project
- 5.3 **Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and Archives. This is a two year project to the value of £140,000**
A full EIA is being worked on for this project

- 5.4 **Delivery of the "No Fines and Reservation Fees" three year pilot study.**
A preliminary EIA was completed to accompany the report accepted at the Culture, Leisure and Sport Decision Meeting 16 March 2018
- 5.5 **Development and launch of the independent Public Libraries, School Library service and Archive Service website.**
This action is at an early stage and an EIA will be completed when the specifications and requirements for the website are identified.
- 5.6 **Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge to hard to reach groups and all that do not currently use a library.**
An EIA assessment will be undertaken to accompany a separate report on this work, due September 2018.
- 5.7 **Delivery of Universal Credit, to be rolled out across the city from September 2018**
The library activity and support will form part of a wider package of measures by PCC departments and external agencies. A separate EIA will assess this work collectively
- 5.8 **Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10**
The Civica/Spydus management system has previously been assessed in an EIA. The work proposed for the Archive will only extend these services to a new area of resources.
- 5.9 **Development of the Archive Outreach Policy**
When developed this policy will be the subject of a separate Decision Report to the Culture, Leisure and Sport Portfolio along with an EIA assessment.
- 5.10 **Explore alternative library management systems for the School Library service and its clients**
This systems led activity for SLS will not require an EIA
- 5.11 **Deliver annual budget saving as required**
Budget savings proposals will be subject to EIA assessment when identified and agreed later in the year.
- 6. Legal implications**
- 6.1 There are no legal implications arising out of the recommendations contained in this report.

7. Director of Finance's comments

The recommendations contained in this report will be implemented within the existing approved budget resources of the Library 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

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

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

Agenda Item 6



Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting: Culture, Leisure and Sport Decision Meeting

Subject: Update on the Wild about Portsmouth Project

Date of meeting: 20 July 2018

Report by: Director of Culture and City Development

Wards affected: All

1. Requested by

1.1 Cabinet Member for Culture, Leisure and Sport

2. Purpose

2.1 The purpose of the report is to update Members on the Heritage Lottery Fund (HLF) funded project 'Wild about Portsmouth'.

3. Information Requested

3.1 This is a very exciting project that will raise the profile of and enhance access to Portsmouth's natural history collection. The collection is believed to be of considerable scientific importance as a historic record of the region's wildlife but at present there is little awareness or understanding of what it contains. This is about to change. Through an exciting programme of activities - from family activities to identification masterclasses - and opportunities for volunteers the collection will be revealed and shared with audiences across the city and beyond.

3.2 The total project cost of £ 151,700 is supported by a £79,700 (53%) award from the Heritage Lottery Fund (HLF). The HLF have identified the following approved purposes for the project on which we will be monitored over the two years of the project.

- Acknowledge the Heritage Lottery Funding
- Recruit 2x new staff (Curator and Collections Assistant)
- Commission external specialists to assess the collection and produce a report, including prioritised recommendations and an Action Plan
- Recruit volunteers, who will be trained in the techniques used to collect, preserve and document natural history collections
- Share project findings on the applicant's website and social media platforms
- Organise 2x community engagement events for up to 600 people
- Engage up to 60 school children from two schools



THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

- Produce an evaluation report, hold 6 discussion meetings with stakeholders on the future of the collection, and undertake a visit to Derby Museums
- 3.3 Throughout the intention is to involve participants in the project and for their views to inform how the collection is developed in the future and how it is used (this is the motivation for the visit to Derby Museums where a co-creation model has been successfully used).
- 3.4 Christine Taylor was appointed as Curator of Natural History (CNH) in May. She will spend the first few months familiarising herself with the collections.
- 3.5 The natural history collections are stored in three locations: main museum store at Hilsea, Portsmouth Museum and Cumberland House. The new curator's initial impression is that the collections are in good condition. They are however, stored very densely in the main museum store (ie stacked very high or so closely that cabinet drawers cannot be opened) and there are therefore a number of issues that will have to be resolved to enable the project to proceed as planned.
- 3.6 In spite of this, progress has already been made with respect to the involvement of volunteers. Role profiles have been created and two geology volunteers have been recruited (working at Cumberland House). Other roles have been promoted at the Volunteer Fair at the Guildhall and it is envisaged that volunteers will shortly start work on the plant collections held at Portsmouth Museum.
- 3.7 A weekly Blog has been set up on the Portsmouth Museums website <http://portsmouthcitymuseums.co.uk/> and a weekly Twitter feed [@wildaboutportsmouth](#). Both are enabling initial research into the collections to be recorded and shared.
- 3.8 Wild about Portsmouth will work with countryside and wildlife organisations across the city and region including colleagues from countryside services and the Hampshire and Isle of Wight Wildlife Trust that manages Farlington Marshes. The curator has also made contact with organisations and recorders such as NatSca (Natural Sciences Collections Association), BSBI (Botanical Society of Britain and Ireland), Southampton Mineral and Fossil Society, Dinosaur Isle and other individuals with expertise (mainly botanists).
- 3.9 Talks, workshops and events are being planned from October 2018 onwards. Initial ideas include family workshops based on specimens from the collection (eg ice age animals, animals of the seashore, garden birds), insect identification workshops for adults, and the creation of a 21st century collection of plants from Portsdown Hill to add to the collection. More detail will follow in due course.

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not
require Equality Impact Assessments, Legal or
Finance Comments as no decision is being taken)

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Signed by:
Stephen Baily
Director of Culture and City Development

Appendices:
Appendix 1 - Items from Portsmouth's Natural History Collection.

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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Items from Portsmouth's Natural History Collection



Core sample engraved 'FROM / OIL BORE / PAULSGROVE / 1/4 MILE DOWN



A collection of shells from Ditcham Wood, Hampshire. From the Penning Collection.



Three grasses found at Farlington Marshes, 4.6.1957. It was sent to Portsmouth Museum as a 'Christmas card' in 1957 from A W Westrup who lived at Widley

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Agenda Item 7



Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting: Culture, Leisure and Sport Decision Meeting

Subject: Archives Digitisation

Date of meeting: 20 July 2018

Report by: Director of Culture and City Development

Wards affected: All All

1. Requested by

1.1 Cabinet Member for Culture, Leisure and Sport

2. Purpose

- 2.1 To update the cabinet member on the progress of the contract with Findmypast to provide a service to digitise, index and host, on an internationally available website, a range of documents stored in the City's archive.
- 2.2 The contract will ensure free access to the digitised documents for Portsmouth residents in their local libraries.

3. Information Requested

Background to the project

- 3.1 Portsmouth Library and Archive service holds thousands of documents and records that were currently available only to those users visiting Portsmouth History Centre and who had identified that the service held them. There is currently no online public catalogue to identify resources although this is currently being addressed with a move of the CALM Archive catalogue to Spydus, the system used to manage the library stock. The documents hold data on thousands of individuals with a connection to Portsmouth that are of great interest, particularly to family historians, both locally and internationally. Enquiries for research on these collections are received from all over the world.
- 3.2 The project identified the following aims:
- The need to widen access to this material both locally and worldwide and thus increase the use of the collections.
 - The need to maintain the security of the original documents.
 - The need to save wear and tear on the documents by limiting the amount of handling they get.

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

- The requirement to generate income for the service.

3.3 The Library and Archive management team identified the following issues:

- That this project was not feasible using existing staff and volunteer capacity as such a project would take many years.
- The requirements for the material to be transcribed and indexed, as many of the early documents are in handwriting users, would find it difficult to read, and was again beyond the capacity of the service.
- The large server capacity required to host the documents, transcripts and images would put a strain on PCC IT systems and incur costs.
- The requirement to market the documents to the widest possible audience.
- The requirement to generate income.

3.3.1 The Archivists and the Portsmouth History Centre team investigated the solutions used by other archive services and identified that the majority had engaged with one of the two major family history website suppliers, Findmypast and Ancestry. Both companies are interested in adding new data sets to their websites.**3.4** The team then drew up a list of requirements for potential contractors with the following key objectives:

- To facilitate the digitisation of documents from Portsmouth City Archive, both those owned by the Authority and those deposited with Portsmouth Library and Archive Service where permission has been given for the project.
- To provide transcripts and indexes to the documents appropriate to their content.
- To provide free access to the users and staff of Portsmouth Library and Archive Service via the staff and public computers in all Portsmouth libraries.
- For digitised records to be hosted on an internationally available website with an appropriate search facility to enhance digital access and search options for customers.
- The contractor to supply copies of the digitised records for permanent retention by PCC.
- For the Authority (Portsmouth Library and Archive Service) to be paid royalties by the supplier for each use of the document images.

3.5 **Initial list of collections to be digitised:**

- Anglican, Roman Catholic, Non-conformist baptism, marriage and burial registers
- Rate books for Portsmouth and Portsea
- Electoral registers
- War exemption registers and correspondence
- Staff records for the Police.

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

- Workhouse Creed registers (admission and discharge registers)
- Crew lists
- Pre 1900 medical records from St James Hospital
- Quarter Sessions papers
- Trade directories
- Court of sessions calendars
- Cemetery registers

The last two categories were added after the start of the project

3.6 A procurement exercise was undertaken to select a partner based on a detailed specification drawn up by the Library and Archive Service, with the assistance of the procurement department. As a result of this exercise Findmypast was selected as the contractor who could fulfil all the requirements of the specification.

3.7 Work to date

3.7.1 Permission was obtained, prior to the procurement exercise, from the Anglican, Roman Catholic and non-conformist churches for their material to be part of the project.

3.7.2 The work started in January 2017 at Southsea Library Archive store to scan the parish registers dated before 1916 as these are the records most in demand by family history researchers and likely to see the most use. The initial cut-off date complies with the closure periods for archives holding sensitive personal data but registers have been scanned to 1926 with the publication of the later dates postponed until the 100 year closure has finished.

3.7.3 FamilySearch, working as a subcontractor for Findmypast, supplied a member of staff and the equipment to undertake the scanning process. The people undertaking the scanning process have many years' experience of the scanning process and are well trained in handling historic documents. A few months into the project FamilySearch supplied a second member of staff to work at the Central library in order to speed up the process of scanning other collections in the contract.

3.7.4 The scans are checked by FamilySearch at their head office in Salt Lake City before forwarding to Findmypast who send images to their transcribing and indexing team in India for the transcription and indexing which is a lengthy process. The transcripts and indexes are returned to Findmypast for quality control before they are published on the website.

3.8 The first tranche of records, the parish records for churches in the Portsmouth Anglican Diocese, The Roman Catholic diocese and the non-conformist churches from their earliest records to 1916, were posted on the Findmypast website in October 2017. Both Portsmouth City Council and Findmypast publicised the availability locally and internationally on the Findmypast website and in the press.

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- 3.8.1 The statistics for the use of the website in Portsmouth have shown a marked increase in use in the first few months. Also published on the same date were the records for the workhouse. In all over 1,300,000 records were published in October 2017.
- 3.8.2 Findmypast were keen to make the War Exemption records, detailing men applying for exemption from military service in the First World War, available for Armistice Day and these were published in November 2017.
- 3.8.3 Work has been continuing to scan the crew lists of Portsmouth registered vessels for the 19th Century, rate books for both Portsmouth and Portsea and the quarter sessions papers of court records of the 17th and 18th Centuries. The pre 1918 electoral rolls and the cemeteries registers have now also been scanned.

3.9 Schedule for the publication of the remaining data sets

Parish registers	October 2017
Workhouse records	October 2017
War exemption records	November 2017
Crew lists	June 2018
Rate books	September 2018
Quarter sessions	July 2018
Electoral rolls	September 2018
Cemetery registers	TBC
Hospital records	TBC
Court calendars	TBC
Trade directories	TBC

3.10 Number of scanned images and transcribed records as of 30th June 2018

Scanned images: 489,050	Still to be added: Court calendars Directories
Transcribed records: 1,190,972	Still to be added: Quarter sessions Electoral registers Cemetery registers Hospital records Court Calendars Directories

3.11 Financial arrangements

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The work to digitise, index and host the records has been undertaken at no cost to Portsmouth City Council. Portsmouth city council will receive royalties from Findmypast for the use of Portsmouth records on their website.

3.12 Next steps

A review of the work to date will be undertaken at the end of the scanning process, likely to be the end of June 2018. PCC will work with Findmypast on a marketing campaign when the data sets are added to the host website to increase the use both locally and internationally.

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Signed by
Stephen Baily
Director of Culture and City Development

THIS ITEM IS FOR INFORMATION ONLY

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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



Title of meeting: Culture Leisure and Sport Decision Meeting

Date of meeting: 20 July 2018

Subject: Landing Craft Tank Project

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 provide details of the application to the Heritage Lottery Fund for the Landing Craft Tank project - LCT 7074: Saving a D-Day Hero.

2. Recommendations

- 2.1 The aspirations of the LCT 7074 project and the potential risks to the council are noted.
- 2.2 Officers seek confirmation from the National Museum of the Royal Navy that it will maintain the ship in good condition as its owner.
- 2.3 Officers work with NMRN representatives to finalise roles and responsibilities in advance of the outcome of the application to HLF
- 2.4 Subject to 2.2 and 2.3, the application to the Heritage Lottery Fund is endorsed and supported.

3. Background

- 3.1 LCT 7074 is the only surviving Landing Craft (Tank) from D-Day, and one of only three in the world. LCT's were built quickly and crudely to carry tanks and put them ashore - 7074 took 10 to Normandy on 6 June 1944. The project will secure a sustainable future for this exceptional survivor and showcase her outside as an integral part of The D-Day Story (DDS). LCT 7074 will remain in the ownership of the NMRN but will be operated by the council as part of The D-Day Story.

- 3.2 The NMRN and DDS are partners in the project with NMRN as project lead. A partnership agreement was prepared for the round one application to the HLF (submitted in March 2017), but further work on roles and responsibilities is required and has yet to be formally agreed.
- 3.3 The total cost of the project is £5.6 million and an award of £4.5 million has been requested from the Heritage Lottery Fund. The council's contribution currently stands at £84,000 (ie £60,000 to cover the cost of the conservation of the two D-Day Tanks previously on display outside the D-Day Museum and £24,000 to relocate the memorial trees). The option of the council funding associated work to the D-Day Car Park requires further exploration. The NMRN is fundraising for the outstanding amount.
- 3.4 The application to the HLF was submitted on 14 June 2018 and the outcome will be known in October. A planning application to locate Landing Craft Tank, and the associated infrastructure required to protect her, to the north of the D-Day Carpark wall has been submitted.
- 3.5 In advance of the arrival of LCT on site, officers will review implications of the project on any existing leases that may be impacted.

4. Reasons for recommendations

- 4.1 This is an exciting project in very many ways - from the innovation that shaped her construction in the 1940's to that required to conserve and relocate her in 2018. The Activity Plan that forms an integral part of the project will start in 2019 - the 75th Anniversary of D-Day and the Normandy Landings - and the end of the year will see LCT in situ visible to millions of people (and opening to the public in early 2020). Landing Craft Tank will be a striking addition to Southsea Common, will remind people of Portsmouth's D-Day legacy and encourage more people to visit The D-Day Story.
- 4.2 A Business Plan for the project - first 10 years of operation - forms one of a suite of documents that accompany the Round 2 bid. This has been developed by an external specialist (Tricolor) and informed by desk research and the views of staff from the NMRN and the council as well as other specialists supporting development of the project.
- 4.3 Over the ten year business plan period the LCT project is projected to generate a surplus of £360,700. Exempt Appendix A provides a detailed version of the LCT business plan submitted as part of the HLF Round 2 submission.
- 4.4 The admission price will include both the D-Day Story and the LCT. There is a planned schedule of activities and events which inform the other income lines. Expenditure figures have been based on advice from the most appropriate sources including the NMRN's experience of managing similar ships - eg the annual cost of LCT maintenance.

- 4.5 There are financial risks associated with the project, potentially exacerbated by the council's current financial position. These are:
- The surpluses generated year on year are relatively small. A small variation in either income or expenditure could turn this into a deficit position. However, if the partnership works, the DDS / LCT team will benefit from input from NMRN's marketing and operational teams (and there is the potential for growth).
 - It is unclear at this stage whether there will be any business rates liability for the ship. Early indications are that there would be no charge but non-domestic rates can only be accurately allocated upon application to HMRC tax office.
 - There is no direct financial gain for the Council. Any surpluses generated by the LCT will be transferred to a sinking fund for future maintenance of the ship and canopy etc. This would be managed through the partnership with the NMRN.
 - Profit and loss for the LCT distinct from The D-Day Story needs to be carefully calculated. There is the potential for D-Day Story profit to be lost to the LCT sinking fund. An open and honest relationship with our NMRN partner will be essential to mitigate against this.
 - The maintenance costs in excess of the funds held in the sinking fund. This will be subject to further discussion and negotiation with NMRN
 - Maintenance of the canopy will be PCC's responsibility (using funds from the sinking-fund if needed/available).
 - Although the Business Plan includes funding for frontline staffing, operation of the ship will involve a growing number of volunteers to support delivery
 - This attraction offers opportunities as it is quite unique. The recent appointment of DDS staff from high-footfall attractions should ensure that we can make the most of this opportunity, especially if we have a good working-relationship with NMRN.
- 4.6 The list of risks indicates how important the relationship with NMRN staff is going to be to ensure the success of this project. It seems essential therefore during the period in which the application is being assessed by HLF to invest time in developing the roles and responsibility document that should accompany the Partnership Agreement and for marketing, operational and events staff from both partners to get to know each other and share their experience and expertise.
- 4.7 In addition, if PCC costs are greater than anticipated there will be an ongoing dialogue with the NMRN to frame an agreed process moving forwards.

5. Equality impact assessment (EIA)

- 5.1 A preliminary Equality Impact Assessment was completed in 2016 and has been updated (attached at appendix 2). If the HLF funding is received a full EIA will be completed.

6. Legal comments

- 6.1 The National Lottery is governed by the National Lottery etc. Act 1993 as amended and must operate in accordance with such. The National Heritage Acts also determine the way in which Britain's heritage assets are managed and protected so these might be borne in mind.
- 6.2 The terms and conditions of the grant from the Heritage Lottery Fund may impose certain provisions and procedures being satisfied by the Council. Therefore these should be reviewed by the relevant departments (including Legal Services) to ensure that the Council has adequate provisions in place to meet these.
- 6.3 The Authority's PFI team may need to be consulted of the effect of the Landing Craft Tank.
- 6.4 The provisions of the Highways Act 1980 may need to be borne in mind if any part of the project has an impact on the highway. On transportation of the tank to Portsmouth, abnormal load notifications should be made in the usual way (if applicable) and any such appropriate legislation satisfied.
- 6.5 The Landing Craft Tank project will see the relocation of some memorial trees. It is understood that a planning application has been submitted which should bring to light any regulation or protection of the trees by way of TPOs etc (for example any required consents).
- 6.6 As per paragraph 3.5 above, it should be reviewed as to the implication of the project on any existing leases that may be impacted by the Landing Craft Tank being on site.
- 6.7 It is understood that the National Museum of the Royal Navy (NMRN) is fundraising for the remainder of the project cost. The Council should be satisfied as to the position if the NMRN is not able to raise enough funds, i.e. the contractual position should be that NMRN is liable for this itself.
- 6.8 The partnership between the Council and the NMRN governs the distribution and use of the grant being applied for from the Heritage Lottery Fund and so this should be adhered to.

7. Director of Finance comments

- 7.1 Financial information is referenced in para 4.3 of this report.
- 7.2 Sensitivity analysis on the business plan indicates that a reduction in income or an increase in costs of 20% in the second year of operation and an annual 10% average over each of the future years would reduce the project surplus position to break even.

7.3 The financial risks at para 4.5 above will directly impact on the financial performance of the project.

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Signed by:
Stephen Baily
Director of Culture and City Development

Appendices:

Exempt Appendix 1 (under Local Government Act 1972, Schedule 12A (as amended) paragraph 3.)

Appendix 2 - Preliminary 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:

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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Equality Impact Assessment

Preliminary assessment form v5 / 2013

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:

Culture and City Development

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

Museums & Visitor Services

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

Landing Craft Tank project in partnership with NMRN

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?

Conservation of and access to this iconic and significant vessel and her display in the vicinity of the D-Day Museum.

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

The project will benefit visitors to the D-Day Story.

People of all ages and backgrounds will be engaged with the LCT project. This will be facilitated by her prominent location on Southsea Common, interventions to ensure that people can physically access most of the ship and activities targeted at specific audiences. We do not anticipate that the proposed activities will have a detrimental effect on any of the equality groups.

The Museums Service has a commitment to access for all and the museum service being representative of / reflecting the city's communities etc (ie who visits, content of collections).

LCT7074 is a significant and authentic D-Day 'object' which will enhance the museum's offer.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	<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

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?

Although consultation has been undertaken as part of the development phase of the project to inform the Activity Plan it does not meet the requirements of a full EIA. This will therefore be completed at the implementation phase of the project should the second round application be successful.

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?

Jane Mee

This EIA has been approved by: Stephen Baily

Contact number: 9283 4399

Date: 11 July 2018

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

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