



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE & CITY DEVELOPMENT

FRIDAY, 19 JULY 2019 AT 10.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Anna Martyn Tel 023 9283 4870
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If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Membership

Councillor Steve Pitt (Cabinet Member)

Councillor Stephen Morgan MP

Councillor Linda Symes

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

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AGENDA

- 1 Apologies for absence**
- 2 Declaration of interests**
- 3 Portsmouth Creates (Pages 3 - 28)**
- 4 Annual Libraries and Archives update (Pages 29 - 36)**

- 5 **Archives Management Policies** (Pages 37 - 54)
- 6 **Portsmouth Museums annual update** (Pages 55 - 70)
- 7 **Bookfest update** (Pages 71 - 74)

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Title of meeting: Culture and City Development Decision Meeting

Date of meeting: 19 July 2019

Subject: Portsmouth Creates

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To seek authorisation from the Cabinet Member for Culture and City Development for financial support towards the establishment of Portsmouth Creates which in turn will act as leverage for funding from other key stakeholders including Arts Council England and the University of Portsmouth.

2. Recommendations

- 2.1 **That officers are authorised to support the creation of Portsmouth Creates as a new independent organisation to deliver the outcomes of the Cultural Strategy.**
- 2.2 **That a grant of £50,000 is confirmed for both 2019/20 and 2020/21 to support the establishment of Portsmouth Creates but that this will only be released on confirmation of securing of funding from other key partners.**

3. Background

- 3.1 In late 2017 Victorious Festival, approached Portsmouth City Council with the offer of personal funding to support the provision of a new Creative and Cultural Strategy to harness the energy and enthusiasm which was developed out of the bid for UK City of Culture 2021.
- 3.2 The former Cabinet Member, Cllr Linda Symes, was in agreement that this was an important and overdue piece of work and welcomed the opportunity for it to proceed to address some of the core issues:
- The current state of creative and cultural provision and delivery in the city.
 - What is the vision for culture in the city over the next 5 years?
 - What are the priority objectives resulting from this vision?

- How will the city deliver this vision and these key objectives in the next 5 years?

- 3.3** Funding was also secured for this strategic project from Arts Council England and Stephen Browning was appointed by James Ralls to co-ordinate and deliver this work including identifying an appropriate structure which would be able to drive the findings forward, and incorporate how the creative industries in Portsmouth could support, and contribute to this process.
- 3.4** From the perspective of the council there was an important story that needed to be told; a story that shows how culture in Portsmouth has changed dramatically in the last 10 years. We also viewed this as a starting point for Portsmouth's future strategy, understanding what has been achieved and the impact that this has had on the city and the local community as well as looking ahead to the next 5 years, with the aim to present an exciting and practical vision for culture in Portsmouth, one which can inspire individuals and organisations in the city to participate in a proactive and dynamic way.
- 3.5** The development of the strategy involved a mix of desk research, telephone consultation, meetings, and data analysis and culminated in a sharing of the information at a presentation by Stephen Browning in early March 2019. It was felt that it would be best for a new organisation, Portsmouth Creates, to be established to deliver the next phase of the works in order to achieve the initial aspirations.
- 3.6** The Council has continued to facilitate a range of meetings following the presentation of the strategy in early March with organisations and key individuals such as Arts Council England and the University of Portsmouth in regards to potential funding contributions for the development of the next stage. Additionally we have approached Tim Rusby who has agreed to be the interim chair the new organisation.
- 3.7** We understand that the positive conversations with the Arts Council are likely to result in new funding being secured to support work in Portsmouth which was important as it was essential that any new organisation did not take existing Arts Council funding to cultural organisations in Portsmouth. We anticipate that the Arts Council funding will be confirmed once the Council has confirmed their funding position.
- 3.8** Consideration is currently being given to appropriate legal models for Portsmouth Creates and we have asked the Arts Council to provide some example Governance documents from other successful models to assist. No payments will be made to the organisation until the Legal structure for the new organisation is established and the necessary Service Level Agreement and evidence of any other partner agreements is in place.
- 3.9** Officers can also confirm that the relationship between Portsmouth Creates and Portsmouth City Council will be defined through a detailed Service Level Agreement which will clearly outline the expectations and outcomes for delivery

against the funding provided and will also reflect on the other strategic funding which the organisation secures.

4. Reasons for recommendations

4.1 Initial discussions have already identified a number of possible strategic priorities which might emerge during the initial period of operation including:

- Skills development and training
- Leadership development
- Support for governance
- Opportunities for young people to be employed in the creative sector
- Improved use of existing resources (buildings, equipment, people)
- New funding sources
- A raised profile for the creative industries
- Interest in Portsmouth mounting a bid for UK City of Culture in 2025

4.2 The establishment of a new independent organisation with support from new stakeholders is critical to the aspiration for the delivery of the Cultural Strategy. The diminishing role local authorities can take with their reducing financial base means that an independent organisation will be better placed to maximise the returns from the breadth of funding routes which are available and which are not available for local authorities to bid into. Additionally the personal support and funding provided by James Ralls is likely to lever in other philanthropic support which we feel would be very advantageous.

5. Equality impact assessment

5.1 A preliminary Equalities Impact Assessment is attached.

6. Legal implications

6.1 There will be a need to consider the legal structure and governance arrangements proposed for 'Portsmouth Creates' in order to gain assurance for the Council and its partners that the new body's decision making procedures will be robust and effective and will provide adequate transparency and accountability in relation to funds to be entrusted to it.

7. Director of Finance's comments

7.1 Grant payments of £50,000 per year for 2019/20 and 2020/21 will be funded from the portfolio reserve.

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Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix A: Portsmouth Creates Presentation by Stephen Browning of 6th March 2019

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
None	

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

.....

Signed by:

Cabinet Member for Culture and City Development

Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

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
 - How are going to mitigate or remove any potential negative impacts
 - 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:

City development and culture

Service, function:

Culture

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

Revenue Grant funding to support the establishment of Portsmouth Creates a new independent organisation to deliver the outcomes of the Cultural Strategy

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 provide a specified level of revenue funding towards this specific new cultural organisation for both 2019/20 and 2020/21

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

The function is to provide funding directly to Portsmouth Creates and as independent organisation they will determine the nature and shape of the programmes of activity which will be confirmed and monitored by the legal organisation which is established.

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"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<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"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Other excluded groups examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

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

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

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"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<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"/>
Marriage & civil partnership	<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?

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	There is no specific data obtained of the impact on this group
Disability	There is no specific data obtained of the impact on this group
Race	There is no specific data obtained of the impact on this group
Sex	There is no specific data obtained of the impact on this group

Gender reassignment	There is no specific data obtained of the impact on this group
Sexual orientation	There is no specific data obtained of the impact on this group
Religion or belief	There is no specific data obtained of the impact on this group
Pregnancy and maternity	There is no specific data obtained of the impact on this group
Marriage & civil partnership	There is no specific data obtained of the impact on this group
Other excluded groups	There is no specific data obtained of the impact on this group

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

PCC staff-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

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

The provision of funding to Portsmouth Creates is to assist in the leverage of other funding and to assist with the delivery of the Cultural Strategy which has been independently written. We anticipate that they will be able to provide activities which do target specific groups which we can further specify within the detailed Service Legal Agreement which will be drawn up between PCC and Portsmouth Creates.

As an independent organisation we will expect that Portsmouth Creates will have their own Equalities & Diversity policy and part of the provision of this funding will require them to supply the Council with their policy along with a range of other policy documents which again will be articulated in the details of the Service Level Agreement. T

Q8 - Who was involved in the EIA?

Claire Looney

This EIA has been approved by: Stephen Baily

Contact number: 023 9283 4775

Date: 8th July 2019

PCC staff-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

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: sehccg.equalityanddiversity@nhs.net

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A New Strategic Approach to the Development of Culture in Portsmouth

6 March 2019

Portsmouth...
a city that
inspires artists
and writers... a
city with an
extraordinary
cultural history



- Introduction – who are Stephen Browning Associates?
- Brief – what we were asked to do
- Process
- Feedback from the sector
- A future cultural strategy
- Priorities
- A new initiative
- Recommendations
- Questions

Stephen Browning Associates

- 40 years working in the cultural sector in the UK and internationally
- Former Director of Marketing, Press and Public Relations for the RSC
- Recently Interim CEO of the Contemporary Dance Trust at The Place in London
- Since 1999, Stephen Browning Associates providing management consultancy advice to the culture and heritage sector
- Wrote the Audience Development Plan for Mary Rose Trust's successful bid to the HLF
- Advised on the transfer of the Guildhall from commercial management to the Portsmouth Cultural Trust
- Worked on the Hot Walls project
- Currently working with the National Gallery and advising on the new Gehry concert hall in Wimbledon

Work was commissioned by Victorious and Arts Council England

The Brief

- Review the current state of cultural provision and delivery in the city
- Develop a vision for culture in the city
- Establish the priority objectives resulting from this vision
- Make recommendations as to how the city could deliver this vision and the key objectives in the next 5 years

Critical issue – who will take ownership of the strategy and have responsibility for its delivery?

Process

- Interviews with over 50 people from across the cultural sector in the city and in the region
- Further consultation with members of the Cultural Partnership in February and April 2018
- Portsmouth's Creative Census, funded by the University and the City Council, provided crucial data on the creative industries in Portsmouth
- In addition there were a number of meetings with Arts Council England, Portsmouth City Council and Victorious
- Report was submitted to the Arts Council and Victorious in September 2018

Feedback from the sector

- Feedback to process was generally positive
- Real pride in what Portsmouth has achieved, and is continuing to achieve, despite significant financial restraints
- There is a strong desire for change. Recognition that the status quo was not delivering for artists, for audiences, for residents, for young people living in the city, or for local communities
- BUT please don't produce another glossy report which sits on the shelf gathering dust!
- Let's ensure that something practical comes out of this process

A future Cultural Strategy for the City:

- Bold and inspirational
- Independent
- Challenge the stereotype view of Portsmouth
- Must build on what we have already achieved
- Must not take resources and funds away from existing organisations in the city
- Should be for the people of Portsmouth, not just for visitors
- Should be for everyone, not just those people who are already engaged with culture
- And it should be for the whole of Portsmouth, not just for the well-provided south

Strategy should not be agenda driven; it should be about shared ambitions

There is broad agreement that:

- Portsmouth needs to make more of its cultural assets
- The city's cultural offer has a significant national and international profile and we need to build on this world-wide reputation
- Wider networking both regionally and nationally is poor – there needs to be more collaborative partnerships
- Silo working - still a tendency to focus inwards, particularly when funding is reduced
- Lack of long term city-wide planning and co-ordination – danger that we are missing opportunities for collaboration and funding
- Real concern about north/south divide and low cultural engagement in parts of the city
- The city must identify new funding streams as a matter of urgency.

Priorities for next 5 years

Strategic Leadership to:

- Co-ordinate City-wide planning
- Develop new regional, national and international networks
- Support for Collaborative Projects
- Advocacy to raise the profile of what is being achieved in this city
- Unlock new funding sources
- Support for smaller cultural and community-based organisations
- Encourage the development of the creative industries in the city

But who is going to deliver this?

- There is a need for a new initiative; the current status quo is not going to provide the step change that is required
- And if the City Council is not in a position to provide a proactive leadership role then the city itself must take responsibility for its cultural and creative future

If we are to create a new organisation to provide strategic leadership it must be:

- Independent
- Light and efficient
- Flexible enough to respond to an ever changing landscape
- As inexpensive as possible
- Economically sustainable

We can learn from other cities that have set up cultural partnership companies to provide strategic leadership but

- Our initiative should be distinctive and respond to Portsmouth's unique position, its heritage, its cultural offer, its opportunities.

Recommendations

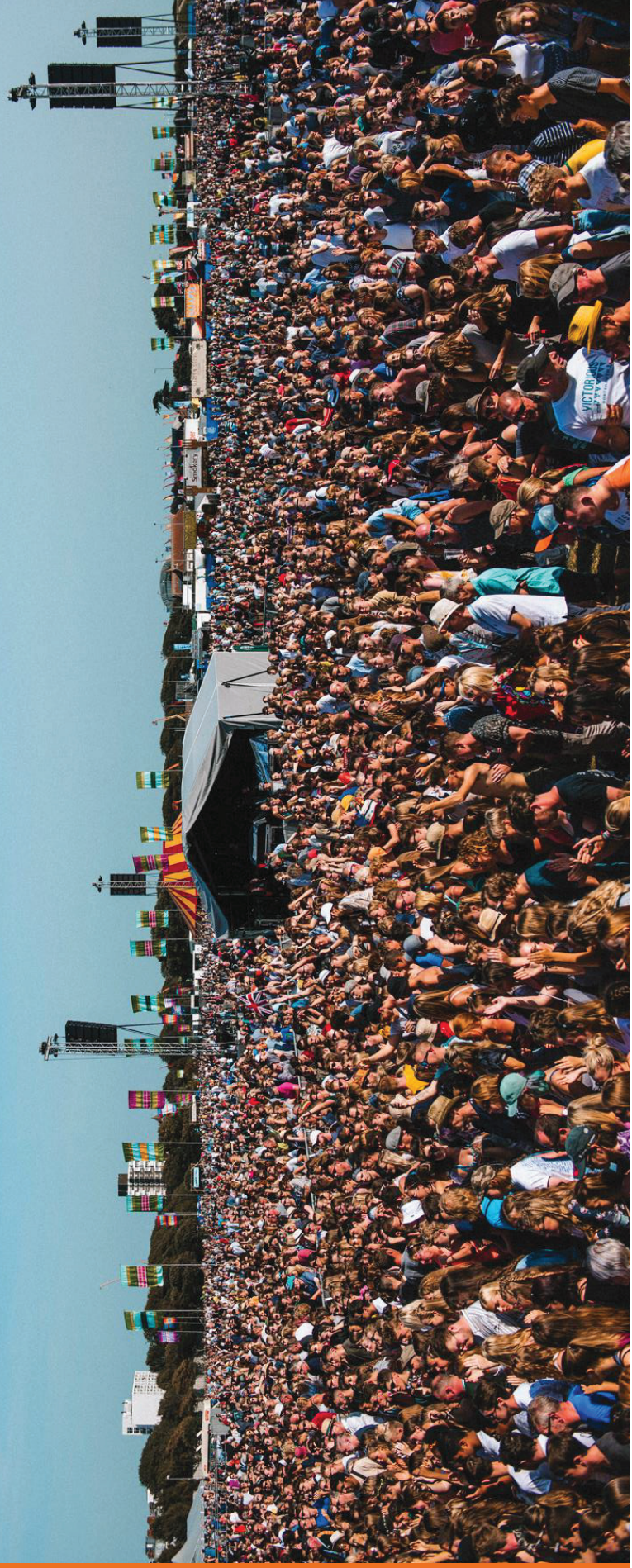
Set up a new cultural partnership company called **Portsmouth Creates** to:

- Improve long-term cultural planning
- Focus on the development of the creative industries and grow the sector
- Actively encourage artist development, particularly amongst young people
- Support the most marginalised communities, through planning, fundraising and networking
- Work with the sector to plan new initiatives and milestone events
- Develop new sources of funding and support initiatives to grow the number of NPOs in the city
- Develop new partnerships, both within the city and externally
- Raise the profile of the cultural sector in the city

- A charitable trust
- Proactive Board drawn from cultural sector, business, education, health, tourism, sport etc
- Maximum 12 trustees, including reps from financial partners. 2 trustees under 30yrs.
- High profile, independent chair
- Advisory committees, for example Artist Development, Museums, Funding etc
- Executive: Director and Business Development Manager
- Budget. Initially £150K in year 1, increasing in years 2 and 3 to cover new activity
- Hosting. Rotating perhaps with cultural organisations. Could also support back office functions such as payroll and legal
- Training. Should provide opportunities for placements and internships
- Timetable. Initially 5 year project before deciding whether it is permanent

Portsmouth Creates....a new independent strategic partnership set up specifically to support people and organisations working in the creative sector across the city. It will build on the city's extraordinary achievements and heritage by supporting the development of the creative industries and by working closely with the cultural sector to ensure that everyone in the city has the opportunity to participate in, and enjoy, a diverse and exciting range of cultural activity.... It will demonstrate that Portsmouth is now a city of extraordinary creativity and innovation, a city with a world-class offer, which can be enjoyed by everyone.

Portsmouth...a city of doers, a city of makers, a city of creativity and innovation...
with a world-class cultural offer which can be enjoyed by everyone!



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Agenda Item 4



Title of meeting: Culture and City Development Decision Meeting

Date of meeting: 19 July 2019

Subject: Annual Libraries and Archive Update Reports 2019-20

Report by: Director of Culture, Leisure and Regulatory Services

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 and City Development of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. 2018/19 as identified in the Libraries and Archive Annual Update Report 2018.
- 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 2019/20.

2. Recommendations

- 2.1** That the updates and progress on activity from the Portsmouth Libraries and Archives Annual Update Report 2018/19, shown at 3 be noted.
- 2.2** That the following actions be delivered by Libraries and Archives in 2019/20:
 - 2.2.1** Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.
 - 2.2.2** Development and launch of the independent Public Libraries, School Library Service and Archive Service website.
 - 2.2.3** Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020.
 - 2.2.4** Stock review to include purchase allocation and presentation of stock.
 - 2.2.5** Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report.

- 2.2.6 Explore options for library management system consortia, working with Southampton and the Isle of Wight. Evaluate and report.**
- 2.2.7 Deliver the second and final year 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.**
- 2.2.8 Continue delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is year two of a four year project to the value of £174,000.**
- 2.2.9 Completion and delivery of the Archive Outreach Policy.**
- 2.2.10 Relocation and set up of the Photographic store at the Central Library.**
- 2.2.11 Re-submission of Archive Accreditation.**
- 2.2.12 Deliver annual budget savings 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 library and project lending collections and reader development support initiatives.
- 3.2** To ensure the consistency and quality of the public library offer across the UK, Libraries Connected, a sector support organisation with Arts Council England funding, is currently reviewing the universal offers and commitment that define the public library role in the UK. The draft Universal Offers are subject to stage 2 consultation but are expected to be:

- Reading
- Information and digital
- Health and Wellbeing
- Cultural and creativity

Specific commitment to children and the vision impaired is embedded across all these offers.

- 3.3** Archive Service, priorities and aims are identified by National Archives, as:

- Providing excellent access to records for all
- Security and protection of the collections
- Conservation of the collections.

3.4 These commitments sit alongside the Portsmouth City Council aims and the 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 in the year ahead.

3.5.1 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

Update: Health and Wellbeing Zones have now been provided in all Portsmouth Libraries. A programme of drop-in support sessions is in place and will be extended to all libraries, calling on the use of volunteers, over the final two years of the project as funding is reduced and the activities mainstreamed.

3.5.2 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

Update: The first year of the project has been successfully delivered, providing "A Summer of Sherlock" and significant additional initiatives targeting hard to reach groups working with the Conan Doyle collection. The funding has provided a "Story Centre" initiative for early years and primary children centred on the north group libraries, work with the archive of the theme of popular music, story writing workshops and competitions for all ages, a "One City Read" for 2018 and work on a graphic novel style adaption of "Study in Scarlett". The project has enabled work with creative providers in the city and wider region, creating more resilient networks. Staff and providers have also benefited from experiencing and engagement with best practice and innovative ideas from elsewhere in the UK. An interim report was submitted and accepted by Arts Council England in spring 2019.

3.5.3 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.

Update: The 2018 challenge was successfully delivered, increasing the number of participants and reach compared to previous years. This was reported to the Portfolio Meeting, 5th October 2018. "Mischief Makers: The Summer Reading Challenge 2018". Further targeted initiatives are included in the recommendations of this report. See 2.2.5

3.5.4 Delivery of Universal Credit, to be rolled out across the city from September 2018.

Update: This is ongoing with new applicants now receiving Universal Credit, but the roll out is delayed for many existing resident, in line with a national steer. It is anticipated that work will continue in 2020 working with support services in the city.

3.5.5 Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10

Update: This has been successfully achieved, but some amendments are required to ensure pictorial images are presented to avoid illegal downloads.

3.5.6 Development of the Archive Outreach Policy

Update: This is currently in development. It will draw on the experience and knowledge gained from the outreach project work currently in delivery for "City of Stories" also from regional training and visits to other Archive services currently delivering best practice in the UK. The policy will be completed in 2019/20 and will be submitted as an individual report to the Portfolio meeting for consideration.

3.5.7 Explore alternative library management systems for the School Library service and its clients

Update: School Library Service has been undertaking soft market testing with a number of different systems over the last twelve months. There are an increasing number of systems that meet the needs of small to medium size school libraries and locally, some schools have changed their systems. However, these products do not meet the current and future business needs of the School Library Service, who will continue to explore alternatives.

3.5.8 Deliver annual budget saving as required

Update: Savings were achieved as required.

4. Reasons for recommendations

Reasons are set against each recommendation below.

4.1 Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.

To agree and present a strategy which clarifies the priorities for the services over the next 5 years, to inform yearly operational plans and spend. The strategy will reflect the views and requirements of PCC aims and objectives, those of customers, stakeholders and staff.

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

To provide better digital access to the offers of all three services by service users. Supporting the Schools Library Service traded service model and promoting and extending the range and visibility of all virtual services and promotional outreach offers for all three.

4.3 Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020

Cosham remains the largest Portsmouth Library off the island, but has suffered from a decline in use and issues over the last five years. The library will be closed for structural refurbishments winter 2019/20 and this will provide an opportunity to work with customers and staff to identify how the children's library, computer access and arrangement of stock can be improved within existing budgets.

Changes would seek to provide space for a small performance venue off the island and maximise use of the building, stock and equipment.

- 4.4 Stock review to include purchase allocation and presentation of stock**
To maximise use of existing book fund to meet community need for information, learning and recreation.
- 4.5 Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report.**
A pilot scheme to test a new model for delivering the Summer Reading Challenge to reach targeted children are unlikely to be supported by parents and carers to undertake the challenge during the summer holiday.
- 4.6 Explore options for library management system consortia, working with Southampton and the Isle of Wight. Evaluate and report.**
To explore options for potential cost savings on future contracts and opportunities for sharing of resources.
- 4.7 Deliver the second and final year 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 continue to meet our commitment to Arts Council England funding requirements and our own priorities to support literacy, access to the archive and develop the tradition of Portsmouth as a home of great writers and writing.
- 4.8 Continue delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is year two of a four year project to the value of £174,000**
Recommended in order to continue 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
- 4.9 Completion and delivery of the Archive Outreach Policy**
Recommended to meet our commitment under Archive Accreditation, ensuring access and promotion of archive holdings. This is needed to develop a sense of ownerships and engagement by residents and local communities.
- 4.10 Relocation and set up of the Photographic store at the Central Library**
This is recommended to provide a more suitable environment for photographic storage to aid preservation. The climate control needs to be set colder and dryer for photographs, than for other paper archive. This relocation will free space for future growth in the main Southsea Repository where climate controls can be slightly relaxed, offering a modest saving and less pressure on the equipment.
- 4.11 Re-submission of Archive Accreditation**

Recommended to maintain accreditation to ensure good practise in all areas of archive delivery. Also obtaining the support and access on best practice, provided by National Archives.

4.12 Deliver annual budget saving as required

To meet city council requirements.

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 Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.

A full EIA will be worked on as the work progresses - to be completed before the strategy is signed off.

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

An EIA is being worked on will be completed when the specifications and requirements for the website are identified with the contractor

5.4 Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020

A full EIA is being worked on in conjunction with the work for this project and will be submitted before the works are undertaken

5.5 Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report

A full EIA has previously been submitted for the summer reading challenge. This will be revisited, to understand if the findings of the pilot change the original conclusions.

5.6 Stock review to include purchase allocation and presentation of stock.

An EIA assessment will be undertaken to accompany this work stream.

5.7 Completion and delivery 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.

5.8 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 directly from the recommendations in this report. However, Legal Services will advise and assist as required in the context of the individual proposed actions listed as they are implemented.

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.

.....
Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

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 and City Development

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Agenda Item 5



Portsmouth
CITY COUNCIL

Title of meeting:	Culture & City Development Decision Meeting
Date of meeting:	19 July 2019
Subject:	Archive Management Policies
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full council decision:	No

1. Purpose of report

- 1.1 The report presents three policies for approval: the Archives Care and Conservation Policy, the Archives Collections Information Policy, and the Archives Access Policy. Report clarifies the legislation governing archive standards and legislation.

2.0 Recommendations

- 2.1 That the Portfolio Holder for Culture and City Development accepts the Archives Collections Care and Conservation Policy for implementation**
- 2.2 That the Portfolio Holder for Culture and City Development accepts the Archives Collections Information Policy for implementation.**
- 2.3 That the Portfolio Holder for Culture and City Development accepts the Archives Access Policy for implementation**

3.0 Background

- 3.1 Archive provision is governed by the following legislation:

- Local Government (Records) Act 1962
- Local Government Act 1972 (section 224)
- Public Records Act 1958 and 1967
- The Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960
- The Parochial Registers and Records Measure 1978 (amended 1992)

These policies were first approved in July 2015, as part of preparations for our successful application to become an 'Accredited' archive service. They were due to be reviewed and submitted again for approval in June 2019. The

policies have been reviewed and are now submitted for approval. They will help to confirm our status as an Accredited archive service.

4.0 Reasons for recommendations

- 4.1 **Collections Care and Conservation Policy:** The provision of appropriate storage and preventative and remedial conservation are crucial to the long-term preservation of the archives in our care. The policy provides a basis for plans and procedures for the care and conservation of the collections which conform to current national standards. These will enable the preservation of the collections so that they can be accessed and enjoyed by future generations.
- 4.2 **Collections Information Policy:** The gathering and recording of information about the archive collections, including full documentation, is crucial to the physical and intellectual control of the collections. The policy provides a basis for plans and procedures which conform to current national standards for the gathering and recording of collections information. These will enable people to identify accurately which documents they would like to use for study and enjoyment.
- 4.3 **Access Policy:** The policy for access to the archive collections, on-site, off-site and on-line, which conforms to current national standards for public access as well as for the long-term preservation of the collections, forms a basis for the development of plans and procedures to enable access to these collections, the written memory of the people of Portsmouth.

5.0 Equality impact assessment

- 5.1 A preliminary EIA has been completed.

6.0 Legal comments

- 6.1 The proposed policies will enable to Council to continue to fulfil its duties under the relevant legislation. The details of this are set out in the body of this report and as appropriate within the text of the policies.

7.0 Director of Finance's comments

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

.....
 Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

- A.** Archive Collections: Access Policy
- B.** Archive Collections: Collections Care and Conservation Policy
- C.** Archive Collections: Collections Information Policy
- D.** 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
Archive Development and Policies report, approved at the Culture, Leisure and Sport Decision Meeting on 10 July 2015	https://democracy.portsmouth.gov.uk/documents/g3170/Public%20reports%20pack%2010th-Jul-2015%2009.00%20Cabinet%20Member%20for%20Culture%20Leisure%20and%20Sport.pdf?T=10

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

.....
 Signed by:
Cabinet Member for Culture and City Development

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Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

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
 - How are going to mitigate or remove any potential negative impacts
 - 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:

City development and culture

Service, function:

Library and Archive Service

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

The Archives Access Policy, the Archives Care and Conservation Policy, and the Archives Collections Information Policy

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 policies provide a basis for plans and procedures to enable access to the archive collections, for the care and conservation of the collections, and for the gathering and recording of collections information.

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

Users of the archive collections on-site, off-site and on-line - Portsmouth residents and users further afield (regionally, nationally and internationally).

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"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<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"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Other excluded groups examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

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

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

No potential negative impacts are foreseen

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

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"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<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"/>
Marriage & civil partnership	<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?

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	Data re the age of our users is collected in periodic national surveys of archive service users
Disability	Data re any disabilities of our users is collected in periodic national surveys of archive service users
Race	Data re the ethnicity of our users is collected in periodic national surveys of archive service users
Sex	Data re the sex of our users is collected in periodic national surveys of archive service users

Gender reassignment	No data is collected re gender reassignment
Sexual orientation	No data is collected re sexual orientation
Religion or belief	No data is collected re religion or belief
Pregnancy and maternity	No data is collected re pregnancy and maternity
Marriage & civil partnership	No data is collected re marriage and civil partnership
Other excluded groups	No data is collected

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

PCC staff-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

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

These policies provide a basis for staff to develop services continuously, in line with feedback and user needs, to broaden access and inclusion. New services are evaluated through an EIA when being planned.

Q8 - Who was involved in the EIA?

Michael Gunton (Senior Archivist) and Jackie Painting (Assistant Library and Archive Services Manager)

This EIA has been approved by: Lindy Elliott (Library and Archive Services Manager)

Contact number: 023 9268 8058

Date: 14 June 2019

PCC staff-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

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: sehccg.equalityanddiversity@nhs.net

Archive Collections - Access Policy

1. Introduction

1.1 Portsmouth City Council's shared aim is to:

Make Portsmouth a place that is fairer for everyone: a city where the council works together with thriving communities to put people at the heart of everything we do.

2.0 The community we serve

2.1 We serve a diverse community of users:

- Those who deposit records with us.
- Those who visit Portsmouth History Centre - the people of Portsmouth and visitors from all over the world.
- Those who seek our help by email, post, and telephone.
- School children and students on-site and off-site.
- Community groups
- Portsmouth City Council staff who use the archive collections in the course of their work.

3.0 Legislation

3.1 In our provision of access to the archive collections (and possible restrictions an access) we will comply with all relevant legislation, including Freedom of Information and Data Protection legislation

4.0 Customer care

4.1 We seek to welcome all users and potential users, whatever their level of education, religious beliefs, ethnicity, disability, age, gender or sexual orientation.

4.2 We will respect the different needs of all our stakeholders: depositors, researchers, and others.

5.0 Access

5.1 We will provide access to the archive collections at Portsmouth History Centre and off-site at other locations in Portsmouth. We will develop new ways for people to access the collections remotely as technology allows.

5.2 We will facilitate access to the collections by the production, and maintenance, of catalogues, lists, and guides to the material.

5.3 We will regularly consult users to assess their opinions of our services, and how we might develop these in the future. We will seek the opinions of non-users as opportunities allow, for instance when staff give talks and when we participate in events off-site.

- 5.4** When consulting with users and non-users we will seek to identify any barriers to access, and will explore ways to address these, and implement as opportunity allows.
- 5.5** In order to make people aware of the archive collections and to promote our services we will encourage and facilitate the use of the archive collections in publications, exhibitions, outreach, on-site, off-site and on-line.
- 6. Access and the need to ensure the long-term preservation of the archive collections**
- 6.1** The archive collections are unique and irreplaceable. We will preserve them so that future users will enjoy them as we do, but also to make the collections accessible to users now.
- 6.2** We will enforce measures to prevent theft and damage to the collections whether in storage, produced to the public in Portsmouth History Centre or elsewhere, or used in exhibitions or displays.
- 6.3** Provided that copying will not damage the document or infringe legislation in any way, we will provide copies (photocopy, microfilm, scanned images, etc) of the collections requested by members of the public.
- 6.4** Where appropriate we will issue surrogate copies, rather than the original documents, to users in Portsmouth History Centre or elsewhere, in order to minimise the risk of damage to the original documents.
- 6.5** We will make all users aware of these regulations and the reasons underlying them.
- 7. Other access restrictions**
- 7.1** When archives are deposited with the Library and Archive Service we will agree any access restrictions with the depositor.
- 7.2** We will enforce any access restrictions resulting from legislation eg Data Protection legislation.
- 7.3** We will communicate all access restrictions to users.
- 8. The opening hours of Portsmouth History Centre**
- 8.1** We will advertise the opening hours of Portsmouth History Centre, and any closures for Bank Holidays etc, on-site, off-site and on-line.
- 8.2** We will monitor feedback from our users on all access issues, including opening hours, in conjunction with feedback on the Central Library.
- 9. Fees and charges**
- 9.1** We will charge for the provision of copies in any format, and for responding to email, telephone and postal enquiries.

Archive Collections Collections Care and Conservation Policy

1.0 Our strategic approach

Portsmouth City Council's shared aim is to:

Make Portsmouth a place that is fairer for everyone: a city where the council works together with thriving communities to put people at the heart of everything we do.

By our care and conservation of the archive collections we can ensure that residents, visitors and remote users both now and in the future can enjoy them and learn from them about the history of our city and all who have lived here.

2. Our responsibility for the collections

The collections in our care are a unique and irreplaceable record of the lives of the people of Portsmouth from the fifteenth century to the present. It is our responsibility to make these records accessible for education and enjoyment and also to preserve them for future generations. Care and conservation are key aspect of our stewardship of these collections.

3. Care and conservation standards we will follow

3.1 Storage of, and access to, archives is covered by legislation as follows:

- Public Records Act 1958, as amended 1967
- Manorial Document Rules 1959 and 1967
- Tithe Document Rules 1960 and 1963
- Local Government (Records) Acts 1962
- Local Government Act 1972
- The Parochial Registers and Records Measure 1978 (amended 1992).
- The Local Government (Access to Information) Act 1985
- Freedom of Information Act 2000
- Current Data Protection legislation

3.2 We will manage the care and conservation of the collections according to the International Council on Archives code of ethics for archivists

3.3 In determining our approach to collections care and conservation, we will follow the guidelines BS EN 16893:2018 and PAS198:2012, and the *Benchmarks in Collection Care*.

3.4 We will aim to minimise the need for remedial conservation by acting to prevent damage occurring while items are in storage, being accessed by members of the public, or on display. This will underpin everything we do: from security measures and the storage of the collections to how we make them accessible, and the use of surrogates.

4.0 The impact of collections care and conservation on all aspects of the service

4.1 Security

Through building design and procedures to be followed by staff, public and volunteers, we will ensure that Portsmouth History Centre and the archive stores are secure against theft and damage by individuals or by 'natural' threats such as fire and flood. We will monitor the effectiveness of these measures and update and improve them as required.

4.2 Buildings and storage

In collaboration with Building Services and other PCC staff we will regularly monitor the condition of the buildings where the archive collections are stored and made accessible to the public. Building Services and any other relevant authorities will be notified as soon as any issues of concern are identified and swift action sought.

4.3 Packaging

When they are received, accessioned and catalogued, newly received items will be assessed and packaged appropriately. The packaging needs of existing items will be assessed when they are produced to the public and returned to storage.

4.4 Environmental control

We will maintain a stable environment (temperature and humidity) within professionally accepted parameters in all storage areas.

4.5 Environmental monitoring

We will monitor the temperature and humidity in the storage areas and take action if the temperature and humidity fall outside professionally accepted parameters.

4.6 Housekeeping

We will ensure that storage areas are kept clean, tidy and uncluttered, and that routine maintenance of services is carried out.

4.7 Access (handling, surrogates, reprographics, exhibitions, etc.)

We will only allow access to the collections if this will not compromise their safety and preservation.

When documents are produced to the public or used in exhibitions, all necessary steps will be taken to ensure that they are not damaged or lost.

Where possible will use surrogates (e.g. photographs, photocopies, microfilm, and digital copies) to reduce the risk of damaging the original items.

4.8 Digital preservation

Wherever possible we will ensure that 'born digital' and other digital records in our care remain accessible, collaborating with others and sharing knowledge and experience in this fast developing field.

4.9 Disaster recovery and continuity

We will address any 'disaster' using the Emergency Recovery Plan. This plan is intended to ensure a swift response to any disaster so that damage to collections is minimised and service to all users is resumed as soon as possible.

4.10 Remedial conservation

We will assess the need for remedial conservation by regular surveys and by monitoring documents requested by the public. We will prioritise documents for conservation by assessing the degree of damage and the need for production.

5.0 Professional conservation support

5.1 We will seek professional conservation support as appropriate in order to ensure the long-term care and conservation of the collections.

6.0 Communicating collections care and conservation issues to staff, users, and other interested parties

6.1 We will train new staff in the care and conservation of the archive collections, and brief all staff about new developments in this field as they occur.

6.2 We will induct all users into our procedures for handling the collections, and the reasons that underlie these procedures.

6.3 When giving talks and presentations about the collections we will include information about care and conservation issues.

6.4 We will advise members of the public who contact us about how to care for any archives in their possession.

7.0 Date of this policy and when it will be reviewed

7.1 This policy was approved by Culture, Leisure and Sport Executive on [...]. The policy will be reviewed and submitted again for approval in June 2022.

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Archive Collections Care - Collections Information Policy

1. The relationship between Portsmouth City Council's shared aim and our collecting and recording of information

Portsmouth City Council's shared aim is to:

Make Portsmouth a place that is fairer for everyone: a city where the council works together with thriving communities to put people at the heart of everything we do.

By collecting and recording collections information efficiently and in accordance with professionally accepted standards, we can give residents and visitors access to records of our city and the people who have helped to create it over the centuries.

2.0 The information we will record

2.1 On transfer/deposit

When the deposit is received (either at Portsmouth History Centre or off-site) we will record:

- the name, address and contact telephone number and/or email address of the depositor
- a brief description of the deposit
- the extent of the deposit
- the condition of the deposit (good/fair/etc)
- any background information relevant to the deposit, including, in the case of digital records, any technical information pertaining to the deposit
- whether the depositor is the copyright holder and if so whether they transfer copyright to the Library and Archive Service or allow us to use the deposit for certain purposes (to be described). If the depositor is not the copyright holder, do they know who is?
- whether the deposit is a donation, a long-term/indefinite loan, or a purchase
- conditions of disposal (eg the depositor's permission to dispose)
- the date of deposit

2.2 When the deposit is accessioned

We will record the information set out at 2.1, and the location, the accession number and deposit number. This information will be recorded on Spydus.

2.3 When the deposit is catalogued we will:

- describe each item (or group of items) individually in accordance with ISAD(G)
- give each a reference which shows its relationship with the other items in the deposit (and with items in the rest of the collection, if material has already been passed to us by the same depositor)
- record that it is catalogued on a central record (eg Spydus)
- record who catalogued the deposit and when
- record the location of the deposit

- note any access restrictions
- note any copyright restrictions, including the copyright holder(s) if known
- any relevant notes about how the deposit has been arranged
- note any conservation needs

We may also record further information about the history or activities of the depositor.

2.4 On disposal

If an item is selected for disposal we will record:

- the reason(s) for its disposal
- the method of disposal eg passing to another record office
- the date of disposal
- the name of the staff member making the decision and carrying out the disposal
- that we have permission to dispose
- Intellectual property rights
- Legislation regarding intellectual property rights will be monitored and implications for any collections will be recorded

3.0 Cataloguing standards

3.1 Legal and other requirements

We will comply with all relevant legislation, including Data Protection and Freedom of Information legislation, and the Environmental Information Regulations.

3.2 The ethical code we will follow

We will follow the International Council on Archives code of ethics for archivists.

4.0 Information retrieval

We will provide and maintain an information retrieval system in accordance with ISAD(G).

5.0 Vital records

Maintenance of collections information in the event of a disaster is covered in the Emergency Plan.

6.0 Legacy issues

The keeping of collections information has become fuller and more systematic since the Record Office was established in 1960. Where possible, collections information for individual collections will be brought up to current standards as part of the Collections Information Plan, in accordance with ISAD(G).

7.0 User input into collections information

Input and feedback from users (depositors and researchers) will be used to amend and improve collections information. Any proposed changes will be recorded and assessed by staff as they are received, and any judged worthwhile will be implemented as part of the Collections Information Plan.

8.0 Resolving issues of collection status (ownership, intellectual property rights, relevant legislation and guidelines)

Any assertion of changed ownership or intellectual property rights must be adequately supported in writing (including proof of identity) before it can be considered. Any such issues will be resolved by the Senior Archivist in consultation with other PCC staff and with archive institutions elsewhere (including the National Archives). All relevant records will be amended to reflect any changes.

9.0 Date of this policy and when it will be reviewed

This policy was approved by Culture and Leisure Executive on [...]. The policy will be reviewed and submitted again for approval in June 2022.

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Agenda Item 6



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Culture and City Development Decision Meeting

Date of meeting: 19 July 2019

Subject: Portsmouth Museums Annual Update

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 To review the achievements of Portsmouth Museums in 2018/19 and to present the service's operational 'Plan on a Page' (PoP) for the following financial year.

2. Recommendations

- 2.1 **The review of last year's activity is noted especially the successful completion of the first year of operation of The D-Day Story.**
- 2.2 **Existing service commitments are noted including developing new income streams to maintain services, delivery of the final phases of the Transforming the D-Day Museum which ends in February 2021 and delivery of the Landing Craft Tank project in partnership with the National Museum of the Royal Navy, also delivery of the Wild about Portsmouth project which will transform access to the city's natural history collection and work with the newly formed independent body "Portsmouth Creates" on future joint cultural strategic opportunities and projects for the city .**
- 2.3 **Work towards a co-creation approach to service delivery in which residents become participants and work alongside staff to shape policies, plans and activity.**
- 2.4 **Deliver the Portsmouth revisited exhibition of paintings at Portsmouth Museum.**
- 2.5 **Prepare for the celebration of the 75th Anniversary of VE Day in May 2020 and the 125th Anniversary of municipal museums in Portsmouth in January 2020.**
- 2.6 **Provide public access to Southsea Lighthouse with the support of Coastal Revival Fund.**

3. Background

- 3.1 The D-Day Story opened to the public at the end of March with the formal opening by HRH Princess Anne in May 2018. The museum has successfully completed its first full year of operation achieving both visitor and income targets. Visitor surveys have shown that the response to the new museum is overwhelming positive. This is echoed by TripAdvisor reviews. In addition The D-Day Story has been nominated for a number of awards including the prestigious European Museum of the Year Award 2019. The museum won awards for best guidebook, best children's product (both Association of Cultural Enterprise awards) and volunteer of the year 2019 (Museum + Heritage awards). The National Lottery funding enabled an exciting programme of events to be delivered at the museum involving a number of partners - from Airfix to the National School of Needlework as well as local schools and colleges. The D-Day Story pop-up museum also attended events such as the Victorious Festival. Our third and final paid intern was recruited to work with local community groups on projects commemorating the 75th Anniversary of D-Day and the Normandy Landings.
- 3.2 The Soldiers of Sacrifice sculpture, created by artist Alfie Bradley, toured significant locations in the UK and France in March successfully raising the profile of The D-Day Story. The tour achieved 81 pieces of coverage in the press and 59 broadcast pieces, achieving a total coverage reach of 1.1 bn.
- 3.3 Museum staff continued to work in partnership with the National Museum of the Royal Navy (NMRN) on the delivery of the Landing Craft Tank (LCT) project: resurrecting a D-Day hero. This will see LCT 7074 restored and relocated to Southsea and open to visitors as part of The D-Day Story. An important role for us over the last year has been to ensure that the interpretation of the ship and her new displays reflect the people-focused approach of The D-Day Story. We are also leading on delivery of the LCT Activity Plan. The Community Participation Officer who will deliver the plan and the first of two project Apprentices joined the service in February and March respectively.
- 3.4 At Portsmouth Museum the 'You don't know Sherlock Holmes yet' exhibition opened in May and an exhibition celebrating 200 years of the Royal Academy in July (supported by funding from the RA). Smaller displays showcased other aspects of the city's heritage: archive photographs uncovered by the Paulsgrove Capturing the Spirit project; the 50th Anniversary of Sir Alec Rose sailing round the world; decorative items displayed under glass domes. The museum was also a beneficiary of The National Portrait Gallery's Coming Home initiative which has seen the original photograph of Isambard Brunel who was born in Portsmouth displayed in the city. Approval was obtained from the Royal Collections Trust for the loan of the Veterans' Portraits.
- 3.5 At Southsea Castle the Mary Rose Trust redisplayed the ground floor gallery of the Keep and new lighting was installed. At Eastney the Gas Engine House Volunteers

have been facilitated to continue their work with the support of the Community Project Officer and museum budgets.

- 3.6 The application to the National Lottery Heritage Fund in support of work on the city's Natural History Collection was successful. Wild about Portsmouth will see standards of collection care and documentation raised and more public involvement with the collection. Two project staff were recruited followed by some 20 volunteers. Storage areas have been reorganised and storage furniture acquired (recycled!) from a number of sources (including the Natural History Museum, London). Staff and volunteers are working together to reorganise and catalogue the collections. In addition the Natural History Curator has raised awareness of the city's Natural History Collection with local specialists through social media and a launch event in December 2018. The project also includes funding for events and workshops with the first of these delivered in October half term.
- 3.7 Other collection focused activity included photography of the sculpture collection as part of the Art UK project, work on the D-Day Jeep to bring it into full working order for use at outreach and other events. Staff have also transferred information about items in the D-Day Collection from donor and other files onto the collections database. This means that all the information we have about each item in this collection can be found in one place. Donations were made to the museums service in 2018/19 including a pair of 1960's Roller Coaster Cars from the 'Wild Mouse' ride at Clarence Pier.
- 3.8 A full marketing plan was implemented during the year with a major focus on the opening and first year of operation of The D-Day Story. The DDS campaign consisted of a landmark billboard at Waterloo station, inclusion in the destination London Underground campaign, advertising across the South Western Railway network, an outdoor campaign in Portsmouth with posters and banners, promotion on Big Screens at Guildhall Square and Victorious plus the very successful Soldiers of Sacrifice campaign. Other marketing for the whole of the service included the production and distribution of regular event leaflets, limited print advertising, a radio campaign in the summer months, digital and social media promotion and a number of group marketing initiatives. Visitor Surveys were undertaken at The D-Day Story, Portsmouth Museum and Cumberland House.
- 3.9 The percentage increase in Facebook page likes is shown below (and the actual numbers for January 2018 and 2019 respectively).

Charles Dickens' Birthplace Museum: **9.9%** (from 1,202 to 1,321)
 Cumberland House: **47.1%** (from 986 to 1,450)
 The D-Day Story: **17.9%** (from 4,580 to 5,402)
 Portsmouth Museum: **11.5%** (from 4,044 to 4,508)
 Southsea Castle: **28.4%** (from 1,150 to 1,477)

All sites except Dickens exceeded the 10% target for increase in social media activity, and Dickens missed out by just 0.1%. There was great percentage growth from Cumberland House, and good results for both D-Day and Portsmouth museums given they were starting from much higher baselines.

3.10 Portsmouth Museums received a total of 311,607 visits in 2018/19, 78,825 (31%) more than the previous year. The number of visits for each site is shown below.

	<u>2017/18</u>	<u>2018/19</u>	Percentage difference
The D-Day Story	*57,486	84,024	+46%
Southsea Castle	126,007	114,575	-9%
Cumberland House	64,590	72,183	+12%
Eastney Beam Engine House	597	562	-6%
Dickens' Birthplace Museum	3,217	3,108	-3%
Portsmouth Museum	42,855	37,155	-13%

* Total for 2016/17 the last full year of operation of the D-Day Museum.

3.11 The number of visits for The D-Day Story and Cumberland House is very encouraging; the visits for Southsea Castle and Portsmouth Museum are a concern. Closer inspection reveals that Southsea Castle underperformed in April and August (the numbers for August being 10,823 i.e. 32% down on the previous year) and Portsmouth Museum performed particularly poorly in June and July (the total for both months being 5,690 i.e. 43% down on the previous year). April was particularly cold and wet last year which may explain the underperformance of Southsea Castle an essentially outdoor venue and June and July were particularly hot and not ideal for museum visits which will have contributed to the reduced visits at Portsmouth Museum.

3.12 This year the visits at Portsmouth Museum for the first two months are already 2,724(i.e. 44% above last year).

4. Reasons for recommendations

4.1 The recommendations are based on the service plan on a page for the year ahead (Appendix 1). Planned activities are listed under the six key aims for the service.

4.2 Due to the continuing financial pressures faced by the council the Museums service has to generate additional income of £39,000 pa from 2019/20 in order to maintain services at current levels. The focus is on under-utilised spaces at Portsmouth Museum including former office space with a view to making them available for hire to small businesses. In addition we plan to lower the fees and charges for use of the Briefing Room at The D-Day Story so it can be used by community groups and other organisations on a regular basis. Both initiatives will generate income through rental and secondary spend in the museum shops and cafes.

4.3 Although the capital phase of the Transforming the D-Day Museum project is complete (apart from the outstanding items of snagging), the project Activity Plan runs until 2020. The main focus for 2019 will be activity to commemorate the 75th Anniversary of D-Day and the Normandy Landings including completing the D-Day 75 Community Projects, the international D-Day conference and associated activity for visitors in July, also the writer in residence project culminating in the publication of a children's story book. In addition the National Lottery Heritage Fund has asked

that we review what the Activity Plan has achieved to date against our original objectives and to make any adjustments needed to address any areas of weakness. This gives us the opportunity to ensure that this Activity Plan aligns with that for the LCT 7074 project as they run over the same period.

- 4.4 The Landing Craft Tank (LCT) project continues. LCT 7074 will be operated as part of the D-Day Story. She will arrive on site in spring 2020, opening to the public a few months later. The museums service is leading on the delivery of the project Activity Plan and preparing for operation of the ship as part of The D-Day Story. The two D-Day Tanks, previously on display outside the museum will be conserved as part of this project and displayed on board LCT. Museum staff are also actively involved in the development of the new displays and supporting Legal Services with the drafting of the service level agreement with the NMRN.
- 4.5 Volunteers have made an important contribution to the Transforming the D-Day Museum project and the first year's operation of The D-Day Story. They will play an even more pivotal role going forward as LCT 'Navigators'; the people responsible for day-to-day visitor services on board. We need to ensure an effective and seamless relationship between paid staff and volunteers in order to deliver the high standards of customer care to which we aspire. This will be a priority for the next 12 months.
- 4.6 The Wild about Portsmouth project will continue as planned with the support of volunteers and this year we envisage making significant inroads into the historic documentation backlogs involving the Natural History Collection. This work is essential if the museums service is to retain Accreditation with Arts Council England (due for renewal in 2021). A programme of activities will continue to engage people - from families to specialists - with these collections. This year we will also be involving museum visitors and other stakeholders in shaping plans for the future redisplay of the natural history museum (with a view to pursuing external funding in future years).
- 4.7 Portsmouth Museums has a track-record of engaging community groups with its work and understands the positive benefits this can have for the people involved. In the past this type of activity has been project-funded and has ended as soon as the money ran out. Building on our own good practice and that of other museums we propose therefore to explore ways of embedding community participation in our approach to service delivery so it becomes integral to the way the service operates on a day to day basis. This will also help us to meet the requirements of Accreditation with Arts Council England (the service is due to re-apply in 2021).
- 4.8 The 'Portsmouth revisited' exhibition will open in September 2019 at Portsmouth Museum. The original plan was to pair paintings from Portsmouth's Fine Art Collection with a number of prestigious loans from national and regional institutions to evoke new and different responses to views of the city. Unfortunately without additional funding the service is not able to meet the additional security costs associated with the loans (including constant invigilation). We therefore propose that the focus of the exhibition will be the city's collection supplemented by works borrowed from individual lenders.

- 4.9 The museums service will plan activities to celebrate the 75th anniversary of VE Day in May 2020 and the 125th anniversary of the opening of Portsmouth's first municipal museum in January 2020.
- 4.10 The council has been awarded £50,000 from the Coastal Revival Fund for a project to open and interpret the history of the lighthouse to members of the public. The first phase of work is to cost up the works, then review the budget and investigate options for additional funding.
- 4.11 Portsmouth museums will be working with the newly independent organisation "Portsmouth Creates" in their aspiration of the delivery of the cultural strategy. Initial discussions illustrate a number of commonalities including opportunities for young people to be employed in the creative sector, raising a profile for the creative industries, in addition to working with them on the UK City of Culture bid in 2025.

5. Equality impact assessment (EIA)

- 5.1 A preliminary EIA has been completed

6. Legal Comments

- 6.1. There are no legal implications arising directly from the recommendations in this report. However, Legal Services will advise and assist as required in the context of specific elements of the Service Plan as they are implemented.

7. Director of Finance comments

- 7.1 The activities of the Museum Service will continue to be delivered within approved budgets with specific projects supported by additional grant funding.

.....
Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices: **Appendix 1** - Portsmouth Museums, Operational Plan on a Page 2018/19
 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 and City Development

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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 development & culture

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

Museums & Visitor Services

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

Portsmouth Museums - update and operational plan on a page for 2019/20.

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 Plan on a Page (PoP) is the Museum Service's action plan for the year ahead. It includes a number of projects and activities which deliver the 6 Key Aims of the Museums Strategy. These are:

- Reflect the diversity of the city's culture and communities in our visitors and offer
- Provide inspirational opportunities for people to enjoy and learn from the collections
- Build the profile and reputation of the Great Waterfront City by showcasing the national and international heritage of the city, and delivering excellent customer care
- Ensure sustainability and resilience through an entrepreneurial approach to income generation and partnerships
- Create a learning culture across the service to develop and empower staff
- Develop new audiences using digital technology

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

One of the Key Aims (see first bullet point above) specifically relates to our commitment to access for all and the museum service being representative of and reflecting the city's communities etc (ie who visits, content of collections etc).

This commitment is reflected in ongoing projects such as Transforming the D-Day Museum, LCT 7074 - resurrecting a D-Day hero and Wild About Portsmouth. These all provide opportunities for people to engage with their heritage in a variety of ways, gain new skills and so on, ie as community groups, visitors, volunteers and participants.

This year the PoP references the co-creation approach in which members of the community work alongside museum staff to deliver services. This will further enhance the diversity of the people involved with the service.

The work listed within the PoP is anticipated to benefit a range of 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"/>

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

Transforming the D-Day Museum remains a priority for the Museums Service (ending in February 2021). This project specifically makes provision for people of different ages, of different abilities and people with different perspectives. For example the new displays were developed in dialogue with people with disabilities and during the first year of operation we have delivered targeted activities to ensure they can access the content of the new museum (see website / events leaflet for further information). A number of community projects has enabled people of different ethnicities and ages (and degrees of isolation) to engage in different ways with the story of D-Day. A similarly rigorous approach is being adopted for the LCT project through outreach activity.

Looking ahead we will be developing plans for the redisplay of the Natural History Museum at Cumberland House with the input of stakeholders including families. The co-creation approach being explored would give residents from across the city the opportunity to influence how they / their community is represented in the city's collection and the museums displays.

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:

Contact number:

Date:

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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Portsmouth Museums Plan on a Page 2019/2020

Activity	Lead	Timescale	Funded by
Build the profile and reputation of the Great Waterfront City by showcasing the national and international heritage of the city, and delivering excellent customer care.			
Complete Transforming the D-Day Museum project: <ul style="list-style-type: none"> Deliver Activity Plan including the DD75 community, young peoples, writer in residence projects and events Achieve Business Plan targets Support the PDDM Trust with fundraising Draft Collection Development Policy Reporting to National Lottery Re-display Pickett-Hamilton Fort and anti-aircraft gun subject to funding 	JM FW TT JB JM JD DE	March 2020 Project runs 'til 2020/21	NLHF PCC (TDDM project budget) £5M Libor
Support the LCT 7074 project (NMRN lead) <ul style="list-style-type: none"> Deliver the Activity Plan including pop-up museum, journey project and volunteers Prepare for operation of LCT as part of The D-Day Story Support other project strands including interpretation and conservation of tanks 	JM DJ JB JS AW TT	Open spring 2020	(NLHF NMRN lead)
Complete documents for the Zoo Licence	JM	July 2019	
Review the Museums Strategy	JM	March 2020	
Reflect the diversity of the city's culture and communities in our visitors and offer			
Develop Collecting Portsmouth - a project that will involve local communities in decisions about the development of the city's museum collections (subject to funding) <ul style="list-style-type: none"> R&D phase - learning from good practice ours / other services Consultation and preparation of a funding application 	JM ALL	2-3 year project. Informs Accreditation application in 2021	NLHF / ACE £250K tbc
Marketing and research to deliver visitor and income targets and broaden audiences <ul style="list-style-type: none"> Deliver marketing plan Evaluate campaigns and audience demographic 	ME	March 2020	£30,000 museum budgets

Provide inspirational opportunities for people to enjoy and learn from the collections.			
Deliver <i>Wild about Portsmouth</i> involving and engaging people in a variety of ways with the natural history collection and future plans for the redisplay of the natural history museum.	CT	Project runs until 2020	NLHF project budget
Deliver series of exhibitions and events, inc: <ul style="list-style-type: none"> The Portsmouth Charter (PMAG) Portraits: D-Day Veterans (PMAG) Portsmouth revisited (PMAG with loans subject to external funding) Complete redisplay of the Keep with Mary Rose Trust (SSC) 125 years of municipal museums Prepare for 75th Anniversary of VE Day 	KB SW SW TT KB FW AW	April June Sept Tbc Jan 2020 May 2020	£13K museum budgets
Support HIW Wildlife Trust Secrets of the Solent plastics activity strand and installation at Portsmouth Natural History Museum.	CT TT	April 2020	(NLHF HIWWT lead)
Ensure sustainability and resilience through an entrepreneurial approach to income generation and partnerships			
Develop spaces for rent at Portsmouth Museum and Art Gallery to deliver the £39K savings target for service for 2019/20.	JB	March 2020	Museum budget?
Review fees & charges at DDS to increase use, income and footfall	JB	July	£0
Support GEH volunteers at Eastney with programme of works for this year	CR TG		Museum budget £750
Deliver planned building works at Dickens' Birthplace, Eastney Beam Engine House and Southsea Castle inc the Lighthouse project	AM JS	March 2020	Capital budget
Produce series of high quality prints of works from the city's collection for Lord Mayor suite	SW	May 2019	Museum budget £1,000
Continue to develop wedding offer	JS	March 2020	£0
Create a learning culture across the service to develop and empower staff			
Review first year of operation of The D-Day Story with team to inform future plans inc arrival of LCT.	JB		£0
Develop The D-Day Story staff + volunteers in preparation for the operation of LCT	DJ	March 2018	LCT project budget
Develop new audiences using digital technology			
Complete development of new websites for all sites. Update names of sites.	DH	July 2019	Museum budget
Increase social media activity by 10%	KB FW AW SW CT	March 2020	£0

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 and City Development Decision Meeting
Subject: BookFest 2019
Date of meeting: 19 July 2019
Report by: Director of Culture, Leisure and Regulatory Services
Wards affected: All

1. Requested by
Cabinet Member for Culture and City Development

2. Purpose

2.1 To update the Cabinet Member on the success of the 2019 Festival.

3. Information Requested

3.1 Background to BookFest

Portsmouth BookFest was launched in 2010 by the 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.

3.1.1 This year's event was the ninth festival and since 2010 it has developed into a festival that hosts events with bestselling authors and speakers and supports local writing talent and creativity through a programme of events across a two-three week duration. It now sees collaboration with the University of Portsmouth, local writing and spoken word groups in Portsmouth and the Southern Hampshire region and a number of local venues.

3.1.2 The festival meets City aims and objectives by attracting visitors to the city and thus helping promote the Great Waterfront City as a destination. It also encourages reading for pleasure in local children and adults, helping to increase their skills. It contributes to the local economy by encouraging skills and confidence in local people.

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3.2 Ticket sales increase

In 2019 BookFest saw an increase in ticket sales of 55% on public events after lower ticket sales in 2018. This could be attributed to a number of reasons:

- a) The Library and Archive Service was awarded £140k from Arts Council England in 2018 for the City of Stories project and BookFest benefitted from extra funding by being able to present more events - a total of 37 events were hosted this year as opposed to 33 in 2018 and 25 in 2017. BookFest presented a strong programme with a very wide range of events. It was also fortunate to secure some big names this year with Simon Brett at MysteryFest and former MP and bestselling memoir writer Alan Johnson attracting two hundred people. As with the Lord David Owen event in 2017 audiences really appear to enjoy the opportunity to hear speakers who have had interesting careers and been prominent public figures.
- b) This year the weather was better than 2018 with no snow storms disrupting travel.
- c) Increased use of social media was made this year with almost daily tweets to advertise events and generate interest.
- d) Early years events continue to be extremely popular with the Gruffalo tour sold out at nearly all nine library branches and there are plans to host more early years events in 2020.

3.3 Statistics and feedback

3.3.1 Ticket sales

As mentioned above ticket sales were up on 2018 by 55% from 600 to 930 people attending public events. The highest attended events were Alan Johnson at 200, MysteryFest at 50 and the Gruffalo tour which saw 200 attend. Talks with local interest are particularly popular and BookFest saw high attendance at events which explored local figures and authors such as Robert Dolling (65 people attended this talk), HG Wells and Rudyard Kipling.

3.3.2 Audience data

It's been possible to analyse audience data from the feedback forms we received although it's worth noting that feedback forms were not collected at the Gruffalo events.

Areas:

- 73% of audiences came from the PO1-PO6 area.
- 16% came from PO postcodes PO7 and above
- 10.5% came from outside of the PO area with GU and RH being the most common postcodes. This tells us that although BookFest does attract

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audiences from further afield it is very much a local book festival. This reflects the fact that BookFest does not advertise widely outside of the city although programme leaflets were delivered to locations in Havant, Fareham and Petersfield. To advertise beyond the city would require a significant financial investment in railway station campaigns.

Ages:

We know that the high attendance at Gruffalo events means that a high percentage of total audiences for BookFest (70%) were in the 0-10 years old age category. Outside of Gruffalo the biggest age group attendance is in the 50+ age range. BookFest struggles to attract audiences in the 20-50 age group and this will be addressed in 2020 with more events aimed at this age group.

Gender:

63% of audiences were female, 31.5% male and the rest preferred not to say. BookFest always sees more attendance from females although this year has seen a much larger attendance from males - this was due to the Alan Johnson event which saw a high percentage of males as well as the local history talks and MysteryFest which traditionally attracts more males than other events.

Diversity:

85.5% of audiences gave their ethnicity as 'White' on evaluation forms. BookFest clearly has more work to do in engaging more audiences from diverse backgrounds. This year's City of Stories work is seeing the Library and Archive Service engage with people from a range of backgrounds through targeted project work with identified communities.

3.4 Feedback

Feedback on events was exceptionally positive this year with no events rated as 'poor' and only two feedback forms where events were rated as 'fair' meaning the rest were rated 'excellent' or 'good'. This reflects the quality of the speakers and the smooth running of the events run by library staff and volunteers.

Some feedback was given that attendees would like to see refreshments offered at all events. Currently refreshments are offered at longer running events. This can be put in place but is likely to require a slightly higher ticket price being charged to meet costs. Alternatively where the event is held in a venue with a café the café can be open to serve audiences.



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.....
Signed by
Stephen Baily
Director of Culture, Leisure and Regulatory Services

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