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# NOTICE OF MEETING

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## CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

FRIDAY, 12 MARCH 2021 AT 10.00 AM

### VIRTUAL REMOTE MEETING

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

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## CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

Councillor Steve Pitt (Liberal Democrat)

### Group Spokespersons

Councillor Frank Jonas BEM, Conservative  
Councillor Stephen Morgan, Labour  
Councillor Claire Udy, Progressive Portsmouth People Group

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

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

### Deputations

A written deputation stating to which **decision** agenda item it refers must be received by the officer named at the top of the agenda by 12 noon two working days preceding the meeting. Any written deputation received by email will be sent to the Members on the relevant decision making body and be referred to and read out at the meeting within permitted time limits.

## AGENDA

- 1 **Apologies for absence**
- 2 **Declarations of Interests**
- 3 **Museum Documentation and Collection Care and Conservation Policies**  
(Pages 3 - 38)

### Purpose

To present the Documentation Policy (Appendix 1) and Collection Care and Conservation Policy (Appendix 2) for approval.

**RECOMMENDED**

**(1) That the Documentation Policy is approved.**

**(2) That the Collection Care and Conservation Policy is approved**

**4 Metal Detecting Policy (Pages 39 - 58)**

Purpose

To present a Policy that outlines the circumstances in which the City Council may or may not give permission for metal detecting on its land.

**RECOMMENDED**

**(1) That the Metal Detecting Policy is adopted.**

**(2) That responsibility is delegated to Culture, Leisure and Regulatory Services to consider applications to metal detect on Portsmouth City Council Land.**

**5 Revenue Grants (Pages 59 - 72)**

Purpose

To outline to the Cabinet Member the proposed funding levels for the Revenue Grant payments to cultural organisations for the financial year 2021/22.

**RECOMMENDED**

**To propose the details of the funding levels for the Revenue Grants for 2021 - 2022 and to outline a different payment scheduled in order to reflect on the way in which the current pandemic circumstances are affecting cultural organisations.**

The following reports are for information only

**6 Water Safety (Information Report) (Pages 73 - 76)**

Purpose

To update the Cabinet Member on the measures put in place to support water safety especially in the area of the Seafront.

**7 Cosham Larder (Information Report) (Pages 77 - 80)**

Purpose

To update Cabinet Member on the Cosham Community Larder project.

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

# Agenda Item 3



**Title of meeting:** Culture, Leisure and Economic Development Decision Meeting

**Date of meeting:** 12 March 2021

**Subject:** Museum Documentation and Collection Care and Conservation Policies

**Report by:** Director of Culture, Leisure and Regulatory Services

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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**1. Purpose of report**

1.1 To present the Documentation Policy (Appendix 1) and Collection Care and Conservation Policy (Appendix 2) for approval.

**2. Recommendations**

**2.1 That the Documentation Policy is approved.**

**2.2 That the Collection Care and Conservation Policy is approved**

**3. Background**

3.1 The Documentation and Collection Care and Conservation Policies (Appendices 1 and 2 respectively) are an essential part of the council's collections management framework. They states the aims and methods for the documentation and recording of the council's museum collections and their care and conservation. Effective documentation of collections is achieved through working practices, creation and maintenance of electronic and paper records guided by the policy; effective conservation is achieved through preventive measures that protect the collection from damage supported by remedial work if and when required.

3.2 The two Policies provide guidance for staff and decision making and encourage public confidence in the museum as a suitable repository for collections items.

3.3 Along with other formally approved policies, they are also required for Accreditation, the national standard for museums in England managed by Arts Council England (ACE). Through Accreditation ACE aims to encourage all



museums and galleries to achieve agreed standards in how they are run, how they manage their collections and the experience of users.

- 3.4 Museums are required to reapply every four or so years. Accreditation is a continuous process. The standards are evolving requirements, designed to drive improvement and development within the sector. Each round demands more of the applicant museums.
- 3.5 Portsmouth Museums achieved full Accreditation for all its sites in 2016 and is due to reapply in early 2022. We want to be well prepared for what is a demanding and time-consuming process.
- 3.6 The majority of the service's policies are now due for review. As well as the policies presented here, officers will be bringing forward further policies for approval later this year. These include: the Museums Strategy, Collection Development Policy and Access Policy (new requirement). We will also be producing a raft of implementation plans some of which we would want to share with the Cabinet Member (although these do not require formal approval).
- 3.7 The current Accreditation standard has some significant new requirements which will be reflected in the Policies. This includes enhanced standards around recording environmental data, acquisition and cataloguing.

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

- 4.1 The Documentation and Collections Care and Conservation Policies are essential tools in a collections management framework. They provide staff with guidance, ensure that council resources are not wasted in undirected measures thus endorsing the principles of 'value for money' and the appropriate management of public funds.
- 4.2 The various elements of the Documentation Policy are essential parts of audit procedures and control, permitting us to account for the collections items in our care.
- 4.3 The policies are two of the required documents to support an application for Accreditation. ACE requires that such documents have formal approval by the governing body.
- 4.4 Accreditation is a 'passport' to many services and funding streams from external bodies such as the National Lottery Heritage Fund (NLHF). Grants from several external organisations demand full Accreditation status as a condition for funding. It also encourages joint working within and between organisations such as when borrowing items from other institutions.
- 4.5 Full Accreditation status demonstrates that the museum meets a professionally recognised quality standard that serves as an authoritative benchmark for

assessing performance and that the museum operates ethically and professionally, promoting public confidence in the service.

**5. Integrated impact assessment**

5.1 An Integrated Impact Assessment is attached as appendix 3.

**6. Legal implications**

6.1 As outlined in the body of the report, the two policies presented for approval are required in order to provide assurance as to the standards to be maintained by the Museum Service with a view to achieving renewal of the Service's national accreditation which, in turn, is key to its success going forward.

6.2 The policies themselves identify the required legislative compliance and best practice which is to be observed in the course of the Service's activities.

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

7.1 These policies are fundamental to the operation of the museum service as they provide a framework for the management of the collections. The policy documents are required by ACE in order to achieve full accreditation status.

7.2 This is a core policy which has and will continue to be funded through the approved service budget

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Signed by:

**Stephen Baily**  
**Director of Culture, Leisure and Regulatory Services**

**Appendices:**

- Appendix 1 - Portsmouth Museums Documentation Policy
- Appendix 2 - Portsmouth Museums Collection Care and Conservation Policy
- Appendix 3 - Integrated 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
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The recommendation(s) set out above were approved/ approved as amended/ deferred/  
rejected by ..... on .....

.....

Signed by:  
**Cabinet Member for Culture, Leisure and Economic Growth**



## **Portsmouth Museums**

# **Collections Documentation Policy**

**2020-2025**

Portsmouth Museums  
Governing body: Portsmouth City Council

Approved on: 19 March 2021

Review date: March 2025

# Collections Documentation Policy 2020-2025

## 1. Introduction

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

**1.2** This document outlines the policy for the documentation of the collections. It is part of Portsmouth Museums Collections Management framework.

**1.3** A Collections Documentation Policy (CDocP) informs the work undertaken in documenting the museum's collection ensuring that the museum fulfils its responsibilities in relation to security, management and access to the city's collections by

- Improving accountability for the collections
- Maintaining at least minimum professional standards in documentation
- Enabling access to collections and associated information for staff and volunteers through the database
- Extending access to objects and their associated information for the public
- Strengthening the security of the collection

It is a required element for the Accreditation Scheme for museums in England. Every museum should be able to say what the collections they hold and their location as part of public accountability.

**1.4** The CDocP ensures that material is documented according to a recognised strategy, meeting national standards and with due regard to constraints upon the service, and serves as a reference document to guide decision-making.



## 2. Strategic Context

### Statement of purpose

Portsmouth Museums will contribute to the council's vision for Portsmouth as a happy, healthy city, rich in culture and creativity, with a thriving economy, where everyone has opportunities for lifelong learning and land and marine environments are protected and enhanced for future generations.

Our purpose is to:

To provide local communities and individuals with the opportunity to engage with the city's amazing heritage and people, to tell their story, be inspired, learn new things, gain new skills and feel happier and more optimistic about the future.

We will do this by:

- Being inclusive and reaching all parts of the city and society
- Benefiting residents and communities - enhancing wellbeing, raising aspirations
- Working together - as a team, with communities, with partners
- Embracing new opportunities and being a catalyst for change
- Ensuring that the environmental and historic data within the collections is shared
- Proving that we are doing it

To achieve this the city's collections must be accessible and available for use.

Through implementing the Collections Documentation Policy (CDocP) and maintaining the highest standards of documentation we will ensure that objects and their associated information can be readily located and made available for use by everyone - museum staff, communities, enquirers and researchers - and will support the ongoing digitisation of collections.

Good collections documentation will also enable us to identify the extent to which the city's collections are representative of its communities, to identify gaps and support more targeted collecting.

### 3. Ethics, Legislation and Standards

In its documentation work the service is bound by national and international legislation as laid out in the Collections Development Policy. The following pieces of legislation listed below are specifically relevant to documentation.

- *Data Protection Act 2018* and the General Data Protection Regulation
- *Freedom of Information Act 2000*
- Museums Association Code of Ethics
- *Copyright and Designs Patent Act, 1988* and subsequent amendments
- *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (third edition, 2002).

The service will follow the standards for collections information laid down in PAS 197:2009 *Code of Practice for cultural collections management*.

The museums service will follow all relevant professional standards for documentation as laid out in SPECTRUM, the UK collections management standard. This is recognised nationally and internationally as the primary specification for collections management activity in museums.

Specifically, the service will meet the minimum standards for the SPECTRUM primary procedures, these are as follows:

- Object Entry (**S1**)
- Acquisition and accessioning (**S2**)
- Location and movement control (**S3**)
- Inventory (**S4**)
- Cataloguing (**S5**)
- Object exit (**S6**)
- Loans in (**S7**)
- Loans out (**S8**)
- Documentation planning (**S9**)

#### **S1 Object Entry**

- deposits of objects will be accepted for consideration for accessioning into the collections, loans for copying or display or for identification
- no object should be deposited without the authorisation of a member of the collections team
- an entry form must be completed for all deposits and a receipt issued to the depositor
- all significant information relating to an object must be recorded on the entry form
- owners completing an entry form must be made aware of the terms and conditions of deposit and limits of insurance liability
- a copy of the entry form must remain with the object until the accession number has been marked on the object

- objects not accepted into the collections should be returned to the depositor. If the depositor cannot be contacted after a period of no less than 4 months of the date on the entry form PCC (i.e. the governing body) reserve the right to dispose of the item(s) as stated in the conditions set out on the entry form.
- objects or archives left for identification and not collected after a period of no less than 4 months of the date on the entry form will be disposed of as stated in the conditions set out on the entry form
- objects entering the collection must be assessed for potential risks such as infestation or hazardous substances

## **S2 Acquisition**

- criteria for acquisition are laid out in the Collections Development Policy 2020-2025
- transfer of title for all objects will be sought in writing upon acquisition and copyright status clarified
- all donors are fully aware of the terms and conditions by which their gift or bequest is accepted including that not all objects will always be on display or might be disposed of in the future
- each object entering the collection will be given a unique number and it will be securely labelled or marked with this number
- all documentation whether physical or digital relating to an object will be linked to the physical object by that unique number
- all accessions will be recorded on the CMS which provides a tamperproof record of all objects using their unique numbers
- security copies will be created as PDF files and stored separately to the main Modes data file

## **S3 Location and movement control**

- an up to date location record will be maintained for all objects in the collection using the CMS
- a movement ticket must be completed for any object move of more than 24 hours duration whether within the service or to an external site
- Information about an object's previous location must be recorded
- environmental monitoring records need to be maintained to ensure environmental standards are being met
- all storage areas must be locked at all times when not occupied
- objects on display must be within securely locked cases or fixed in a secure manner to walls or screens
- inventories must be maintained for all items on display
- an object risk assessment must be completed for most object movements and appropriate insurance or indemnity cover must always be in place

## **S4 Inventory**

- we will be able to produce a complete list of every object or group of objects in the collection

- every object or group of objects will have a recorded name and brief description
- we will be able to identify who owns each object or group of objects in our care and how they were acquired
- types of collection will be easily distinguished from each other e.g. accessioned objects and handling collection
- where we do not meet these requirements there will be an appropriate plan to do so within an agreed time period

## **S5 Cataloguing**

- new acquisitions will be catalogued as soon as possible and within not more than six months after acquisition directly onto the CMS
- entries must meet the minimum inventory standard
- each object entering the collection will be given a unique number and it will be securely labelled or marked with this number
- catalogue records must cross-refer to relevant information held whether paper or digital records
- the CMS should have suitable indexes so that information can be retrieved to meet the needs of users
- the CMS should be regularly backed up

## **S6 Object exit**

- object exit will adhere to the guidelines as laid out in the Collections Development Policy
- all accessioned objects and archives permanently leaving the museum service will have a formal report and exit form completed recording the reasons for disposal and the method used.
- appropriate authorisation must be given for each permanent exit
- the CMS must be updated to reflect object exits whether permanent or temporary

## **S7 Loans In**

- loans in will only be accepted as laid out in the Collections Development Policy
- loans in will be recorded using a loans in agreement as specified by Portsmouth Museums which will clearly lay out standards and terms and conditions
- all loans in will have their condition noted on receipt to limit liability to PCC in case of damage
- all loans in will be recorded in the loans in procedure file on the CMS including information about location and condition
- each loan in will have an individual file documenting details of the loan

## **S8 Loans Out**

- requests for loans out will be considered provided that the object(s) or archives are in a suitable condition, are not required for display or other use by Portsmouth Museums and that the purpose for the loan is clearly stated
- objects may be loaned to other Accredited museums. Other organisations and venues will be considered providing they meet the necessary standards for the care of objects.
- each application will be considered on its own merits and may require formal agreement by the Cabinet Member for Culture, Leisure and Sport
- loans out will only be made if standard conditions of loan are met and in most cases will require the satisfactory completion of a facilities report and/or security supplement report
- all reasonable costs incurred in the preparation of items for loan will be recovered from the borrowing organisation
- all loans out will be recorded in the loans out procedure file on the CMS
- all loans out will have a written agreement signed by both parties before the loan begins with clear reference to the care standards they agree to meet and other terms and conditions
- each loan out will have an individual file documenting details of the loan

## **S9 Documentation Planning**

Any work to improve collections information should be directed by priority areas identified in the documentation plan

## **5. Accountability**

Accountability principles for museums were laid down by the Museums and Galleries Commission (MGC) in 1993. The principles are that a museum should know at any time exactly for what it is legally responsible (loans as well as permanent collections), and where each item is located.

These principles also conform to the requirements of PCC internal audit.

### **Levels of Documentation**

The museum is committed to record significant information about the objects in its care so that each object we are legally responsible for (loans as well as long term collections) can be identified and located.

The majority of the collections will be documented to individual item level. However, for certain collection e.g. bulk archaeological material, it is neither feasible nor practical to document the material in this detail; these will be

documented at group level. We aim to have a basic 'inventory' record for all identified items and groups within the collection and most items will be documented to a more detailed catalogue level.

Inventory level: will include key information to allow an object in our care to be individually identified and verified. All accessioned items, loans in and loans out will be documented at this level

Catalogue level: where appropriate the collection will be documented to a more detailed level to include any known history and other additional information.

## **6. Access to Collections Information**

The museum service is committed to documentation that allows access to information about the collections it holds and that this information is available as widely as possible within the restraints of relevant legislation. This includes to the following users:

- museum and other PCC staff
- academic researchers
- leisure interest researchers
- school and college students
- authors
- volunteers
- elected members

### Computerisation

Most object records are computerised and we aim to be completely computerised by 2030, including subsidiary information from old catalogues and history files.

The service will use Modes Complete software, backup copies will be kept separately and securely. In order to ensure that our current electronic system does not become obsolete, the museum will remain informed of technological advances and ensure the long-term accessibility of the information held.

## **7. Security of Collections Information**

The museum service is committed to ensuring the physical security of the records in its documentation systems, electronic and manual, and the long-term preservation of those records. We will achieve this in the following ways:

- collections information will be recorded on Portsmouth Museums collections management system (CMS) which is Modes Complete

- the system will be maintained by Portsmouth City Council IT services and through subscription to the Modes Users Association
- regular back-ups will be made of the electronic database by PCC IT services and by the collections staff
- Additional security will be provided by having separate copies of the database held on secure laptops independent of the network copy
- regular updating and review of CMS to ensure long term accessibility and readability
- paper records will be stored securely in a central registry and relevant information added as necessary
- data from the database will only be transferred using encrypted devices
- laptops holding separate copies of the database must be encrypted and stored securely while away from the museum premises

## **8. Intellectual Security of Collections Information**

The Museum service is committed to ensuring the intellectual security of the records in its documentation systems whilst complying with Freedom of Information (FOI) and promoting research and access. We will achieve this in the following ways:

- adherence to the requirements of the Data Protection Act
- observing copyright regulations and respecting the rights of copyright holders
- respecting moral and intellectual rights in published and unpublished material

## **9. Review**

- 9.1** The Collections Documentation Policy will be published and reviewed from time to time, at least once every five years. The date when the plan is next due for review is noted below.
- 9.2** This policy was drafted between November 2020 and February 2021
- 9.3** This policy was approved by the governing body on 19 March 2021
- 9.4** The policy will be due for review in March 2025

Ref: KCB - Museums/2021 Accreditation/Collections Documentation Policy 2020-2025

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## **Portsmouth Museums**

# **Collections Care and Conservation Policy**

**2021-2025**

Portsmouth Museums

Governing body Portsmouth City Council

Approved on: 19 March 2021

Review date: March 2025

## **1. Introduction:**

**1.1** This document outlines the policy for the care and conservation of the collections. It is part of Portsmouth Museums Collections Management framework.

**1.2** The collections of Portsmouth City Council administered by the museums service are the 'unique selling point' and the reason for the existence of the service. They contribute to current city council policies and strategies and will continue to make major contributions to the cultural life of the city.

**1.3** The museums service has a duty of care for the collections, recognised in its statement of purpose.

### **Portsmouth Museums' statement of purpose**

Portsmouth Museums will contribute to the vision for Portsmouth as a happy, healthy city, rich in culture and creativity, with a thriving economy, where everyone has opportunities for lifelong learning and land and marine environments are protected and enhanced for future generations.

Our purpose is to:

To provide local communities and individuals with the opportunity to engage with the city's amazing heritage and people, to tell their story, be inspired, learn new things, gain new skills and feel happier and more optimistic about the future.

We will do this by:

- Being inclusive and reaching all parts of the city and society
- Benefiting residents and communities - enhancing wellbeing, raising aspirations
- Working together - as a team, with communities, with partners
- Embracing new opportunities and being a catalyst for change
- Ensuring that the environmental data held in collections is shared
- Proving that we are doing it

To achieve this the city's collection must be accessible and available for use.

Through implementing the Collections Care and Conservation Policy (CCCP) and maintaining the highest standards of care and conservation we will ensure that objects and their associated information can be made available for use by everyone; museum staff, communities, enquirers and researchers and will support the ongoing digitisation of collections.

## **2. Definitions**

**2.1** 'Collections' and 'collection' are used throughout this document to refer to groups of items held by the museums service.

**2.2** 'Items' may be of two or three-dimensional material, natural science specimens, images in all media including digital, books and sound recordings. They are comprised of accessioned objects and un-accessioned material awaiting completion of acquisition procedures and objects on loan to the service.

**2.3** 'Conservation' is the overall term for the care of collections through active practical treatments and/or preventive measures.

**2.4** 'Preventive conservation' is defined as the planned and controlled change to the environment and surroundings of an item to reduce or eliminate, as far as possible, the known aspects of that item's deterioration.

**2.5** 'Interventive conservation' is defined as the active treatment of an item to stabilise its condition or to enhance its condition. It is also referred to as 'remedial conservation'.

## **3. Principles**

**3.1** To ensure that all collections within the responsibility of the museums service are cared for to the highest appropriate standards as achievable within available resources.

**3.2** To ensure that collections care in the service is a continuing process, with improvements to the quality of conservation and storage being made as resources allow, to promote the long-term preservation of the items in our care.

**3.3** To ensure that collections care in the service is based on a combination of preventive and interventive conservation as appropriate and as resources allow.

**3.4** To manage risk to the collections as a tool in collections care to assist their long-term preservation whilst promoting access to the collections by visitors and others/non-visitors.

**3.5** To ensure that all staff and anyone working with the collections within the service are aware of the roles and responsibilities for caring for the collections and their own roles in the process.

## **4. Application of the policy statement**

**4.1** All collections which the service is directly responsible for.

**4.2** All Portsmouth City Council premises where the collections are stored and/or displayed.

**4.3** Any objects belonging to third parties and on loan to the museums service.

**4.4** Historic buildings and interiors within the museums service are in effect collections items.

## **5. Collection's overview**

**5.1** As part of an ongoing process members of the collections team will survey, benchmark and visually inspect the conditions in which collections are kept to determine priority areas for improvement in line with best practice as defined by the Museums, Libraries and Archive's Council's *'Benchmarks in Collections Care for Museums, Libraries and Archives Self Assessment Checklist'*, 2011, PAS 197:2009 and PAS 198:2012.

**5.2** This process will be supported by action plans to guide and measure levels of improvement. Findings of the process and suggested improvements will be reported to the management team of the service, shared with other members of staff and reported to the Cabinet Member as appropriate.

## **6. Legal framework**

The service's collections management is informed by legislation, ethical codes and appropriate sectorial standards and guidelines. These are listed in a separate document as part of the collection's management framework.

## **7. Preventive Conservation**

Preventive conservation is the key aspect of the care of collections. It is ethical and cost effective. Measures taken to prevent further deterioration of museum items preserve as far as possible the status quo of the item and reduce the amount of costly interventive conservation required. As far as is possible, the service will manage the care of its collections through preventive conservation measures.

## **8. Systems and practices**

Appropriate systems and procedures are an essential part of preventive conservation. Collections are safeguarded through the specification and management of:

- Building maintenance
- Physical security
- Intruder alarms
- Fire detection systems
- Fire and evacuation procedures
- Mechanical and electrical maintenance
- Key control
- Storage

- Environmental monitoring and control
- Collections management procedures
- Pest management (traps, regular cleaning, visual inspections)
- Housekeeping
- Risk assessment and management
- Emergency response planning
- Management of personnel and resources

### **8.1 Building maintenance**

The provision of suitable buildings and good maintenance are an essential part of collections care and conservation.

Portsmouth City Council Asset Management Service (AMS) is responsible for the provision and maintenance of suitable building conditions and will work with museum staff to achieve the best possible conditions for the collections, as resources allow, making full use of defect reporting systems.

When capital developments, repair programmes and changes of use to museum buildings are planned, the care of the collections will be considered, and collections team staff will be involved in the planning process.

### **8.2 Physical security**

The council will ensure that museum buildings and their fittings are physically secure to provide an important first line of protection.

Secure cases and secure fixing to display surfaces provide a high degree of physical protection for collections items onsite and when objects are off-site e.g., using with a community group or at an event. Items will be shown with a regard to both public access and the security requirements of that item as well as environmental considerations.

### **8.3 Intruder alarms**

Alarm systems will be specified to provide appropriate levels of deterrence as resources allow. The systems will be upgraded as technology develops and as operational needs require within available resources.

### **8.4 Fire detection systems**

Fire detection systems will be installed and supplied to the highest specification as resources allow to protect people and the collections. The fire systems are serviced annually.

## **8.5 Fire and evacuation procedures**

The service will ensure that effective and tested procedures are in place to enable the safe evacuation of people and collections items.

## **8.6 Mechanical and electrical maintenance**

All relevant mechanical and electrical systems and equipment will be covered by service contracts and inspected periodically. The service will aim to keep portable appliance testing (PAT) of smaller electrical equipment up to date.

## **8.7 Key control**

Key security is an important aspect of collections protection. Measures will be enforced to limit access to keys, reducing risk of unauthorised entry to collections storage areas.

## **8.8 Storage**

All storage areas should provide physical security and environmental protection as appropriate for the nature of the material stored there.

It is the service's aim to provide appropriate conditions for all collections items in its care and to make improvements as resources permit.

As far as is possible, given resources and the nature of the museum buildings, the service will store and display items in a managed environment that minimises their rate of deterioration.

Appropriate storage furniture and packaging materials, as resources allow, will be used to protect items within storage areas.

## **8.9 Environmental monitoring and control**

Understanding the existing environment within museum buildings and imposing control over potentially damaging conditions is a vital part of collections care.

As resources allow, the service will monitor the environmental conditions in areas where collections items are stored and displayed.

Temperature and relative humidity will be monitored and as far as is possible given the nature of our sites and as resources allow, controlled by a variety of means.

Visible light and ultra-violet radiation levels will be monitored, and levels regarded as excessive for types of collections items will be controlled or eliminated by a variety of means.

Particulate pollution will be controlled as far as resources permit by good housekeeping and building maintenance.

### **8.10 Collections management procedures**

Collections management procedures which include the Collections Care and Conservation Plan, and the Collections Documentation Policy and Plan ensure that existing, incoming and exiting collections items are fully documented and accounted for.

The service aims to meet the *Spectrum* minimum level of documentation and procedures for accessioned and loan items.

### **8.11 Pest management**

Many museum collections items are vulnerable to attack by a variety of pests.

The service will endeavour to ensure that any infestation is identified and dealt with promptly. Visual routine checks to be carried out. Objects entering the collection must be assessed for potential risks such as infestation or hazardous substances.

### **8.12 Housekeeping**

Regular routine cleaning of display and storage areas is beneficial to the public experience of the service and promotes care of collections.

Housekeeping cleaning programmes will be established and followed.

New front of house staff will receive instruction on museum cleaning regimes and the rationale underpinning the service's approach to housekeeping.

### **8.13 Risk assessment and management**

All activities which involve the use of collections carry a potential risk to the longevity and condition of each collection item.

The service aims to manage and mitigate the risks to a level which is acceptable, balanced against the need to ensure that the collections are accessible. As far as is possible, risks to collections items through use, display, storage, activities and events will be identified. Most object moves will have a risk assessment carried out with mitigation procedures imposed as part of the process to reduce the impact of the activity on the collections items and people involved in the activity. Where relevant appropriate insurance cover will be in place.

Appropriate training in risk management will be given to staff and volunteers.

As far as is possible given the availability of resources, the collections team will ensure that the collections insurances lists are kept up to date.

### **8.14 Emergency response planning**

Emergency preparedness and staff training will help to reduce loss and damage to museum collections items in the event of an emergency.

The service will ensure that procedures are in place to safeguard the collection in the event of disaster and emergencies.

The service will regularly review its Emergency Plan to ensure it is up to date. This will be shared with other city council officers as appropriate, and staff will be given training in its application.

### **8.15 Management of personnel and resources**

Caring for the collections is the responsibility of all staff. As part of the induction process, all staff and volunteers should be made aware of the issues around handling items and working within a museum environment.

The service has a commitment to the continuing development of staff and volunteers to the building of relevant knowledge and expertise.

The collections team has a major role to play in raising awareness of collections care issues and by promoting and fostering good collection care practices.

All staff members have a responsibility to report any issues relating to care of collections to members of the collections team.

The service aims to make improvements to collections care, subject to available resources and the priorities of the business and operational plans.

For reasons of economy and sustainability, the service recommends passive controls over mechanical controls wherever feasible.

## **9. Displays, exhibitions and loans**

**9.1** When new displays and exhibitions are planned, collections care and conservation implications will be considered at an early stage.

**9.2** Collections items selected for new displays and temporary exhibitions will be assessed for condition prior to final choice. Remedial treatment may be undertaken subject to available resources.

**9.3** Members of the collections team will have input into the choice of furniture, materials, mounting and presentation aids used in the production of new displays and exhibitions to ensure that materials and methods do not compromise collections care requirements.

**9.4** The service will ensure that lenders' security, insurance, conservation and care of collections requirements can be met before arranging to borrow items.

**9.5** Satisfactory completion of a facilities report will normally be required before the service will agree to lend collections items to non-PCC venues. The collections team members must be satisfied that the venue meets security and environmental requirements for the type of material to be lent.



## **10. Handling, moving and transport**

**10.1** Training for staff, volunteers and enquirers in the safe handling and use of the collections will preserve them for the future and in doing so will allow access to them for longer. Only people who have received appropriate training should handle items from the collection.

**10.2** Movements of collections items will only take place when the correct arrangements and resources are present, to minimise the risk to the item and to people. If necessary formal risk assessments will be conducted and recorded prior to movements.

**10.3** Requirements for environmental protection, standards of collections care and security as appropriate to the nature of the collection's items concerned will be taken into consideration when items are transported or in use by enquirers, volunteers or members of staff.

## **11. Expertise and advice**

**11.1** The service is committed to the continuing development of its staff and to the building of relevant knowledge and expertise.

**11.2** Staff will be encouraged to attend relevant training in collections care training as available and as affordable to extend their existing expertise.

**11.3** Dissemination of collections care knowledge by members of staff will help promote good practice across the service and to external individuals and organisations.

**11.4** Advice from external conservators and collections care professionals will be sought when necessary.

## **12. Interventive conservation**

**12.1** Interventive conservation should be underpinned by knowledge of the collection item and its constituent materials.

**12.2** All proposed treatments will be discussed and agreed before work starts by the relevant members of the collections team. Treatments will be risk assessed and carried out in line with relevant health and safety guidelines and legislation.

**12.3** Interventive conservation work will meet professional standards to minimise the risk to the object and to ensure that its integrity is not compromised.

**12.4** Priorities for interventive conservation will be decided by the condition of the object, and display/exhibition need. Any cost of conservation required for external loans will be re-charged to the borrower.

**12.5** Volunteers may conduct basic cleaning and first level conservation of collections items following instruction and under the supervision of collections team staff.

**12.6** Volunteers with specialist skills evidenced by qualifications or experience may work on or operate collections items unsupervised by agreement with collections team staff. All work and operation will be thoroughly discussed and agreed before commencement. Maintenance, conservation and running of vintage transport items are currently conducted under this arrangement. Service level agreements, notification and discussion regulate the activities of the volunteers who work in this area. Dependent upon the collection, and the provision for loan working.

**12.7** All interventive conservation procedures should be documented, whether in the object file or on the CMS. As far as is possible, a photographic record will be kept of the conservation process.

**12.8** Specialist interventive conservation is contracted out to external agents on a case-by-case basis. For this work only conservators accredited by the Institute of Conservation (ICON) will normally be selected. Non-accredited conservators may be used where their expertise cannot be supplied by an accredited conservator.

### **13. Working items**

**13.1** The service operates some of its historic machinery and transport as this adds considerably to our understanding of their purpose, significance and historic working conditions. Operating historic machinery and transport items may also contribute to its preservation and may help to retain or rediscover skills.

**13.2** Such items will only be operated after stringent risk assessments have been conducted and in accordance with any health and safety regulations and any other legal requirements.

**13.3** The arrangements for conservation of some vintage transport items are outlined in 12 above.

### **14. Items containing hazardous materials**

**14.1** The service will ensure that collections items containing or made of known hazardous materials are identified, labelled and documented with the relevant information about the nature of the hazard.

**14.2** Collections items of this nature will be appropriately managed to meet all relevant health and safety regulations. All staff and volunteers who work with these items will be made aware of their obligations in this matter.

## **15. Destructive research techniques**

On occasion it will be necessary to consider requests by researchers to conduct destructive techniques on collections items to further historic or scientific knowledge. Each case will be considered on its own merits and staff will refer to the Research Policy for guidance. Permission in advance will need to be obtained from the Head of service and Cabinet Member.

## **16. Care and Conservation Plan**

A separate Care and Conservation Plan governs the day-to-day implementation of the policies in the Care and Conservation Policy statement. It reflects organisational needs and priorities within available resources.

## **17. Approval and Review**

**17.1** The Collections Documentation Policy will be published and reviewed from time to time, at least once every five years. The date when the plan is next due for review is noted below.

17.2 The policy was drafted November 2020 to February 2021

17.3 The policy was approved by the governing body on 19 March 2021

17.4 The policy will be due for review in March 2025

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# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

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

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
  - Communities and safety
  - Regeneration and culture
  - Environment and public space
  - Equality & - Diversity This can be found in Section A5

**Directorate:**

Culture, Leisure and Regulatory Services

**Service, function:**

Museums

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

Museums Collections Care and Conservation Policy and Museums Documentation Policy

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

- Existing
- New / proposed
- Changed

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

The aim of this policy is to set out the standards that Portsmouth Museums will work to in relation to the care & conservation, and documentation of the collection, these are governed by a national standard SPECTRUM.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No consultation has been done.

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A1-Crime** - Will it make our city safer?

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact [Lisa.Wills@portsmouthcc.gov.uk](mailto:Lisa.Wills@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A2-Housing** - Will it provide good quality homes?

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

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How are you going to measure/check the impact of your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A3-Health** - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact [Dominique.Letouze@portsmouthcc.gov.uk](mailto:Dominique.Letouze@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The museum collection reflects the history of Portsmouth. The preservation of objects, artefacts and works of art not only protects the heritage for future generations to enjoy and engage with, but provides a connection and a sense of place for local residents. Ongoing care and conservation of the museum collection provides better access to the collection, and a broader understanding / knowledge and engagement with the history of Portsmouth. The display of newly conserved or repaired objects enables new stories to be told and provides variety to a regular museum visit. Through collections care gallery talks or workshops, people are encouraged to participate either in person or on-line, which gives a sense of purpose and community. Through working with volunteers to improve the documentation of the collections we will be supporting their mental health and wellbeing. Working with the museum and its collections provides regular social contact for people who are often isolated and fulfilling intellectual challenges to help keep people mentally active.

How are you going to measure/check the impact of your proposal?

We will monitor progress made towards meeting the policy by referring to both the Collection Care and Conservation plan, and the Documentation Plan that sits alongside this policy as well as how it is enabling us to deliver our strategic aims. The ongoing scheduled programme of cleaning and conservation of objects, and documentation makes it an intrinsic part of the museums service duty of care.

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A4-Income deprivation and poverty**-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact [Mark.Sage@portsmouthcc.gov.uk](mailto:Mark.Sage@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>  
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The Care and Conservation policy and the Documentation policy will help provide continued preservation of the heritage of Portsmouth and access to the collections through the museum service for everyone. Through free admission to Portsmouth Museum, Cumberland House etc, anyone can visit and engage with the collections regardless of background or income. The museums collection is for everyone to enjoy, to be inspired by and or provide escapism and a reason to leave the house, variety to our daily lives and better mental health.

The Documentation policy will help provide free access to the collections through the museum service for everyone. Through volunteering to work on documenting the collection museums can provide valuable work related experience and skills for those who are currently seeking work or looking to do so.

How are you going to measure/check the impact of your proposal?

We will monitor progress made towards meeting the policies by referring to the Collections Care and Conservation plan and the Documentation plan that sit alongside this policy as well as how it is enabling us to deliver our strategic aims. Through publicity and audience development we will aim to appeal to the diverse communities of Portsmouth to engage with their heritage.

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A5-Equality & diversity** - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact [gina.perryman@portsmouthcc.gov.uk](mailto:gina.perryman@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?



**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B1-Carbon emissions** - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B2-Energy use** - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact [Triston.thorn@portsmouthcc.gov.uk](mailto:Triston.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B3 - Climate change mitigation and flooding**-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B4-Natural environment**-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B5-Air quality** - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact [Hayley.Trower@portsmouthcc.gov.uk](mailto:Hayley.Trower@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B6-Transport** - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact [Pam.Turton@portsmouthcc.gov.uk](mailto:Pam.Turton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

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Is your policy/proposal relevant to the following questions?

**B7-Waste management** - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact [Steven.Russell@portsmouthcc.gov.uk](mailto:Steven.Russell@portsmouthcc.gov.uk) or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**C - Regeneration of our city**

Yes

No

Is your policy/proposal relevant to the following questions?

**C1-Culture and heritage** - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact [Claire.Looney@portsmouthcc.gov.uk](mailto:Claire.Looney@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

By implementing both the Collections Care & Conservation Policy, and the Documentation Policy and maintaining the highest standards of care to the heritage of Portsmouth, the city's collections and associated information will be available for local residents to engage with and future generations to enjoy. The city's collections and associated information will be easier to locate and easier for everyone to use-museum staff, communities, enquirers and researchers. Good collections care and documentation will also enable us to see clearly whether the collections are representative of communities, identify gaps and support more targeted collecting. Accessible collections can be used to support events and enhance existing attractions.

How are you going to measure/check the impact of your proposal?

We will monitor progress by referring to the Collections care & conservation plan, and the Documentation plan that sits alongside this policy as well as how it is enabling us to deliver our strategic aims.

**C - Regeneration of our city**

Yes

No

Is your policy/proposal relevant to the following questions?

**C2-Employment and opportunities** - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**C - Regeneration of our city**

Yes

No

Is your policy/proposal relevant to the following questions?

**C3 - Economy** - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**Q8 - Who was involved in the Integrated impact assessment?**

Katy Ball, Collections Registrar. Email: [katy.ball@portsmouthcc.gov.uk](mailto:katy.ball@portsmouthcc.gov.uk)  
Susan Ward, Curator of Art. Email: [susan.ward@portsmouthcc.gov.uk](mailto:susan.ward@portsmouthcc.gov.uk)  
Claire Looney, Partnership and Commissioning Manager. Email: [claire.looney@portsmouthcc.gov.uk](mailto:claire.looney@portsmouthcc.gov.uk)

This IIA has been approved by:

Contact number:

Date:

# Agenda Item 4



<b>Title of meeting:</b>	Cabinet Member for Culture, Leisure and Economic Development Decision Meeting
<b>Date of meeting:</b>	12 March 2021
<b>Subject:</b>	Metal Detecting Policy
<b>Report by:</b>	Director of Culture, Leisure and Regulatory Services
<b>Wards affected:</b>	ALL
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## **1. Purpose of report**

- 1.1 The purpose of this report is to present a Policy that outlines the circumstances in which the City Council may or may not give permission for metal detecting on its land.

## **2. Recommendations**

- 2.1 **That the Metal Detecting Policy is adopted.**
- 2.2 **That responsibility is delegated to Culture, Leisure and Regulatory Services to consider applications to metal detect on Portsmouth City Council Land.**

## **3. Background**

- 3.1 Portsmouth has a long history of occupation and much of the land in the city has archaeological potential, due to historical land use and Portsmouth's role as a naval dockyard and fortified garrison town. Much of the land that is of interest to metal detectorists is owned by the City Council, and has either scheduled monument or site of special scientific interest status.
- 3.2 Scheduled monuments are protected under the Ancient Monuments and Archaeological Areas Act 1979, under which archaeological excavations in scheduled monuments require consent from Historic England in addition to consent from the landowner. Sites of Special Scientific Interest are protected under the Wildlife and Countryside Act 1981. Excavations require consent from Natural England in addition to consent from the landowner.

- 3.3 Several requests have been received recently to metal detect on PCC land, possibly as a result of the media interest generated by archaeological discoveries as part of the Southsea Coastal Defence Scheme.
- 3.4 At present Portsmouth City Council does not have a policy that sets out circumstances under which it might give permission to metal detect on PCC land. This proposed policy aims to bring a coherent approach that balances historical interest with protecting heritage archaeology and the needs of all users of PCC land.
- 3.5 The proposed policy sets out the circumstances in which Portsmouth City Council would give permission to metal detect on its land. We would also expect any applicants to adhere to the Portable Antiquities Scheme's Code of Practice for Responsible Metal Detecting and to have public liability insurance.
- 3.6 Any metal detecting requires the permission of the landowner, including in the case of land owned by PCC. Metal detecting without the permission of the landowner is therefore an offence and excavations that take place as a result of illicit detecting constitute theft. Other landowners and local authorities have recently experienced problems with illicit metal detecting at night, known as night hawking.
- 3.7 Other local authorities operate permit schemes for metal detecting. However these usually have much larger areas of rural and agricultural land, which is already disturbed by ploughing and therefore suitable for metal detecting. Our land profile in Portsmouth is very different and it is felt that a permit scheme would not be appropriate. Therefore we intend to consider applications on a case by case basis as outlined in the Policy.
- 3.8 Considering the archaeological and scientific context of much of PCC's land it is therefore felt that permission would normally only be given for metal detecting to take place as part of a proposal for a wider archaeological project rather than as a standalone activity. This is because removal of an archaeological object from its context, unless carried out by a qualified archaeologist, can cause the loss of valuable contextual information, as well as damage to the artefact itself.
- 3.9 The proposed policy incorporates the requirements of the Portable Antiquities Scheme and the Treasure Act 1996. It also requires any activity that is given permission to record find spots accurately, report finds to the Finds Liaison Officer and to submit a report to the Portsmouth Historic Environment Record. It also asserts Portsmouth City Council's right of ownership of any artefacts found on its land for addition to the city's museum collections.
- 3.10 In developing this policy we have also considered and taken into account metal detecting policies of other local authorities and other landowners such as the Ministry of Defence, Crown Estates and the National Trust.
- 3.11 It should be noted that this policy does not affect any archaeological investigations that take place as a result of the development control process, for example as a



condition of planning permission. These are the result of a different process via the Planning Committee.

**4. Reasons for recommendations**

- 4.1 Portsmouth City Council has a duty to protect the heritage of the city and its archaeology. This heritage belongs to everyone and any illicit excavations risk destroying the wider context and harming our understanding of the historical development of the city.
- 4.2 The City Council also has a statutory responsibility to safeguard the heritage of Scheduled Monuments and Sites of Special Scientific Interest that it owns and manages, which are protected by law. Having a metal detecting policy will better enable us to perform this role.
- 4.3 The City Council also has a responsibility to consider the needs of all users of its land, in particular health and safety considerations around excavations and holes or divots that may be left on public land. Giving or denying permission for metal detecting helps us to control excavations that may take place.

**5. Integrated impact assessment**

- 5.1 An Integrated Impact Assessment is attached.

**6. Legal implications**

- 6.1 The statutory provisions relevant to the proposed policy are set out in detail in this report and in the policy itself.

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

- 7.1 There are no financial considerations resulting from this Policy.

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

**Appendices:**

Appendix A: Portsmouth City Council Metal Detecting Policy

Appendix B: Integrated 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
Portable Antiquities Scheme	<a href="http://www.finds.org.uk">www.finds.org.uk</a>
Portable Antiquities Scheme Code of Conduct for Responsible Metal Detecting	<a href="http://www.finds.org.uk/getinvolved/guides/codeofpractice">www.finds.org.uk/getinvolved/guides/codeofpractice</a>
The Treasure Act 1996	<a href="https://www.legislation.gov.uk/ukpga/1996/24">https://www.legislation.gov.uk/ukpga/1996/24</a>
The Ancient Monuments and Archaeological Areas Act 1979	<a href="https://www.legislation.gov.uk/ukpga/1979/46">https://www.legislation.gov.uk/ukpga/1979/46</a>
The Wildlife and Countryside Act 1981	<a href="https://www.legislation.gov.uk/ukpga/1981/69">https://www.legislation.gov.uk/ukpga/1981/69</a>

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

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

## **Appendix A Metal Detecting Policy**

### **Portsmouth City Council Metal Detecting Policy**

#### **Introduction**

Portsmouth has a long history of occupation and much of the land has archaeological potential. This heritage belongs to everyone and it is therefore important that the city's archaeology is protected.

From time to time Portsmouth City Council receives requests for permission to metal detect on City Council land. Whilst much of Portsmouth City Council's land is accessible to the public, as the landowner the City Council has a duty of care to safeguard the health and safety of other land users and protect the city's archaeology.

Portsmouth City Council does not have a permit scheme for metal detecting, and will consider requests on a case by case basis in line with this policy.

#### **Legal Context**

Anyone wishing to metal detect should seek permission of the landowner before metal detecting. Excavations as a result of illegal metal detecting could constitute criminal damage or an offence under the Theft Act.

The Crown Estate owns much - but not all - of the foreshore land between the Mean High Water and Mean Low Water marks in Portsmouth. Requests to metal detect on the foreshore should be directed to the Crown Estate in the first instance.

Scheduled Monuments are protected against unlicensed metal detecting under the Ancient Monuments and Archaeological Areas Act 1979. To carry out excavations in a Scheduled Monument requires a Section 42 licence from Historic England. Portsmouth has 17 Scheduled Monuments.

Sites of Special Scientific Interest are protected under the Wildlife and Countryside Act 1981. Metal detecting leading to excavations requires consent from Natural England in addition to the landowner. Portsmouth has SSSIs at Langstone Harbour, Portsmouth Harbour and Portsdown Hill.

The Portsdown Hill bylaws prohibit excavations on Portsmouth City Council land. Metal detecting resulting in a find would constitute unauthorised excavation.

Although referred to as a 'Common', Southsea Common is not legally common land and has the same legal status as other local authority owned land.

Portsmouth City Council reserves the right of ownership of archaeological objects found on its land for adding to its historic collections.

## Background

In general metal detecting on Portsmouth City Council (PCC) owned, managed and tenanted land (including land to which the public has a right of access) is not permitted. Any proposal to undertake metal detecting on PCC land will only be considered where detecting is part of an appropriate programme of research. This is because removal of an archaeological object from its context, unless carried out by a qualified archaeologist, can cause the loss of valuable contextual information, as well as damage to the artefact itself.

Persons wishing to carry out such research will need to apply for and obtain PCC's written permission in order to use a metal detector as well as to undertake associated survey work on PCC owned land. Permission will only be granted on the understanding that the primary aim of allowing detecting or survey work is the gathering of information about the archaeology on the Council's land.

Anyone undertaking detecting should abide by the PAS Code of Practice for Responsible Metal Detecting in England and Wales (2017) [Code of Practice for Responsible Metal Detecting in England and Wales \(2017\) \(finds.org.uk\)](https://www.finds.org.uk/publications/code-of-practice-for-responsible-metal-detecting-in-england-and-wales-2017)

Requests to metal detect must be made to Portsmouth City Council in advance of attempting to metal detect. This will allow Portsmouth City Council to check land ownership, legal restrictions and assess the suitability of the request.

There are a number of health and safety considerations that need to be assessed for each request. Excavation could impact on other users of PCC land, and holes and divits could present a hazard or detectorists could be injured on PCC land. Evidence of adequate public liability insurance must be presented on application to detect.

Excavations as a result of metal detecting may lead to the discovery of historic human remains. If such remains are uncovered the site should be made secure and the police should be contacted.

If live ammunition or other lethal objects are discovered the find spot should be clearly marked and reported to the Police and land owner immediately.

We may decline a request if in the opinion of our archaeological adviser the area in question is of archaeological significance and warrants a more comprehensive investigation than metal detecting alone.

Portsmouth City Council reserves ownership of all objects and finds including coins, worked flints, pottery and similar material. If an object is defined as treasure by the Treasure Act (1996) and any subsequent revisions and retained by the British Museum or other collection any payment of reward made to the finder will, in turn, be paid to the Council. In the event of a find being disclaimed the find will remain the property of and be retained by the Council. The Council may, in its absolute discretion, return the find, or any payment of reward to the finder.

This Policy does not apply to archaeological investigations which take place as part of the Development Control process.

## **Reporting and depositing finds**

If permission is granted for metal detecting the following procedures must be followed:

- All finds must be reported to the Hampshire Finds Liaison Officer (FLO) for recording by the Portable Antiquities Scheme
- All finds must be recorded to a minimum accuracy of an 8-figure Ordnance Survey National Grid Reference (preferably using GPS).
- The findspots of all finds of archaeological interest, should record the depth of find and confirm if it was from plough soil, present the results on a plotted map or plan and provide this information as part of a written report to Portsmouth Historic Environment Record (HER) and Portsmouth Museums. This report must include the dates on which detection took place and a summary of any significant finds
- Any objects defined as treasure by The Treasure Act (1996) or potential treasure must be reported to the coroner within 14 days of discovery by law. Finds defined as treasure constitute all finds of gold and silver objects, groups of coins from the same finds over 300 years old and prehistoric base-metal assemblages. Finders of potential treasure in England and Wales should contact their regional Finds Liaison Officer for help in reporting Treasure and for further advice.
- All objects and coins found (with the exception of finds covered by the Treasure Act) will remain the property of Portsmouth City Council and be disposed of at its discretion. It is expected that most objects will be retained by the Council for future allocation to Portsmouth Museum.

## **Conditions of allowing metal detecting**

All metal detecting on Portsmouth City Council land must comply with the following legislation:

- The Ancient Monuments and Archaeological Areas Act 1979
- The Wildlife and Countryside Act 1981
- The Treasure Act 1996
- The Dealing in Cultural Objects (Offences) Act 2003

In addition:

- Permission will only be given for a specific place and time
- All applicants for permission must sign an agreement based on this policy
- Where necessary permissions must be obtained from Historic England and Natural England
- Any metal detecting must adhere to the Portable Antiquities Scheme Code of Practice for Responsible Metal Detecting in England and Wales (2017)

Failure to abide by these conditions and the Metal Detecting Policy will lead to the withdrawal of permission.

## **Appendix - Code of Practice for Responsible Metal Detecting in England and Wales (2017)**

If undertaken responsibly metal-detecting can make an important contribution to archaeological knowledge. This document aims to provide guidance for metal-detectorists who wish to contribute to our understanding of the history of England and Wales. It combines both the requirements of finders under the law, as well as more general voluntary guidance on accepted best practice.

Being responsible means:

### ***Before you go metal-detecting:***

Not trespassing; before you start detecting obtain permission to search from the landowner, regardless of the status, or perceived status, of the land. Remember that all land (including parks, public open-spaces, beaches and foreshores) has an owner and an occupier (such as a tenant farmer) can only grant permission with both the landowner's and tenant's agreement. Any finds discovered will normally be the property of the landowner, so to avoid disputes it is advisable to get permission and agreement in writing first regarding the ownership of any finds subsequently discovered.

Obedying the law concerning protected sites (such as those defined as Scheduled Monuments, Sites of Special Scientific Interest or military crash sites, and those involving human remains), and also those other sites on which metal-detecting might also be restricted (such as land under Countryside Stewardship or other agri-environment schemes). You can obtain details of these sites from several sources, including the landowner/occupier, your local Finds Liaison Officer or Historic Environment Record or at <http://www.magic.gov.uk/> <https://historicengland.org.uk/listing/the-list/> <http://cadw.gov.wales> - which will help research and better understand the site. Take extra care when detecting near protected sites since it is not always clear where the boundaries of these lie on the ground.

Familiarising yourself with the Portable Antiquities Scheme (including contact details for your local Finds Liaison Officer - see <http://www.finds.org.uk>), and its guidance on the recording of archaeological finds discovered by the public; make it clear to the landowner that you wish to record finds with the Portable Antiquities Scheme. Ensure that you follow current conservation advice on the handling, care and storage of archaeological objects (see <https://finds.org.uk/conservation/index> ).

Obtaining public liability insurance (to protect yourself and others from accidental damage), such as that offered by the National Council for Metal-Detecting or the Federation of Independent Detectorists.

### ***While you are metal-detecting:***

Working on ground that has already been disturbed (such as ploughed land or that which has formerly been ploughed), and only within the depth of ploughing. If detecting takes place on pasture, be careful to ensure that no damage is done to the archaeological value of the land, including earthworks. Avoid damaging stratified

archaeological deposits (that is to say, finds that seem to be in the place where they were deposited in antiquity) and minimise any ground disturbance through the use of suitable tools and by reinstating any ground and turf as neatly as possible.

Stopping any digging and making the landowner aware that you are seeking expert help if you discover something below the ploughsoil, or a concentration of finds or unusual material, or wreck remains. Your local Finds Liaison Officer may be able to help or will be able to advise on an appropriate person. Reporting the find does not change your rights of discovery, but will result in far more archaeological evidence being recovered.

Recording findspots as accurately as possible for all archaeological finds (i.e. to at least a one ten metre square - an 8-Figure National Grid Reference), using a hand-held Global Positioning Systems (GPS) device whilst in the field or a 1:25000 scale map if this is not possible. Bag finds individually, recording the National Grid Reference on the bag with a waterproof/indelible marker. Archaeologists are interested in learning about all archaeological finds you discover, not just metallic items, because such finds contribute to knowledge.

Respecting the Country Code (leave gates and property as you find them and do not damage crops, frighten animals, or disturb ground nesting birds, and dispose properly of litter: see <https://www.gov.uk/government/publications/the-countryside-code>).

***After you have been metal-detecting:***

Reporting all archaeological finds to the relevant landowner/occupier; and making it clear to the landowner that you wish to record archaeological finds to the Portable Antiquities Scheme, so the information can pass into the local Historic Environment Record. Both the Country Land and Business Association and the National Farmers Union support the reporting of finds with the Portable Antiquities Scheme. Details of your local Finds Liaison Officer can be found at <https://finds.org.uk/contacts>, e-mail [info@finds.org.uk](mailto:info@finds.org.uk).

Abiding by the statutory provisions of the Treasure Act 1996, the Treasure Act Code of Practice ([www.finds.org.uk/treasure](http://www.finds.org.uk/treasure)) and wreck law (<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>). If you wish to take artefacts and archaeological material older than 50 years old out of the UK, you will require an export licence (<http://www.artscouncil.org.uk/>). If you need advice your local Finds Liaison Officer will be able to help you.

Calling the Police (101), and notifying the landowner/occupier, if you find any traces of human remains or a likely burial; human remains can only be disturbed further with a Home Office licence (<https://www.gov.uk/apply-for-an-exhumation-licence>)

Calling the Police or HM Coastguard, and notifying the landowner/occupier, if you find anything that may be a live explosive, device or other ordnance. Do not attempt to move or interfere with any such explosives.

Calling the Police if you notice any illegal activity whilst out metal-detecting, such as theft of farm equipment or illegal metal-detecting (nighthawking). Further details can

be found by contacting Historic England/Cadw or the 'heritage crime' contact within your local police force.

Finding out more about archaeology and metal detecting:

You can find out more about the archaeology of your own area from the Historic Environment Records maintained by local authority archaeology services (in England) and the Welsh archaeological trusts. Also the Heritage Gateway - <http://www.heritagegateway.org.uk> (in England) and Archwilio - <http://www.archwilio.org.uk> (in Wales).

For further information about the recording and reporting of finds discovered by the public and the Treasure Act 1996 contact the Portable Antiquities Scheme ([www.finds.org.uk](http://www.finds.org.uk) / [info@finds.org.uk](mailto:info@finds.org.uk)).

For further information about how you can become involved in archaeology contact the Council for British Archaeology ([www.archaeologyuk.org](http://www.archaeologyuk.org)). They can also supply details of local archaeology societies.

You can find out about metal detecting via the National Council for Metal Detecting ([www.ncmd.co.uk](http://www.ncmd.co.uk)) or the Federation of Independent Detectorists ([www.fid.org.uk](http://www.fid.org.uk)).



# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

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

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
  - Communities and safety
  - Regeneration and culture
  - Environment and public space
  - Equality & - Diversity This can be found in Section A5

**Directorate:**

Culture, Leisure & City Development

**Service, function:**

Culture

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

Metal Detecting Policy

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

- Existing
- New / proposed
- Changed

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

To provide a policy to support authorised metal detecting across Council owned land.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A1-Crime** - Will it make our city safer?

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact [Lisa.Wills@portsmouthcc.gov.uk](mailto:Lisa.Wills@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A2-Housing** - Will it provide good quality homes?

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

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How are you going to measure/check the impact of your proposal?

**A - Communities and safety**

Yes

No

Is your policy/proposal relevant to the following questions?

**A3-Health** - Will this help promote healthy, safe and independent living?

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact [Dominique.Letouze@portsmouthcc.gov.uk](mailto:Dominique.Letouze@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**A - Communities and safety**

Yes

No

Is your policy/proposal relevant to the following questions?

**A4-Income deprivation and poverty**-Will it consider income deprivation and reduce poverty?

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact [Mark.Sage@portsmouthcc.gov.uk](mailto:Mark.Sage@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>  
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

<b>A - Communities and safety</b>	<b>Yes</b>	<b>No</b>
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Is your policy/proposal relevant to the following questions?

<b>A5-Equality &amp; diversity</b> - Will it have any positive/negative impacts on the protected characteristics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact [gina.perryman@portsmouthcc.gov.uk](mailto:gina.perryman@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B1-Carbon emissions** - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B2-Energy use** - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact [Triston.thorn@portsmouthcc.gov.uk](mailto:Triston.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B3 - Climate change mitigation and flooding**-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B4-Natural environment**-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B5-Air quality** - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact [Hayley.Trower@portsmouthcc.gov.uk](mailto:Hayley.Trower@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B6-Transport** - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact [Pam.Turton@portsmouthcc.gov.uk](mailto:Pam.Turton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

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Is your policy/proposal relevant to the following questions?

**B7-Waste management** - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact [Steven.Russell@portsmouthcc.gov.uk](mailto:Steven.Russell@portsmouthcc.gov.uk) or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?



C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

**C1-Culture and heritage** - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact [Claire.Looney@portsmouthcc.gov.uk](mailto:Claire.Looney@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The adoption of a new metal detecting policy will outline the standard and measures we would expect individual detectorists to adhere to which align with the national good practice. This includes securing prior permission, process and information on what to do if finds are revealed through detecting and the notification process which is required. The policy will provide a framework for increased understanding of how the Council's land is being used for this pastime which has been increasing in popularity.

How are you going to measure/check the impact of your proposal?  
Monitoring of the individual requests for permission to detect will provide the initial level of monitoring and this will be adapted according to the requests.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

**C2-Employment and opportunities** - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Empty text box for response

How are you going to measure/check the impact of your proposal?

**C - Regeneration of our city**

Yes

No

Is your policy/proposal relevant to the following questions?

**C3 - Economy** - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**Q8 - Who was involved in the Integrated impact assessment?**

Claire Looney

**This IIA has been approved by:**

**Contact number:**

**Date:**

# Agenda Item 5



**Title of meeting:** Culture, Leisure and Economic Development Decision Meeting

**Date of meeting:** 12 March 2021

**Subject:** Revenue Grants 2021 - 2022

**Report by:** Director of Culture, Leisure and Regulatory Services

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 To outline to the Cabinet Member the proposed funding levels for the Revenue Grant payments to cultural organisations for the financial year 2021/22.

## 2. Recommendations

- 2.1 **To propose the details of the funding levels for the Revenue Grants for 2021 - 2022 and to outline a different payment scheduled in order to reflect on the way in which the current pandemic circumstances are affecting cultural organisations.**

## 3. Background

- 3.1 Funding of a very small number of Cultural organisations is an essential part of maintaining the wider cultural offer across the city. This core level of revenue grant funding has been maintained by the Council primarily to support this diversity of cultural offer whilst encouraging this funding to be used as seed corn funding to lever in other financial support.
- 3.2 The revenue grant contributions from the Council for 2021-2022 are proposed as follows:

Organisation	Purpose of the Revenue Grant	Proposed Grant for 2021-2022
Aspex Visual Arts Trust	To support the work of Aspex as the primary contemporary visual arts space in Portsmouth	£16,900

Bournemouth Symphony Orchestra	To enable the orchestra to have Portsmouth as a key concert centre with high quality concerts and outreach	£25,000
Kings Theatre	To support the programme of work at the Kings Theatre including the development of education and outreach	£48,000
New Theatre Royal	To support the programme of work at the New Theatre Royal including the development of education and outreach	£77,000
Peter Ashley Activities Centres	To support the work and activities at both Fort Widley and Fort Purbrook	£3,000
City of Portsmouth Preserved Transport	To provide specialist storage and maintenance for historic vehicles from Portsmouth's Museums collection	£6,200
Portsmouth Guildhall	To support the successful completion of the key actions in the partnership funding agreement and business plan programmes of work.	£177,000

- 3.3 All grant awards are subject to either a detailed Service Level Agreement or a Partnership Funding Agreement and a range of monitoring and measurable delivery in association with the funding provided by the Council. As outlined in the report to the Culture, Leisure and Economic Development meeting in February 2021, all of these organisations have been significantly affected during the pandemic circumstances. All of them have faced periods of closure which in turn has impacted their earned income and ability to operate.
- 3.4 In order to support the Revenue funded organisations the Council supported some changes to the way in which the funding was released and in most instances the funding was paid as a lump sum in April 2020 in order to provide support whilst the initial rollout of national Government schemes occurred.
- 3.5 As organisations are now facing a prolonged period of recovery we would like to suggest a further adaptation to the payment of the grants which are usually paid in two equal instalments in April and October. It is proposed that 75% of the grant is paid in April and the remaining 25% in October in order to continue to support organisations with cash flow. There will however be two exceptions to this as there are other payment arrangements in place for both the New Theatre Royal and Portsmouth Guildhall.
- 3.6 It is anticipated that the SLAs for 2021-2022 will incorporate elements from the current considerations on social value. Officers will work with Procurement Service on how best to reflect the new social value policy in an appropriate way through the SLAs.

**4. Reasons for recommendations**

- 4.1 The provision of revenue funding to cultural organisations has a long history in Portsmouth and both officers and Members have gone to considerable lengths to protect the revenue funding through the period so of budget reductions. The continued provision of funding both acknowledges the strategic importance of these organisations but also the role this funding provides in leveraging in financial support from other national funders such as Arts Council England and the National Lottery Heritage Fund.
- 4.2 The request to re-profile the payments acknowledges the extraordinary circumstances cultural organisations currently find themselves in and should help to support them as part of their recovery plans.

**5. Integrated impact assessment**

- 5.1 An Integrated Impact Assessment is attached.

**6. Legal implications**

- 6.1 The Council has a specific statutory power under Section 145 of the Local Government Act 1972 to make contributions (which would include grant funding) towards the pursuit of arts, entertainment and cultural objectives and may also rely on the general power of competence for local authorities in the Localism Act 2011, section 1.

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

- 7.1 Grants will be met from 2021/22 revenue budget provision.

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

**Appendices:**  
Appendix 1: Integrated 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
Covid-19 Impact on Revenue Funded Organisations Update February 2021	<a href="#">Item 8</a>

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

.....

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

# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

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

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
  - Communities and safety
  - Regeneration and culture
  - Environment and public space
  - Equality & - Diversity This can be found in Section A5

**Directorate:**

Culture, Leisure & City Development

**Service, function:**

Culture

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

Revenue Grants for cultural organisations 2021-2022

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

- Existing
- New / proposed
- Changed

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

Annual review of revenue funding for cultural organisations

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A1-Crime** - Will it make our city safer?

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact [Lisa.Wills@portsmouthcc.gov.uk](mailto:Lisa.Wills@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A2-Housing** - Will it provide good quality homes?

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

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How are you going to measure/check the impact of your proposal?

**A - Communities and safety**

Yes

No

Is your policy/proposal relevant to the following questions?

**A3-Health** - Will this help promote healthy, safe and independent living?

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact [Dominique.Letouze@portsmouthcc.gov.uk](mailto:Dominique.Letouze@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**A - Communities and safety**

Yes

No

Is your policy/proposal relevant to the following questions?

**A4-Income deprivation and poverty**-Will it consider income deprivation and reduce poverty?

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact [Mark.Sage@portsmouthcc.gov.uk](mailto:Mark.Sage@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>  
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Many of the organisations in receipt of revenue funding provide discounted tickets at their paid for events which are targeted at those on low income or for whom engagement with culture is not a usual activity.

How are you going to measure/check the impact of your proposal?  
Monitoring the outcomes and outputs of the Revenue funded organisations through provision of information back to the council enables us to understand information behind their engagement especially on elements such as outreach programmes or other activities which might be targeting residents on low income.

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A5-Equality & diversity** - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact [gina.perryman@portsmouthcc.gov.uk](mailto:gina.perryman@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B1-Carbon emissions** - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B2-Energy use** - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact [Triston.thorn@portsmouthcc.gov.uk](mailto:Triston.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B3 - Climate change mitigation and flooding**-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B4-Natural environment**-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B5-Air quality** - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact [Hayley.Trower@portsmouthcc.gov.uk](mailto:Hayley.Trower@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B6-Transport** - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact [Pam.Turton@portsmouthcc.gov.uk](mailto:Pam.Turton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

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Is your policy/proposal relevant to the following questions?

**B7-Waste management** - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact [Steven.Russell@portsmouthcc.gov.uk](mailto:Steven.Russell@portsmouthcc.gov.uk) or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

**C1-Culture and heritage** - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact [Claire.Looney@portsmouthcc.gov.uk](mailto:Claire.Looney@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of core funding to support the revenue costs of a number of culture led organisations contributes to the cultural wealth of the city overall. Without a diverse cultural offer the city would fail to attract visitors and would provide a reduced quality offer to both residents and visitors alike.

How are you going to measure/check the impact of your proposal?  
By continuing to bring an annual report to members for consideration.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

**C2-Employment and opportunities** - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

**C3 - Economy** - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of core revenue funding enables those organisations in receipt of the funding the opportunity to offer employment and experience through their staff and volunteer structures. Creative Industries is a growth area for the city and the region and without revenue funding these organisations would be unable to operate and deliver their programmes of work.

How are you going to measure/check the impact of your proposal?  
By continuing to bring an annual report for members consideration and by ensuring that organisations provide details of their employment and volunteering opportunities.

**Q8 - Who was involved in the Integrated impact assessment?**

Claire Looney

This IIA has been approved by:

Contact number:

Date:



# Agenda Item 6



## **THIS ITEM IS FOR INFORMATION ONLY**

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

**Title of meeting:** Culture, Leisure and Economic Development Decision Meeting

**Subject:** Water Safety

**Date of meeting:** 12 March 2021

**Report by:** Director of Culture, Leisure and Regulatory Services

**Wards affected:** ALL

---

### **1. Requested by**

1.1 Cabinet Member for Culture, Leisure and Economic Development

### **2. Purpose**

2.1 To update the Cabinet Member on the measures put in place to support water safety especially in the area of the Seafront.

### **3. Information Requested**

3.1 As a coastal city water safety is paramount to ensuring that the public remain safe whilst enjoying the water and that the Council is fulfilling its legislative responsibilities in providing support, guidance and the relevant equipment to areas in need. Areas in particular need include bodies of water where there are dangerous tidal conditions and other hazards as well as areas that are visited in high numbers by both residents and visitors.

3.2 In collaboration with external services and in particular the RNLI (Royal National Lifeboat Institution) the Council must adhere to the guidelines presented by the Health and Safety Executive and legislated in the Health and Safety at Work etc. Act 1974. However it should be noted that there is no national guidance on how Local Authorities' should approach Water Safety and what measures they should put in place.

3.3 The Council currently has a contract in place with the RNLI to provide lifeguard services for the high summer season (beginning of July - beginning of August)

**THIS ITEM IS FOR INFORMATION ONLY**

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

- along the seafront where they are required to provide three staffed units with agreed core hours of operations 7 days a week. Additionally we work with the RNLI to provide beach risk assessments which incorporate both an assessment of the Public Rescue Equipment (PRE) and of the safety signage. These risk assessments are reviewed on a 3 - 5 yearly basis or more frequently if the immediate landscape has changed.
- 3.4 High levels of monitoring of the PRE equipment is undertaken by PCC staff all year round with checks three times a week throughout the year. These checks are not just on the seafront but across the whole city where we have signage installed including areas such as Hilsea Lines and Baffins Pond. We do have limited additional support from the RNLI during the summer season who monitor and report on the units in the immediate vicinity of their seasonal units however this requirement has a high impact on staff time especially as the equipment is subject to being vandalised or misused.
  - 3.5 Signage is reviewed with physical checks on the signs on an annual basis and updates provided as circumstances change. The annual report by the RNLI also shapes changes to provision and designation of beach areas based on their monitoring and reporting. An example of this being the requirement to change the signs following the completion of dredging for the new Carriers as the depth of water in relation to the shore changed.
  - 3.6 Additionally the Portsmouth & Southsea Voluntary Lifeguards (PSVL) operate at weekends and bank holidays to provide lifeguard cover which also takes the form of shoreline, surfski and boat patrols between May and September. This active voluntary group is also a declared rescue unit to HM Coastguard and provides specialist rescue and first aid cover for special events such as the pier to pier swims.
  - 3.7 Whilst land adjacent to the water's edge primarily falls under the remit of Culture, Leisure and Economic Development it should be noted that there are areas where the responsibility falls to other Council services and also external parties such as the Ministry of Defence and the Langstone Harbour Board.
  - 3.8 A Water Safety Forum meets on a regular basis between March and September. Members include Emergency Services, representatives of Queen's Harbour Master, and key volunteer groups such as PSVL and users such as Portsmouth Canoe Club and Southsea Rowing Club. This enables particular issues to be discussed and supported solutions explored where the areas of responsibility and jurisdiction are varied.

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- 3.9 Following a review of the seafront by the RNLI they have confirmed that they will be relocating one of their support units from the Hovertravel beach area to an area opposite St George's Road, Eastney. Officers are currently replacing the signage in this area to reflect the change of provision.
- 3.10 A range of additional measures are also currently being explored including the provision of more publically available defibrillators, First Aid training for strategically placed seafront business and specialist throw bag training so we can provide all year round support to help the public safely visit the sea in areas of high footfall. Additionally discussions are underway to support safe access to water using a floating wheelchair for people with disabilities.
- 3.11 We have also been providing perspectives on the management of Water Safety and key considerations to the Coastal Defence team as the responsibility for ensuring accurate and up to date water safety signage and PRE falls in the main, to Culture & Leisure Service once their works are complete.
- 3.12 Rightly for such an important area of work, Internal Audit have taken an active interest in Water Safety and this area of provision has been subject to a series of reviews on an almost annual basis. We welcome this oversight in such a critical area of provision and regard it as a mechanism to ensure that we are delivering this work to the highest standard possible.

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

**THIS ITEM IS FOR INFORMATION ONLY**

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

**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

# Agenda Item 7



## **THIS ITEM IS FOR INFORMATION ONLY**

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

<b>Title of meeting:</b>	Culture, Leisure and Economic Development Decision Meeting
<b>Subject:</b>	Cosham Larder
<b>Date of meeting:</b>	12 March 2021
<b>Report by:</b>	Director of Culture, Leisure and Regulatory Services
<b>Wards affected:</b>	Cosham & Paulsgrove

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### **1. Requested by**

1.1 Cabinet Member for Culture, Leisure and Economic Development

### **2. Purpose**

2.1 To update Cabinet Member on the Cosham Community Larder project.

### **3. Background**

3.1 As part of the strategic partnership with HIVE Portsmouth, Portsmouth City Council agreed to support the development of the cooperative food pantry / larder initiatives across the City.

3.2 The need for 'food support' across the country has been amplified by the pandemic and has been evident in Portsmouth too.

3.3 From the outset of the pandemic, the Council stepped in to ensure food provision was in place and have funded the distribution of over 3500 food parcels via the HIVE Portsmouth.

## **THIS ITEM IS FOR INFORMATION ONLY**

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

3.4 The evidence and data collected by HIVE Portsmouth throughout the pandemic and in discussion with members of the wider VCSE and foodbank network , has indicated a need to look again at how we support the communities across Portsmouth in relation to food, not only has demand from foodbanks increased, but a new cohort of individuals and families who had previously never experienced job insecurity or loss of income are struggling with the significant changes the pandemic has brought to their lives.

### **4. The Larder and Pantry Model**

4.1 A community larder or pantry differs from the more traditional foodbank provision in many ways, as it does not require a referral, the customer has choice and becomes part of the model by paying an annual subscription as well as a weekly contribution towards the produce.

4.2 A community larder or pantry is run by the community for the community and provides add on opportunities for volunteering and training. The model also provides for the building of trusted relationships and within that a wider community support network.

4.3 Anybody within a specified geographical area is able to become a member .Members pay an amount each week (£2.50 for an individual, £5 for a family) and can choose a designated number of items each week.

4.4 As people access the Community Larder, it creates a point of contact and an opportunity to signpost them to other services that may help, for example: debt counselling, wellbeing groups, health services etc.

### **5. The Cosham Larder**

5.1 The project is a partnership between PCC, The Hive Portsmouth and the local community in Cosham and Wymering, additional support has been provided by the Southern Co-operative.

**THIS ITEM IS FOR INFORMATION ONLY**

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

- 5.2 Portsmouth City Council awarded HIVE Portsmouth a grant to set up the project of finding a suitable building within the Cosham community and where required refurbishing and making it fit for purpose.
- 5.3 After consultation with Parks it was agreed the ladies bowls pavilion in Cosham Park was considered a suitable location, however, the building was in poor condition and required a full refurbishment. Indeed, only the roof, the timber frame and the floor were re-usable.
- 5.4 In terms of the partnership, PCC provided the project management of the refurbishment and have provided the lease of 5 year duration at a peppercorn rent commencing 15<sup>th</sup> February 2021. The cost of this refurbishment was £34,526, plus officer time.
- 5.5 Southern Co-operative provided the internal fixtures and fittings, including white goods and signage then fitted out the facility as part of their contribution to the project.
- 5.6 HIVE Portsmouth provided support and advice to the Cosham Larder Group and will continue to have responsibility for monitoring progress via a joint steering group
- 5.7 The original opening date was 12<sup>th</sup> December but this was postponed to allow more time for stocking the shop and training volunteers. The shop finally opened Tuesday 23 February and will be open each Tuesday, Wednesday and Thursday 10:00 - 14:00

.....  
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**

**THIS ITEM IS FOR INFORMATION ONLY**

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

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

<b>Title of document</b>	<b>Location</b>