



# NOTICE OF MEETING

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## **CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT**

**TUESDAY, 19 OCTOBER 2021 AT 3.00 PM**

**COUNCIL CHAMBER - THE GUILDHALL**

Telephone enquiries to Anna Martyn Tel 023 9283 4870  
Email: [anna.martyn@portsmouthcc.gov.uk](mailto:anna.martyn@portsmouthcc.gov.uk)

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

### **Information with regard to public access due to Covid precautions**

- Attendees will be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting.
- If symptomatic you must not attend and self-isolate following the stay at home guidance issued by Public Health England.
- All attendees are required to wear a face covering while moving around within the Guildhall (requirement of the venue)
- Attendees will be required to take a temperature check on arrival (requirement of the venue)
- Although it will no longer be a requirement attendees may choose to keep a social distance and take opportunities to prevent the spread of infection
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall and are requested to follow the one way system in place.
- Attendees are encouraged book in to the venue (QR code). An NHS test and trace log will be retained and maintained for 21 days for those that cannot or have not downloaded the app.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link

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## **Membership**

Councillor Ben Dowling (Cabinet Member)

Councillor Tom Coles  
Councillor Claire Udy

Councillor Linda Symes

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

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

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## **A G E N D A**

### **Meeting information: Risk assessment for the Council Chamber**

- 1 Apologies for absence**
- 2 Declarations of interest**
- 3 Museums and Visitor Services - Fees and Charges (Pages 13 - 30)**

#### Purpose

To approve updated fees and charges for Portsmouth Museums and Visitor Services.

#### **RECOMMENDED that the Cabinet Member approves**

- 1. The Portsmouth Museums and Visitor Services venue hire charges and Charles Dickens Birthplace admission charges 2022/23.**
- 2. The Portsmouth Museums and Visitor Services wedding hire charges 2022-25.**
- 3. That Officers are given the authority to offer pricing in line with these fees and charges for bespoke requests.**

- 4 Portsmouth History Centre Development Strategy 2022-2025 (Pages 31 - 54)**

#### Purpose

To present the Portsmouth History Centre Development Strategy 2022 - 2025.

#### **RECOMMENDED that the Cabinet Member notes and agrees**

- 1. The Strategy (Appendix 1A)**
- 2. The Operational Plan (Appendix 1B).**

- 5 Portsmouth BookFest 2021 (Pages 55 - 68)**

#### Purpose

1. To inform the Cabinet Member on the success of Portsmouth BookFest 2021, the 10<sup>th</sup> anniversary of the festival and the first time events were

delivered online.

2. To make recommendations for the future delivery of the festival.

**RECOMMENDED that the Cabinet Member agrees**

**1. That Portsmouth BookFest continues to offer online events alongside the traditional in person events - event format to be determined by the location and availability of the author/speaker and the likely target audience groups for the event.**

**2. That Library Assistant staff time is put into supporting the Service Development Manager to expand the publicity of the festival and its social media presence and also assist with the administration of ticket sales.**

**3. That the festival aims to present a diverse programme of events each year reaching new audiences.**

**6 City of Stories (Pages 69 - 74)**

Purpose

To update the Cabinet Member on the success of the three-year Arts Council England funded City of Stories project in the Library and Archive Service.

**7 D-Day Story social media project evaluation (Pages 75 - 78)**

Purpose

To update the Cabinet Member on the completion of a project to transform the D-Day Story's social media.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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

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

Date Not Specified

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	<b>Coronavirus Risk Assessment for the Council Chambers</b>
<b>Company</b>	Portsmouth City Council
<b>Department</b>	Corporate Health and Safety, Housing, Neighbourhood and Building Services Directorate
<b>Activity</b>	<p>Covid-19 operating safely in the Guildhall Council Chambers</p> <p>This risk assessment is a live document and will be updated as new information is issued.</p>
<b>Date</b>	19 July 2021 (v3)
<b>Review date</b>	Ongoing
<b>Author</b>	Lynda Martin, Health and Safety Manager

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
<p>Risk of exposure to Covid-19 virus</p>	<p>Staff, contractors and attendees</p>	<ul style="list-style-type: none"> <li>• The capacity for the Guildhall Council Chamber for all attendees (including members of the public) has been calculated to be maximum of 30 people to accommodate 2 m social distancing.</li> <li>• Improvements in ventilation permits up to an additional 30 attendees. Members of the public will be advised to follow Covid safety recommendations. If 2m social distancing cannot be maintained then face coverings should continue to be worn.</li> <li>• The actions taken to maximise ventilation in the Guildhall Council Chamber includes:</li> <li>• The removal of internal casement secondary glazing windows.</li> <li>• Large casement windows will be opened.</li> <li>• Pedestal fans - positioned in each of the wing areas and along the back wall behind the pillars, maximum speed and modulation setting.</li> <li>• High level doors and window - the double doors to the high level galleries and the gallery corridor window will be opened.</li> <li>• The Guildhall deems, with the rate of infection and transmission still high that the following mitigations remain in place and will be conditions of entry: <ul style="list-style-type: none"> <li>○ The wearing of masks</li> <li>○ Temperature checks</li> <li>○ To ask for a Covid pass (double vaccination / negative lateral flow test)</li> </ul> </li> <li>• Therefore:</li> <li>• All attendees are required to wear a face covering while moving around within the Guildhall. If 2m social distancing cannot be maintained then face coverings should continue to be worn.</li> <li>• On arrival all attendees must scan the Test and trace QR code, sanitise their hands and may have their temperature checked</li> </ul>	<p>All attendees will be invited.</p> <p>Signage displayed.</p> <p>All staff to monitor and politely challenge non-conformity directly.</p> <p>Posters displayed.</p>	<p>In place</p>

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
Page 7		<ul style="list-style-type: none"> <li>• All attendees are requested to undertake an Asymptomatic / lateral flow test within 48 hours of a meeting. Information on how to access this testing can be found on the Portsmouth City Council website: (<a href="https://www.portsmouth.gov.uk/services/coronavirus-covid-19/getting-tested-for-coronavirus-in-portsmouth/community-testing-for-covid-19-in-portsmouth/">https://www.portsmouth.gov.uk/services/coronavirus-covid-19/getting-tested-for-coronavirus-in-portsmouth/community-testing-for-covid-19-in-portsmouth/</a> or <a href="https://intranet.portsmouth.gov.uk/hr/wellbeing/coronavirus/testing-for-coronavirus/">https://intranet.portsmouth.gov.uk/hr/wellbeing/coronavirus/testing-for-coronavirus/</a>)</li> <li>• If the result is positive you must not attend the meeting, you and your household must self-isolate and you must book a confirmatory PCR test</li> <li>• Further mitigations to reduce the risk of exposure and transmission:</li> <li>• Attendees should be reminded of the need to regularly wash hands for 20 seconds using soap and water or hand sanitiser.</li> <li>• Maintain good hygiene particularly when entering or leaving. Hand sanitiser will be located at the entrance of the building.</li> <li>• Practice social distancing, trying where possible to keep 2m apart. Where 2m cannot be maintained 1m+ applies, this involves additional measures i.e. Face coverings and not facing each other etc.</li> <li>• No hospitality to be provided.</li> <li>• Some members are in the clinically extremely vulnerable group or vulnerable group <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> Therefore:</li> <li>• Members are advised not to use public transport to get to and from Council meetings wherever possible.</li> <li>• Council Meeting is scheduled so members can avoid peak travel times on public transport if they have not alternative option.</li> <li>• All members will be requested to sit 2 metres apart and must adhere to arrival and exit procedures as detailed above.</li> <li>• All members may be required to undertake a temperature check on arrival and will sanitise their hands.</li> <li>• All member will bring their own refreshments.</li> <li>• All members will bring and use their own pen/stationery.</li> </ul>	<p>Staff to monitor. Any non compliance will result in the attendee not be permitted entry to the building.</p> <p>Guidance sheet provided to all attendees in advance of the meeting.</p>	

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<ul style="list-style-type: none"> <li>The duration of the meeting should be reduced as much as possible to only consider essential business.</li> <li>Multiple exit doors will be opened at the end of the meeting to facilitate a straightforward exit from the building and minimise congestion.</li> </ul>		
<p><b>Social distancing and NHS Test and Trace - advice from Public Health Portsmouth (PHP)</b></p> <p>Maintaining 2m distance is primarily about reducing the risk of infection. However, it is important to recognise that for NHS Test and Trace, the definition of a close contact of a positive case outside of the household is either being face to face with someone for 1 minute or being within 2m of someone for 15 minutes. Therefore, people may still be asked to self-isolate for 10 days if they are not able to meet the 2m requirement (regardless of any of the 1m+ mitigations). Further details can be found here <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>				
Hygiene and Prevention Page 8	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Cleaning staff are working at the Guildhall so each hand rail, door plate and stairwell is regularly cleaned.</li> <li>Cleaning wipes are provided at the reception desk in the Octagon.</li> <li>Sanitiser provided at entry, exit and at all lift lobbies.</li> <li>Building ventilation adjusted to provide good extraction and fresh air turnover (where possible)</li> <li>Doorways marked, where possible, with entry and exit channels.</li> <li>Only one person should use the Lifts at a time.</li> <li>Staggered arrival and exit times to minimise the number arriving and leaving in one go.</li> <li>Follow entry/exit signage to the building</li> <li>Member's seats to be located 2m distance from each other.</li> <li>Tables to be used to ensure chairs are not moved.</li> <li>Each speaker to have their own microphone. No sharing of microphones.</li> <li>All attendees are to bring their own water bottles/drinks.</li> <li>Members are to remain in their own seats throughout the meeting. There will be no swapping of chairs when elected to another position.</li> </ul>	Sanitising equipment with COSHH safety sheets are provided on arrival and in each reception area.  Posters displayed  Signage regarding hand washing placed in all restroom areas  All soap provided will be anti-bacterial soap  Gloves will be worn by staff completing	In place



Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<ul style="list-style-type: none"> <li>Members will be sat with their group colleagues to minimise the risk of members needing to move to speak to colleagues. .</li> <li>Attendees should only leave their seat to use the rest rooms.</li> </ul>	<p>cleaning and/or sanitising. Gloves to be disposed of appropriately after cleaning is undertaken.</p> <p>Exiting will be undertaken in a distanced manner maintaining 2m social distancing at all times.</p>	
<p>Test and trace</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 9</p>	<p>Staff, contractors and attendees</p>	<ul style="list-style-type: none"> <li>Contact details of all staff are held by the meeting organiser.</li> <li>No members of the public can just turn up on the day.</li> <li>All attendees must scan the venue's test and trace QR code on arrival.</li> <li>NHS test and trace log to be retained and maintained for those that cannot or have not downloaded the app.</li> <li>Contact details will be held securely by the event manager for 21 days and will then be securely disposed of.</li> </ul>		<p>In place</p>
<p>Symptomatic attendees</p>	<p>Staff, contractors and attendees</p>	<ul style="list-style-type: none"> <li>All attendees briefed if symptomatic they must not attend the council meeting and must self-isolate following the stay at home guidance issued by Public Health England.</li> <li>If any person displays or reports symptoms of Covid-19 they must leave the building by the closest exit, return home directly and follow the stay at home guidance for households issued by Public Health England.</li> <li>If the person is unable to leave the building safely on their own, event staff will ask them to move to the first aid room and we will call 111 for advice.</li> <li>The area will be thoroughly cleaned and sanitised that has been occupied by the person using the correct PPE.</li> </ul>	<p>First aid staff always available during working hours. Additional PPE available to first responders in the event of the person showing symptoms.</p>	<p>In place</p>

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<ul style="list-style-type: none"> <li>Close contacts will be notified. This is anyone who has come into face to face contact (under 1 metre) with the case for any length of time, or within 2 metres of the case for more than 15 minutes'.</li> </ul>		
Ventilation and air conditioning	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Existing ventilation systems have been reviewed and improvements have made in the Guildhall to maximise fresh air into the building and ventilation where possible</li> <li>All windows to remain open in chamber during the meeting</li> </ul>	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place/ongoing
Toilet facilities	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Access to toilet facilities will be limited to one person at a time.</li> <li>Cleaning products are provided for use by attendees to clean area after use, paying particular attention to contact points i.e. door handles, taps etc.</li> <li>Posters are displayed reminding attendees staff to clean down touch points etc. after use and 'single person use' posters displayed.</li> </ul>	<p>Facilities team to monitor</p> <p>Additional cleaning during the day and after the meeting.</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place/ongoing
PPE	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>All attendees must wear a face covering and are encouraged to bring their own.</li> <li>Face coverings to be available at the entrance to the Guildhall if required.</li> <li>Gloves, anti-bacterial wipes and bin bags to be provide to all events staff.</li> <li>Sanitiser available at the entrance and exit of the building and in reception areas.</li> </ul>	<p>Posters displayed</p> <p>Guidance provided in advance of</p>	In place/ongoing

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<p>The following guidance on using face coverings should be followed:</p> <ul style="list-style-type: none"> <li>• Wash/sanitise hands prior to fitting the face covering</li> <li>• when wearing a covering avoid touching your face or mask as you will contaminate the covering</li> <li>• change your face covering if it becomes damp or contaminated,</li> <li>• continue to wash your hands regularly</li> <li>• if the material is washable then follow the manufacturer's instructions if not dispose of in your usual waste</li> </ul>	meeting to all attendees.	
Manual handling	Staff	<ul style="list-style-type: none"> <li>• Staff to follow manual handling policy and guidance</li> <li>• 2 person or more lift should be avoided where possible if participants are closer than 2m. Consider use of mechanical aids etc.</li> <li>• Where a 2 person or more lift is unavoidable the risk assessment must be revisited to ensure Covid-safe mitigation measures are in place i.e. face coverings, disposable gloves, minimising exposure time etc.</li> </ul>	Meeting to be planned in advance with alternatives to 2 man lifts provided wherever possible.	In place/ongoing
Financial Risk	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>• The council meeting may need to be cancelled at short notice if the Covid-19 situation changes due to local outbreaks, local sustained community transmission, or a serious and imminent threat to public health.</li> <li>• Contact details of all attendees held by the event manager to enable easy efficient cancellation.</li> <li>• Technology in place to move to virtual council meeting if required and permitted by legislation.</li> </ul>	<p>Financial commitments minimised wherever possible.</p> <p>PCC Insurance department aware of council meeting.</p>	In Place

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
<b>Updates</b>		<ul style="list-style-type: none"> <li>This risk assessment is a live document and will be updated and a result of consultation and as new information becomes available.</li> </ul>		
<b>Further information</b>		<ul style="list-style-type: none"> <li>Further government information on support during the coronavirus pandemic can be found <a href="#">here</a></li> <li>HSE guidance, on working safely during the coronavirus pandemic can be found <a href="#">here</a></li> <li><a href="#">The Government's guidance for the safe use of council buildings</a></li> </ul>		

# Agenda Item 3



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

**Date of meeting:** 19 October 2021

**Subject:** Museums and Visitor Services, Fees and Charges

**Report by:** Director of Culture, Leisure and Economic Development

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## **1. Purpose of report**

1.1 To approve updated fees and charges for Portsmouth Museums and Visitor Services.

## **2. Recommendations**

2.1 **That the Portsmouth Museums and Visitor Services venue hire charges and Charles Dickens Birthplace admission charges 2022/23 are approved.**

2.2 **That the Portsmouth Museums and Visitor Services wedding hire charges 2022-25 are approved.**

2.2 **That Officers are given the authority to offer pricing in line with these fees and charges for bespoke requests.**

## **3. Background**

3.1 Portsmouth Museums and Visitor Services has a range of fees and charges related to venue hire and admission. This report reviews these in line with inflation. The last full review was undertaken in 2018.

3.2 The current agreed fees and charges run to 2021. Given the unusual circumstances of the last 18 months we have continued to sell at the 2020-21 agreed prices for the 2021-22 period. This will include some future bookings already agreed and sold.



- 3.3 The charges for general venue hire plus the Charles Dickens Birthplace admission charges are increased for one year, 2022-2023.
- 3.2 The new charges for wedding hire cover the period April 2022 to March 2025, enabling future bookings to be secured.
- 3.3 The D-Day Story fees and charges are excluded from this report and will be reported on separately as required.
- 3.4 The income raised through these fees and charges forms part of the overall Museums and Visitor Services annual budget where income targets are set.
- 4. Reasons for recommendations**
- 4.1. The last 18 months have seen a dramatic decrease in income due to the Covid 19 pandemic. Although wedding bookings at Southsea Castle in particular are looking strong for 2022 and beyond, the future is still somewhat uncertain.
- 4.2 In order to ensure that the services are in line with other providers and maximise our potential to make sales, increases have been kept low. In discussion with our colleagues in finance, increases have been calculated using July 2021 CPI 2% with practical rounding.
- 4.3 The same percentage increase has been used for years 2023-2025 to provide a selling price for future wedding bookings, often booked a year or more in advance. If in future inflation increases and the service needs to increase fees to reflect the additional costs that increase would present, further benchmarking would need to be undertaken and a further report submitted.
- 4.4 Benchmarking has been refreshed to ensure the service is not over or under priced and still offering good value for money, whilst making the most of our historic assets. As some of the information received as part of this exercise is not in the public realm the data is not included as an appendix.
- 4.5 The service continues to offer 25% discount on venue hire for charities and 3<sup>rd</sup> sector organisations.
- 4.6 Portsmouth residents and Portsmouth schools will continue to have free entry to Charles Dickens Birthplace Museum.
- 4.7 In extraordinary circumstances a booking deposit for venue or wedding hire may be refunded and only an administration fee charged. This fee is included in the updated list of fees and charges. Any decision to refund the deposit will be referred to a senior member of the museum team to agree.
- 4.8 The venue hire charges have also been updated to include small meeting rooms that were previously not included.



4.9 On occasion the service receives bespoke requests for bookings beyond the scope of these fees and charges. On these occasions a senior member of the museum team, (duly authorised for this purpose by the Director of Culture, Leisure and Regulatory Services) will agree a bespoke price based on the fees and charges agreed and a record will be kept of the workings as relating to the approved fees and charges.

**5. Integrated impact assessment**

5.1 An Integrated impact assessment is at appendix B

**6. Legal implications**

6.1 The setting of the level of charges referred to in this report is within the discretion of the Council, having regard to commercial factors and subject to any considerations which may be identified in undertaking an Equalities Impact Assessment.

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

7.1 In order to ensure that museum sites remain accessible to all, the fees have only been increased in line with inflation.

7.2 Income streams such as venue hire and wedding charges have been reviewed to remain comparable with other neighbouring authorities and competitors offering a similar service.

7.3 The revised charges will maximise the opportunity to generate income for the Museum Service and to enable full cost recovery where applicable.

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

**Appendices:**

- Appendix A - Portsmouth Museum and Visitor Services, fees and charges.
- 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

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

.....  
Signed by:  
**Cabinet Member of Culture, Leisure and Economic Development**



**Portsmouth Museums and Visitor Services Wedding Hire Charges in £ exc vat**

<b>Southsea Castle</b>	2017/18	2018/19	2019/20	2020/21	2022/23	2023/24	2024/25
Castle Keep - Wedding Ceremony							
Mon - Thurs, two hours between 10am and 5pm	410	480	490	500	510	520	530
Friday - Sunday, two hours between 10am and 5pm.	660	670	680	690	705	720	735
Castle Marquee - Wedding reception							
Mon - Thurs - 5pm - midnight	2,205	2,205	2,250	2,300	2,345	2,390	2,440
Friday - Sunday - 5pm - midnight	3,045	3,087	3,150	3,220	3,285	3,350	3,415
Combined Charge							
Ceremony and reception, Mon-Thurs	2,223	2,280	2,330	2,350	2,395	2,445	2,495
Ceremony and reception, Fri, Sat, Sun	3,150	3,190	3,250	3,315	3,380	3,450	3,520
Ceremony bookings after 5pm and anytime Nov to Feb*	120	122	125	128	130	135	140
<b>Portsmouth Museum and Art Gallery</b>	2017/18	2018/19	2019/20	2020/21	2022/23	2023/24	2024/25
Esther Room							
Mon - Thurs, two hours between 10am and 5pm	385	464	470	480	490	500	510
Friday - Sunday two hours between 10am and 5pm.	635	650	660	670	685	700	715
Museum Garden - marquee only							
Mon - Thurs	495	500	510	520	530	540	550
All other days	830	850	870	890	910	930	950
Museum Garden - whole garden and toilets/reception							
Mon - Thurs, 6pm - 10.30pm	995	1,010	1,030	1,050	1,070	1,090	1,110
Friday - Sunday, 6pm - 10.30pm	1,655	1,690	1,720	1,750	1,785	1,820	1,855
Additional staff charge for bookings made outside of regular opening times	120	122	125	128	130	135	140
New Year's Eve - 50% increase in all charges							
Hourly rates - divide rate by number of hours and add 20%							



**Portsmouth Museums and Visitor Services Venue Hire Charges in £ exc vat**

	Charge per hire exc vat 2018/19		Charge per hire exc vat 2022/23	
	Monday-Thurs	Friday-Sunday	Monday-Thurs	Friday-Sunday
<b>Portsmouth Museum</b>	£	£	£	£
Museum Garden, reception and toilets 6pm – 10.30pm	970	1,200	990	1,225
Portsmouth Museum (not garden) 6pm – 10.30pm	970	1,200	990	1,225
Meeting Room daily rate 10am – 5pm	80	150	80	155
Esther Room daily rate 10am – 5pm	560	750	570	765
Small meeting room rate 10am -5pm			20	30
<b>Charles Dickens' Birthplace</b>				
Daily rate (October to March excluding Easter) 10am – 5pm	600	750	610	765
Evening 6pm – 10.30pm	750	940	765	960
<b>Eastney Beam Engine House</b>				
In steam, daily rate 10am – 5pm	750	1,120	765	1,140
In steam, 6pm – 10.30pm	970	1,290	990	1,315
<b>Cumberland House Natural History Museum</b>				
Whole museum, 6pm – 10.30 - not Butterfly House	480	640	490	655
Butterfly House and Reception	600	750	610	765
Activity Room and Reception	300	375	305	385
<b>Southsea Castle</b>				
<b>Marquee Only</b>				
Daily rate, 10am - 5pm	460	645	470	660
Evening rate, 7.30pm - 11pm	856	1,200	875	1,225
Out of season evening rate - November to February, 7.30pm-11pm	205	205	210	210
<b>Meeting Room</b>				
Daily rate, 10am – 5pm	60	75	60	75
Evening rate, 7.30pm - 11pm	255	280	260	285
<b>The Keep</b>				
Daily rate, 10am - 5pm (Mondays incur +£120)	510	510	520	520
Evening rate, 7pm - 11pm	2245	2245	2,290	2,290
<b>The Moat</b>	500	700	510	715
<b>The Courtyard</b>	460	645	470	660
Additional staff charge for all bookings made outside of regular opening times	122	122	130	130
Admin charge (based on 3-4 hrs average)			63	63
New Year's Eve - 50% increase in all charges				
Hourly rates - divide rate by number of hours and add 20%				

**Charles Dickens' Birthplace Admission Charges in £ including vat**

	2020/21	2021/22	2022/23
Single Price Adult	4.40	4.40	4.50
Single Price Senior Citizen (60+)	3.90	3.90	4.00
Single Price Child and Student	3.40	3.40	3.45
Group Price Adult	3.40	3.40	3.45
Group Price Senior Citizen	2.90	2.90	2.95
Group Price Child	2.25	2.25	2.30

<b>Disabled Visitors - 20% discount</b>	2020/21	2021/22	2022/23
Single Price Adult	3.52	3.52	3.60
Single Price Senior Citizen (60+)	3.12	3.12	3.20
Single Price Child and Student	2.72	2.72	2.75

**Free admissions**

Free admission for carer or personal assistant accompanying a disabled visitor

Free admission for Portsmouth residents and schools

Free admission for children 17 and under accompanied by a paying adult

# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

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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 and Visitor Services

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

Museums and Visitor Services - fees and charges for venue hire, wedding hire and Charles Dickens' Birthplace admissions.

**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 range of museums and visitor services for residents and visitors to the city to enjoy and learn from and to care for the museum collection. This includes offering spaces for hire.

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 taken place for this review of fees and charges

**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?

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?

**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?

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 income raised through venue hire, Charles Dickens Birthplace admissions and wedding hire form part of the overall Museums and Visitor Services budget. The budget enables our museums to remain open and offer a range of opportunities for people to attend events and book private hire.

How are you going to measure/check the impact of your proposal?  
We have annual budget targets set as part of the overall budget and the income from fees and charges is measured against these.

**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?

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

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

Jane Singh

**This IIA has been approved by:** Stephen Baily, Director of Culture, Leisure & Regulatory Services

**Contact number:** 02392 834399

**Date:** 15.9.21

# Agenda Item 4



**Portsmouth**  
CITY COUNCIL

<b>Title of meeting:</b>	Culture, Leisure and Economic Development Decision Meeting
<b>Date of meeting:</b>	19 October 2021
<b>Subject:</b>	Portsmouth History Centre Development Strategy
<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 To present the Portsmouth History Centre Development Strategy 2022 - 2025

## **2. Recommendations**

**2.1 That the Strategy (Appendix 1A) is noted and agreed**

**2.2 That the Operational Plan (Appendix 1B) is noted and agreed**

## **3. Background**

3.1 Portsmouth History Centre is part of a network of record offices and local studies libraries around the United Kingdom. Archival practice is upheld by national legislation, and by Archive Accreditation Standard.

3.2 The Portsmouth History Centre Development Strategy has been formulated in response to recent developments in the Archive and Local Studies sectors. It reflects guidance from The National Archives, as well as Portsmouth City Council's core priorities, and new thinking which has emerged across the archive and local studies sectors during the pandemic.

3.3 The Strategy looks at three main areas of future activity:

3.3.1 We are aware that our collections do not represent all the communities of Portsmouth, and that our users (including the volunteers), in their age and social profile, do not reflect the age range and social profile of the city. To address this situation, we intend to reach out to communities we have not been in contact with before, and to take steps to broaden our user base.



- 3.3.2 There is now a global audience for our services. The rise in online access means that people now expect to be able to find out about our services and to search our collections remotely. We intend to address this by putting more archive catalogues on Spydus (which can be searched remotely). More generally, we plan to expand our presence online, and use social media to meet the expectations of these new audiences.
- 3.3.3 We intend to be more 'outward facing', broadening our audiences and range of users, and developing new connections around the city by reaching out through talks and displays in community settings, as well as delivering talks and exhibitions online.
- 3.3.4 The Development Strategy explores these issues further, and includes an Action Plan which sets out the actions we will take between now and 2025.
- 3.3.5 The Strategy will be delivered within existing budgets.

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

- 4.1 The strategy will enable Portsmouth History Centre to focus activities in the coming years, and to monitor progress towards achieving our objectives.

#### **5. Integrated impact assessment**

- 5.1 An Integrated Impact Assessment is attached.

#### **6. Legal implications**

- 6.1 The statutory framework relevant to the operation and maintenance of the PHC is described in section 4.1 of the proposed Strategy and Action Plan but there are otherwise no legal implications arising directly from the recommendations in this report.

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

- 7.1 Any costs of implementing the Portsmouth History Centre strategy or operational plan to be met from within existing resources.



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

**Appendices:**

- Appendix 1 - Portsmouth History Centre Development Plan and Action Plan
- Appendix 2 - 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
Integrated Impact Assessment PHC Development Strategy	CUL/Libraries/Portsmouth History Centre/Archive Accreditation/PHC Development Strategy

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

.....

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

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## **Appendix 1: Portsmouth History Centre Development Strategy and Action Plan 2022-2025**

### **A. Portsmouth History Development Strategy**

#### **1. Introduction**

##### **1.1 Why has this strategy been written?**

This strategy is a response to long term developments in our work (including the evolving needs of our users, Portsmouth City Council's vision for the city, and guidance from The National Archives), and to how our ideas and awareness have developed during the pandemic.

##### **1.2 How has this strategy been created?**

The strategy has been developed in discussions between Portsmouth History Centre staff and other Library and Archive Service staff members, taking into account comments and reactions by members of the public as expressed in user surveys and comments in person and by email.

##### **1.3 What will this strategy achieve?**

The strategy will help us to deliver the aspirations set out in our Mission Statement (see Section 6 below) and give a focus to our work, as well as being a way to present ourselves to our users and others.

##### **1.4 What are the timescales for this strategy?**

This strategy is for the period 2022-2025.

#### **2. Background and Context**

##### **2.1 Portsmouth History Centre**

Portsmouth History Centre is part of Portsmouth Library and Archive Service, which is part of Portsmouth City Council.

Portsmouth History Centre has Accredited status under the National Archives' Accreditation scheme. (Accredited archive services are required to demonstrate that they continue to meet the Accreditation Standard in order to retain Accredited status).

Portsmouth History Centre is situated on the second floor of Portsmouth Central Library.

Portsmouth History Centre's collections consist of the Archive Collections, the Local Authors Collection, the Local Studies Collection, and the Naval Collection.

Four archive stores (one for frequently used archives, one for maps, and two for photographs and other audio-visual items) are also in the Central Library. The largest archive store is situated on the first floor of Southsea Library.

Archives stored at Southsea which are requested by members of the public are brought to Portsmouth History Centre by a regular van run.

A good proportion of the Local Authors Collection, the Local Studies Collection, and the Naval Collection are on the open shelves in the History Centre. The remainder, including any duplicate copies, are held in the stack in the basement store at the Central Library. A small number of items from all collections are kept in the glass cases at the History Centre. (Unless they are vulnerable for other reasons these tend to be the titles published before 1800).

These collections are all accessed at Portsmouth History Centre.

Collecting and preserving, and making accessible, are the two sides of managing our collections: making the collections available for people to enjoy without compromising their security and long-term preservation, so that future generations can benefit from them too.

## **2.2 The Collections**

Archive collections have been described as 'the written memory' of a group or place. Our collections can only be 'the written memory of the people of Portsmouth' if the collections are fully inclusive of all the people here, in all their diversity. However, we are aware that our collections contain little or nothing about some groups and communities in the city.

## **2.3 Our Current Audiences**

Our audiences include the people of Portsmouth and environs, visitors to the city, genealogists and other researchers all over the world. However, our users are almost all White British, and mostly in the 40-80 age group - we want to broaden the range of our users, so that they better reflect the whole range of Portsmouth's communities.

## **2.4 Our Volunteers**

We value the contribution the volunteers make to the History Centre. They improve the service we offer by undertaking a range of tasks which staff do not have time to do. However, our relationship with our volunteers is very much 'win-win'. Some are gaining experience which will help them find employment or a place on a training course, some value the social contact and the opportunity to gain new skills and to be useful. Our volunteers are almost all White British and retired. We want our volunteers to be more diverse and to expand the range of tasks they undertake.

## **2.5 Working with others**

We work with groups and organisations in the city, advising on keeping and caring for archives. We support projects operated by other groups and organisations, by helping researchers, offering training in Oral History, by

providing storage for and access to collections generated by these groups, and in other ways.

## **2.6 The Impact of the Pandemic**

The Covid 19 pandemic disrupted the work of Portsmouth History Centre. Members of the public were unable to visit, and for some of the time staff were not able to work on background tasks and answer enquiries.

However, during the pandemic both staff and public have become more aware of the importance of online access, and this is now prompting us to explore how we can increase our presence online.

We want to become more 'outward facing', reaching into the community as well as welcoming those who already visit Portsmouth History Centre.

## **3. Horizon Scanning and Future Needs**

Already our users expect access to information about the collections online, and to be able to see digital images of the collections. The pandemic has made us aware of our new online audiences. These trends are likely to continue and grow, as technology develops and more people become computer literate.

An online publicly available catalogue is essential to ensure that potential users all over the world can identify items we hold that may be essential for their research and interest. Many collections have not been fully documented; many of the earlier lists exist only in paper form. Many have yet to be input onto Spydus. However, increasingly, people expect everything to be available online, and we must respond to these new expectations.

We need to 'upskill' so that all Portsmouth History Centre staff are familiar with, and competent in, new technology, so that we can better respond to the needs of these new audiences.

## **4. Legal Requirements and Core Values**

### **4.1 Legal Requirements**

Portsmouth History Centre acquires material in accordance with a statutory framework which includes the following:-

Local Government (Records) Act 1962: enables all local authorities to promote the use of their records and empowered county and county borough councils to acquire records by purchase, donation or deposit

Local Government Act 1972 (section 224): places an obligation on 'principal authorities' to make proper arrangements for documents that belong to them or are in their custody

Public Records Acts 1958 and 1967: PCRO is recognised as a Place of Deposit under the Public Records Acts and acquires Public Records under the authority of the Acts

Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960: PCRO is a designated place of deposit for manorial and tithe records and is a Historical Manuscripts commission Approved Repository

Parochial Registers and Records Measure 1978 (amended 1992): PCRO is designated by the Bishop of Portsmouth as the official place of deposit for records of parishes located in the deaneries of Portsmouth, Gosport, Havant and Fareham

#### **4.2 Portsmouth History Centre Development Strategy and the 'Imagine Portsmouth 2040' themes**

The Portsmouth History Development Policy will help us to deliver the 'Imagine Portsmouth 2040' themes:

*In 2040 we believe in our community, our equality and our innovation. We believe in collaboration and respect.*

*In 2040 we want to be a healthy and happy city, a green city, a city rich in culture and creativity, with a thriving economy and easy travel, a city of lifelong learning.*

We will contribute to these themes in various ways throughout the strategy, but especially in the following sections:

In Section 3 (Horizon scanning and future needs): Our community, our equality, our innovation; collaboration and respect. A healthy and happy city, a green city.

In Section 6 (How will you implement the strategy?): Our innovation

In Section 7 (What will success look like?): Our community, our equality, our innovation; collaboration and respect. A healthy and happy city, a green city, a city rich in culture and creativity, with a thriving economy and easy travel, a city of lifelong learning

### **5. Strategic Vision**

Portsmouth History Centre's mission statement is:

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

To help to fulfil the mission statement, these are our aims:

- Our collections reflect all Portsmouth's communities
- Information about our collections is accessible to everyone
- Portsmouth History Centre is a place where everyone is welcome
- We use every opportunity we can to reach our audiences

## **6. How will you implement the strategy?**

### **6.1 Financial considerations**

The strategy will be delivered within existing budgets

### **6.2 Our collections reflect all Portsmouth's communities**

We will:

- give time to identifying groups and communities which are under-represented in the collections. This will not be a one-off exercise, but rather an ongoing process, by which the collections will become more inclusive and representative.
- be proactive in attracting collections and other input from a wide range of communities, and undertake targeted collecting to address gaps in our collections
- advise communities who wish to retain their own collections on their care and safe storage

### **6.3 Information about our collections accessible to everyone**

So that information about our collections can be accessed online, we will identify ways that catalogues can be entered on the Spydus catalogue by using trained staff and volunteers with the necessary skills. We will work with Civica to develop tools to import catalogues from existing Word documents. We will

- identify a priority list
- set targets for adding catalogues to Spydus and monitor this on a regular basis

### **6.4 A History Centre where everyone is welcome**

Portsmouth History Centre should be a welcoming place for everyone. We will

- seek to encourage more people, and a wider range of people, to use the History Centre
- explore ways to make the History Centre welcoming to the casual visitor without compromising security
- reach into the community by developing our connections with organisations in the city, including schools, community groups and associations, and into residential homes for the elderly, and the University of Portsmouth, establishing new links and creating new ways for members of the public to discover Portsmouth History Centre

- organise events such as 'hackathons' (structured sessions where people use our collections to research, create a body of material/references, about particular groups and communities) to broaden our knowledge and awareness
- develop a wider range of roles for volunteers, including by building on our links with Portsmouth University so we can develop volunteer roles which would be relevant to students seeking work experience

### **6.5 Using every opportunity to reach our audiences**

We will

- find imaginative and creative ways to promote and raise awareness of Portsmouth History Centre
- increase our understanding of our current users and non-users through a variety of evaluation methods, including surveys of library users, and our interactions with the people we meet through any of our activities
- host a broad range of displays covering a variety of topics
- develop the area on the landing outside Portsmouth History Centre, including the existing display area, as an introduction to Portsmouth's history which is accessible to everyone
- take archives into community settings with displays in branch libraries, community centres, shopping centres, etc.
- build on our existing presence on social media to promote Portsmouth History Centre imaginatively and creatively, and to attract new audiences
- use social media to showcase events and items from the collections, and identify potential new social media platforms
- put exhibitions online with the aim of reaching a wider audience
- deliver talks and workshops online as well as 'in person' on a wide range of subjects
- Work in partnership with Museums and Visitor Services and others within Portsmouth City Council and outside agencies as appropriate to deliver these activities

Exhibitions and talks, whether delivered at Portsmouth History Centre, in community settings, or on-line, will cover subjects such as:

- local and national themes, events and anniversaries, recent and longer ago;
- areas of the city;
- the anniversaries of important people and events;
- talks to contribute to local and national events;
- handwriting and other workshops
- on-line training for schools on finding out about the local area, using sources at Portsmouth History Centre, in ways that are relevant to the National Curriculum.

We will



- ensure that the staff have the relevant training and support to ensure that these exhibitions and talks are attractive and up to date.
- design our displays to attract and be accessible to all our city's communities

## 6.6 The Role of Volunteers

There are demands that the staff cannot fulfil with the constraints already on their time, such as one to one support in using genealogy databases. We will

- recruit people with this knowledge who could offer sessions
- offer fixed term placements to students, particularly those looking for a career in archives
- ensure that all volunteers have the support they need and find their role fulfilling

## 7. What will success look like?

During the period of the strategy,

- The number of collection catalogues online will grow: At least 100 existing Word or typescript catalogues will be added to the online catalogue each year. In addition, catalogues of at least 50 collections to item level will be added each year to the online catalogue. The number of uncatalogued collections will shrink commensurately.
- More and more communities will be represented in the collections, as we reach out to two groups or communities each year.
- Our users and volunteers will become more diverse to better reflect the diversity of our city as we reach out to these communities.

## 8. Date of this policy and when it will be reviewed

This policy was approved by Culture & Leisure Executive on ..... The policy will be reviewed and submitted for approval in March 2026.

## B. Operational Plan

	Lead officer	Action	Target date
<b>A</b>		<b>Our collections reflect all of Portsmouth's communities</b>	
A1	MG	Identify groups and communities which are under-represented in our collections, using one or more focus groups and other approaches	By end Mar 2022
A2	MG	Develop links with the groups and communities found to be under-represented in our collections: 2 groups or communities in 2022 2 groups or communities in 2023 2 groups or communities in 2024	6 groups or communities by end Dec 2024

A3	MG	Use our participation in the 'Portsmouth Black History' project to develop links with BME communities in the city.	By end Dec 2024
A4	MG	Use our participation in the 'Portsmouth Black History' project to raise awareness of the resources of Portsmouth History Centre among the other members of the group.	Ongoing
<b>B</b>		<b>Information about our catalogues accessible to everyone</b>	
B1	MG	Train PHC staff and volunteers to input catalogues onto Spydus	All staff trained by end Dec 2021
B2	MG	Agree a plan with timescales for inputting catalogues	By end Mar 2022
B3	MG	Train volunteers to do all future cataloguing on Spydus rather than on Word	From whenever volunteers return
<b>C</b>		<b>Using every opportunity to reach our audiences</b>	
C1	MG	Agree a plan for displays of archives (digital copies - or original items where security and the environment allow) in branch libraries and community centres etc.	By end Mar 2022
C2		Explore the viability of:	
C3	JP	Screens on the ground floor of Central Library, and at other libraries, with rolling displays of information about PHC and other facilities and services.	Research into the viability of these projects to be completed by end Mar 2022
C4	JP	Inter-active displays showing the development of particular areas of the city.	
C5	JP	Information boards or panels on the ground floor of Central Library, and at other libraries and community settings around the city, which show the range and depth of our collections.	
C6	MG	Develop a programme of sessions with older people in care homes and other venues to explore specific subjects	By end Mar 2022 and ongoing
C7	MG	Agree a plan for the preparation of talks to be delivered online, including talks for Explore Your Archives Week and Heritage Open Days	By end Sep 2021
C8	JP	All PHC staff to help to plan and deliver talks, displays and exhibitions, and to help to create new guides and leaflets	From Jan 2022
C9	MG	Conduct at least one user survey	By end December 2025
C10	JP	Contribute to other Library & Archive Service projects	Ongoing
<b>D</b>		<b>Working with schools, families and children</b>	
D1	MG	Work with the Portsmouth Education Partnership and local teachers to develop online training for schools about finding out about the local area, and/or the history of the school, using sources at Portsmouth History Centre	By end Jun 2022

D2	MG	Develop a regular programme of school visits to Portsmouth History Centre, tied to these schools visiting for other purposes	By end Jun 2022
D3	MG	We will need to examine the national curriculum in collaboration with the Schools Library Service and discuss this with local teachers to develop something useful to them.	By end Jun 2022
		<b>Staff training and CPD</b>	
E1	JP	All PHC staff to be given training so we can all use Spydus, Facebook, Twitter, etc. and post content	By end Jun 2022
E2	JP	All PHC staff to produce content for Facebook, Twitter etc.	Ongoing

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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

**Directorate:**

Cultural, Leisure and Regulatory Services

**Service, function:**

Library and Archive Service

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

Portsmouth History Centre Development Strategy

**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 shape the forward development and activities of Portsmouth History Centre, and to monitor progress in achieving our objectives, 2022 - 2025

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

The Strategy has been informed by developments in the archive and local studies sector in recent years and developments prompted by the pandemic, and Portsmouth City Council's key objectives.

## 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 on these issues your 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 on these issues your 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 [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 on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Opportunities to volunteer will improve the quality of life of the volunteers by providing social contact and teaching new skills.

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

We will monitor comments from volunteers, as well as actively soliciting feedback from them.

**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 on these issues your 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
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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 checked="" type="checkbox"/>	<input 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 on these issues your proposal will have, and how you propose to mitigate any negative impacts?

By reaching out to all the communities of Portsmouth we will affirm their contribution to the life of the city, their place among all our communities.

How are you going to measure/check the impact of your proposal?  
We will monitor the communities we connect with, year by year, and all the feedback which this contact generates.



**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 on these issues your 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 [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 on these issues your 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 on these issues your 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>

Please expand on the impact on these issues your 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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**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 on these issues your 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 be safe and comfortable for children and older people to cycle and walk 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 on these issues your 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?

**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 on these issues your 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 on these issues your proposal will have, and how you propose to mitigate any negative impacts?

By promoting awareness of the history of the city, its buildings and communities.

How are you going to measure/check the impact of your proposal?  
We will monitor comments from groups we are in contact with, and from visitors to the History Centre.

**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 on these issues your proposal will have, and how you propose to mitigate any negative impacts?

By offering work experience we will enable participants to gain new skills and confidence, to seek qualifications and employment

How are you going to measure/check the impact of your proposal?  
We will record the work placements we offer, and the practical consequences for anyone on one of these placements, in terms of employment and training.

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 to 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 on these issues your 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 integrated assessment?**

Michael Gunton, Jackie Painting

**This IIA has been approved by:** Lindy Elliott, Library & Archives Services Manager

**Contact number:** 02392 688058

**Date:** 07/10/21

# Agenda Item 5



**Portsmouth**  
CITY COUNCIL

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

**Date of meeting:** 19 October 2021

**Subject:** Portsmouth BookFest 2021

**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 inform the Cabinet Member on the success of Portsmouth BookFest 2021, the 10<sup>th</sup> anniversary of the festival and the first time events were delivered online.
- 1.2 To make recommendations for the future delivery of the festival.

## **2. Recommendations**

- 2.1 **That Portsmouth BookFest continues to offer online events alongside the traditional in person events - event format to be determined by the location and availability of the author/speaker and the likely target audience groups for the event.**
- 2.2 **That Library Assistant staff time is put into supporting the Service Development Manager to expand the publicity of the festival and its social media presence and also assist with the administration of ticket sales.**
- 2.3 **That the festival aims to present a diverse programme of events each year reaching new audiences.**

## **3. Background**

- 3.1 In 2021 Portsmouth BookFest celebrated ten years of the festival with a diverse programme of events and welcoming back some of the most popular speakers from the last ten years such as Mark Billingham and Jim Al-Khalili. Due to the Covid 19 Pandemic it was decided to host the Festival entirely online, with Zoom used as the primary tool for hosting events.

- 3.2 Zoom worked extremely well for events with very few technical problems and audience confidence in using Zoom appeared to be high. The technology allowed BookFest to present a full three week programme of events and lots of positive feedback was received from attendees who were so pleased to be able to engage with the events whilst in lockdown.
- 3.3 Hosting events online meant the festival was able to reach those who might not ordinarily be able to attend events in person, those who live outside of Portsmouth and events in some cases also attracted audiences from as far afield as Canada, the USA, Germany and Israel. At the 'Around The World In 10 Books' event one of the authors was able to join from Canada. To the knowledge of the service, Portsmouth is the only Library Service to host a book festival online so far.
- 3.4 Ticket sales were reasonably high for most events and audience satisfaction was very high. Some of the higher profile authors would have seen a larger audience for an in person event where the audience would be able to purchase books with the author signing them.

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

- 4.1 There were many positive aspects to hosting events online. As outlined above reaching people who may not be able to attend events in person was a major advantage. The service received feedback from people who, in pre-Covid times, were unable to leave home due to caring responsibilities or disabilities. Online events also attracted higher profile speakers and authors, who were unable to travel to Portsmouth, more likely to attend. There is no doubt however that many people missed being able to attend in person and some events would have benefitted from the author in person, with books to buy and author signings. The service saw lower uptake at a few of the events with higher profile names that would usually attract high attendance figures.
- 4.2 Using Zoom created a more complicated ticketing system. Audiences do seem happy to pay for online events - it was found that £4-5 seemed to be the most popular ticket price range. Tickets for a £20 book deal ticket were hard to sell and the service understands that this was because people were less willing to pay for a ticket that included a book if they cannot meet the author in person and have the book signed. Tickets were sold through the usual Library Management system Civica Spydus and staff then needed to ensure every ticket holder had received the correct Zoom link for each event. This involved logging in to the ticket system and Zoom multiple times a day and until immediately prior to the event, creating a large workload for the festival manager who needed to spend time on administration rather than promoting the festival. Investing Library





Assistant time in aspects of the festival administration and promotion will mean there is more time for supporting authors and doing larger scale promotion.

4.3 The festival aims to reach those who might not ordinarily attend book events and this year - using Arts Council England funding in the last year of the City of Stories project - the festival was able to become more diverse with events with Lemn Sissay MBE and Professor Jim Al-Khalili, events about International Fiction and Drag Queen Story Hour. All of these events were well attended demonstrating an appetite for a wide range of events. BookFest will continue to work hard to engage diverse speakers and audiences.

**5. Integrated impact assessment**

5.1 Integrated Impact Assessment attached at Appendix 1

**6. Legal implications**

6.1 There are no legal implications arising from the recommendations in this report.

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

7.1 The 2020/21 Bookfest event was held in January/ February 2021. The event was able to cover its costs with a final position of a £774 surplus. Income compared to the previous year was reduced. Summarised as follows:-

	2019/20	2020/21
Expenditure	977	892
Income	(3,666)	(1,666)
Total (Surplus)	(2,689)	(774)

7.2 Any additional costs of staffing time will be met from within existing Library Service resources.

.....

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

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

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

**Service, function:**

Library and Archive Service

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

Portsmouth BookFest 2021

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

- Existing
- New / proposed
- Changed

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

An accessible book festival that aims to promote:  
Reading for pleasure  
Book ownership  
Engagement in events

For people who may not ordinarily attend book events, presenting a wide range of diverse events at affordable or low cost. It aims to appeal to local residents and those from further afield through a mix of in person and online events.

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?

At festivals we give out feedback forms so we can carry out on going year on year evaluation.

**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?

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

<b>A - Communities and safety</b>	<b>Yes</b>	<b>No</b>
-----------------------------------	------------	-----------

Is your policy/proposal relevant to the following questions?

<b>A3-Health</b> - Will this help promote healthy, safe and independent living?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------

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?

Engagement with events and socialising and discussion with other people can have a positive impact on mental health and quality of life.

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

By asking questions in feedback form about how the event has been positive for the attendee.

<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>A4-Income deprivation and poverty</b> -Will it consider income deprivation and reduce poverty?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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?

BookFest offers tickets at low prices and some events offer a Leisure Card reduced ticket price. Where possible, some events are offered free of charge.

How are you going to measure/check the impact of your proposal?  
Ongoing feedback and evaluation at events

**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/cmuequalitystrategy2019-22-final.pdf>

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

BookFest aims to present a wide range of events on a diverse range of topics with a diverse range of authors and speakers.

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

Via feedback cards/forms and social media engagement - we ask local people to suggest names and events they'd like to see at the next festival.

**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?

BookFest presents events at city cultural attractions so that those venues can be promoted and appreciated. The festival has become a yearly fixture on the city's cultural calendar and an event that residents and people from further afield look forwards to.

How are you going to measure/check the impact of your proposal?  
Work regularly with partner organisations and venues.

**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?

BookFest provides volunteering opportunities for those wishing to get involved and learn about event management and evaluation. This is in the form of helping at the events with showing audience to seats, checking tickets, assisting authors. We also offer volunteering opportunities with assisting with the evaluation after the festival.

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

To continue to make volunteering opportunities available **Page 67**

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?**

Clare Forsyth

**This IIA has been approved by:** David Percival, Library & Archives Services Manager

**Contact number:** 023 9268 8072

**Date:** 07/09/2021

# 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)**

<b>Title of meeting:</b>	Culture, Leisure and Economic Development Decision Meeting
<b>Subject:</b>	City of Stories Update
<b>Date of meeting:</b>	19 October 2021
<b>Report by:</b>	Director of Culture, Leisure and Regulatory Services
<b>Wards affected:</b>	ALL

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### **1. Requested by**

#### **1.1 Cabinet Member for Culture, Leisure and Economic Development**

### **2. Purpose**

#### **2.1 To update the Cabinet Member on the success of the three-year Arts Council England funded City of Stories project in the Library and Archive Service.**

### **3. Information Requested**

#### **3.1 Background and award**

3.1.1 At the end of 2017 Portsmouth Library and Archive Service, with the Conan Doyle Collection team, applied for Arts Council England funding for a large-scale two-year project that would centre on engaging local people with the Portsmouth Archive Collection and the stories within it, including the internationally famous Arthur Conan Doyle Collection. A big focus was on working with local partners and groups to reach hard to reach audiences and highlight the work of local artists.

3.1.2 An application was made for funding of £140,000, which would be supplemented by £3,000 funding from the Cultural Education Partnership and £45,300 funds from the Local Authority. Of the funding from the Local Authority, £20,000 was invested in creating a Local Portsmouth Writers' Room in the Portsmouth History Centre to showcase and preserve books by and about Portsmouth authors from Charles Dickens to authors publishing in the city today.

**THIS ITEM IS FOR INFORMATION ONLY**

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The Service was delighted to hear in the spring of 2018 that we had been awarded the funding and work could start on the project, which initially was to run until 2020 but, due to the pandemic, ran until July 2021.

**3.2 Aims and objectives**

In the funding bid, the project aims and objectives were described as:

3.2.1 Proposed programme of activity to raise awareness and broaden participation with the archives using creative writing and literary engagement. The Service wish to use the depth of the archives to devise cultural activity with groups who do not currently engage. The heart of activity will be a programme of works under the City of Stories banner to support improving literacy, access to and awareness of culture through the provision of both mass participation and targeted work using archives and in particular the high- profile Conan Doyle collection. Sherlock Holmes is a global phenomenon - the most read work in the English language after the Bible. It is an extraordinary part of Portsmouth's heritage that Doyle started his career in the city and invented his most famous character whist here. The project will provide Portsmouth with a greater awareness of and pride in the collection and ownership through shared creative endeavour. The legacy will be to instil a love of writing and understanding that inspiration can come from many different areas.

3.2.2 The key aims are:

- Celebrate Portsmouth stories from the archives
- Provide inspirational opportunities for people to learn from the archives
- To increase participation with archives by transforming means of access
- To raise awareness of archives and enhance the sense of ownership and community cohesion
- Increase the number and breadth of residents engaging with great writers and storytellers
- Embed partnerships between cultural partners and creative providers
- To build skills and resilience in staff and volunteers

**3.3 Arthur Conan Doyle Collection activity**

3.3.1 Portsmouth Library and Archive Service was bequeathed the Richard Lancelyn Green Arthur Conan Doyle Collection in 2004 and since then an enormous amount of work has happened to catalogue the Collection and to promote the Collection, making it accessible to both local people and international audiences. For City of Stories the focus was very much on connecting local people to the Collection and

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the Conan Doyle Officer, Laura Weston, devised a series of events and outreach activity which brought the Collection alive to new audiences.

3.3.2 Two Summer of Sherlock festivals took place in 2018 and 2019 where children and families took part in events and activities across a range of locations around the city including the Round Tower and the City Museum. Special effects make up, science workshops, theatre and Pompey in the Community delivered football and cricket workshops in the first Summer of Sherlock, and from those activities and their evaluations, this formed the second Summer of Sherlock events.

3.3.3 A challenge has been making Doyle's work accessible to children as the plots of some of the Sherlock Holmes novels can be very complicated. Some of the City of Stories funding was therefore used to create a comic book version of the first Sherlock Holmes story *A Study In Scarlet* (created in Southsea when Doyle was practising as a doctor here). A local comic book artist and writer were engaged to find a new way to tell the story with a diverse cast of characters. Copies of the Comic book were offered to schools within the most deprived areas of Portsmouth to support reading or SEND schools.

3.3.4 Splodge Designs worked with local community groups to create beautiful textile cubes. Textile cubes are six story cubes that depict clues, scenery, themes, tools and characters and the community groups who made them went on to use story cubes to write their own stories in additional workshops.

3.3.5 A Dancer in Residence was hired towards the end of the project to work with local young carers. The dancer choreographed a piece that saw the local dancers perform in key locations of Doyle's residency in Southsea. The young carers benefitted enormously from working closely with a choreographer and improving their confidence. Their efforts were recorded in a film, shown at the end of project celebration event.

**3.4 City Archive Collection**

3.4.1 In addition to the outreach activity that took part around the Doyle Collection, there was also a huge amount of activity that took place to engage local people with the wider Portsmouth Archive Collection.

3.4.2 A Poet In Residence was hired and she worked closely with the Rant Music Project to bring archives to the youth centres and inspire young people from Buckland and Paulsgrove to write songs and poetry based on what they found in the archive. Of particular interest were the photographs from the collection of Portsmouth in the Blitz. The young people involved produced some superb songs and poetry and were

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delighted to perform these in front of family, friends and key staff at the Charles Dickens Youth Centre in July 2019 and again at the celebration event in July this year.

- 3.4.3 The Poet In Residence also worked with adults and formed a creative writing group to help adults write poetry and prose about the Archive Collection, which culminated in a performance at Central Library in August 2019. Just some of the archives that were inspiring were photographs of the fairground, records from the Victorian Workhouse and photographs and adverts about local shops in the 1950s and 1960s.
- 3.4.4 An Artist In Residence also worked closely with the Collection and found much inspiration in the records about the development of social housing in Portsea in the Edwardian era. Abi Wheeler created textile artwork of workers' collars in the pattern of floorplans that was exhibited in the History Centre and later online.
- 3.4.5 Writer Nazneen Ahmed worked closely with local group Chat Over Chai to explore the concept of our own local archives and own histories.
- 3.4.6 Music reminiscence was a key element of sharing memories and archives in the early part of the project where groups got together and shared their memories of buying music at the Co-op in the 1960s and attending concerts in the city.
- 3.4.7 A number of exhibitions were displayed throughout the three years of the project. The History Centre team highlighted treasures from the Archive in 'Every Archive Tells A Story'. Exhibitions about the history of Baffins and North End were particularly popular in those local libraries.

### **3.5 Activity for children and families**

- 3.5.1 As well as the Summer of Sherlock lots of activity for children and families took place in the libraries across the duration of the project. Local storyteller DD Storyteller took inspiration from real life stories from the Archive to reinterpret these as interactive stories for children at Central, Cosham and North End Libraries in early 2020. This included the story of a Victorian Portsmouth Policeman and the story of a sailor who had his trousers stolen in Old Portsmouth in the 18<sup>th</sup> century.
- 3.5.2 Branch story time sessions were hosted to engage children with storytelling. A writing competition also took place for children with an awards ceremony at Southsea Library in 2019.



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### **3.6 Activity for writers**

3.6.1 A key part of the project was to work with local writers.

3.6.2 As well as the Poet In Residence activity outlined above, we were able to enhance the existing annual Portsmouth Short Story Competition by hosting classes on short story writing during the summers of 2018 and 2019, to help increase the confidence of those wishing to enter.

3.6.3 The service was able to use some of the funding to publish a book of shortlisted entries from the previous years' competitions and recognise local talent in this way. For the writers it was a huge confidence boost to see their work in print. BookFest was enhanced by the funding with a more extensive programme of events and a more diverse programme. Life writing classes were greatly appreciated by those wishing to record their own memories.

### **3.7 Celebration film and event**

3.7.1 The last stages of the project were impacted by the Covid 19 pandemic meaning the service could no longer consider a large- scale celebration event. Instead it was decided to have a celebration film created of all the key achievements of the project. A film maker was hired to film key participants and the project managers to showcase all of the positive work that took place. The film became a real benefit to the project as it widened accessibility and can be used for future projects.

3.7.2 Staff also started creating events specifically for social media as the service were unable host in person events. This included online story times and online workshops on writing and illustrating.

3.7.3 The service were able to host a small in person celebration at Central Library in July 2021 where the film was also launched.

### **3.8 Legacy**

There are a number of positive long- term benefits as a result of the City of Stories project that will continue beyond the life of the project:

- A local group for creative writing support in the History Centre's new Local Writers' Room has been created by the Poet In Residence.

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- The Portsmouth History Centre team have learned new skills in putting together exhibitions and will be continuing with this element, as well as developing outreach activity.
- Good links have been made with community groups and youth centres meaning that more work in these areas can take place in future.
- Library and Archive staff have completed filming for social media training and have gained essential new skills in hosting events online. The entire 2021 BookFest was hosted on Zoom and a programme of spring events was hosted on Facebook.
- The Service Development Manager Clare Forsyth and Conan Doyle Officer Laura Weston, who managed the project together, have developed extensive new skills in budget management, large scale project management, evaluation and working with community artists and performers. All skills that they can bring to other parts of the service. Laura Weston has already successfully led a bid for a new Arts Council England funded Doyle project.

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

**Appendices:**           None

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

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

Title of document	Location

# 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)**

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

**Subject:** The D-Day Story social media project evaluation

**Date of meeting:** 19 October 2021

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

**Wards affected:** All

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### **1. Requested by**

1.1 Cabinet member for Culture, Leisure and Regulatory Services

### **2. Purpose**

2.1 To update the Cabinet Member on the completion of a project to transform the D-Day Story's social media.

### **3. Information Requested**

3.1 The D-Day Story has completed a project to transform how the museum uses social media. The aim of the project was to build staff and volunteers' skills and confidence in creating social media content, ensure the museum's social media channels were consistent with its brand, and that they appealed to families, young people and visitors with disabilities.

3.2 The need for the project was identified following the transformation of the museum's exhibitions and displays in 2018 and the arrival of Landing Craft Tank 7074 in 2020. Social media did not adequately reflect the museum's new brand. The content was popular, but lacked the originality to enable it to stand out from other museums. Staff and volunteers lacked confidence in creating content. Their resource and ideas were not being employed to the best advantage.

3.3 The project was funded by the National Lottery Heritage Fund as part of an ambitious programme of activities to engage more and a wider range of people with the museum. The funding came from the Transforming the D-Day Museum project that funded the transformation of the museum and reopening in 2018. The project and funding will come to an end in April 2022.



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- 3.4 Staff and volunteers worked with Tara Maitri, an ethical social media strategist with a focus on creating welcoming online spaces that promote users health and wellbeing. The project brought together staff and volunteers from the museum service and other departments, including corporate communications. Participants attended a series of online workshops to co-create the museum's new social media strategy, but also learn skills such as telling stories using video and how to use online analytical tools to measure performance.
- 3.5 As a result of taking part in the project, staff and volunteers reported a higher level of confidence in telling engaging stories using the museum's collection. They also found working with colleagues from other departments rewarding and a great opportunity to share skills and best practice. Learning from the project, including toolkits and training videos, have also been shared with colleagues in other departments within CLRS to inform their work. The museum also has a better understanding of 'what works', meaning less time is spent creating content that has less impact. Members of the team that would not normally have created social media content are taking part, for example creating French posts for French objects held in the museum collection.
- 3.6 The museum's social media accounts have seen increased engagement from existing and new audiences. They were particularly successful in using Instagram, where they directed a large focus towards attracting new audiences. This channel saw a 75% increase in audience engagement and a younger, more gender balanced audience. The Landing Craft Tank 7074 has proved incredibly popular with all audiences across all channels, demonstrating the impact of this unique attraction. Personal stories from the collections also proved very popular and they have increased this type of content as a result.
- 3.7 The project also resulted in a strategy and clear process for creating social media content. This included tools to plan, organise and monitor accounts, recorded training sessions that can be shared with colleagues and a new style guide to ensure content is consistent and on brand.
- 3.8 Before Covid-19 accelerated the quantity and quality of material available online, there was a compelling need for museums to ensure they are using social media to its full advantage. This project has enabled the museum to confidently create compelling content using their collection and keep the story of D-Day alive for future generations.

**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)

.....

Signed by

**Stephen Baily**

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

**Appendices:**        None

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

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

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

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