



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

TUESDAY, 8 FEBRUARY 2022 AT 4.30 PM

COUNCIL CHAMBER - THE GUILDHALL

Telephone enquiries to Anna Martyn Tel 023 9283 4870
Email: 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. Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates. We strongly encourage you to take up the habit of regular asymptomatic testing to help prevent the spread of coronavirus to your colleagues and residents you work with.
- We strongly recommend that attendees should be double vaccinated, and if eligible, have received a booster.
- If symptomatic you must not attend and self-isolate following the stay at home guidance issued by UK Health Security Agency.
- All attendees are required to wear a face covering while moving around within the Guildhall, and are recommended to continue wearing a face covering in the Council Chamber except when speaking.
- Although not a requirement attendees are strongly encouraged 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.

Membership

Councillor Ben Dowling (Cabinet Member)

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

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

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

A G E N D A

Meeting information: Risk assessment for Council Chamber

- 1 Apologies for absence**
- 2 Declarations of interest**
- 3 Summer Reading Challenge (Pages 11 - 24)**

Purpose

To inform the Cabinet member on the Library and Archive Service's delivery of the Summer Reading Challenge in 2021; the number of children participating; the Winners' event at Southsea Castle and our involvement in a national pilot scheme to increase participation amongst disadvantaged pupils.

RECOMMENDED that the Cabinet Member agrees that in order to increase participation in next year's Summer Reading Challenge, especially by disadvantaged pupils, the Library and Archive Service applies for Holiday Activities and Food Programme (HAF) funding in Summer 2022.

- 4 Universal Library Offers: Health and Wellbeing (Pages 25 - 30)**

Purpose

To update the Cabinet Member on the continuing work undertaken by libraries that contributes to improving health and wellbeing outcomes for our residents.

- 5 Parks Fees and Charges (Pages 31 - 50)**

Purpose

To seek approval for annual changes to the fees and charges levied for the use of Parks facilities for the financial year 2022/23.

RECOMMENDED that the Cabinet Member approves the fees and charges in accordance with the attached schedules (Appendix A).

6 Reviving Victoria Park - National Heritage Lottery Fund (Pages 51 - 84)

Purpose

To advise the Cabinet Member for Culture, Leisure and Economic Development of the National Lottery Heritage Fund ("NLHF") award of funding to the 'Reviving Victoria Park - the people's park in Portsmouth' project and the terms of the grant.

RECOMMENDED that the Cabinet Member

- 1. Accepts the grant award of £2,273,000 from NLHF towards delivering the identified works in Victoria Park.**
- 2. Agrees that Portsmouth City Council acts as applicant, accepting the grant offer together with all the terms and conditions of the National Lottery Heritage Fund award. To ensure compliance with all the award criteria obligations including all the grant conditions.**
- 3. Delegates authority to the Director of Culture, Leisure and Regulatory Services to manage and deliver the project in line with NLHF requirements.**

7 Silver Exhibition (Pages 85 - 98)

Purpose

To provide a report on progress developing the Silver Exhibition to take place at Portsmouth Museum and Art Gallery from May 2022 until February 2023.

RECOMMENDED that the Cabinet Member agrees that

- 1. Progress developing the exhibition and securing of funding is noted.**
- 2. Preparations developing the exhibition and programme continue.**

8 The Detectives - Conan Doyle Collection (Pages 99 - 104)

Purpose

- 1. To update the Cabinet Member on the details of the Arts Council funded project 'The Detectives'.**
- 2. To share with the Cabinet Member the first Detectives' project - Illusions of Mystery, part of the We Shine event**
- 3. To show how the Conan Doyle Collection is building on its extensive experience with volunteers in a formal project to showcase the positive outcomes it can achieve.**

9 Libraries and Archives Charges (Pages 105 - 122)

Purpose

To review the fines and charges levied by Portsmouth Libraries and Archive Service in the areas of Central Library Room Hire and Portsmouth History Centre charges for services. To make recommendations to simplify the charging model, to reflect changing need and increase charges where benchmarking and commercial factors indicate this is appropriate.

RECOMMENDED that the Cabinet Member agrees that

- 1. The proposals provided in Appendix 1 for the increase in room hire charges for the Menuhin Theatre and Room D on the Third Floor Central Library are agreed and implemented from 1st April 2022.**
- 2. The proposals provided in Appendix 2 for the simplification of the charging model and increase in charges for the Portsmouth History Centre are agreed and implemented from 1st April 2022.**

10 Museums Access Policy (Pages 123 - 144)

Purpose

To share the Access Policy for Portsmouth Museums.

RECOMMENDED that the Cabinet Member approves the Portsmouth Museums Access Policy.

11 Museums Collections Development Policy - D Day and Portsmouth Museums (Pages 145 - 196)

Purpose

To present the Collection Development Policies for Portsmouth Museums (Appendix 1) and The D-Day Story (Appendix 2).

RECOMMENDED that the Cabinet Member agrees that

- 1. The priorities for future collecting, rationalisation and disposal in the two documents are noted.**
- 2. The Portsmouth Museums Collection Development Policy is approved.**
- 3. The D-Day Story Collection Development Policy is approved.**

12 D Day Story (Pages 197 - 210)

Purpose

To share the forward plan for The D-Day Story museum prior to the end of the National Lottery Heritage Fund funding.

13 Directorate Business Plan (Pages 211 - 270)

Purpose

This report provides a summary of the scope of the Culture, Leisure and Regulatory Services Directorate Business Plan.

RECOMMENDED that the Cabinet Member approves the service strategies and objectives set out in the business plan.

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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Coronavirus Risk Assessment for the Council Chamber, Guildhall

Date: 21 October 2021(based on Government Autumn and Winter Plan and associated Guidance published September 2021)

Review date: Next time Government guidance is updated

Author: Lynda Martin, Corporate Health and Safety Manager, Portsmouth City Council

Coronavirus Risk Assessment for the Council Chamber, Guildhall

| | | | | | | | |
|---|---|------------------------------|----------------------------|--------------|-----------------|-------------------|--|
| Manager's Name and Job Title completing Risk Assessment: | Lynda Martin Corporate Health and Safety Manager | Risk Assessment Dept: | Corporate Services | Date: | 21 October 2021 | Signature: | |
| | | Location: | Council Chamber, Guildhall | | | | |

| Hazard | Who could be harmed and how | All controls required | How controls will be checked | Confirmed all in place or further action required |
|--|----------------------------------|---|---|---|
| Risk of exposure to Covid-19 virus - Ventilation | Staff, contractors and attendees | <ul style="list-style-type: none"> 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. 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 and should only be removed when addressing the meeting. The actions taken to maximise ventilation in the Guildhall Council Chamber includes: <ul style="list-style-type: none"> The removal of internal casement secondary glazing windows. Large casement windows will be opened. Pedestal fans - positioned in each of the wing areas and along the back wall behind the pillars, maximum speed and modulation setting. High level doors and window - the double doors to the high level galleries and the gallery corridor window will be opened. | Security staff will be available to ensure numbers are not exceeded. Staff will ensure windows are open and fans switched on. | In place |
| Risk of transmission of virus - Risk mitigation | Staff, contractors and attendees | <ul style="list-style-type: none"> The Guildhall takes its responsibility to help limit the risk of infection seriously and has the following measures and requirements in place, attendees should: <ul style="list-style-type: none"> Be double vaccinated. Have a negative Asymptomatic / lateral flow device within 48 hours of a meeting. Wear face coverings at all times, unless exempt. Follow Track & Trace requirements - track and trace QR posters will be displayed to allow check in. Not attend if their result is positive attendees must and follow government guidance regarding isolation: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. | The Guildhall Trust and PCC Facilities Team to implement and monitor. | In place |
| Risk of transmission of virus - Hygiene and prevention | | <ul style="list-style-type: none"> Wash hands for 20 seconds using soap and water or hand sanitiser. Maintain good hygiene particularly when entering or leaving. Hand sanitiser will be located at the entrance of the building. Hand sanitiser and wipes will be located in the meeting room. Additional cleaning measures are in place, door handles, surfaces, etc. No refreshments will be provided. Attendees should bring their own water bottles/drinks. All attendees should bring and use their own pens/stationery. Doorways marked, where possible, with entry and exit channels. | The Guildhall Trust and PCC Facilities Team to implement and monitor. | 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"> Only one person should use the lift at a time. Attendees should follow entry/exit signage to and around the building. Each speaker to have their own microphone. No sharing of microphones. | | |
| PPE | Staff, contractors and attendees | <ul style="list-style-type: none"> All attendees must wear a face covering and are encouraged to bring their own. Face coverings to be available at the entrance to the Guildhall if required. Gloves, anti-bacterial wipes and bin bags to be provide to all events staff. Sanitiser available at the entrance and exit of the building and in reception areas. <p>The following guidance on using face coverings should be followed:</p> <ul style="list-style-type: none"> Wash/sanitise hands prior to fitting the face covering Avoid touching face or mask, to not contaminate the covering Change face covering if it becomes damp or contaminated Continue to wash hands regularly | Posters displayed Guidance provided in advance of meeting to all attendees. | In place |
| Financial Risk | Staff, contractors and attendees | <ul style="list-style-type: none"> 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. Contact details of all attendees held by the event manager to enable easy efficient cancellation. Technology in place to move to virtual council meeting if required and permitted by legislation. | Financial commitments minimised wherever possible. PCC Insurance department aware of council meeting. | In place |

| | |
|----------------------------|--|
| Updates | <ul style="list-style-type: none"> This risk assessment is a live document and will be updated as new information becomes available. All managers should feel free to adapt the measures contained within this risk assessment when assessing the risks for their own department's work activities/ premises. |
| Further information | <ul style="list-style-type: none"> Further government information on support during the coronavirus pandemic can be found here HSE guidance, on working safely during the coronavirus pandemic can be found here Staff wellbeing advice during the coronavirus pandemic can be found here |

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Agenda Item 3



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

Date of meeting: 8 February 2022

Subject: Wild World Heroes: The Summer Reading Challenge 2021

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: ALL

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To inform the Cabinet member on the Library and Archive Service's delivery of the Summer Reading Challenge in 2021; the number of children participating; the Winners' event at Southsea Castle and our involvement in a national pilot scheme to increase participation amongst disadvantaged pupils.

2. Recommendations

- 2.1 **That in order to increase participation in next year's Summer Reading Challenge, especially by disadvantaged pupils, the Library and Archive Service applies for Holiday Activities and Food Programme (HAF) funding in Summer 2022.**

3. Background

- 3.1 The Summer Reading Challenge, delivered by public libraries in partnership with The Reading Agency, encourages reading for pleasure for children aged 4 to 11 over the summer holidays. The challenge reaches hundreds of thousands of children and last year, 587,267 took part across the UK.
- 3.2 Children are encouraged to read anything they like, stories, poetry, non-fiction, graphic novels, eBooks and eAudiobooks. The recommended number of books to read is six but in recent years, children have been given the opportunity to set their own reading targets. Children receive stickers and other incentives as they progress, being given a certificate when they complete the Challenge and an invitation to a special celebration event at Southsea Castle, where they can claim a medal.



- 3.3 The Challenge has a different theme each year. Last year, The Reading Agency partnered with World Wide Fund for Nature (WWF). The theme, Wild World Heroes, was aimed at inspiring children to explore ways of helping to save the planet. The challenge focused on action for nature and tackling real-world environmental issues, from plastic pollution and deforestation to wildlife decline and nature loss.
- 3.4 Given that the pandemic meant that library staff were unable to visit school assemblies towards the end of the summer term, a promotional video was made featuring pupils from Lyndhurst Junior School (now part of King's Academy College Park school). This was sent to all primary schools in the city with bookmark invitations and other promotional materials before the summer holiday.
- 3.5 The mobile library also attended a number of park locations in the city during the holiday, to promote participation in the Challenge, providing storytelling and other activities, delivered in partnership with Hampshire Wildlife and Wetland Trust. Families were also engaged with at a 'Play and Plants' community consultation event in Somerstown.
- 3.6 Children were once again given the option of participating online, recording their reading choices and unlocking rewards and other incentives. This hybrid approach clearly has advantaged during a pandemic but compared to last year, the majority of families participating preferred to engage with library staff in our buildings.
- 3.7 Wild World Heroes launched on Friday 10th July. In the following ten weeks up to the Winner's Event at Southsea Castle, just under 40,000 children's items were borrowed from Portsmouth Libraries. A total of 2770 children signed up to take part in the Challenge, either in a physical library or online and 1266 children went on to complete the Challenge. Physical library visits accounted for eighty per cent of these figures.
- 3.8 As a further incentive, School Library Service (SLS) also offered the top six schools (in terms of completers per number of pupils on roll) some book-themed beanbags as prizes for their school libraries. The top six schools were: Corpus Christi; St Jude's; Cumberland Infant; Mayfield; Southsea Infant and St Swithun's.
- 3.9 The local authority were beneficiaries of HAF programme funding in 2021. Libraries successfully applied for £5000 to purchase additional materials provided at a discounted rate by The Reading Agency as part of a national pilot with nine other local authorities to be targeted at disadvantaged pupils. These were distributed directly to HAF providers throughout the city, including the adventure playgrounds; leisure centres and other non-library settings so they could be offered to targeted pupils attending the summer holiday provision. Library staff also supported colleagues in the City Museum with their HAF provision.

- 4.0 Working in partnership with Museum colleagues, Southsea Castle proved a very popular location for the Winners' Event. Astute use of the entire site meant we could provide a number of activities, whilst still respecting limits on numbers and covid-security measures. Moving the medal gifting some way outside of the Castle avoided congestion in the courtyard area and allowed us to provide a storyteller; author Steve Cole and science workshops. Over 4000 children and families attended the event on Sunday 19 September, making it one of the largest family events of the year.

4. Reasons for recommendations

- 4.1 For many years, participation in the Challenge has been remarkably consistent, with generally twenty per cent of primary school age children signing up and around ten per cent going on to complete the Challenge. The pandemic has clearly impacted on participation in the Challenge over the last two years, although the number of completers was up twenty-five percent in 2021 on the previous year. As the Challenge is funded solely from library budgets, there is limited capacity to fund additional participation.
- 4.2 More intensive support to disadvantaged pupils is one way to increase engagement and improve literacy outcomes. To this end, in 2022 the Library and Archive Service will apply for HAF funding so we can deliver creative workshops (and food) from our larger buildings. We will also use the funding to purchase a smaller number of resources for non-library settings but be much more targeted with our approach. We will also be able to increase staff capacity for outreach in these locations, so families who may not habitually engage with libraries will be able to participate in more familiar settings. It will be a cross-authority approach to delivery, working more smartly and more effectively with partners in education, health, children's services and other settings, in order to make the Challenge a more inclusive activity.

5. Integrated impact assessment

- 5.1 An Integrated Impact Assessment has been completed for this report.

6. Legal implications

- 6.1 The provision of HAF funding for the Summer Reading Challenge will be subject to the terms and conditions of a grant determination made by the Department for Education in respect of the national HAF Programme.

7. Director of Finance's comments

7.1 The 2021 Summer Reading Challenge was delivered from within existing library resources.

7.2 It has previously been reported that the costs of this growing event have been increasing. The recommendation of securing additional HAF will ease the financial pressure of the 2022 event. Funding of the 2022 reading challenge will therefore be from existing cash limits and HAF funding.

.....
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

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 & Regulatory Services

Service, function:

Culture & Leisure

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

Summer Reading Challenge

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 increase participation in the Library and Archive Service's annual Summer Reading Challenge.

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?

Some face to face consultation with children and families who attended the Summer Reading Challenge Winners' Event at Southsea Castle on Sunday 19 September 2022.

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 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 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 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?

We will be delivering Summer Reading Challenge as part of the city's wider Holiday, Activity and Food (HAF) programme. The activities delivered as part of the programme are designed to improve health and wellbeing. Reading is an activity where there is a range of evidence to suggest it also has positive impacts on health and wellbeing.

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

Surveys of young people to be undertaken before and after the activity.

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 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?

HAF activities are aimed at reaching disadvantaged pupils and providing them with a positive activities and healthy food choices. Our activities are expressly aimed at families who may be experiencing poverty.

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

We will be able to look at proportion of attendees who have been allocated free places and compare with those families who are self-funding.

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 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?

This is certainly a positive impact on children of primary school age, for whom the SRC is aimed. Data on disability and race/ethnicity over time has also indicated a positive impact. In recent years, the option has been given for children to describe themselves as 'boy'; 'girl'; 'prefer not to say'; or 'another way', giving positive impacts. It is less clear how the activity may positively, or negatively impact other protected characteristics.

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

The Library and Archive Service will continue to collect gender and age information for children participating in library buildings. Those participating online do have the option to state gender and ethnicity.

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 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?

No Portsmouth resident is more than a twenty minute walk from a library. None of our libraries have on-site parking facilities to encourage car use. Many are close to bus stops. Libraries actively promote a culture of recycling and reusing by reissuing physical books. Libraries also provide eBooks and eAudiobooks with arguably less carbon footprint than physical book manufacture.

How are you going to measure/check the impact of your proposal?
Measurements of footfall/items issued to customers.

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 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?

More of our library buildings have low energy LED lighting and several have solar panels, with more planned in the future.

How are you going to measure/check the impact of your proposal?
Compare energy bills over time.

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 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 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 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?

No Portsmouth resident is more than a twenty minute walk from a library. None of our libraries have on-site parking facilities to encourage car use. Many are close to bus stops. Most libraries have cycle racks. Cosham Library soon to have scooter rack.

How are you going to measure/check the impact of your proposal?
This is difficult for libraries to measure by themselves.

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 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?

Portsmouth Libraries take part in the annual 'Stomp for Stamps' initiative, promoting walking as an alternative to car use. As stated elsewhere, no Portsmouth resident is more than a twenty minute walk from a library. None of our libraries have on-site parking facilities to encourage car use. Many are close to bus stops. Most libraries have cycle racks. Cosham Library soon to have scooter rack.

How are you going to measure/check the impact of your proposal?
The number of children/families taking part in the annual Stomp for Stamps programme.

B - Environment and climate change

Yes

No

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 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?

Libraries actively promote a culture of recycling and reusing by reissuing physical books so increased use should help to achieve less waste. Libraries also provide eBooks and eAudiobooks with arguably less carbon footprint than physical books. Many of our libraries are situated near parks with recycling facilities. Libraries have taken in old electrical items before. They could sell compostable bags for food caddies.

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

This is a difficult area to measure ourselves.

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 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 SRC will be mainly delivered from libraries - key cultural venues in the city. Carnegie Library is a Grade 2 listed building. Other HAF venues are local attractions and/or cultural venues - leisure centres; art galleries; museums. Many of the families attending from disadvantaged may not have been to these venues before and could have faced barriers, whether these be financial, cultural, institutional, real or imagined.

How are you going to measure/check the impact of your proposal?
Survey families participating.

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 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?

The SRC is aimed at reducing the gap in literacy attainment that can be an issue for some children during the long summer holiday. Literacy has been further impacted with so much in-school learning lost during the pandemic. This issue is acute amongst disadvantaged pupils, for whom our initiative is targeting. Literacy is a key skill for children and young people to develop in order to enter the job market and/or access higher/further education opportunities.

How are you going to measure/check the impact of your proposal?
Qualification/education/skills is something that is measured in the city.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

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

☐☒

In thinking about this question:

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

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk 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?

David Percival and Lindy Elliott

This IIA has been approved by: David Percival

Contact number: 023 9268 8072

Date: 21/12/2021

Agenda Item 4



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: | Universal Library offers: Health and Wellbeing |
| Date of meeting: | 8 February 2022 |
| Report by: | Director of Culture, Leisure and Regulatory Services |
| Wards affected: | ALL |

1. Requested by

- 1.1 The Cabinet Member for Culture, Leisure and Economic Development

2. Purpose

- 2.1 To update the Cabinet Member on the continuing work undertaken by libraries that contributes to improving health and wellbeing outcomes for our residents.

3. Information Requested

- 3.1 Libraries Connected is a national charity and an Arts Council England funded Sector Support Organisation. It has a vision of 'an inclusive, modern, sustainable and high-quality public library service at the heart of every community in the UK'. To deliver this vision there are four Universal Offers that demonstrate the work that every public library service does to enrich the lives of individuals and their communities. These are Reading; Digital and Information; Culture and Creativity and the subject of this report, Health and Wellbeing.
- 3.2 Portsmouth Library and Archive Service has seen significant investment from partners over the last ten years. Libraries are viewed as a good place to deliver agendas around health and wellbeing as we provide a trusted offer in an informal, non-clinical space and a presence in different community locations. There is also a significant evidence base on the value of engagement with libraries. A report in 2015 found that being a regular library user is associated with a 1.4 per cent increase in the likelihood of reporting good general health. This was thought to have an average cost saving of £27.5 million per year for the NHS.

THIS ITEM IS FOR INFORMATION ONLY

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

- 3.3 From 2010 to 2017, Macmillan Cancer Support invested nearly £250,000 over six years, funding two library cancer support workers, providing advice and support and curating collections of information in all our buildings. The then Primary Care Trust also provided £26,000 of funding for a bespoke information hub to be installed in Central Library.
- 3.4 In 2018, libraries were awarded £174,000 as part of the Public Health Transformation Fund, which has funded full-time outreach activity, including drop-in sessions in branch libraries where the public can be given information, signposting and guidance if they have a health concern and the creation of a health and wellbeing zone on the first floor of Central Library and dedicated collections of books and other information in all library branches. Members of the public can also access an 'Information for Health' enquiry service by phone or email.
- 3.5 In 2019, Portsmouth City Council received government funding to address problems of rough sleeping and homelessness in the city, improving both day and night-time provision in the city. Before this funding there was a gap of several hours between day services and night services, leaving vulnerable adults with few options before night shelters opened. So, libraries were increasingly providing shelter for people in the late afternoons and early evenings.
- 3.6 With funding from PCC Housing colleagues, we were able to recruit a Community Development Worker, for one year, based in the Central Library and engaging with various members of the library team, HIVE staff and other colleagues within Portsmouth City Council, developing agreed priorities and work streams for the Rough Sleeping and Street Homelessness Advisory Group. Our worker was also liaising with a variety of service providers throughout the city, being an advocate for the safety and wellbeing of these individuals and working positively with staff throughout the Council. During the pandemic, library books and other items were made available to those homeless people who had been placed in hotels and other accommodation.
- 3.7 In March 2021, the charity Society of Saint James moved into Central Library, renting several rooms on the Third Floor. They provide advice and support to people experiencing homelessness, problems with alcohol, substance misuse and other complex needs. Their work complements that of the 'Pushing Change' recovery group, who have also been based on the third floor for a number of years. As well as Hive Portsmouth, who operate from several floors in the library, Autism Hampshire also rent office space on the first floor, providing information, advice and guidance by appointment.

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- 3.8 The Universal Health and Wellbeing offer is underpinned by a 'Vision and Print Impaired People's Promise'. According to the RNIB, 'the number of people with sight loss is estimated to rise to 2.7 million by 2030. By 2050, the current figure will double to over four million'. The promise recognises that libraries are a vital link for these people and that books and information should be made as accessible as possible. Portsmouth Libraries have employed a Vision Impairment Services Officer for twenty years. Her work has won the prestigious Chartered Institute of Library and information Professional's 'Libraries Change Lives Award' in 2003 and was nominated again in 2015. This work includes newsletters for the local blind and vision impaired community; Braille teaching sessions; IT support sessions with assistive software; reading groups and facilitating discussion and other social groups. Our Officer is also a named 'trusted assessor' for the Council's Adult Social Care sensory team, able to issue sensory aids to those in need. She also regularly arranges supplier exhibitions, showcasing all that is current in assistive technology to vision impaired residents.
- 3.9 'Reading Friends', an initiative to combat loneliness and isolation among adults, launched a first group at Cosham Library in September, with £10,000 of funding from The Reading Agency. Reading Friends gives opportunities for people to meet others, share their stories, make new friends and have fun, especially people who are vulnerable, isolated or at risk of loneliness. It creates social connections and takes a person-centred approach, building on interests and hobbies of the people involved to share stories. Delivered by volunteers and co-produced with the participants, Reading Friends meet regularly to chat and share stories in groups or one-to-one sessions.
- 3.10 The Home Library Service delivers books to the housebound. Supported primarily by volunteers, this is a real lifeline to some of the most isolated and vulnerable members of the community. In addition to this, regular book exchanges are made to twenty-five of the city's residential care homes.
- 3.11 Additional support was provided by Libraries in partnership with HIVE colleagues during the peak of the first lockdown of the pandemic. Volunteers made hundreds of deliveries of books; games; jigsaws and simple craft activities to residents of all ages, helping them keep occupied. Library outreach staff were able to make frequent wellbeing telephone calls to customers who would normally attend library groups. In order to support our aspirations for an alternative, more comprehensive and sustainable delivery offer, a funding application has been made to Arts Council England to help us realise these ambitions.

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- 3.12 Libraries play a crucial role in bringing people together and making them feel good about themselves and we provide a programme of activities to achieve this. Arts and craft engagement is seen as a significant boost to mental health and wellbeing. Regular activities for adults are programmed in our libraries, often delivered in partnership with Highbury College, these include various art workshops and craft courses. Some take place online, for example sessions on how to use Photoshop software.
- 3.13 There are twelve reading groups that meet in library buildings and many more that are run by volunteers in private homes, or pubs and other community settings. During the pandemic, many of these groups went online and provided welcome regular opportunities for people to socialise, as well as enjoying the shared experience of reading and discussing a shared book.
- 3.14 Libraries have worked with Museum colleagues for a number of years on Reminiscence Boxes, which are borrowed by community groups. These are themed and contain a variety of objects, clothing and information that is designed to stimulate discussion. The collections are currently being reviewed and funding is being sought to refresh the collections.
- 3.15 The Reading Agency has developed a number of collections of books over the years that may be useful to those suffering from mild to moderate mental health issues. There are collections for both adults and children and young people and a further collection to support families who may be living with someone with dementia. These books are available in all our libraries.
- 3.16 Before the pandemic, the Library and Archive Service had some of the highest levels of volunteer engagement in the authority. Whilst providing practical support to many of the initiatives outlined in this report, many of the volunteers have also expressed the importance their activities have on their own health and wellbeing. Rebuilding our volunteering post-Covid is a priority for the service and to this end, an application for Arts Council England's 'Volunteering Futures' will be submitted in 2022.
- 3.17 Portsmouth City Council is currently consulting on its 'Health and Wellbeing Strategy 2020-2030' with a vision of 'a healthy and happy city, in which each person has the education, care and support they need for their physical and mental health'. It has identified a number 'causes of the causes', including tackling poverty; educational attainment and positive relationships in safe communities. All of the services offered in this report are provided free of charge to those that wish to use them. They are inclusive, in that anyone regardless of income can access them. In their well-established role of providing both formal and informal learning opportunities for all ages, public libraries and the School Library Service are directly supporting the

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raising of educational attainment in the city. Libraries are statutory community assets, actively bringing people together and promoting positive relationships amongst people from all backgrounds and cultures. The Library and Archive Service health and wellbeing offer, is therefore well-placed to be an integral part of realising the vision in this strategy.

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

Appendices: None

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

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

| Title of document | Location |
|--|---|
| The Health and Wellbeing Benefits of Public Libraries | https://www.artscouncil.org.uk/sites/default/files/download-file/The%20health%20and%20wellbeing%20benefits%20of%20public%20libraries.pdf |
| The economic impact of sight loss and blindness in the UK adult population | https://www.rnib.org.uk/professionals/knowledge-and-research-hub/research-reports/general-research/economic-impact-sight-loss |
| Portsmouth City Council Health and Wellbeing Strategy 2020-2030 | https://www.portsmouth.gov.uk/services/council-and-democracy/transparency/health-and-wellbeing-strategy/ |

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Agenda Item 5



| | |
|-------------------------------|--|
| Title of meeting: | Culture, Leisure and Economic Development Decision Meeting |
| Date of meeting: | 8 February 2022 |
| Subject: | Parks Fees and Charges |
| Report by: | Director of Culture, Leisure and Regulatory Services |
| Wards affected: | All |
| Key decision | No |
| Full Council decision: | No |

1. Purpose of report

- 1.1 To seek approval for annual changes to the fees and charges levied for the use of Parks facilities for the financial year 2022/23.

2. Recommendations

- 2.1 **That the fees and charges be approved in accordance with the attached schedules (Appendix A).**

3. Background

- 3.1 In line with Audit Commission recommendations and Financial Rules the fees and charges have been reviewed and market rates applied where appropriate. In the majority of cases a CPI inflation rate of 3.1% as at September 2021 has been applied. Please refer to Appendix A for the proposed list of charges. As in previous years, this report covers several service areas.
- 3.2 It is proposed to increase fees and charges for hire of parks and open spaces by CPI of 3.1% (figures rounded).
- 3.3 The Reviving Victoria Park project was recently awarded a grant by the National Lottery Heritage Fund and work on the delivery phase of the project will commence in 2022 and run for four years. During this time the project will run a large number of events, as well as playing host to other community and commercial events that will be encouraged to use the park as a venue. The project team will seek to develop a guidance document for events considered to be a 'good fit' for the park and an events pack to inform potential organisers of the amenities available, restrictions that will apply and the application process.

- 3.4 It is envisaged that charges will be closely aligned with those already shown on the schedule, but a category for stalls/markets has been added to allow for this to be included in the Victoria Park events documents when produced. Previous fairs in the park have shown it may be difficult to distinguish between community and commercial and this will allow assessment based on number and size of stalls rather than people attending.
- 3.5 In line with the approach adopted for seafront events, in order to be able to use the land at charity rate the event organiser must provide a letter of endorsement from the charity and confirm that all profit, over and above costs, from the event will be given to the charity and proof of such payment provided upon request. Additionally where a commercial company is organising an event to raise money for charity a minimum donation to the charity equivalent to that of the commercial hire rate of the land would be expected.
- 3.6 The city council introduced permits for commercial fitness training activities in 2016. The administration, compliance and enforcement of this permit scheme needs to be reviewed and a separate report will be presented to the Cabinet Member at a future date once sufficient benchmarking and necessary research has been completed. This may include recommendation for amendment to the approved charges.
- 3.7 Prior to this, it is proposed to increase charges for commercial fitness training activities by CPI of 3.1% (figures rounded). It is also proposed to reduce the permit application fee and remove the permit renewal fee as this is considered to be one reason operators are not engaging in the permit scheme. The deposit charge is proposed to be rounded to £300 and consistent with the charge for events.
- 3.8 Football, cricket and rugby pitch hire charges are highly competitive with neighbouring authority charges and the proposal is to increase fees and charges by CPI of 3.1% (figures rounded).
- 3.9 Restrictions applied throughout the Covid-19 pandemic have significantly impacted on full use of some sports facilities and at times, any use at all. The necessary adjustments have been made to pavilions in accordance with Government and national sporting body recommendations so that where bookings and use is permitted, teams are able to use them in conjunction with their own risk assessments and protocols.
- 3.10 Where use of pavilion facilities is not required for a pitch booking, a 40% reduction is applied to the full hire charge. The city council has needed to respond to changing requirements as a consequence of Covid-19 restrictions and where pavilion use may be limited to toilet and welfare facilities only but a sports attendant is still required to attend before and after matches, it is proposed that a 20% reduction is applied to the full hire charge.



- 3.11 It is proposed to bring Drayton Park cricket pitch hire in line with all other venues. The site has historically attracted a higher fee due to the site amenities, but the pavilion is now leased to Fleur de Lys football club with a requirement to facilitate cricket pitch bookings. Reducing pitch hire fees in line with other venues will allow the cricket club allocated to Drayton Park for the season to negotiate any use over and above use of changing facilities with the football club on a seasonal basis.
- 3.12 Great Salterns Golf Course continues to produce a net income for the council. Golfers pay for their round either by purchasing a season ticket, or by purchasing a 'pay-and-play' green fee.
- 3.13 Golf course operations and facilities have been significantly impacted by the Covid-19 pandemic. The negative impacts have included periods of course closure and restrictions on the numbers of players allowed per tee-time once permitted to re-open. The positive outcomes have included course availability at times other sports have not been permitted due to the nature of the sport, leading to increased demand on tee-time availability.
- 3.14 In 2020/21, despite the course needing to close for just under 5 months due to Government restrictions, the number of rounds played was only 20% down on the 3-year average and was a clear signal that demand for the sport had resurged as consequence of Covid-19 and the course served as a highly valued recreational facility when Government restrictions allowed. It was apparent that casual player participation, using the course on a 'pay and play' basis, had seen a significant increase with this increasing by approximately 25% on the previous 2 years.
- 3.15 In February 2021, grounds maintenance of the course returned in-house. At the time the course was closed due to Government restrictions and allowed some early enhancement work to be carried out around the course. However, in March, evidence of leatherjackets (larvae of the crane fly) caused extensive damage to a number of the greens and this was exacerbated by crows disturbing the greens to feed on the larvae, as they were undisturbed due to the lack of player presence.
- 3.16 Whilst the impact on the greens was outside the control of the grounds maintenance team, the lifting of restrictions and a return to play coincided with the course in a relatively poor condition to the standard normally offered and to be expected by players. It represented a scenario consistent across many other courses.
- 3.17 The city council responded to the unpredictability of course availability as consequence of Covid-19 and green conditions by retaining 2020/21 season ticket prices for new members, applying reduced charges to existing members, temporarily reducing green fees and adjusting its policy around no refunds, as means to retain player commitment and consequently protect course income towards future maintenance.

- 3.18 This flexible but fair approach appears to have worked successfully with season ticket membership having increased by 20% on last year and the number of rounds played between April to November 2020 already matching the 12 month 3-year average (pre-pandemic) with 4 months of the year remaining. It is predicted by year end, the course will have sustained a 20% increase in rounds played over the 3-year average and continued to outperform the south regional figures.
- 3.19 The course offers extremely good value locally and satisfaction levels are considered to be high. Season ticket holders help support the stability of the course operations and it is in the city council's interest to retain their loyalty and payment commitment. It is proposed that the 2021/22 season ticket prices are retained for 2022/23 as shown in Schedule A. New season ticket applications and renewals will be at the full charge set in 2021/22.
- 3.20 The course operates a 'no refunds' policy on the sale of season tickets. This policy was temporarily revoked when circumstances necessitated but will again be applied to season ticket sales made for 2022/23.
- 3.21 It is proposed that 2021/22 green fees are retained for 2022/23 as shown in Schedule A. It is apparent that temporary reduction to green fees is necessary to maintain customer satisfaction when the course is affected by conditions outside the council's control. Examples are leatherjacket damage across multiple greens, or when deep aeration works are carried out, but that affect the green playability for a short time. When such conditions present, it is proposed that the Parks Manager and Course Professional may be given authority to apply a reasonable temporary reduction to green fees for the duration considered necessary.

4. Reasons for recommendations

- 4.1 Charges have been reviewed and adjusted, where appropriate, to reflect the rates currently being charged in the market, maximising income, but also ensuring value for money and retaining discounted rates where possible to charitable organisations and Leisure card holders.
- 4.2 Site fees have been reviewed to ensure that a commercially appropriate fee for the hire of PCC land is charged.

5. Integrated impact assessment

- 5.1 An Integrated Impact Assessment report is attached.

6. Legal Implications

- 6.1 The setting of fees and charges is governed by the City Council's Financial Rules, Part 7, Rules T1 to T4. Specifically, Financial Rule T2 requires that fees and

charges must be reviewed at least annually and be consistent with Council policies and strategies and in accordance with Cabinet and Council budget decisions and policies as relevant.

7. Director of Finance's comments

- 7.1 The fees and charges have been reviewed taking into account the need to maximise income whilst ensuring that services remain competitive.

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

Appendices:

Appendix A - Parks 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 for Culture, Leisure and Economic Development

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APPENDIX A

Schedule A

CULTURE, LEISURE and REGULATORY SERVICES

Charges for 2022/23

(To be operative from 1 April 2022 unless stated otherwise)

| <u>PARKS MANAGEMENT CHARGES</u> | CHARGES 2021/22 Base rate including VAT where applicable | CHARGES 2022/23 Base rate including VAT where applicable |
|---|---|---|
| <u>SITE FEES</u> | | |
| Small local community / local charity event | Free | Free |
| Event for up to 250 people - non-charity | 197.00 | 203.00 |
| Event for up to 250 people - local community / charity | 98.00 | 101.00 |
| Events for over 250 people | on application | on application |
| - guide minimum price - non-charity | 396.00 | 408.00 |
| - guide minimum price - local community / charity | 198.00 | 204.00 |
| Commercial events | on application | on application |
| - guide price - see seafront charges | | |
| Stalls / markets (Victoria Park events) | | on application |
| - guide price £80-250 - based on number of stalls / commercial rating | | |
| Deposit | 300.00 | 300.00 |
| a refundable deposit is often not required and based on the likelihood of the event causing damage taking into account: | | |
| - size of the event | | |
| - weather conditions and time of year | | |
| - number and type of vehicles driving onto site | | |
| <u>PERSONAL and FITNESS TRAINERS</u> | | |
| 1-10 CLIENTS (group fitness classes) | | |
| - 1 session per week - charge shown per quarter | 107.00 | 110.00 |
| - 2 sessions per week - charge shown per quarter | 213.00 | 220.00 |
| - 3 sessions per week - charge shown per quarter | 320.00 | 330.00 |
| - 4 sessions per week - charge shown per quarter | 426.00 | 440.00 |
| 10+ CLIENTS (group fitness classes) | | |
| - 1 session per week - charge shown per quarter | 142.00 | 146.00 |
| - 2 sessions per week - charge shown per quarter | 284.00 | 293.00 |
| - 3 sessions per week - charge shown per quarter | 426.00 | 439.00 |
| - 4 sessions per week - charge shown per quarter | 568.00 | 586.00 |
| Permit application fee | 109.00 | 50.00 |
| Permit renewal fee | 55.00 | - |
| Deposit (payable upon granting of permit) | 305.00 | 300.00 |

APPENDIX A

Schedule A

CULTURE, LEISURE and REGULATORY SERVICES

Charges for 2022/23

(To be operative from 1 April 2022 unless stated otherwise)

| | CHARGES 2021/22 | | CHARGES 2022/23 | |
|---|-----------------|---------------------|-----------------|---------------------|
| | Base rate | Base rate + 20% VAT | Base rate | Base rate + 20% VAT |
| CRICKET - DRAYTON PARK | | | | |
| All day | 87.08 | 104.50 | 81.25 | 97.50 |
| All day - Colts | 52.25 | 62.70 | 48.75 | 58.50 |
| Half day | 68.25 | 81.90 | 62.50 | 75.00 |
| Half day - Colts | 40.92 | 49.10 | 37.50 | 45.00 |
| Half day - Colts - mornings only | 27.33 | 32.80 | 25.00 | 30.00 |
| After 6.00pm | 47.17 | 56.60 | 43.75 | 52.50 |
| After 6.00pm - Colts | 28.33 | 34.00 | 26.25 | 31.50 |
| All-weather pitch | 32.25 | 38.70 | 33.33 | 40.00 |
| All-weather pitch - Colts | 19.33 | 23.20 | 20.00 | 24.00 |
| CRICKET - FARLINGTON, RUGBY CAMP and LANGSTONE HARBOUR | | | | |
| All day | 78.67 | 94.40 | 81.25 | 97.50 |
| All day - Colts | 47.17 | 56.60 | 48.75 | 58.50 |
| Half day | 60.58 | 72.70 | 62.50 | 75.00 |
| Half day - Colts | 36.33 | 43.60 | 37.50 | 45.00 |
| Half day - Colts - mornings only | 24.17 | 29.00 | 25.00 | 30.00 |
| After 6.00pm | 42.50 | 51.00 | 43.75 | 52.50 |
| After 6.00pm - Colts | 25.50 | 30.60 | 26.25 | 31.50 |
| Schools - per match - Monday to Friday - finish by 6.00pm | 35.50 | 42.60 | 36.67 | 44.00 |
| FOOTBALL (from 1 June) | | | | |
| Per pitch - with changing room facilities - Adults | 47.17 | 56.60 | 48.75 | 58.50 |
| Per pitch - with changing room facilities - Juniors / 9v9 | 28.33 | 34.00 | 29.17 | 35.00 |
| Per pitch - with changing room facilities - Mini Soccer | 12.25 | 14.70 | 12.50 | 15.00 |
| Per pitch - without changing room facilities - Adults | 28.33 | 34.00 | 29.17 | 35.00 |
| Per pitch - without changing room facilities - Juniors / 9v9 | 17.00 | 20.40 | 17.50 | 21.00 |
| Per pitch - without changing room facilities - Mini Soccer | 9.25 | 11.10 | 9.58 | 11.50 |
| Double banked match - with changing room facilities - Adults | 75.50 | 90.60 | 77.92 | 93.50 |
| Double banked match - with changing room facilities - Juniors / 9v9 | 45.33 | 54.40 | 46.67 | 56.00 |
| Double banked match - without changing room facilities - Adults | 45.33 | 54.40 | 46.67 | 56.00 |
| Double banked match - without changing room facilities - Juniors / 9v9 | 27.25 | 32.70 | 27.92 | 33.50 |
| Schools - per pitch - per hour - with changing room facilities | 18.00 | 21.60 | 18.75 | 22.50 |
| Schools - per pitch - per hour - without changing room facilities | 10.83 | 13.00 | 11.25 | 13.50 |
| RUGBY (from 1 June) | | | | |
| Per pitch | 47.17 | 56.60 | 48.75 | 58.50 |
| Off-pitch training session - 50% of pitch fee per session | 23.58 | 28.30 | 24.17 | 29.00 |
| Per pitch - Juniors | 28.33 | 34.00 | 29.17 | 35.00 |
| Off-pitch training session - 50% of pitch fee per session - Juniors | 14.17 | 17.00 | 14.58 | 17.50 |
| ROUNDERS | | | | |
| Per pitch - per match | 10.92 | 13.10 | 11.25 | 13.50 |
| BASEBALL AND SOFTBALL | | | | |
| Per pitch - per match | 28.42 | 34.10 | 29.17 | 35.00 |
| BRANSBURY PARK SPORTS - NETBALL | | | | |
| Per court - per 1½ hours | 10.92 | 13.10 | 11.25 | 13.50 |
| Per court - per 1½ hours - Juniors | 6.50 | 7.80 | 6.67 | 8.00 |
| Charge per 1½ hours for floodlights (in addition to hire charge) | 10.92 | 13.10 | 11.25 | 13.50 |
| BRANSBURY PARK SPORTS - 5-A-SIDE FOOTBALL | | | | |
| Per pitch - per hour | 20.33 | 24.40 | 20.83 | 25.00 |
| Per pitch - per hour - Juniors | 12.17 | 14.60 | 12.50 | 15.00 |
| Charge per hour for floodlights (in addition to hire charge) | 9.00 | 10.80 | 9.17 | 11.00 |
| BRANSBURY PARK SPORTS - TENNIS | | | | |
| Per court - per hour | 5.17 | 6.20 | 5.42 | 6.50 |
| Per court - per hour - Juniors | 3.33 | 4.00 | 3.33 | 4.00 |
| Charge per hour for floodlights per court (in addition to hire charge) | 4.08 | 4.90 | 4.17 | 5.00 |
| Reservation fee for block booking of tennis courts - 20% of court fee (Leisure Service Committee, 4 June 1990) | | | | |
| CHANGING ROOMS (from 1 June) | | | | |
| Refundable deposit for issue of a set of changing room keys for the season | 25.00 | | 25.00 | |
| Charge for not cleaning or causing damage to allocated changing room, not clearing litter on allocated pitch or not returning issued equipment to allocated changing room | 25.80 | | 25.00 | |

APPENDIX A

Schedule A

PORTSMOUTH CITY COUNCIL GREAT SALTERNS GOLF COURSE

1st APRIL 2022 - 31st MARCH 2023

To be operative from 1 April 2022 unless otherwise stated

| | 1st April 2021 - 31st March 2022 | | | 1st April 2022 - 31st March 2023 | | |
|--|----------------------------------|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|
| SEASON TICKETS | Start Fees | | | Start Fees | | |
| | <u>Ticket Cost</u> | <u>Weekday</u> | <u>Weekend</u> | <u>Ticket Cost</u> | <u>Weekday</u> | <u>Weekend</u> |
| <u>MAXI TICKETS</u> | | | | | | |
| Offers unlimited play | | | | | | |
| Adult 7 Day | £649.00 | N/A | N/A | £649.00 | N/A | N/A |
| Adult 5 Day | £499.00 | N/A | N/A | £499.00 | N/A | N/A |
| Senior Citizen 5 Day | £449.00 | N/A | N/A | £449.00 | N/A | N/A |
| Intermediate (22-25 years) | £359.00 | N/A | N/A | £359.00 | N/A | N/A |
| Intermediate (18-21 years) | £259.00 | N/A | N/A | £259.00 | N/A | N/A |
| Junior Maxi | £99.00 | N/A | N/A | £99.00 | N/A | N/A |
| <u>FLEXI TICKETS</u> | | | | | | |
| Offers a reduced annual fee plus a Start Fee per round | | | | | | |
| Adult 7 Day | £359.00 | £5.00 | £5.50 | £359.00 | £5.00 | £5.50 |
| Adult 5 Day | £289.00 | £5.00 | N/A | £289.00 | £5.00 | N/A |
| Senior Citizen 5 Day | £229.00 | £5.00 | N/A | £229.00 | £5.00 | N/A |
| Off-Peak Start Fee (available with Flexi Ticket, times as advertised) | | £4.00 | £4.00 | | £4.00 | £4.00 |
| Junior Off Peak | £39.00 | £2.00 | £2.50 | £39.00 | £2.00 | £2.50 |
| 5 Day Tickets allow play Monday - Friday excluding Bank Holidays A Direct Debit scheme is available to those who wish to spread payments, at 3% handling charge (not Junior Off Peak) Junior Off-Peak: Monday-Friday after 10.00am & after 3.00pm Saturday, Sunday & Bank Holidays All Season Ticket prices include an amount for Golfers' Insurance, Adult £9.00, Juniors £7.00. | | | | | | |
| <u>GREEN FEES</u> | | <u>Weekday</u> | <u>Weekend</u> | | <u>Weekday</u> | <u>Weekend</u> |
| Standard | | | | | | |
| Adult | | £19.00 | £25.00 | | £19.00 | £25.00 |
| Senior Citizen | | £16.00 | £21.00 | | £16.00 | £21.00 |
| Junior | | £11.00 | £13.00 | | £11.00 | £13.00 |
| Off Peak | | | | | | |
| Adult | | £13.00 | £13.00 | | £13.00 | £13.00 |
| Senior Citizen | | £10.00 | £10.00 | | £10.00 | £10.00 |
| Junior | | £7.00 | £7.00 | | £7.00 | £7.00 |
| Reduced Course Ticket | | | | | | |
| Adult | | £14.00 | £16.00 | | £14.00 | £16.00 |
| Senior Citizen | | £11.00 | £13.00 | | £11.00 | £13.00 |
| Junior | | £8.00 | £9.00 | | £8.00 | £9.00 |
| Midweek 11-Hole Ticket (anytime, Oct-Mar) | | | | | | |
| Adult | | £13.00 | | | £13.00 | |
| Senior Citizen | | £10.00 | | | £10.00 | |
| Junior | | £7.00 | | | £7.00 | |
| Leisure Card Holders: 40% discount on Green Fees Off-Peak Ticket: available as advertised (times vary through the year) Reduced Course Ticket: applicable when only 12 - 17 holes available for play. If less than 12 holes Off-Peak Ticket applies All Green Fees include an amount for Golfers' Insurance of 28p (Reduced Course Tickets 20p) Penalty Charge for use of Golf Course without current ticket £20.00 in addition to Green Fee or Start Fee charge Junior Rates: apply to under 18 years of age Intermediate Rates: apply to 18 to 25 years of age Senior Citizen Rates: apply if aged 65 or over on 1st April 2021 Bank Holidays: weekend rates and conditions apply CANCELLATIONS WITH LESS THAN 6 HOURS NOTICE MAY BE SUBJECT TO A CANCELLATION FEE | | | | | | |

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

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

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Parks and Open Spaces

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

Parks Fees and Charges 2022/23

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

- ☒ Existing
- ☐ New / proposed
- ☐ Changed

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

Annual review and update of fees and charges for Parks facilities

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?

☐☒

In thinking about this question:

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

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk 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 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 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?

Access to parks and formal sports amenities play an essential role in enabling local residents to maintain their physical health and wellbeing.

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

Monitoring of usage and participation.

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 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?

Amenities have been considered independently and appropriate adjustments to fees and charges made, rather than a 'one size fits all' approach to increasing charges. The discount provided by the Leisure Card continues to apply to many of the services offered as does the rates for hire by charities or organisations raising money on behalf of charities.

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

Leisure Card statistics are kept and monitored with regard to use of the card for the services offered. The Leisure Card scheme is promoted through Libraries, Housing Hubs and on the Council's website.

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 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 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 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 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 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 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 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?

B - Environment and climate change

Yes

No

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 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 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 report includes a full update on the range of services offered and a review of the past year to show the public how the new charges have been arrived at.

How are you going to measure/check the impact of your proposal?
An annual report will continue to go forward each year to Members.

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 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 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?

Adrian Rozier - Service Manager for Parks and Open Spaces

This IIA has been approved by: Stephen Baily

Contact number: x 4399

Date: 12 January 2022

Agenda Item 6



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

Date of meeting: 8 February 2022

Subject: Reviving Victoria Park - National Lottery Heritage Fund Award

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: Charles Dickens

Key decision No

Full Council decision: No

1. Purpose of report

- 1.1 To advise the Cabinet Member for Culture, Leisure and Economic Development of the National Lottery Heritage Fund ("NLHF") award of funding to the 'Reviving Victoria Park - the people's park in Portsmouth' project and the terms of the grant.

2. Recommendations

The Cabinet Member for Culture, Leisure and Economic Development:

- 2.1 **Accepts the grant award of £2,273,000 from NLHF towards delivering the identified works in Victoria Park.**
- 2.2 **Agrees that Portsmouth City Council acts as applicant, accepting the grant offer together with all the terms and conditions of the National Lottery Heritage Fund award. To ensure compliance with all the award criteria obligations including all the grant conditions.**
- 2.3 **Delegates authority to the Director of Culture, Leisure and Regulatory Services to manage and deliver the project in line with NLHF requirements.**

3. Background

- 3.1 The Parks and Open Spaces Team has been successful in securing £2,273,000 of funding from the National Lottery Heritage Lottery Fund towards the reviving Victoria Park project.



- 3.2 Based on extensive local consultation and support, the project will restore, improve, uncover and celebrate the park's heritage and will create an inclusive, engaging and educational activity hub and greenspace, supported by accessible infrastructure for all to enjoy.
- 3.3 This represents a major achievement for the Parks and Open Spaces Team and Directorate and follows over four years of work to secure NLHF investment to the city's first public park. The council initially secured a First Round Development Grant of £251,000 on 2 December 2019.
- 3.4 The Second Round application to the NLHF was submitted on 25 August 2021. On 3 December 2021 the city council received the Grant Notification Letter with the good news that the council had been successful and awarded £2,273,000 (77% of the total eligible project cost of £2,958,470) towards the reviving Victoria Park project. Further detail is shown in the letter attached as Appendix A.
- 3.5 Members are asked to note the 'Approved Purposes' listed in the grant notification letter and as follows that must be delivered as part of the project:
- Construct a community and volunteer hub building with an outdoor covered space, install a green roof, solar panels and air-source heat pump
 - Create a new children's play area, meeting the needs of both disabled and non-disabled children. Construct an outdoor event space with appropriate access and services
 - Renovate the aviary, restore the Grade-II listed Centenary Fountain and naval monuments. Repair park infrastructure, including paths and benches
 - Reinstate the central tree-lined avenue and graduated planting scheme in the northeast section. Introduce natural flood management measures along the southern route, improve ecological habitats for wildlife along the northern and southern boundaries and introduce wildflower areas
 - Install welcome panels at main entrances and interpretation panels across the site, along with rubbing panels, animal sculptures and display area for community artworks.
 - Deliver the activity plan as submitted at application, including offering 120 volunteering opportunities, three work experience placements for people with learning difficulties and an apprenticeship
 - Produce an evaluation report for the project and install permanent acknowledgement of the grant at the site.
- 3.6 The project (Approved Purposes) must be completed by 31 March 2026. The terms of the NLHF grant will last 20 years from the Project Completion Date.

3.7 The grant will be paid subject to the council complying with the NLHF's standard terms of grant and additional grant conditions as outlined in Appendix B.

The standard terms of grant cover:

- Achieving the Approved Purposes
- Project monitoring
- Procurement
- Property
- Publicity and acknowledgement
- Digital outputs
- Grant payment and repayment
- General terms

The additional grant conditions cover:

- Local Authority Grantee (acceptance of the grant)
- Restriction on Title
- Letting Clause

3.8 A summary of the current funding position for the 'Reviving Victoria Park - the people's park in Portsmouth' project is summarised as follows:

| Source of Funding | Description | Value (£) |
|---|--|------------------|
| Portsmouth City Council | Capital programme (corporate reserves) | 227,000 |
| Other public sector | Charles Dickens and St Thomas ward CIL, green energy investment, section 106 contributions | 123,050 |
| Private donation - Trusts/Charities/Foundations | Trees for Cities | 22,000 |
| Increased management and maintenance costs | £15,000 for 5 years | 75,000 |
| Volunteer time | Volunteer time contribution | 238,420 |
| NLHF Grant | | 2,273,000 |
| Total Project Income | | 2,958,470 |

4 Reasons for recommendations

4.1 NLHF will not give permission to start the project unless the applicant, Portsmouth City Council, has accepted all the terms and conditions set out by NLHF outlined above and has the necessary authority from the Cabinet Member as outlined in the schedule of the Additional Grant Conditions which forms part of the award of grant letter from the NLHF dated 3 December 2021.

- 4.2 NLHF requires that the applicant Portsmouth City Council, the authority acting as accountable body, is to submit the minute recording the decision of the Council to authorise acceptance of the terms of the grant. This is effectively a minute of the Council's approval of recommendations and that approval should follow a full consideration of all the standard terms of the grant offer, including the additional grant conditions.
- 4.3 The NLHF require formal documentation of the council's decision within 28 days of the date of the Grant Notification Letter. Permission has been sought from the NLHF that the city council may align this with the scheduled meeting cycle and provided following the 8 February 2022 Cabinet Member Decision meeting.
- 5. Integrated impact assessment**
- 5.1 An Integrated Impact Assessment report is attached in Appendix C.
- 6. Legal implications**
- 6.1 The Cabinet Member for Culture, Leisure and Economic Development has responsibility within their portfolio for "*Allotments, parks and open spaces, including operational management of agricultural/grazing land*" (Cabinet portfolio responsibilities, Portsmouth City Council Constitution). Victoria Park is owned and operated by the Council and falls within that remit. Accordingly, the Cabinet Member for Culture, Leisure and Economic Development has power, under the executive arrangements in the Council's Constitution, to approve the recommendations in this report.
- 6.2 The delegation to the Director of Culture, Leisure and Regulatory Services is appropriate as that officer retains responsibility under Part 2, Section 5B of the Constitution "to manage the parks and open spaces" which are the responsibility of the Council.
- 6.3 The Heritage Lottery Fund award letter is accompanied by the standard terms and additional grant conditions. These are attached to the cabinet report as Appendix A and B. The Council will be required to comply with the conditions of the grant to receive the funding. The terms and conditions do not appear particularly onerous considering the quantum and source of funds.
- 6.4 As this is grant funding, the Council is required to ensure that the grant is compatible with state aid and subsidy control law and the project team will need to ensure that it monitors compliance and seeks advice from the City Solicitor where necessary.

7. Director of Finance's comments

- 7.1 The financial information is contained within the body of the report. Approval of the recommendations will enable the Delivery Phase of the Victoria Park Project to proceed.

.....
Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix A - NLHF Grant Notification Letter

Appendix B - Standard Terms of Grant and Additional Grant Conditions

Appendix C - 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

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03 December 2021

Our Ref: OL-19-00341

Adrian Rozier
Service Manager - Parks and Open Spaces
Portsmouth City Council
Victoria Park
Anglesea Road
PORTSMOUTH
PO1 3HJ

Dear Adrian Rozier

Reviving Victoria Park - the people's park in Portsmouth

Congratulations, your *Application* has now been assessed, and I am pleased to confirm that we will offer you a *Delivery Grant* of up to £2,273,000.00 (Two Million Two Hundred and Seventy Three Thousand Pounds) (77% of the total approved *Project* work cost of £2,958,470.00) towards the *Delivery Phase* of the above *Project* which is set out in the *Approved Purposes* in part 1 of this letter.

The percentage above is known as your *Grant Percentage*. As your *Approved Project Costs* include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the *Project*. We describe this as the *Payment Percentage* and for your *Project* this will be 84%. More information on this can be found within the *Receiving a Grant* guidance.

Part 1 of this letter deals with the legal aspects of the *Delivery Grant* that we are offering.

Part 2 of this letter sets out how we will work with you during the *Delivery Phase* of your *Project*.

Part 1 – The Legal Section

Project Reference Number: OL-19-00341

Grant Amount Awarded: £2,273,000.00

Grant Contract – made up of:

- *Grant Notification Letter;*
- *Standard Terms of Grant;*
- *Any Additional Grant Conditions;* and
- *Signed Permission to Start Form.*

Grantee name and address:

Portsmouth City Council of
Guildhall Square
PORTSMOUTH
PO1 2AY

Approved Purposes

You will need to deliver your *Project* in line with the proposals set out in your *Application*. We will monitor your progress against the following *Approved Purposes* which we agreed to support:

- Construct a community and volunteer hub building with an outdoor covered space, install a green roof, solar panels and air-source heat pump
- Create a new children's play area, meeting the needs of both disabled and non-disabled children. Construct an outdoor event space with appropriate access and services
- Renovate the aviary, restore the Grade-II listed Centenary Fountain and naval monuments. Repair park infrastructure, including paths and benches
- Reinstate the central tree-lined avenue and graduated planting scheme in the northeast section. Introduce natural flood management measures along the southern route, improve ecological habitats for wildlife along the northern and southern boundaries and introduce wildflower areas
- Install welcome panels at main entrances and interpretation panels across the site, along with rubbing panels, animal sculptures and display area for community artworks.
- Deliver the activity plan as submitted at application, including offering 120 volunteering opportunities, three work experience placements for people with learning difficulties and an apprenticeship
- Produce an evaluation report for the project and install permanent acknowledgement of the grant at the site.

Delivery Grant: Approved Project Costs

The attached Appendix 1 sets out the *Approved Project Costs* to which the National Lottery Heritage Fund has agreed to contribute, along with any partnership funding.

If you spend less on your *Project* than the *Approved Project Costs*, we will reduce the final *Grant* payment. The amount will be in proportion to our *Grant* contribution.

Standard Terms of Grant

We will pay you the *Grant* subject to you complying with:

- the *Standard Terms of Grant* set out in Appendix 2;
- the *Additional Grant Conditions* set out below; and
- the conditions and requirements set out in the document entitled *Receiving a Grant*.

Additional Grant Conditions

In addition to our *Standard Terms of Grant* you must observe the following *Additional Grant Conditions* in respect of the *Delivery Phase* of your *Project*: see **Schedule** below

Grant Expiry Date

You must complete the *Approved Purposes* of your *Delivery Phase* and submit your *Completion Report and Final Payment Request* form and *Evaluation Report* by 31 Mar 2026.

Term of the Grant Contract

The *Grant Contract* will last from *Permission to Start* and run for a term of 20 years after *Project Completion Date*.

The following documents define the *Project* for which the *Grant* is offered:

1. This letter;
2. Your *Application* dated 25 Aug 2021; and
3. Documents submitted by you in support of your *Application* including all correspondence we have sent you and all correspondence we have received from you.

Withdrawal of the Grant

We may withdraw the *Grant* if:

- You have already started work on the *Delivery Phase* of your *Project* before we have given you our permission to do so;
- You do not start work on your *Project* within six months of the date of this letter

Part 2 – How we will work with you

The National Lottery Heritage Fund is currently updating our grants management system. The new portal will be easier to use and will offer a better service for all our grantees and applicants. As part of this work we will be moving all our live projects from the current system onto the new one. This includes yours. There is nothing that you need to do in advance of this and you can continue to submit *Permission to Start*, *Payment Requests* and *Progress Updates* through the current portal. When your project is ready to be moved to the new system, we will contact you and let you know.

Delivering your Project

You will need to develop your *Project* in line with the proposals set out in your *Application*. We will contact you shortly to arrange a start-up discussion for your *Delivery Phase*, where we will agree a timetable for progress reporting and grant payment requests. More information on this can be found within the *Receiving a Grant* guidance.



You should now carefully read the following related documents:

- *Receiving a Grant*
- *Appendix 2: Standard Terms of Grant*

You are required to:

1. obtain our *Permission to Start* the Project;
2. submit *Progress Reports* at intervals agreed at *Permission to Start*;
3. request your *Grant*;
4. provide a *Completion Report and Final Payment Request* form and an *Evaluation Report* when you have finished your *Project*; and
5. procure goods, works and services in accordance with the *Receiving a Grant* guidance.

Obtaining Permission to Start your Project

We will only give you our *Permission to Start* when certain pre-conditions, defined in the *Receiving a Grant* guidance, have been satisfied. The forms that you will need for requesting *Permission to Start*, requesting your *Grant*, reporting on your progress and providing your *Completion Report and Final Payment Request* form should be accessed and submitted via your online account, in the same way that you submitted your *Application*. You will need to submit your *Permission to Start* form within **six** months of the date of this letter.

For us to pay your *Grant* by bank transfer (BACS), we need to see a copy of a recent bank statement (within the last three months), or a cheque or paying-in slip for the relevant account, showing the bank's name and address.

Please note that your *Permission to Start* Form will be released to your online account within 5 working days of this letter. Please contact your Investment Officer, Sophie Button, if you need to access the form any earlier than this.

Sophie Button
Senior Investment Manager
Direct Line: 07790 375440
Email: Sophie.Button@heritagefund.org.uk

We wish you every success with your *Project*. Please contact your Investment Officer Sophie Button if you have any queries arising from this letter.

Yours sincerely

Sophie Button
Senior Investment- London and South

Appendix 2: Standard Terms of Grant

National Lottery Grants for Heritage

Standard Terms for Delivery Grants of £250,000 to £5 million

Definitions:

'we', 'us', 'our' – the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund).

'you', 'your' – the organisation(s) awarded the *Grant* as set out in the *Grant Notification Letter* and any organisation which agrees to be a joint grantee and to comply with the *Grant Contract*.

Additional Grant Conditions – any additional grant conditions set out in the *Grant Notification Letter*.

Application – your completed *Application* form and any documents or information you send us to support your request for a *Delivery Phase* grant.

Approved Purposes – the *Approved Purposes* summarise the *Project* described in your *Application* which comprises the *Delivery Phase*.

Approved Usage – how you said you would use the *Property* in your *Application* (allowing for any changes that we may have agreed up to the release of any of the *Grant*).

Delivery Phase – the implementation of the capital and/or activity phase of the *Project*.

Digital Outputs – all material with heritage content created in or copied into a digital format by or for you in connection with the *Project*.

Evaluation Report – the report you must send us before we pay the last 10% of the *Grant* telling the story of the *Project*, its achievements and lessons learned.

Grant – the amount set out in the *Grant Notification Letter* for the *Delivery Phase*.

Grant Contract – made up of the

- *Grant Notification Letter*;
- *Standard Terms of Grant*;
- *Any Additional Grant Conditions*; and
- *Signed Permission to Start Form*.

Grant Expiry Date – the date by which you must achieve the *Approved Purposes* as



set out in the *Grant Notification Letter* and by which you will make the final drawdown of the *Grant*.

Grant Notification Letter – the letter confirming our *Grant* to you.

Other guidance – all other guidance relevant to the Project on our website including:

- Activity plan or Area action plan
- Conservation Plan Guidance
- Evaluation Guidance
- Good Practice Guidance
- Management and Maintenance Plan Guidance
- Procurement Guidance
- Understanding your Heritage
- Viability and Development Appraisal Guidance

Outcomes - we describe the difference we want to make with our funding through a set of nine Outcomes. Outcomes are changes, impacts or benefits that happen as a direct result of the Project. All of the projects we fund will achieve one or more of these Outcomes.

Permission to Start Form – the form you submit to us requesting permission to start the *Project*.

Permission to Start – our written confirmation that you may start the *Project*.

Programme Application Guidance – the document setting out the scope of the programme and how to apply.

Project – the purposes we have approved as set out in the *Application* (taking account of any changes we and you have agreed in writing up to the date of our decision to award you the *Grant* and any changes that we tell you about in the *Grant Notification Letter*). These purposes are sometimes described as *Approved Purposes* and include you getting and using partnership funding as set out in the *Application* and how you said you would use the *Property* (if any).

Project Completion Date – the date of the letter we send you letting you know that the *Project* is recorded as complete.

Property – any property that you buy, create, receive or restore, or property that is otherwise funded by the *Grant* including *Digital Outputs*, intellectual property rights and any documents that you produce or order as part of the *Project*.

Receiving a Grant – the guidance we publish to explain how we will pay the *Grant*, monitor the Project and agree changes to the *Grant*.

Standard Terms of Grant – the standard terms set out herein.

Term of the Grant Contract – the duration of the *Grant Contract* set out in the *Grant Notification Letter*.

Third Party – any owner of *Third Party Property*.

Third Party Property – any property identified in the *Application* that belongs to or is controlled by a *Third Party*.

Third Party Ownership Requirements – the requirements set out in the *Programme Application Guidance* and *Receiving a Grant* relating to the contractual arrangements we expect you to enter into with a *Third Party*.

Achieving the Approved Purposes

1. You must use the *Grant* only for the *Approved Purposes*, unless you get our approval beforehand.
2. You must not start work to achieve the *Approved Purposes* before *Permission to Start*.
3. You must achieve the *Approved Purposes* and make your final Grant drawdown by the *Grant Expiry Date*.
4. You must use the *Property*, or allow it to be used, only for the *Approved Usage* during the *Term of the Grant Contract*.
5. As well as these *Standard Terms of Grant*, you must follow the *Additional Grant Conditions* (if any) set out in the *Grant Notification Letter*, address any issues we identify in the course of monitoring, and meet the requirements set out in the *Programme Application Guidance*, *Receiving a Grant*, the guidance we have about acknowledging your grant on our website, and any other guidance published on our website which is relevant to the *Project*.
6. You must carry out the *Approved Purposes* in line with current best practice in your area of heritage and to a standard that is appropriate to a project of importance to the national heritage. You must follow all legislation and regulations that apply.
7. You acknowledge that the *Grant* comes from public funds. You must continue throughout the *Approved Purposes* to ensure the *Grant* is compatible with state aid and subsidy control law meaning:



- a. the law embodied in Articles 107-109 of section 2, Title VII of the Common Rules on Competition, Taxation and Approximation of Laws of the Treaty on the Functioning of the European Union; or
 - b. any domestic law which replaces such state aid law following the UK's exit from the European Union such as the principles set out in Chapter 3 (Subsidies) of Title XI (Level Playing Field) of the Trade and Cooperation Agreement, the World Trade Organisation Agreement on Subsidies & Countervailing Measures, the Northern Ireland Protocol and any other World Trade Organisation or Free Trade Agreement that applies to your project.
8. You must maintain appropriate records of compliance with the state aid and subsidy laws and must take all reasonable steps to assist us to comply with any requirements and respond to any subsidy control challenge or investigation(s) instigated by the European Commission (or its domestic successor) into the *Grant* or any equivalent regulatory body as the case may be.
 9. In the event that the *Grant* is deemed to be unapprovable state aid or subsidy, this constitutes a breach of our *Standard Terms of Grant* and you will be required to repay the entire *Grant* without delay together with compound interest from the date on which the unlawful aid was at your disposal until the date of its recovery.

Project monitoring

10. You must give us any progress reports, financial or other information and records we may need from time to time on the *Grant*, the *Property*, the *Approved Purposes* (and achieving them) and the *Approved Usage*.
11. You must allow us (or anyone we authorise) to have any access we may need to:
 - a. inspect the *Property* and any work to it;
 - b. monitor the conduct and progress of the *Approved Purposes*; and
 - c. monitor the *Approved Usage*.

In these cases we will give you notice. You will report on the progress of the *Project* at times agreed with us.

12. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud measures.
13. We will monitor the progress of the *Project* and will carry out checks during, at and after the end of the *Project* to confirm that it is delivering the *Outcomes* expected. If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 11, you must take those recommendations into account when meeting your obligations to us.
14. You must take appropriate steps to monitor your own success in achieving the *Approved Purposes* and in using the *Property* for the *Approved Usage*. On completing the *Project*, you must submit your *Evaluation Report* before we will release the final *Grant* payment.
15. You must provide us with the web address or addresses (URL/s) of the site or sites that will host your Digital Outputs for the specified length of time, and update these if materials are relocated. For projects where materials are located across a range of sites, the URL of an online index page is required.

Procurement

16. Before you start any phase of the work needed to achieve the *Approved Purposes*, you must put in place all necessary contracts with appropriately qualified contractors and professional advisers to allow you to finish that phase of the work. Building contracts must contain a clause which allows you to retain part of the contractors' fees on practical completion of the works. If you want any contracts to be on different terms, you must get our approval beforehand.
17. If the *Approved Purposes* involve buying goods or services or getting work done, you must carry out a tendering exercise in line with the requirements set out in the *Receiving a Grant* and Procurement Guidance available on our website.

Property

18. You must continue to own the *Property* and keep exclusive control over what happens to it. Other than as permitted under paragraph 28 (*Digital Outputs*), you must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. If we give you our approval, it may depend on any of the following requirements.



- a. that you pay us a share of the net proceeds of selling or letting the *Property* within one month of parting with the assets or other goods;
- b. that you sell or let the *Property* at its full market value;
- c. any other conditions we think fit.

We may claim from you an amount in the same proportion to the sale price as the *Grant* is to the original cost of the *Approved Purposes*, or the portion of the *Grant* spent on the assets or goods concerned, whichever is the greater. If you applied for the *Grant* in accordance with the Heritage Enterprise *Application Guidance* the share of the proceeds of share to be paid to us will be calculated in accordance with the formula set out in Part three: Receiving a grant. You must pay whatever we decide is appropriate in the circumstances. We may decide not to ask you to repay the *Grant* (or any part of it as we think fit) for any reason but it is for us to decide that.

19. You must maintain the *Property* in good repair and condition. If the *Approved Purposes* include creating, repairing or restoring property, you must maintain the *Property* in good repair and condition after the work has been done. If the *Approved Purposes* include the preparation of a maintenance and management plan or a conservation plan, you must maintain, manage or conserve the *Property* in accordance with the version of the relevant plan that we have approved.
20. You must insure the *Property* to the standard set out in (and use any proceeds of the insurance in line with) the *Programme Application Guidance* and *Receiving a Grant*.
21. You must keep any objects or fixtures that form part of the *Property* in a physically secure and appropriate environment.
22. You must tell us, in writing, within five working days about any significant loss or damage to the *Property*.
23. You must arrange for the general public to have appropriate access to the *Property*. You must make sure that no person is unreasonably denied access to the *Property*.
24. If the *Approved Purposes* involve using part of the *Grant* to buy, receive, create,



restore, conserve or otherwise fund *Third Party Property* you must comply with our *Third Party Ownership Requirements*.

Publicity and acknowledgement

25. We may make the purpose and amount of the *Grant* public in whatever way we think fit.
26. Once we have announced the *Grant*, you must acknowledge the *Grant* publicly in line with the requirements set out in the guidelines on our website. You must meet any other acknowledgement or publicity requirements we may tell you about from time to time. Before we make any public announcement of the *Grant*, you must not issue any public statement, press release or other publicity in relation to the *Grant* or which refers to us, other than in a form we have approved beforehand.
27. You must also provide us with digital images in electronic format of the *Project* or hard-copy photographs or transparencies. You give us the right to use those you provide us with at any time, including putting them into a digital format and altering them. You must get all the permissions required for you and us to make use of them before you use them or send them to us.

Digital outputs

28. You agree to:
 - a. grant us a non-exclusive, royalty free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind for the Term of the Grant Contract;
 - b. apply a Creative Commons Attribution 4.0 International (CC BY 4.0) Open Licence or equivalent, to all grant funded Digital Outputs, with the exception of code and metadata, and not including public domain assets or non-original digital reproductions of public domain assets (see below).
 - c. clearly identify and apply Creative Commons 0 1.0 Universal (CC0 1.0) Public Domain Dedication, or equivalent to:
 - i) code and metadata created in the course of the project; and



ii) Public domain assets or non-original digital reproductions of public domain assets

- d. obtain and maintain in force all authorisations of any kind required for you to apply the relevant Open Licence or Public Domain Dedication (CC BY 4.0 or CC0 1.0).
- e. contract to the effect that any creation by you or on your behalf of material which forms Digital Outputs is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner agrees that material may be shared under a CC BY 4.0 Open Licence or equivalent.;
- f. ensure that the Digital Outputs are kept up-to-date, function as intended and do not become obsolete before the twentieth anniversary of the Project Completion Date.
- g. comply with these Standard Terms of Grant in relation to the digital files that make up the Digital Outputs for the period agreed in the Grant Notification Letter. For the avoidance of doubt, this includes ensuring free and unfettered online access to the Digital Outputs. You must not release your project's Digital Outputs on other terms without our prior written consent.

Grant payment and repayment

29. We will, up to the *Grant Expiry Date*, pay you the *Grant* or any instalment of it in line with these *Standard Terms of Grant* and the procedures explained in *Receiving a Grant* as long as:

- a. the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and
- b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the *Approved Purposes* in line with these *Standard Terms of Grant* and that you are spending the *Grant* in proportion to any other funds you receive from other sources for the *Approved Purposes*.

30. You acknowledge that the *Grant* is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.

31. You must repay to us immediately any *Grant* that we have paid you (and we will



stop any future instalments of the *Grant*) if:

- a. you no longer operate, or you are declared bankrupt or placed into administration, receivership or liquidation;
 - b. you have, in our opinion, given us fraudulent, incorrect or misleading information;
 - c. you have acted negligently in any significant matter or fraudulently in connection with the *Approved Purposes* or the *Approved Usage*;
 - d. any competent authority directs the repayment of the *Grant*;
 - e. there is a significant change in your status;
 - f. you knowingly withhold information that is relevant to the content of your *Application*;
 - g. you do or fail to do anything that brings us or the National Lottery into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you;
 - h. you fail to make good progress with the *Project* or are unlikely in our view to complete the *Project* or achieve the *Outcomes* agreed with us; or
 - i. you fail to keep to any of these *Standard Terms of Grant*.
32. If you are a commercial organisation and applied for the *Grant* in accordance with the Heritage Enterprise *Application Guidance* you will be required at 5 and 9 years after the *Project Completion Date* to pay us a share of the *Project* net earnings in excess of the projected future income and expenditure which you used to establish the conservation deficit in your *Application*. Such share will be calculated in line with the relevant grant percentage set out in the Grant Notification Letter.
33. If you achieve the *Approved Purposes* without spending the full amount of the *Grant*, you must pay back the part of the *Grant* you have not spent. We will treat you as spending the *Grant* in proportion to other funds you were due to receive from other sources for the *Approved Purposes*.
34. If you sell or otherwise part with all or part of the *Property* without our permission under paragraph 18, or you receive money in some other way as a result of you not



following these *Standard Terms of Grant*, you may have to pay us immediately a share of the net proceeds if that share is more than the amount we would otherwise be entitled to under paragraph 31.

General terms

35. You may not, and must not claim to, transfer the *Grant* or any rights under these *Standard Terms of Grant*.
36. You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these *Standard Terms of Grant* and to give us the rights granted to us under them.
37. If there is more than one of you, any liability under these *Standard Terms of Grant* will apply to you all together and separately.
38. We may rely on any of our rights under these *Standard Terms of Grant* at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these *Standard Terms of Grant*.
39. If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these *Standard Terms of Grant* if we (or anyone we authorise) give it to you in writing.
40. Any notice, request or other document we or you send to each other under these *Standard Terms of Grant* shall be in writing and shall be deemed to have been given if personally delivered by hand or post (first class postage pre-paid) to the address for service of the relevant party. If hand delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5 pm on any working day they shall be deemed received on the next working day) and if posted all such communications shall be deemed to have been given and received on the second working day following such posting.
41. Any documents you need to send us under these *Standard Terms of Grant* are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.
42. The *Term of the Grant Contract* will last for the period set out in the *Grant Notification Letter*.

International House
1 St Katharine's Way
London E1W 1UN

Telephone
020 7591 6000

Textphone
020 7591 6255

Website
www.heritagefund.org.uk



43. These *Standard Terms of Grant* cannot be enforced by anybody other than you or us.

SCHEDULE

Additional Grant Conditions

For the purposes of these Additional Grant Conditions, “the Property” means Victoria Park, 3 Stanhope Rd, Portsmouth PO1 3HJ and the following definitions apply in addition to those in the Standard Terms of Grant:

1. Local-Authority Grantee

- a. Within 28 days of the date of the Grant Notification Letter, you must send us a certified copy (signed to confirm it is a true copy) of the document recording your decision (or the decision of the relevant properly constituted committee, executive or authorised officer) authorising you to accept the Terms of Grant, together with a statement containing the information set out below. The statement must include the following information:
 - i. the power (statutory or otherwise) you have and which you have used to accept the Terms of Grant;
 - ii. an extract of that part of your policy framework under which you have accepted the terms of grant;
 - iii. the executive arrangements under which your decision to accept the Terms of Grant was made;
 - iv. the considerations that you took into account in using the powers and the procedure under which any consultation took place and the decision was made;
 - v. the authority under which the Declaration forming part of the Application has been signed on your behalf.
- b. Without affecting [clause 36] you must (if we think it is necessary) confirm your decision in whatever way we direct. Within seven days of confirming, you must send us evidence of this.
- c. We may withdraw the Grant (after considering the matters referred to above) if we are not satisfied that the Terms of Grant are valid and binding on you.
- d. Within 21 days of sending us the document and information needed under paragraph 1.1 (or evidence of the confirmation of the decision in line with paragraph 1.2), we may ask that you get the written opinion of a barrister, in a form satisfactory to us, asking for his or her opinion on whether:
 - i. the powers you are relying on in accepting the Terms of Grant do allow you to enter into these arrangements;
 - ii. you have followed correctly all procedural requirements in using those powers and have acted in a reasonable and proper way; and
 - iii. you have taken account of only, and all, relevant considerations in using those powers.

You must send us the barrister's opinion and make sure that it is addressed to us as well as to you. You must also make sure that the barrister confirms we may rely on his or her opinion for our own purposes.

- e. You acknowledge that neither any documents or information that you send us, nor the fact that we may then have paid you part of the Grant, will affect our right to rely on the promise in paragraph 1.6 below.
- f. You promise that:
 - i. you have the authority to accept the Terms of Grant;
 - ii. in using that authority you have acted in good faith, in a reasonable and proper way, for a proper purpose, without breaking any procedural requirement and in considering only (and all) relevant considerations, and;
 - iii. your decision to accept the Terms of Grant is one that any reasonable local authority (applying the laws that are relevant to it) could have reached.
- g. Within one month of the end of each of the 10 years after you finish the work, you must send us detailed accounts, certified by your chief finance officer, showing the funding and resources you used on the Property in the year before.

2. Restriction on Title

- a. Within 28 days of the date of Permission to Start, you must apply to the Land Registry for a restriction to be entered using the following wording:

"No disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the Trustees of the National Heritage Memorial Fund of Mezzanine Floor (North), International House, St Katharine's Way, London E1W 1UN or their conveyancer."

- b. Your solicitor must forward us updated Office Copies as soon as the restriction has been registered at HM Land Registry.

3. Letting Clause

- a. Despite clause 15 of the Standard Terms of Grant, you may lease or let part or parts of the Property for purposes which are consistent with the Approved Usage and for any periods we have first approved. However, the leases or lets must always be at a full market rent and you must use the rental income for the purpose of carrying out the Approved Purposes or generally for the benefit of the Property.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

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

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Parks and Open Spaces

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

Reviving Victoria Park - the people's park in Portsmouth (subject to grant award by National Lottery Heritage Fund).

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

- ☒ Existing
- ☐ New / proposed
- ☐ Changed

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

Based on extensive local consultation and support, the project will restore, improve, uncover and celebrate the park's heritage. It will create an inclusive, engaging and educational activity hub and greenspace, supported by accessible infrastructure for all to enjoy.

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?

Consultation undertaken during the development phase has attracted over 2,500 engagements with local people, groups, schools, colleges and other stakeholders. We have brought together a hugely diverse and truly representative group of stakeholders which helped shape our target audiences. We have generated enormous enthusiasm and support for our project and proposals. The proposed project outcomes and activity programme is grounded on this engagement work.

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 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?

Co-design has led to greater sense of ownership of project outcomes and will increase use of this public space. Additional lighting and community art project to dark tunnel entrance, linking the park to Guildhall Square. Building will have security measures fitted to protect vulnerable components.

How will you measure/check the impact of your proposal?
Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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 or go to:

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

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

The park already plays an important part in local residents health and wellbeing. The project will deliver many new opportunities for public enjoyment, inclusivity and accessibility, engaging in new activities, wellbeing, and socialising through the wide range of outcomes shown on the development plan.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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?

Initial workshops established the priority audiences for the project and these were confirmed through the project consultation. These reflect the aims of the project to develop creative ways to engage more local people with heritage and address issues of deprivation, inclusion and wellbeing. Our target audiences are:

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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?

Partnerships with community groups, residents and the education sector will deliver activities that inspire, educate and involve a diverse range of individuals and groups.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

Measuring the change in demographic of visitors, participants, volunteers and staff over time. Feedback from park users and partners.

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 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?

Promoting green travel routes to access the park.
New building will have air source heat pump and PV panels fitted.
Introduction of recycling provision. On-site green waste composting / recycling.

How are you going to measure/check the impact of your proposal?
Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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?

A new publicly accessible building in the park will likely increase energy and water use. Implementing good design practice and the measures referred to in B1, will help maximize use of renewable energy sources.
Separate collection of plastic bottles and metal cans means these materials can be recycled and reduce the volume that goes to general waste.

How are you going to measure/check the impact of your proposal?
Page 79
Interpretation near the new building will share our site-wide green efforts to inspire our

visitors to think about similar changes they could make.

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 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?

Th project will mitigate the impact of climate change induced flooding by introducing natural flood management along the southern route and implementing a green roof on the hub for sustainable drainage.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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?

Increase biodiversity by creating new habitats, including bee-friendly wildflower meadows and relaxing the mowing regime to improve bird, bat and insect habitats. Our planting plans include replacing resource-intensive bedding plants with more sustainable, drought-tolerant mixed herbaceous planting. We will introduce onsite composting facilities and provide recycling bins.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

Volunteer support towards maintenance of the park will form part of the ongoing evaluation.

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 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?

New tree planting to reinstate the central tree-lined avenue and at other identified locations in the park

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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?

By creating an attractive and inclusive park close to inner city communities, local residents will not need to drive out of town to access green space, helping to reduce transport-related carbon emissions. We will use our website and promotional assets to encourage green journeys, such as walking, cycling, bus and train travel, and are reinforcing this with increased bike rack provision.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

B - Environment and climate change

Yes

No

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 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?

Introduction of recycling provision in open spaces supports the city council's objective to increase recycling and reduce general waste. Separate messaging encourages residents and visitors to take their waste home, where the cost of collection and processing is reduced.

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

Collections from recycling bins are being monitored for volume, frequency and acceptability.

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 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?

Victoria Park is a Grade II Registered Park and Garden with 9 Grade II listed monuments including the Centenary Fountain, HMS-Shah, HMS-Orlando, HMS-Victoria, HMS-Centurion, HMS-Powerful, HMS-Active, Charles Napier and HMS-Royal Sovereign monuments. In the past, a lack of understanding has led to insensitive interventions and poor quality repairs to listed structures. During development we have undertaken further condition surveys and have worked with Monuments and Memorials and Conservation Planning Officers to agree a sensitive approach to the restoration work needed. This includes stonework repairs, removal of inappropriate marble additions, delicate steam cleaning to remove algae and pollution deposits, and improved tree management. This moderate approach to heritage intervention will protect and preserve assets for future generations to enjoy and also retain their stories of change over time. The park will have a dedicated space for hosting a variety of free and paid for festivals, fairs, music events and activities throughout the year.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

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 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?

Community Engagement Officer for a further 4 years.

A new full time Volunteer and Training Coordinator will be in post by April 2022, on a 4 year contract. A Level 2 Horticultural Apprentice will be in post by Sept 2022 until Dec 2024.

We are committed to using the project as a means to increase aspiration locally through education and employment initiatives. Full details can be found in the Activity Plan.

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

Project is monitored and reported on throughout the delivery phase as a condition of grant funding.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk 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?

High quality parks contribute to the cultural life of the city and help to make Portsmouth a desirable place to live, work and visit. Victoria Park is an essential 'green lung' in the heart of the city and a key component in the future development plans for the city centre.

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

Q8 - Who was involved in the Integrated impact assessment?

Adrian Rozier - Service Manager for Parks and Open Spaces

This IIA has been approved by: Stephen Bailly

Contact number: x 4399

Date: 12 January 2022

Agenda Item 7



Title of meeting: Cabinet Member for Culture, Leisure and Economic Development Decision Meeting

Date of meeting: 8 February 2022

Subject: Silver Exhibition Progress Report

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: ALL

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To provide a report on progress developing the Silver Exhibition to take place at Portsmouth Museum and Art Gallery from May 2022 until February 2023.

2. Recommendations

- 2.1 **That progress developing the exhibition and securing of funding is noted**
- 2.2 **That preparations developing the exhibition and programme continue**

3. Background

- 3.1 Portsmouth has long been recognised as having one the most significant collections of Civic Silver in Britain outside of London. The oldest object, the Bodkin Cup, dates from the 1520s and predates the sinking of the Mary Rose.
- 3.2 The Queen's Platinum Jubilee in 2022 provides an opportunity to showcase the collection publicly and an exhibition of Portsmouth's Civic Silver is in development, to open in late May 2022. The exhibition will explore 500 years of Portsmouth's history including its links with the crown, the armed forces and the wider world.
- 3.3 The exhibition is being co-curated by James Daly (Cultural Development and Projects Officer) and Susan Ward (Curator of Art), with support from the wider Museums team and the Lord Mayors team.
- 3.4 The exhibition will also include a number of loans from the Royal Navy Trophy Fund, which reflect Portsmouth's long and close association with the Royal Navy as well as the 40th Anniversary of the Falklands War. Other loans will include Charles

II's marriage certificate on loan from Portsmouth Cathedral, and the Seymour Salt from the Company of Goldsmiths, which was presented to Charles II's wife Catherine of Braganza by the Corporation of Portsmouth in 1662.

- 3.5 The project has so far attracted £27,450 of funding from four different sources:
- £2,000 from the Silver Society to fund professional photography and digitisation of the collection
 - £5,000 from the Decorative Art Society for a new high specification display case
 - £5,000 from the Company of Goldsmiths for gallery workshops
 - £15,450 from the Paul Mellon Centre for a new publication, a one-day conference, specialist talks and a significance assessment of the collection
- 3.6 A funding application is also being prepared to submit to the National Lottery Heritage Fund. This application is for £34,500 and would include a part time Digital Engagement Officer, a resident Play Practitioner, a tactile interactive, replica Lord Mayors and Town Crier's robe for children to try on and staff training. We also submitted an Expression of Interest to Portsmouth Cultural Education Partnership to fund digital learning materials.
- 3.7 The content development process for the exhibition has identified six storylines for the exhibition:
- Tudor and Stuart Portsmouth - a group of objects from around 1540 to 1640 which tell the story of the early development of modern Portsmouth
 - Civic Pride - the collection has many objects related to the development of Portsmouth during the Nineteenth and early Twentieth Centuries
 - Armed Forces - objects donated to the city by naval and military units
 - International links - objects donated to the city by some of our Twin and Sister cities
 - Royal Navy - objects on loan from the Royal Navy Trophy Fund
 - People and Silver - objects mainly from the city's museum collections that tell the story of how people have used silver in their lives over thousands of years
- 3.8 The whole Civic Silver collection has been professionally photographed. These images will be used in the new publication but will also be available for other uses, for example by the Lord Mayor or for retail. The images of the collection will also be made available online.
- 3.9 Storylines have been developed and objects chosen, including silver objects and other supporting material such as paintings, photographs, film and archive material. The interpretation for the exhibition will be engaging, accessible and relevant, building on lessons developed during the content development process for The D-Day Story. Stories will be aimed at either children, young people or families.
- 3.10 A Marketing Plan is currently in development aimed at local audiences and specialist audiences further afield. The project will also include a social media plan and a variety of outdoor media, print in specialist magazines, digital marketing and



promotion of the events and activities programme. We have arranged a media launch for March 2022.

- 3.11 The exhibition will be supported by a rich and varied programme aimed at a wide range of audiences, drawing not only on the silver objects but also the themes that they represent and the wider stories that they tell. We have received funding from the Company of Goldsmiths to support gallery workshops and as part of this we anticipate working with local silversmiths to showcase Portsmouth's contemporary creative sector.
- 3.12 The project has enabled us to develop partnerships with sector bodies, including the Silver Society and the Company of Goldsmiths. We have also been liaising closely with the Royal Navy Trophy Fund and colleagues at the University of Portsmouth. Our engagement with partners and stakeholders suggests that the exhibition will be of great interest to both local communities and specialists further afield. The Co-Curators have been invited to give a lecture on the exhibition to the Silver Society at the Society of Antiquaries in March 2022, and we have already received bookings for specialist groups to visit the exhibition.
- 3.13 The project has also enabled us to carry out new research on both the civic silver collection and our museum collections and has identified new information about a number of the objects, as well as supporting information. The collection has been inspected by the President of the Silver Society, Timothy Schroder, who is one of the country's leading silver historians.
- 3.14 The exhibition is due to open in late May 2022 with a media launch in March 2022. Work will continue developing the content and interpretation, writing and editing the new publication, developing the programme and marketing and installing the exhibition.

4. Reasons for recommendations

- 4.1 The exhibition and accompanying programming will be an opportunity for residents and visitors to explore the theme of 'Portsmouthness' as outlined in the draft Museums Strategy.
- 4.2 The exhibition will share an important collection with residents and visitors. The Civic Silver collection has not been on public display for many years. It is of national significance and provides an excellent platform for programming and partnerships.
- 4.3 The exhibition is part of the city's wider Platinum Jubilee offer and will encourage residents and visitors to explore Portsmouth's relationship with the crown, the armed forces and the world.
- 4.4 The exhibition will also contribute to the City Council's and our partners wider aspirations for culture and creativity in the city by showcasing Portsmouth's heritage, culture and contemporary creatives.

5. Integrated impact assessment

5.1 IIA attached at appendix 1

6. Legal implications

6.1 There are no significant legal implications arising from the recommendations in this report. However, it is anticipated that the loan of items and the award of grant funding to the Council related to the exhibition will be subject to specific terms and conditions which will need to be noted and complied with.

7. Director of Finance's comments

7.1 Recommendations and costs associated with the Silver Exhibition will be met from grant funding and existing cash limits.

.....
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

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 & Regulatory Services

Service, function:

Culture & Leisure

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

Silver Exhibition

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 deliver an exhibition showing the city's civic silver collection, opening in May 2022 at Portsmouth Museum & Art Gallery.

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?

★

In thinking about this question:

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

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk 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 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 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 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 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?

Although the content is still being developed, the exhibition will include themes that explore multiculturalism in the city, the role of faith groups and our links with twin and sister cities.

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

We will evaluate the exhibition, gather feedback from visitors and monitor reviews on social media and online.

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 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 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 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 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 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 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?

B - Environment and climate change

Yes

No

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 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 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 exhibition will display objects from Portsmouth's nationally significant civic silver collection, along with loans from the Royal Navy, Portsmouth Cathedral and the Company of Goldsmiths. It will be displayed in an audience-focused manner, drawing on the rich and diverse stories told by the objects on display.

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

We will evaluate the exhibition, ask visitors for feedback and monitor responses on social media and online. At the conclusion of the exhibition we will produce 'lessons learnt' to inform future projects.

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 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 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?

We hope that the exhibition will draw visitors from inside and outside of the city, and showcase Portsmouth's creative and cultural industries as part of a wider programme for the Queen's Platinum Jubilee. It will be marketed inside and outside of the city.

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

We will monitor visitor numbers, and gather post codes for analysis.

Q8 - Who was involved in the Integrated impact assessment?

James Daly, Cultural Development and Projects Officer

This IIA has been approved by: Stephen Baily

Contact number: x 4399

Date: 6 January 2022

Agenda Item 8



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(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 Detectives - Conan Doyle Collection |
| Date of meeting: | 8 February 2022 |
| Report by: | Director of Culture, Leisure and Regulatory Services |
| Wards affected: | All |

1. Summary

- 1.1 This report sets out to inform the Cabinet Member of the Arthur Conan Doyle Collection's recent successful £100,000 Arts Council funding application 'The Detectives'. It details the overall project and the first successful immersive projection project 'Illusions of Mystery' delivered in Central Library, as a part of the We Shine event.

2. Purpose of the report

- 2.1 To update the Cabinet Member on the details of the Arts Council funded project 'The Detectives'.
- 2.2 To share with the Cabinet Member the first Detectives' project - Illusions of Mystery, part of the We Shine event
- 2.3 To show how the Conan Doyle Collection is building on its extensive experience with volunteers in a formal project to showcase the positive outcomes it can achieve.

3. Background

- 3.1 The Arthur Conan Doyle Collection - Lancelyn Green Bequest is the tangible result of Richard Lancelyn Green's lifelong interest in Conan Doyle and his work. The Collection testifies to the worldwide interest in Arthur Conan Doyle and Sherlock Holmes over the last century and to the wide range of Conan Doyle's interests.

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- 3.2 Since the Conan Doyle Collection arrived in Portsmouth in 2004, there has been a huge amount of volunteer involvement. From the initial cataloguing, through to volunteers being involved in more outreach activities from 2011 onwards, such as updating social media sites and the website, helping at events, writing study packs and researching for various outreach projects. Volunteers have become an integral part of delivering the Conan Doyle Collection to members of the public in various ways.
- 3.3 Volunteers have come from all backgrounds and walks of life. Most volunteers seeking work based experience have left their voluntary roles to take up paid employment or other voluntary roles to further enhance their skills.
- 3.4 There have been a multitude of public events, activities, talks and workshops over the years, usually managed by freelance practitioners, artists and authors along with staff and volunteers supporting. Although this has been positive, it is has often been a one off or short experience showcasing a small section of the Conan Doyle Collection.
- 4. The Detectives, Arts Council funding**
- 4.1 Funding for a two-year project was sought from the Arts Council's Library fund, looking at Health and Wellbeing and Culture and Creativity, part of the Universal Libraries Offer but also themes that sit within Portsmouth's 2040 City Vision: A healthy and happy city and A city rich in culture and creativity
- 4.2 The £100,000 application was successful, and work started in August 2021 to recruit people (known as Detectives) who wished to gain work based skills who have a disability or learning difficulty, come from a substance misuse or mental health background.
- 4.3 It is to give Detectives an opportunity to contribute at their own level to projects or tasks within a Cultural setting, giving Detectives the skills they request to realise their ambitions.
- 4.4 Skills are gained by using the Conan Doyle Collection as a resource to design and deliver projects led by the Detectives and overseen by artists, authors or creatives for the wider public, therefore spreading the word about this amazing Collection.
- 4.5 There has been a Community Development Officer (22.2 hrs) recruited through this project, Alanna Burchett. There will be a total of 7 projects delivered within a

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two-year framework and there are 7 short term, repeated placements with various PCC cultural services, e.g. Museums will take volunteer Detectives on to photograph objects from the collection.

5. Illusions of Mystery - We Shine event

- 5.1 Commissioning a London based projection artist William Lindley to work with a group of Detectives. Three participants with learning difficulties from Enableability and a man with quadriplegic cerebral palsy interested in becoming a projectionist from Salvation Army
- 5.2 This team had 6 weeks to devise and create an immersive light projection show for the We Shine audience demographic, held on the 18, 19 and 20 November.
- 5.3 The team chose Spiritualism and Sherlock Holmes archive images from the collection, learning how to handle archives, risk assess the event, produce their own soundtrack and recreating, manipulating and photographing images, they created an immersive piece called Illusions of Mystery using 6 projectors around the Menuhin Room on the 3rd Floor, Central Library.
- 5.4 There were approximately 600 visitors over the three-night event, with positive feedback: 'Absolutely fantastic - a wonderful immersive experience enhanced enormously by the soundscape'; 'fascinating and unexpected!', 'I stayed for like an hour - loved it, great atmosphere.'
- 5.5 Each participant attended one of the event evenings and two dressed up as Sherlock and potentially will be interested in taking part in Summer of Sherlock, and another participant who is very keen to pursue a career as a projectionist will now start on a separate project in the Menuhin Theatre to realise this ambition, using the Conan Doyle Collection's past talks.

6. The Detectives - next projects

- 6.1 This two-year project will continue with a number of projects:

- Worldwide Doyle Project 2022 & 2023
- Exhibition project 2022 & 2023
- Summer of Sherlock 2022 & 2023
- Letters from the Archive Autumn 2022

Alongside this, there will be placements for volunteers throughout libraries and museums:

- Book of the Month volunteer
- Photographing the Conan Doyle Collection objects

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- 2 x volunteers in front of house roles, museums
- 2 x volunteers in libraries in various roles as required and suited to volunteers' requirements.
- Social media and website volunteers

- 6.2 Each project will have a group of Detectives working with a professional artist or author to deliver the event, exhibition or talk to the wider public. The tasks Detectives will undertake will range from recruiting artists, writing risk assessments, learning a new arts based skill through to supporting more vulnerable volunteers with small steps such as travelling to a new work space, or forming a weekly routine by attending the Central Library.
- 6.3 Each task is set by the individual Detective, and our outcomes will be measured on their achievement of these tasks.
- 6.4 Alongside recruiting Detectives, we are looking to recruit Buddy volunteers to support those who need additional support in volunteering with us.
- 6.5 We aim that all Detective volunteers will have a meaningful and worthwhile experience, engaging in culture in a very hands on way and we will be able to signpost volunteers so they can complete their journeys to other organisations or into paid work or other voluntary roles at the end of their time with us.
- 6.6 Throughout the delivery of this exciting project we will be required to provide regular feedback to Arts Council England on the delivered elements and how these meet the outcomes of the project and will continue to provide updates through the Culture, Leisure & Economic Development meetings going forwards.

.....
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:

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| Title of document | Location |
|-------------------|----------|
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Agenda Item 9

| | |
|-------------------------------|--|
| Title of meeting: | Culture, Leisure and Economic Development Decision Meeting |
| Date of meeting: | 8 th February 2022 |
| Subject: | Library and Archive Charges 2022 |
| Report by: | Director of Culture, Leisure and Regulatory Services |
| Wards affected: | All |
| Key decision: | No |
| Full Council decision: | No |

1. Purpose of report

- 1.1 To review the fines and charges levied by Portsmouth Libraries and Archive Service in the areas of Central Library Room Hire and Portsmouth History Centre charges for services. To make recommendations to simplify the charging model, to reflect changing need and increase charges where benchmarking and commercial factors indicate this is appropriate.

2. Recommendations

- 2.1 **That the proposals provided in Appendix 1 for the increase in room hire charges for the Menuhin Theatre and Room D on the Third Floor Central Library are agreed and implemented from 1st April 2022.**
- 2.2 **That the proposals provided in Appendix 2 for the simplification of the charging model and increase in charges for the Portsmouth History Centre are agreed and implemented from 1st April 2022.**

3. Background

Fines and charges for Portsmouth Libraries and Archives have not been reviewed since 2018 and the proposals in this report seek to simplify and in places increase charges in areas where demand has changed, and pricing needs to be brought in line with that of neighbouring offers.

3.1 Room Hire Charges

The rooms referred to in this document are the Menuhin Theatre and Room D, situated on the Third Floor of Central library. These are now the only rooms available for short term room hire, as the rest have longer term tenants. That is room A, B, E and F. Room C has been re-purposed as a Photographic Store for

the city archive. The pricing model has been simplified by requiring a £25 per hour additional charge for bookings outside of library opening hours. This is essential to ensure that additional staffing costs are covered, when fulfilling a booking. It has removed a complex list of differing charges for evenings, Saturdays and Sundays hirings. The increases in prices approximate to 15% responding to the fact that although prices were reviewed in 2018, they have not increased in 12 years. Some benchmarking has been applied to ensure our charges are in-line with those of similar size spaces and setting. Previously prices were kept low as the service was experiencing difficulty in encouraging customers to book. However, we are now in a market where there is good demand for our rooms.

3.2 Portsmouth History Centre Charges

The review of History Centre charges also seeks to provide a simplified pricing, bringing together charges for digital images from a range of sources and formats. This reflects a growing demand in this area and a need to be able to apply the most appropriate mechanism for capturing the image, at the same cost. Charges also reflect Parochial Church Council pricing, including searching, required to provide Baptism, Marriage and Confirmation Certificates. Research charges have been benchmarked and increased in line with other Archive Services in the region. Transcription, for whatever purpose, will now be charged at the same rate as research, to enable flexibility and avoid dispute over charges.

3.3 Library and Archive Printing Charges

The current charges for A4 black and white print are 10p per sheet and A3 is 20p. These charges for print from digital sources and photocopy have remained constant for more than 15 years. From February 2022 the service will undertake a 2-month printing trial with a commercial company. This will enable print direct from smart devices, removing the need to log on to the library system and locate documents. This is a considerably enhanced service in terms of convenience for customers and enables all library costs to be wrapped up in a single charge. As the demand for print services is increasing for dockets, tickets, documents etc, there are opportunities for Libraries and Archives to provide this additional service to all residents and benefit from some income generation over time. To ensure this initial delivery can be provided within library budgets, charges will be 20p for A4 black and white copy and 40p for A3. Benchmarking indicates that this is in line with charges required by neighbouring library services offering similar services. The trial will be reviewed and if successful, this service will be adopted from April 2022 and the increased charges will be incorporated with other Library and Archive charges.

3.4 Other Library Charges

The service also makes charges related to the loan of items, reservation fees, Braille services and lost items. At this point, no further increase in costs, for these services is required, but all will be reviewed annually.

4. Reasons for recommendations

4.1 Charges for room hire.

To ensure charges are competitive and achieve income to support service budgets. In the case of out of opening hours bookings, to ensure that staff costs are covered and do not have a negative impact on income.

4.2 Charges for the History Centre

To ensure charges are competitive and achieve income to support service budgets. To simplify charges related to the provision of digital images and ensure charging for areas requiring staff time, e.g., research, transcription, document searching, is consistent and clear.

5. Integrated impact assessment

5.1 Integrated Impact Assessment at Appendix 3

6. Legal implications

6.1 Library charges and fines are subject to the Library Charges (England and Wales) Regulations 1991 (the "Regulations") made under section 8 of the Public Libraries and Museums Act 1964 and the proposals in this report are in general accordance with those Regulations.

6.2 Where charges are made in accordance with the Regulations the amount and incidence of the charges are at the discretion of the Council as library authority.

6.3 The Council has a duty under the Regulations to display in a conspicuous place within each library premises occupied by it a notice which is easily readable specifying the library facilities made available by the authority for which it makes a charge in accordance with the Regulations and, in the case of each such facility, the amount of the charge or the basis on which the charge will be calculated.

7. Director of Finance's comments

7.1 The fees and charges have been reviewed taking into account the need to maximise income whilst ensuring that services remain competitive.

.....
Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1 - Portsmouth Central Library Third Floor Room Hire - April 2022

Appendix 2 - Portsmouth History Centre Charges April 2022

Appendix 3 - Integrated Impact Assessment

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

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

| Title of document | Location |
|-------------------|----------|
| | |
| | |

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

Libraries and Archives Fines and Charges - Appendix 1
Portsmouth Central Library Third Floor Room Hire - April 2022
Discounted rate for charities and Portsmouth City Council shown in (brackets)

| | Menuhin Theatre | Room D |
|--|--------------------------|--------------------------|
| Capacity - sq. Feet | 1,536 sq feet | 325 sq feet |
| Capacity - seating (pre-Covid) | 100 | 20 |
| | | |
| Current hourly charge during library opening hours | £30.50 (£18.60) | £8.50 (£6.00) |
| Proposed hourly charge during library opening hours | £35.00 (£21.00) | £10.00 (£8.00) |
| | | |
| Current daily charge during library opening hours | £152.50 (£93.00) | £42.50 (£30.00) |
| Proposed daily charge during library opening hours | £175.00 (£105.00) | £49.00 (£40.00) |
| | | |
| Current weekly charge during library opening hours | £762.00 (£465.00) | £212.00 (£180.00) |
| Proposed weekly charge during library opening hours | £875.00 (£525.00) | £245.00 (£200.00) |

Discounted rate for charities and Portsmouth City Council shown in (brackets)

| | |
|--|--|
| <p><u>Outside of Central Library opening hours, shown below, an additional charge of £25.00 per hour will be added to all room bookings to provide an Attendant to deliver security, access, and support for the duration of the event.</u></p> <p>Availability will be checked before your booking is confirmed.</p> <p>Central Library opening hours are:</p> <p>Monday 9.30 - 17.00</p> <p>Tuesday 9.30 - 18.00</p> <p>Wednesday 9.30 - 18.00</p> <p>Thursday 9.30 - 18.00</p> <p>Friday 9.30 - 17.00</p> <p>Saturday 10.00 - 15.30</p> <p>Sunday Closed</p> | |
| <p>Equipment charges per event:</p> <p>Projector and screen: £15.00 - please confirm if laptop is required</p> <p>Flip chart: £10.00</p> | |

Libraries and Archives Fines and Charges - Appendix 2
Portsmouth History Centre Charges April 2022

| | Current charge | Proposed change | Reason for recommendation |
|---|--|--------------------------------------|--|
| New and increased charges | | | |
| Baptism, Marriage and Confirmation Certificates | £12.00 | £31.00 | To reflect Parochial Church Council fee including search, so all costs are wrapped up in a single charge |
| Research and transcription fees | 30 mins - £14.00 60 mins - £27.00 | 30 mins - £15.00 60 mins - £30.00 | Reflects increasing staff costs (A maximum of 3 hours is offered to customers) |
| Digital/photography and all high-resolution images. For private research Per image* | | £7.00 | Introduced to bring together charges for images via a range of formats |
| Retained charges - no change to price model | | | |
| Scan to CD Rom | £1.00 for CD | Retain | Retained to send large numbers of images - essential for private mail accounts. |
| Postage | £5.00 minimum and additional at cost. | Retain | This is retained as it flexibly encompasses changing postal charges. |
| Prints from microfilm and microfiche - not high resolution | A4 B&W 50p A3 B&W £1.00 | Retain | This is retained as an alternative means of customers obtaining a record or image - cost reflects minimal staff input. |
| Staff supported copying | Black and white A4 50p A3 £1 Colour A4 £1.50 A3 £1.50 | Retain | Staff make the copies for fragile and large books, documents, and maps |
| Photography permits (for whole day use) | £10 | Retain | This was introduced 2015 to enable customers to use their own camera to record images for private use only. |

| | | | |
|--|---|--------|--|
| Images by external provider | At cost | Retain | Passing on the cost of the specialist provider. NB there are likely to be associated staff costs for research etc |
| Deleted charges | | | |
| Vehicle registration log transcription | £14.00 | Delete | Vehicle log and other transcriptions to be included as a charge for staff time - see Research and transcription fees |
| Scanning and photography | 7x5 £5.00 8x6 £6.00 10x8 £7.00 12x10 £10.50 | Delete | Incorporated in digital image charge |
| Email Images | £5.00 | Delete | Incorporated in digital image charge |

*If you are seeking to use images more extensively for publications, print or web, exhibitions, or events, please contact the Portsmouth History Centre to discuss your needs and your project.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

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

Directorate:

Culture, Leisure and Economic Development

Service, function:

Libraries and Archives

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

Library and Archive Charges 2022

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

- ☒ Existing
- ☐ New / proposed
- ☐ Changed

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

To ensure the charges levied for room hire and Portsmouth History Centre services are fair, consistent and easily understood, in order to provide income for the services.

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?

Benchmarking of charges by similar services and LA's in the region. This informed the charges applied.

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 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?

Room hire available to all relevant services to mitigate the impact of crime, with clear charging for out of hours events. Archive support sense of place and community agendas, with improved and simplified process for changing for digital access. Discounted rates for charities and PCC departments.

How will you measure/check the impact of your proposal?
Customer feedback/extent of use/diversity of organizations booking and engaging with services.

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 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?

Neither positive or 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 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?

Room hire available to all relevant services to support health agendas, with clear charging for out of hours events. Archive support health and wellbeing with improved and simplified process for changing for digital access. Discounted rates for charities and PCC departments.

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

Customer feedback/extent of use/diversity of organizations booking and engaging with services.

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 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 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?

Simplified charging policy and room hire will support access to services for all characteristics.

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

Customer feedback/extent of use/diversity of organizations booking and engaging with services.

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 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?

Neither positive or negative impact.

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 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?

Neither positive or 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 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?

Neither negative or positive 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 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?

Neither positive or 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 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?

Modest support by encouraging engagement with digital and on-line services, due to simplified charging model.

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 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?

Neither negative or positive 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?

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 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?

Neither positive or negative impact.

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 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?

Encourage use and access to historic and cultural information and research - simplified pricing structure will encourage use. Also provision of spaces for hire to support cultural agendas.

How are you going to measure/check the impact of your proposal?
Customer feedback/extent of use/diversity of organizations booking and engaging with services.

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 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?

Neither positive or negative impact.

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 or go to:

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

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

Provision of rooms to hire with discounted rates for PCC and charities. History Centre support with enquiry and research.

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

Customer feedback/extent of use/diversity of organisations booking and engaging with services.

Q8 - Who was involved in the Integrated impact assessment?

Jackie Painting, Lindy Elliott

This IIA has been approved by: Lindy Elliott

Contact number: 023 9268 8058

Date: 30/12/21

Agenda Item 10



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

Date of meeting: 8 February 2022

Subject: Access policy for Portsmouth Museums

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 To share the Access Policy for Portsmouth Museums.

2. Recommendations

2.1 That the Portsmouth Museums Access Policy is approved.

3. Background

3.1 Portsmouth Museums is an Accredited museums service. The Accreditation Scheme is the UK museum industry standard, setting out best practice for organisations in the sector. It is administered by Arts Council England. The museum service has full accreditation and expects to be invited to re-apply in spring 2022.

3.2 The museum service recognises the importance of ensuring all residents can access the city's museums and collections. It has a strong commitment to supporting the Council priorities, for example improving health and wellbeing and encouraging everyone to learn and develop skills. It demonstrates the role that culture has to play in supporting these aims.

3.3 To successfully achieve Accreditation: "Your museum must have an access policy or statement approved by your governing body. It should cover how people can see, use, and reference your collection, gain access to your museum buildings and sites, and how you share information about the collection with people. This should include:

- using a variety of interpretative methods to exhibit the collections



- enabling public access to the collections, buildings and sites, and associated information
- the date you'll next review the policy"

This should be supported by an Access Plan that outlines how the museum service will put policy into practice.

- 3.4 The Access Policy proposed is informed by and supports Portsmouth Museums Strategy 2021-2025. Policy statements and the action plan are grouped according to how they contribute to achieving the service's strategic aims and objectives.
- 3.5 The Access Plan is supported by the service's Customer Charter, which outlines best practice in welcoming visitors. All staff and volunteers receive training in the charter. It reflects many of the themes in the Access Policy and demonstrates how it is put into practice.
- 4. Reasons for recommendations**
- 4.1 To successfully achieve Accreditation the museum service must have an Access Policy that is approved by our governing body.
- 4.2 The policy includes an Access Plan that outlines how the policy should be put into practice.
- 4.3. The Policy and Plan consider access in its broadest sense, recognising that barriers to access may be physical, intellectual or social, and outlines how the museum service plans to enable people to overcome these. It acknowledges the 'Social Model of Disability' - that it is the barriers put in place by society that create disability, rather than a person's impairment. The museum service recognises that it has a responsibility not to put people at a disadvantage by its actions.
- 4.4 The Access Policy supports Portsmouth Museums Strategy, which aims for the service to be inclusive and reach all parts of the city and society. For example, it recognises that there are multiple reasons why people may not be able to access the service and its activities, and states that when planning new activities the museum service will carry out research to identify barriers to access.

5. Integrated impact assessment

- 5.1 Integrated Impact Assessment attached at appendix 2

6. Legal implications

- 6.1 The Access Policy and Plan have been prepared with a view to ensuring that the Museums Service meets the relevant standard required by the Arts Council's Museums Accreditation Scheme.
- 6.2 The adoption and implementation of the Policy and Plan are conducive to the Council's compliance with its general statutory duty in relation to equality under the Equality Act 2010.

7. Director of Finance's comments

- 7.1 All costs associated with the creation and implementation of a Museums Access Policy and Plan will be met from within existing cash limits.

.....
Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1: Access Policy for Portsmouth Museums

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 |
|--------------------------|-----------------|
| | |
| | |



Portsmouth
CITY COUNCIL

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

Portsmouth Museum Service

Access Policy and Plan

1. Introduction

1.1 Portsmouth Museum Service is committed to equal access to our collections, spaces and activities for all members of society, regardless of their background.

1.2 The Museum Strategy 2021 says what we are doing and what we stand for. Our purpose is:

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

1.3 We will do this by:

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

1.4 We are part of Portsmouth City Council, so we are committed to making sure the way we work does not place people with disabilities at a disadvantage when accessing or purchasing services.*

2. Being inclusive and reaching all parts of the city and society

2.1 We recognise that there are multiple reasons why people may not be able to access the museum and its activities. Barriers can be physical, social or intellectual. There is no 'one size fits all' answer to breaking down barriers to access.

2.2 We endorse the 'social model' of disability**. It is the barriers put in place by society that create disability, rather than a person's impairment. We recognise that we have a responsibility not to put people at a disadvantage by our actions.

2.3 Access plan:

Our access plan is linked to our Customer Charter that outlines best practice in behaviour for all Museum Service staff and volunteers. All

members of staff and volunteers receive training in the Customer Charter. A copy of the charter can be found in Appendix A.

2.4 We will offer activities, projects and ways of engaging with the museum that are designed with the needs of specific audiences in mind. For example, British Sign Language tours of a museum, or free/low cost events.

2.5 When we are planning new projects, displays or activities we will carry out research to find out what might prevent people from accessing them. We will put this learning into practice and do our best to remove these barriers.

2.6 If the way we do something places a person with disabilities at a substantial disadvantage compared with someone who does not have disabilities, we will consider each request and make reasonable adjustments when they are needed.

2.7 We will write in plain English and share information in a way that is straightforward and easy to understand.

3. Benefiting residents and communities - enhancing wellbeing, raising aspirations

3.1 We believe that access to culture and heritage are important for people's health and wellbeing. By exploring their past and present people can feel better about themselves and more connected to their local community.

3.2 We recognise that as a local authority run museum, we have a responsibility to help the people of Portsmouth enhance their health and wellbeing.

3.3 Access plan:

We will run projects and activities that help people feel better about themselves and more confident of what they can achieve. When we are planning these activities we will consider: "How could this project enhance the wellbeing of people who take part?"

3.4 We will not expect people to come to a physical building to access our collections or activities. We will take them out into the local community, and offer virtual ways to access the museum online.

3.5 Our projects will be informed by the New Economics Foundation's '5 ways to wellbeing'. We will plan activities that encourage people to 'Connect, Be Active, Take Notice, Learn and Give'.***

4. Working together - as a team, with communities, with partners

4.1 We believe that when we are planning a project or activity aimed at specific people, we should develop it in partnership with them to make sure it meets their needs. We should not make assumptions about what is the 'best' way to make something accessible without asking the people who will potentially access it.

4.2 Access plan:

We commit to 'co-creation', making sure that our audience are involved in developing projects, displays or activities.

4.3 We recognise that we don't have all the answers and will work with the local community and with experts to find out what works best. We will work with other departments within Portsmouth City Council to draw on their expertise and improve life for local residents.

5. Embracing new opportunities and being a catalyst for change

5.1 We recognise that the process of being accessible is never finished and that we need to constantly learn and change when it is needed. We recognise that museums can often tell the story of heritage and culture in ways that marginalise groups of people. They can recruit and train staff in a way that reinforces privilege and discourages diversity.

5.2 Access plan

We will identify and carry out training with staff and volunteers to make sure that they have the most up to date training in welcoming visitors from all backgrounds.

5.3 We will undertake an audit of our museum exhibitions, activities and collections with a cross cultural group of community members to explore how we can remove barriers to access.

5.4 We are a Disability Confident Employer.**** We support employees through the interview process and when they are in work.

5.5 When we are recruiting for new staff we will do so fairly and openly. We will not make hiring decisions based on qualifications if they are not relevant to the role. We will not offer unpaid internships.

6. Proving that we are doing it

We believe feedback and evaluation are a very important part of what we do. They help us to understand what works, what doesn't, and how we can change things to make them better. It also helps us show other

people what we are doing and demonstrate our commitment to getting things right.

7.1 Access plan

Every project we undertake will include a plan that says how we will evaluate it and how we will use any feedback to improve it. This will include how the project is accessible and if it improves the health and wellbeing of any participants. We will carry out evaluation at the start, middle and end of a project.

7.2 We will share our work and evaluation of our projects with people outside the museum service. For example, by sharing pictures of events online or 'case studies' of projects on our websites.

References

*<https://www.portsmouth.gov.uk/services/council-and-democracy/policies-and-strategies/reasonable-adjustments-policy-statement/>

**<https://www.scope.org.uk/about-us/social-model-of-disability/>

***<https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing/>

****<https://careers.portsmouth.gov.uk/>

Appendix A

Portsmouth Museums Customer Charter

At Portsmouth Museums and Visitor Services (PMVS) we aim to keep our customers at the heart of everything we do. We have agreed a Customer Charter that aims to deliver outstanding customer service and provide an enriching experience for all our visitors. We recognise that our visitors have choices about where they go and how they spend their time. We will actively seek to understand and address their needs so we may successfully engage large and diverse audiences in our offer. This charter applies to all our customers – general admissions visitors, booked education groups and corporate hire – whether to our Museums, or virtually via our websites or social media.

This Customer Charter governs the behaviour of all Portsmouth Museums and Visitor Services staff. Everyone has a role to play in putting our audiences at the heart of what we do.

1. We will give our customers a warm welcome and an excellent experience

When people choose to visit us, staff whatever their role will consistently show they care and will go the extra mile. We aim to give you a 'wow' in the welcome you receive and throughout your experience. We will make it clear we are pleased to help you. This will be seen in our smile, body language, friendly attitude and in our courteous, attentive and knowledgeable approach. We will ensure we can provide information and guidance about our museums and that we are readily distinguishable as staff or volunteers. We will be friendly and professional, be well presented and wear name badges. We will welcome all visitors courteously and without discrimination in relation to gender, sexual orientation, disability, race, religion or belief. PMVS staff will consider individual needs, be approachable, helpful, assertive and efficient in dealing with all enquiries, requests, bookings, correspondence and comments from visitors, giving our name when you contact us by telephone or email. We will remain calm and try to resolve any complaints on site at the time of the visit.

2. We will meet the needs of all our customers

In our Museums, wherever possible customers will have easy access to clean toilets, baby-changing facilities, lifts, buggy parks and cloakrooms. We will provide comfortable environmental conditions, a clean and litter-free building and grounds, and a safe, secure and accessible experience. There will be places to sit, rest and reflect. Cafés and shops will be good value for money and offer an appropriate range. Our offer will set high standards in service, quality and value. On the web, we will provide sites that are easy to use.

3. We will make it easy for our visitors to find their way around

In our Museums and on the web, visitors will find well-planned spaces and pages, clear signage and maps, and gallery names that make sense. We will use positive signage and information about how to get the best out of a visit. Staff and volunteers carrying out museum 'interactive walk throughs' will readily interact with visitors about exhibits creating a positive atmosphere whilst carrying out any necessary maintenance or health & safety checks.

4. We will encourage customer feedback, listen to it and act on it

We will provide a facility for customers to express their comments and points of view both during their visit as well as after. We will advise clearly the name and contact details (address, telephone and email) of the person to whom comments by visitors should be addressed. We will use our customer feedback to improve the service we deliver, and practise continuous improvement.

5. We will give our audiences access to our collections and exhibitions

We know that it is your collections we have in our care. We will ensure that we are available and contactable to answer enquiries about collections and to give people access to this, their heritage. We will design our offer, whether in our Museums or on the web, so that we put Portsmouth first. We welcome people of all generations and backgrounds; no-one will feel excluded. Our audiences will see themselves represented in our exhibits and programmes and on the staff; they will feel that they belong. We will consider the needs of visitors for whom English is not their first language and where appropriate make arrangements to enable them to be adequately informed to enjoy their visit.

6. We will be accurate, reliable, clear and consistent

The information we provide in the Museums, via telephone or email, on our websites or via social media, in our publications and in other products

will be accurate, reliable and understandable. If we are offering an opinion, we will make this clear.

7. We will make sure that our Museums are places where you can have a good time and learn something too

We will work to make sure that there are no barriers to a good experience, whether in our Museums or on the web. Exhibits and galleries will be well designed and well lit. If lighting needs to be at a low level to preserve the exhibits we will state the reasons clearly. Labels will make sense and be relevant and we will strive to ensure interactive equipment is in good working condition. Our galleries and exhibitions will be designed for a social experience, in which visitors can talk, interact and share. People learn in different ways and we will recognise this in the way we develop and deliver our cultural offer.

8. We will respect all our audiences for who they are and what they know

We will not patronise or baffle you. In everything we do, such as exhibits, labels, staff interactions or websites, we accept that people have different levels of knowledge and interest and we will design what we do to make our offer as accessible as possible. We will ask visitors regularly about their experiences with us and we will apply what we have learned to our work.

9. We will give our visitors choice and control

Visitors need to have some choice on how they navigate through the Museum, and in how they choose to experience an exhibition. We might suggest particular routes but recognise that some people might want to do things their way.

10. We want all our audiences to have an enriching experience with us

We would like visitors to take away more than memories of an enjoyable visit. We aim to give them a 'light bulb' moment, a sense of awe and wonder, a learning experience that is out of the ordinary and that they refer back to, an insight that helps them make sense of their world and enhances their lives. We will invest in our staff and volunteers to enable us to manage our museums in such a way as to ensure visitor safety, comfort and service by sustaining a high standard of maintenance, customer care, courtesy and cleanliness.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

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

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Museum Service

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

Access policy for Portsmouth Museums

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 outline the Access Policy and Access Plan for Portsmouth Museums.

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

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 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 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 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?

It confirms Portsmouth Museum's commitment to providing equal access to our collections, spaces and activities for all members of society, regardless of their background. It recognises the important role that culture plays in supporting residents health and wellbeing. It states that we will run projects and activities that help people feel better about themselves and more confident of what they can achieve. When we are planning these activities we will consider: "How could this project enhance the wellbeing of people who take part?" It also confirms that the museum service's activities will be informed by the New Economics Foundation's '5 ways to wellbeing'.

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

By gathering feedback about the museum service's projects and activities that are informed by the Policy.

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 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?

It recognises that barriers to culture may be social, physical or intellectual. It states that when the museum service is planning new projects, displays or activities we will carry out research to find out what might prevent people from accessing them. This includes financial barriers. We will do our best to remove these barriers.

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

By gathering feedback about the museum service's projects and activities that are informed by the Policy.

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 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?

The Policy and Plan consider access in its broadest sense, identifying that barriers to access may be physical, intellectual or social, and outlines how the museum service plans to enable people to overcome these. It acknowledges the 'Social Model of Disability' - that it is the barriers put in place by society that create disability, rather than a person's impairment. It recognises that the museum service has a responsibility not to put people with protected characteristics at a disadvantage by its actions.

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

By gathering feedback about the museum service's projects and activities that are informed by the Policy.

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 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 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 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 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 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 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?

B - Environment and climate change

Yes

No

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 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? |

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 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 policy will inform the development of projects and activities that enhance our culture and heritage, by ensuring that the widest possible range of residents have the opportunity to shape and access their museum service.

The policy is informed by and supports Portsmouth Museums strategy 2021-2025.

The purpose of the museum service is to give local communities and individuals the opportunity to engage with the city's amazing heritage and people, to tell their story, be inspired, learn new things, gain new skills and feel happier and more optimistic about the future.

We will do this by:

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

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

By gathering feedback about the museum service's projects and activities that are informed by the Policy.

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 or go to:

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

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

| | | |
|---|------------|-----------|
| | | |
| How are you going to measure/check the impact of your proposal? | | |
| C - Regeneration of our city | Yes | No |

Is your policy/proposal relevant to the following questions?

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

☐☒

In thinking about this question:

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

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk 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?

Felicity Wood - Public Participation Officer, The D-Day Story.

This IIA has been approved by: Stephen Baily

Contact number: x 4399

Date: 12 January 2022 Page 144

Agenda Item 11



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

Date of meeting: 8 February 2022

Subject: Museum Collection Development Policies

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To present the Collection Development Policies for Portsmouth Museums (Appendix 1) and The D-Day Story (Appendix 2).

2. Recommendations

- 2.1 **That the priorities for future collecting, rationalisation and disposal in the two documents are noted.**
- 2.2 **That the Portsmouth Museums Collection Development Policy is approved.**
- 2.3 **That The D-Day Story Collection Development Policy is approved.**

3. Background

- 3.1 A Collection Development Policy is an essential part of the council's collections management framework. It describes what the council will and will not acquire for its collections, the process for acquisition and disposal of items, in what circumstances it will borrow items from (loan in) and lend them to (loans out) other institutions. It includes priorities for future collecting, rationalisation and disposal.
- 3.3 Along with other formally approved policies, a Collection Development Policy is required for Accreditation, the national standard for museums in England managed by Arts Council England (ACE). Through Accreditation ACE aims to

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

- 3.4 Museums are required to reapply approximately every four years. Accreditation is a continuous process. The standards are evolving requirements, designed to drive improvement and development within the sector. Each round demands more of the applicant museums.
- 3.5 Portsmouth Museums achieved full Accreditation for all its sites in 2016 and is due to reapply in early 2022.
- 3.6 The Collection Development Policies included at Appendices 1 and 2 are based on a template provided by ACE and include standard paragraphs required by ACE.
- 3.7 On previous occasions we have produced a single Collection Development Policy for the service. However, following the detailed research and work on the collections that has informed the development of The D-Day Story and the recommendations of the specialists that produced the Conservation Plan for the museum (Halahan Associates), a separate Collection Development Policy has been produced for The D-Day Story.
- 3.8 The priorities for future collecting, are:

Portsmouth Museums (excluding DDS)

- Material which relates and is relevant to under-represented or missing local communities and minority groups, collected in dialogue with the communities concerned. For example, material relating to migration.
- Material covering the last 50 years in Portsmouth from the 1970's to the present-day reflecting Portsmouth peoples' lived experiences, selected in dialogue with residents and local community groups.
- Invertebrates and plants collected in Portsmouth or the Solent.

The D-Day Story

- Material which addresses weaknesses in the D-Day collection

- 3.9 The priorities for rationalisation and disposal are:

Portsmouth Museums (excluding DDS)

- A review of collections in dialogue with the community to ascertain relevance to people and place. The review would target specific communities, in low-income neighbourhoods for example.
- Ordnance (cannon) with little connection to Portsmouth and / or that we cannot adequately care for, including ordnance already on long term loan to institutions outside Portsmouth. This includes items acquired with grant-aid in 1973. Disposal will be expensive and dependent on lifting gear etc.

- A review of local and social history collections in store to identify material that is not accessioned or has become disassociated from accession number with a view to disposal where these items have no clear provenance or relevance to Portsmouth.
- A review of furniture held in the decorative art and local / social history collections focusing on duplicates and the potential for rationalisation - for example duplicate sets of utility furniture.
- Building on recent work on the decorative art furniture collection in store, identify items in poor condition for disposal.
- Natural history items damaged beyond repair due to pest infestations, geology specimens affected by pyrite disease, geology and plant specimens with no data.

The D-Day Story

- An audit of the D-Day and military history collections to identify items to be transferred to the D-Day collection, potential disposals and to separate out unaccessioned items stored within the main reference collection with a view to disposal.

3.10 Both Collection Development Policies are due for review by January 2026.

4. Reasons for recommendations

- 4.1 A Collection Development Policy is an essential tool in a collections management framework. It provides staff with guidance, ensures that council resources are not wasted in undirected activity thus endorsing the principles of 'value for money' and the appropriate management of public funds.
- 4.2 The policy is one of the documents required to support an application for Accreditation. ACE requires that such documents have formal approval by the governing body.
- 4.4 Accreditation is a 'passport' to many services and funding streams from external bodies such as the National Lottery Heritage Fund (NLHF). Grants from several external organisations demand full Accreditation status as a condition for funding. It also encourages joint working within and between organisations such as when borrowing items from other institutions.
- 4.5 Full Accreditation status demonstrates that the museum meets a professionally recognised quality standard that serves as an authoritative benchmark for assessing performance and that the museum operates ethically and professionally.
- 4.6 The priorities for future collecting, rationalisation and disposal are shared in the body of the report to ensure the Cabinet Member is fully informed of the museum services plans for the five-year period covered by the collection development policies.

5. Integrated impact assessment

5.1 Integrated Impact Assessment attached at appendix 3

6. Legal implications

6.1 As outlined in the body of the report, the proposed Collections Development Policies have been prepared with a view to ensuring that the Museums Service meets the relevant standard required by Arts Council England's Museums Accreditation Scheme.

7. Director of Finance's comments

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

7.2 These are core policies which have and will continue to be funded through the approved service budget.

.....
Signed by:

Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1 - Portsmouth Museums Collection Development Policy (excluding the D-Day Collection)

Appendix 2 - The D-Day Story Collection Development Policy

Appendix 3 - Integrated Impact Assessment

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

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

| Title of document | Location |
|--------------------------|-----------------|
| | |
| | |

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

.....

Signed by:

Cabinet Member for Culture, Leisure and Economic Growth

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Portsmouth Museums

Collection Development Policy 2022-2027

Name of museum

Portsmouth Museums including: Portsmouth Museum and Art Gallery, Charles Dickens' Birthplace, Cumberland House Natural History Museum, and the Eastney Engine Houses.

Name of governing body

Portsmouth City Council

Date on which this policy was approved by governing body

January 2022

Policy review procedure

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review

January 2026

Arts Council England will be notified of any changes to the collections development policy and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies and plans of the organisation

Portsmouth Museums statement of purpose is:

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

The statement of purpose is supported by three Strategic Objectives:

- Be more relevant to all our residents
- Be more in the thick of it
- Be more environmentally sustainable and resilient

- 1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

- 1.3 By definition, Portsmouth Museums has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that given to any acquisition to the collection, or the disposal of any items in the museum's collection.

- 1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

- 1.5 Portsmouth Museums recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6 Portsmouth Museums will undertake due diligence and make every effort not to acquire, whether by purchase, gift or bequest any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question. Portsmouth Museums will not undertake disposal motivated principally by financial reasons.

2. History of the collections

- 2.1** The city's first public museum was established by order of the council in 1892, opening in the former Guildhall in 1895. Collections of various kinds were amassed but the majority were destroyed during the blitz together with the then Town Museum building in 1941. Only 700 or so items were retrieved.
- 2.2** From 1945 the priority was the acquisition of material relating to the history of Portsmouth and the natural history of the area. With respect to art, after consultation with directors of national museums it was decided that Portsmouth would concentrate on acquiring decorative art and modern British art (particularly prints so as not to be in competition with the fine art collection of Southampton) addressing the theme 'The History of British Taste'. A national public appeal was launched to re-build a museum collection in Portsmouth and a number of items entered the collection as a result including works by Walter Sickert for example.
- 2.3** Other specific and targeted collecting initiatives have been pursued at different times in addition to the above.
- From 1903 material was acquired to interpret the Charles Dickens' Birthplace Museum.
 - In the 1970s and 1980s transport and industrial material was acquired with the intention of developing a specialist museum at the Eastney site.
 - From 1973-1978 the acquisition of the natural history collections from the defunct Bognor Museum gave impetus to developing Cumberland House as a dedicated natural history museum.
 - In 1983-1984 the creation of the D-Day Museum led to accelerated collecting of relevant material.
 - In the 1980s after consultation with the Crafts Council there was a drive supported by grant aid to acquire contemporary crafts
 - In the 1990s a review facilitated the disposal of several printing presses that were too large to be displayed in the museum buildings
- 2.4** During the period of the previous collection development policy the major acquisitions were:
- The Queen Elizabeth Dredge archive, finds from the significant dredging work required to allow the new aircraft carriers to enter Portsmouth harbour, which includes finds that shed light on naval activity in the harbour and a rare find of the remains of a wooden mooring buoy.
 - A targeted programme of collecting in 2020 to represent the experience of the coronavirus pandemic in Portsmouth.
- 2.5** A number of disposals were also made.
- A partial archaeological archive from Hayling Island has been

- returned to its owners to be reunited with the rest of the archive.
- The museum handling collection has been audited and reviewed and we are in the process of removing material not in use or no longer relevant.

3. An overview of current collections

3.1 Archaeology

The archaeology collection has developed since 1945 from sites in south-east Hampshire. The bulk of the collection is formed from a number of major archaeological archives; the result of research and development-led projects. Artefacts date from the Lower Palaeolithic through to the Post-Medieval period. Important archives include:

- Oyster Street in Old Portsmouth, excavated in the late 1960s and early 1970s. This collection includes material from the 12th to the late 19th century and gives a unique glimpse of the foundation of the town and its later occupation.
- The archive is excavations at the site of a Neolithic long barrow known as 'Bevis Grave', and an Anglo-Saxon cemetery, carried out between 1974 and 1976. A small amount of prehistoric pottery was recovered, including fragments of Neolithic wares from the barrow ditch. The cemetery contained a total of 86 skeletons, as well as a number of grave goods, including knives, buckles, bronze straps, combs and beads.
- Queen Elizabeth Dredge archive, finds from the significant dredging work required to allow the new aircraft carriers to enter Portsmouth harbour, which includes finds that shed light on naval activity in the harbour and a rare find of the remains of a wooden mooring buoy.

The collection also includes material from small projects and stray finds, donated by professional and amateur archaeologists and interested members of the public.

The collection comprises approximately 50,000 items although some of these will encompass groups of objects. The majority of this collection is in store although regularly used by researchers and for events and activities.

3.2 Fine and decorative art

The collection is predominantly comprised of British material with some Western European and Oriental objects. There are approximately 8,000 works, which include: paintings, drawings, prints, sculpture, ceramics, glass, furniture and textiles. The earliest pieces date from the mid-17th century; the most recent are contemporary.

There is a good representation of artists and makers from the 19th and 20th centuries who were born, trained or lived in Portsmouth, such as Derek Boshier, Edward King, and WL Wyllie. Artists associated with

the Camden Town Group, including Frank Dobson, Charles Ginner, Sylvia Gosse, Thérèse Lessore and Walter Sickert feature. The Bloomsbury Group of artists is represented with significant hand-painted items of furniture by Duncan Grant, Vanessa Bell and Dora Carrington.

The fine art collection features a range of work associated with the St. Ives Group, with works by Wilhelmina Barns-Graham, Terry Frost, Barbara Hepworth, Patrick Heron, Alfred Wallis and Ben Nicholson. There is also a large representation of women artists, such as Angelica Kauffmann, Elizabeth Blackadder, Gertrude Hermes and Elizabeth Frink.

The decorative art collections contain examples of most British makers and designers, among them Wedgwood, Bow and William de Morgan. The ceramics has particular strength in 20th century studio ceramics with works by Lucie Rie, Bernard Leech and Hans Coper. The glass collections are richest in 18th century English drinking glasses and in 20th century studio glass. They include pieces by Tiffany and Lalique.

The furniture collection which spans a period from 1450 to the present day is principally items of domestic use with several fine examples of marquetry. Mid-late 19th century items, represented by artists such as Augustus Pugin and Christopher Dresser, with 20th century work by Betty Joel, Philip Webb and Charles Eames are another important group.

Modern and contemporary crafts are represented through the work of makers such as Philip Eglin, Elizabeth Fritsch, Alan Caiger-Smith and Gordon Baldwin.

Although Portsmouth Museums regularly borrows artworks for displays the only item we have on loan for a longer period is an oil painting from the Royal Collection Trust, 'A View of Portsmouth' by Henrick Danckerts, 1675.

Works from this collection especially the fine art, are on display in the Decorative Art and Picture Galleries at Portsmouth Museum and Art Gallery, included in the period room setting displays and regularly form the basis of temporary exhibitions.

3.3 Charles Dickens

The Charles Dickens Birthplace has been furnished to represent the tastes of a lower middle-class home of the Regency period. These items are from both the decorative art and Dickens collections. There is a small collection of personalia and items relating to Dickens' later life and career and the history of the building itself.

A group of exceptionally important items were given to the Birthplace in the first year it opened by Dickens' sister-in-law Georgina Hogarth.

These include his inkwell, paper weight and paper knife which were on his desk at the time of his death, two bookcases and the couch on which he died at his house in Kent, Gad's Hill in 1870.

This significant donation encouraged further donations of objects and artefacts for the collection. The collection now includes nearly 1000 works and items relating to Dickens:

- Paintings by Clarkson Stanfield and J.C. Clarke (aka Kyd)
- Engravings and prints by artists such as George Cruikshank, Frederick Barnard and Hablot Knight Browne who were all significant illustrators of Dickens novels
- Sculpture
- Souvenirs such as stamps and illustrated cigarette cards
- Postcards and playbills from local theatre productions

3.4 Conan Doyle - Richard Lancelyn-Green Bequest

Although the museums service cares for the objects, posters and framed artworks which form a relatively small element of this collection (some 3,000 items out of a total of 56,000), it is not responsible for the development of the collection.

3.5 Local and social history

This collection numbers nearly 50,000 items and covers the city's history from around 1650 to the present day.

Portsmouth's history is one of change from a small port town on the tip of a rural island through rapid growth and urbanisation in the 19th century linked to the dockyard and the Navy. People have always migrated to and from Portsmouth. The physical structure of the city was radically affected by the Second World War and the way people lived changed dramatically. The collection aims to represent the many aspects of the lives of the people living in this dynamic city through objects and images.

The collection has several strengths. Images of the city are a key theme and cover the full range of media from paintings and prints to photographs. The paintings and prints are mostly topographical or maritime in subject. Many local artists are represented alongside those from elsewhere in Britain who found inspiration in Portsmouth. These include Thomas Rowlandson and Dominic Serres. The Dowling collection of over 3,500 photographs taken in the late 1950s and early 1960s captures a moment of huge change in the city and we have part of the archive of Wright & Logan a well-known local photographer.

Working life is well represented. A significant collection is that of Hoads the wheelwrights. The collection comprises the entire contents of the workshop of the last working wheelwright in Portsmouth. It includes tools, equipment, wheels and carriage bodies. Tools from the last working iron foundry in Portsmouth are also held.

The civic life of the city is a strong theme. Both the Portsmouth police force and fire service are well represented, also the regulation of weights and measures. The city's role in the provision of services for its residents is a strong theme with material from the city's power station, the borough psychiatric hospital and objects relating to the provision of sanitation including the Eastney pumping station site itself.

Home, family life and community life are represented through a myriad of everyday items from Portsmouth homes and people; from the first clothes bought for a baby to objects associated with funerals, furniture bought for a new home and the items associated with social activity.

This collection includes a small number of vehicles including buses, tram, a fire engine and steam train. All have excellent Portsmouth provenance however care and display of these items is problematic. Where items are on display they are loaned to other organisations, the remaining vehicles are in store.

3.6 Military History

For centuries the armed forces have played a major part in the life of our city and its people. Portsmouth Dockyard has long been the home of the Royal Navy, and as a result this was said to be the most heavily defended location in the country. At one point Portsmouth was ringed by fortifications to defend against enemy attack. Sometimes, as in the Blitz, the city came under direct attack. Portsmouth people have served all over the world as members of the British armed forces, both in peace and war.

Our military history collections contain over 7,000 items reflecting this wide history. Examples include a large collection of mainly 19th century cannons; material relating to the city's fortifications and army garrison; uniforms; equipment and photographs about local volunteer units from the Hampshire Carabinier Yeomanry to the Home Guard; and memories of life in wartime Portsmouth. The D-Day Collection is covered by a separate policy.

3.7 Natural History

Our understanding of this collection and its significance has been transformed by the appointment of a Natural History Curator and funding from the National Lottery Heritage Fund Wild about Portsmouth). A report from the NHM London commissioned as part of the project identified the collection as having national significance. The priority has been to improve access to this collection, involving specialists and disseminating biological data as widely as possible as well as engaging a broader audience.

The collection contains between 116,000 and 119,000 specimens. Most were collected by HLF Guermonprez and were transferred to Portsmouth from Bognor Regis Museum in the 1970s. The collection is mostly from Hampshire and West Sussex and other southern counties.

The entomology collection contains over 45,000 insects, mainly butterflies and moths from West Sussex, collected by HLF Guermonprez, WG Waller, C Ash and Stanley Morris. There are also local collections amassed by AW Westrup, DJ Clark, DH Heppell and MR Downer. Other orders include Hymenoptera (bees, wasps and ants), Coleoptera (beetles), Diptera (flies) and Orthoptera (grasshoppers, crickets and associated insects) collected by Guermonprez.

There are over 2,000 specimens in the taxidermy collection, many preserved by HLF Guermonprez and other West Sussex taxidermists. Work by nationally known taxidermists Rowland Ward, James Gardner and Peter Spicer, as well as local taxidermists, William Chalkley (Winchester), Richardson (Southsea) and Francis Artlett (Portsmouth), are featured in the collection. The taxidermy collection also contains extinct Huia birds from New Zealand and over 80 bird skins from the Malay Peninsula.

The herbarium contains over 20,000 plants, over half collected by Guermonprez and botanists from West Sussex and other southern counties, including B Reynolds whose collection contains a rare ghost orchid and J Jenkins Local collections in the herbarium include AW Westrup (1,150 British plants), Charlotte Palmer and Bolton King (Hampshire plants from the late 19th century) and an album of plants collected on Portsea Island in 1832 by Mrs Tate.

The crustacea collection contains over 700 crabs, shrimps, prawns and lobsters, mainly collected by HLF Guermonprez from West Sussex and southern counties. Nearly every species from West Sussex known up to 1924 is represented.

There are over 5,000 molluscs, the largest collection is the Guermonprez collection of land, freshwater and marine molluscs collected mainly in West Sussex and other counties in southern England. Other collections are the Penning Collection and CG Benson Collection of mainly land molluscs.

Over 10,000 local fossils and rocks from southern Hampshire, the Isle of Wight and West Sussex are held in the geology collections. These include fossils from Portsdown Hill and borehole samples collected by Portsmouth Water Company and a recently discovered collection of fossils from the Isle of Wight collected by James Jackson in the 1930s.

The natural history collection also contains an archive of books, watercolours and correspondence relating to HLF Guermonprez.

The natural history collection is displayed at Cumberland House Natural History Museum albeit a relatively small proportion of the material available. The collection has also been displayed at

3.8 Handling Collections

Museum handling collections are divided into two groups: the separate handling collection and industrial or transport material for use as spares or consumable working parts.

Handling collection: this collection is available for use by both museum staff and external bodies for educational purposes, mostly in the form of school loan 'Wonder Boxes' and Reminiscence Boxes. It contains art, natural history, social history and archaeology. The decision about what is required for handling purposes is made by learning / participation staff.

These items are recorded separately outside the main accession record and are not treated as part of the permanent collection; their intended use means that long term preservation cannot be guaranteed. Material is acquired to support current or planned projects for example, reminiscence boxes, outreach, events and consultation.

Handling collection material is not subject to the same disposal procedures as accessioned material. However, where disposal is being considered first refusal is given to the permanent collections of Portsmouth Museums or offered to other accredited museums where appropriate.

4. Themes and priorities for future collecting

4.1 Portsmouth Museums collects items which relate to the city of Portsmouth and are connected to the city, its people and the natural environment.

We are particularly interested in the stories which accompany the items we collect, such as who made, used or owned them as well as their condition and size. In the case of natural history we would need to know who collected the specimens, where they were collected from, when and whether they have been legally collected.

- Items linked to people's personal lives, such as clothing, some domestic objects and photographs
- Items reflecting community life
- Items such as equipment, tools and machinery linked to people's working lives
- Items relating to the armed forces in Portsmouth and those who operated from Portsmouth
- Natural history specimens with good data and a strong link to Portsmouth or one of its residents including marine specimens from the Solent
- Paintings, prints, watercolours, drawings, and other images

- showing the city and how it has changed
- Modern and contemporary works by local artists or designers/artists who have had a personal connection with the city including the furniture designer Betty Joel, early ceramics by Grayson Perry and work by Chris le Brun and Derek Boshier.
- Items recovered by archaeological excavations or watching briefs conducted as part of Portsmouth's planning and development control process and treasure items as they are found.

- 4.2** Portsmouth Museums would in some cases collect items with no immediate Portsmouth link which supplement and extend existing significant groups of objects already in the collection. For example:
- natural history specimens which can be used for comparative purposes or fill in gaps in the British species list:
 - original drawings, sketches or illustrations of characters and places from Charles Dickens' novels by artists such as George Cruikshank, J.C. Clarke aka KYD, H. Copping or Frank Reynolds.

Priorities for future collecting are:

- Material which relates and is relevant to under-represented or missing local communities and minority groups, collected in dialogue with the communities concerned. For example, material relating to migration.
- Material covering the last 50 years in Portsmouth from the 1970's to the present-day reflecting Portsmouth peoples' lived experiences. As above collecting will take place in dialogue with the city's residents and communities.
- Invertebrates and plants collected in Portsmouth or the Solent.

5. Themes for rationalisation and disposal

- 5.1** The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

Priorities for rationalisation and disposal are:

- A review of collections in dialogue with the community to ascertain relevance to people and place. The review would target specific communities - in low-income neighbourhoods for example. We anticipate that the focus would be the local and social history collection although we would be guided by participants. This activity would be enabled by improvements to the facilities at the museum store.
- Ordnance (cannon) with little connection to Portsmouth and / or that we cannot adequately care for, including ordnance already on long term loan to institutions outside Portsmouth. This includes items acquired with grant-aid in 1973. Disposal will be expensive and dependent on suitable equipment for lifting and moving.
- Review of local and social history collection in store to identify material that is not accessioned or has become disassociated from accession number and to resolve. Disposal will be considered where these items have no clear provenance or relevance to Portsmouth.
- A review of duplicate furniture items across decorative art and local and social history collections and to rationalise where appropriate. For example, duplicate sets of utility furniture.
- Building on recent work with the decorative art furniture collection, identify items in poor condition for disposal
- A small number of natural history specimens damaged beyond repair due to pest infestation discovered during the Wild about Portsmouth project. Similarly, geological specimens without provenance data or deteriorated through pyrite disease and plant specimens with no provenance data in poor condition.

6. Legal and ethical framework for acquisition and disposal of items

The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums.

- Hampshire Cultural Trust
- Southampton City Council Arts and Heritage
- Chichester District Council Museums
- Pallant House, Chichester
- Isle of Wight Heritage Service
- Dickens House Museum, London
- Imperial War Museum
- National Museum of the Royal Navy
- National Army Museum
- RAF Museum
- Regimental and Corps Museums of the Army Museums Ogilby Trust network

8. Acquisition

8.1 The process for agreeing acquisitions is:

- Potential gifts or purchases are assessed by the relevant specialist curator; the object must fit within the approved collection development policy, must be in good condition and the museum must be able to curate it effectively. If the item on offer meets these requirements it will be accepted by the curator.
- Larger or more unusual offers will be referred to the Museum and Visitor Services Manager and/or the Director of Culture, Leisure and Regulatory Services. If the item is particularly sensitive the view of the Cabinet Member for Culture, Leisure and Economic Development will be sought.

8.2 Portsmouth Museums will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

8.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, Portsmouth Museums will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

9. Human remains

As Portsmouth Museums holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

10. Biological and geological material

So far as biological and geological material is concerned, Portsmouth Museums will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

11. Archaeological material

- 11.1** Portsmouth Museums will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 11.2** In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009). In the case of metal detecting and other stray finds finders will be encouraged to report to the Portable Antiquities Scheme

12. Exceptions

- 12.1** Any exceptions to the above clauses will only be because the museum is:
 - acting as an externally approved repository of last resort for material of local (UK) origin
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin
- 12.2** In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

13. Spoliation

The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

14. The Repatriation and Restitution of objects and human remains

- 14.1** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 14.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

15. Disposal procedures

- 15.1** All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.
- 15.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 15.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 15.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort destruction.
- 15.5** The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

- 15.6** A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 15.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 15.8** If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 15.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 15.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable.
- 15.11** Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 15.12** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 15.13** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or

transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

15.14 The museum will not dispose of items by exchange.

Disposal by destruction

15.15 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

15.16 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

15.17 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

15.18 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

15.19 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

16. Loans

16.1 Loans In

16.1.1 The council will not normally accept material on loan for the museum collections unless for the purpose of temporary exhibition or copying, or where the item is of exceptional interest. Loans are accepted for a specified fixed term only, usually annual, renewable in writing. There may be some specific exceptions to this rule e.g. loan from the Royal Collection Trust of paintings of Portsmouth where terms will be agreed separately.

16.1.2 Long-term loans, particularly but not exclusively, of archaeological material will not be accepted unless the owner takes financial responsibility for their care and curation.

16.2 Loans Out

16.2.1 In accordance with the principles of the Museums Association's Smarter Loans policy (2012), the council may make loans of accessioned museum items to external venues enabling Portsmouth's collections to reach wider audiences. Each application will be considered on its own merits and may require formal agreement by the Cabinet Member for Culture, Leisure and Economic Development. Loans will only be made if standard conditions of loan are met and in most cases this will require the satisfactory completion of facilities reports.

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The D-Day Story

Collection Development Policy 2022-2027

Name of museum:

The D-Day Story, Portsmouth

Name of governing body:

Portsmouth City Council

Date on which this policy was approved by governing body:

8 February 2022

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

February 2026

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/ plans of the organisation

- 1.1** The museum's vision is to be the national D-Day hub with an international reputation. We want to bring the D-Day narrative to life for the 21st Century, explain how ordinary people played extraordinary parts in a turning point in history, and reveal D-Day's legacy for the present day.
- 1.2 Aims**
- i) Create an exciting 'must-see' environment which everyone feels is for them
 - ii) Deliver an imaginative mix of events and activities for visitors of all ages, ensuring there is always something new to see and do
 - iii) Deliver excellent formal and informal learning programmes to inspire young people
 - iv) Establish The D-Day Story as the national hub for learning about D-Day, working with UK and international partners to share knowledge about D-Day with audiences around the world
- 1.3** The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.4** By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.5** Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.6** The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.7** The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.8** The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

As is common usage amongst the general public, in this document - and indeed in the title of the museum - "D-Day" does not just mean the first day of the D-Day Landings in Normandy (6 June 1944), during the Second World War. It also refers to the period until the end of August 1944, which featured the fighting known as the Battle of Normandy and the liberation of that region of France from Nazi German occupation. Preparations for the campaign stretched back months and even years before June 1944.

The first ideas for a museum in Portsmouth about D-Day were mooted in the 1970s. In the early 1980s the catalyst for the founding of the museum by Portsmouth City Council was the possibility to house the Overlord Embroidery (linked to the 40th anniversary of the event). It is important to note that there was no identifiable collection relating to D-Day at that time. The museum opened on 4 June 1984 as the D-Day Museum.

The first objects in the D-Day Museum's collections were collected through public appeals, including via the D-Day and Normandy Fellowship (an association for veterans and families of those who served in the campaign). These were supplemented by purchases such as job-lot examples of uniforms, firearms and other militaria dating from the 1940s, 50s and 60s.

Even in 1984 the museum was collecting 40 years after the events of D-Day. As a result, it was at a disadvantage compared to museums that existed in 1944 or shortly after. Much D-Day related material, including that coming from government/official sources, had already found a home in other collections by 1984. D-Day is now nearly 80 years ago and there is much less material in circulation that has not already been acquired by museums or private collectors. In addition, we will soon be entering a phase of history where there will be no veterans of D-Day left. However, the passing of this wartime generation, and the fact that the generation of veterans' children are now aging, means that donations from the families of individual veterans continue.

The redevelopment of the museum between 2014 and 2018 with funding from the National Lottery Heritage Fund, provided an opportunity to purchase a small number of items for the new displays. The museum reopened as The D-Day Story in March 2018. The new name was intended to indicate that the refurbished museum was radically different from its earlier incarnation.

3. An overview of current collections

3.1 The collection comprises some 10,000 objects, which includes archive material as well as three-dimensional objects

3.2 The collection was assessed in the Conservation Plan produced by Hallahan Associates in 2015 for the Transforming the D-Day Museum project. They concluded that the collection contained significant objects and archives, as well as some items that appeared to have no link to D-Day. Hallahan

Associates noted the opportunity provided by the project to carry out further research into the provenance and history of the objects in the collection. The assessment which follows was compiled by the TDDM project research assistant, James Daly, after further work on the collection and following the redisplay of the museum to create The D-Day Story.

3.3 Strengths

- Sherman Beach Armoured Recovery Vehicle: fifty tanks were specially adapted for D-Day, for rescuing bogged-down vehicles. This is one of only two surviving in UK museums.
- Landing Craft, Vehicle and Personnel (LCVP): More than 800 of these craft were used on D-Day but only a few genuine wartime examples like this one survive today.
- Extensive archive collection: This includes:
 - Wartime papers produced by the War Office and McAlpine on the Mulberry Harbours
 - An archive collection relating to PLUTO (Pipe Line Under the Ocean).
 - Archive collections on landing craft and commandos
 - Authors' research files for several books, with many letters written to them by veterans and civilians about their memories.
 - Veterans' memoirs, which were usually written decades after the event. They reflect the way participants remembered their experiences years later, as well as giving insight into what happened. The largest distinct collection of veterans' memoirs is the archive of the LST and Landing Craft Association.
 - Wartime letters and diaries giving insight into the thoughts and experiences of both civilians and military personnel who witnessed or took part in the events of the campaign in 1944.
 - Over 500 maps related to D-Day and the Battle of Normandy, many rare or unique.
 - Veterans' personal photographs from the wartime period as well as their activities as veterans decades later.
- Around 200 oral history interviews with Normandy veterans, plus some 100 recordings of memories of civilians in wartime Portsmouth.
- Flags, especially those flown on ships and landing craft on D-Day.
- Due to the museum's geographical position our collections have a strong element of material related to what was happening in Britain in 1944, compared to museums in Normandy which focus on events in France.

3.4 Weaknesses

- Some groups of service personnel tended to have more opportunity to keep wartime equipment and other souvenirs at the end of the war, and therefore tend to be over-represented in our collections. These categories included officers, people serving on board ships, and troops on land serving in supporting roles rather than in the front line. By contrast, front line infantrymen often carried all their possessions in little more than a simple backpack and had less opportunity to retain wartime objects. As a result, objects relating to them are probably less common in general, as well as specifically in our collections.
- The geographical focus of the collection is Portsmouth and south east Hampshire. This is partly due to lack of resources for active collecting from further afield, and greater likelihood of local people to bring objects into museum.
- We hold less relating to individual and national experiences and contributions from countries other than the UK. This is equally true for countries which were occupied by Nazi Germany such as France and Belgium, as for unoccupied countries such as USA and Canada.
- We hold comparatively less relating to air force personnel and to secret agents/intelligence gathering, compared to the army and Royal Navy.
- We hold very few uniforms that are likely to have been worn during the Battle of Normandy. Primarily we hold dress uniforms which were worn on special occasions, and post-war uniforms that were issued prior to demobilisation. These fit our collecting policy, but in terms of storytelling potential uniform worn on campaign would be ideal (however it is likely that in many cases it was worn out through use and destroyed).

3.5 Significant loans

- The Overlord Embroidery: At 83 metres in length, for many years this was the world's longest embroidery of its kind. We describe it as the Twentieth Century equivalent of the Bayeux Tapestry. It was commissioned as a tribute to the sacrifice and heroism of those men and women who took part in Operation Overlord.
- The Dickin Medal ('the animal VC') awarded to Gustav the pigeon, who flew back to the UK from a ship off the coast of Normandy, bearing the first news of the landings.
- The following is not a loan but belongs to the National Museum of the Royal Navy and is on display at The D-Day Story as part of the visit to that museum. Landing Craft Tank (LCT) 7074, a 59-metre long ship which was built in 1944 for use on D-Day, when it carried ten tanks. It is unique in being the only survivor of more than 800 of these craft that took part in the

Normandy campaign. The LCT was restored and put on display through a partnership between the two museums.

3.6 Recent acquisitions and disposals

- Disposals: As part of the 2017-2018 redisplay, we disposed of several vehicles which not required for the new displays, as well as some unaccessioned items such as uniforms which had been used for set-dressing in the original museum displays.
- Acquisitions: to mention just a few, those made since 2018 include:
 - A group of documents relating to the Allied air forces' plans for D-Day
 - The Distinguished Flying Cross (DFC) medal awarded to Pilot Officer Denis Langford, 156 Squadron RAF, who was killed on 24 June 1944 when his Lancaster bomber was shot down during a raid on a V-1 flying bomb site in France. Also items of his uniform. He lived in Portsmouth and had bombed German forces in Normandy before his death.
 - 23 letters written by Jack Gollin to his family in 1943, while he was doing his initial army training in the UK. He was later killed while serving in Normandy.
 - Several groupings of uniform items, documents etc. belonging to men who were landing craft crew on D-Day. This includes material relating to officers on LCT 7072 and LCT 7073, which were built at the same shipyard as LCT 7074 (which is on display at The D-Day Story).
 - Training notes of Private Kathleen Lush of the Auxiliary Territorial Service (the army's women's service) in 1943. She worked at the huge army depot at Lower Arncott in Oxfordshire which sent supplies to troops in Normandy.
 - A very rare German map that was used on D-Day, with the positions of Allied troops marked on it as they advanced inland.
 - Letters from and about Private Walter Hansford who served in Normandy and was killed in August 1944.
 - Minutes of the first meeting of veterans at Grimsby in April 1981 which led to the creation of the Normandy Veterans Association, the main association for British veterans who served in the Normandy campaign.
- Purchases: In addition, some items were purchased in 2016-2017 for display as part of the refurbishment of the museum. These include material relating to American soldiers who fought in Normandy, and to French civilians during the Nazi German occupation. These filled gaps in the museum's existing collections.

4. Themes and priorities for future collecting

The themes and priorities for future collecting have been informed by decisions taken during the interpretive planning process for the creation of new displays at

The D-Day Story (which was guided by Telling Stories / Kirsty Devine) and recommendations made in the Conservation Plan.

Future collecting will take account of the following:

- Prioritising authentic D-Day objects (those known to have been used as part of the campaign)
- Bringing out the personal stories behind objects
- Telling the story from multiple perspectives (not just Anglo-American service personnel, but also other nationalities including Germans and others serving with German forces, as well as civilians particularly in the UK and France)
- Making the story accessible, both intellectually and physically

The D-Day Story collects material relating to D-Day and the Battle of Normandy, including the planning and preparations for these events, and their aftermath and consequences. These may be items dating from the Second World War, or later material such as veterans' mementos or memoirs that relate to that period and their activities as veterans.

The main period covered by the collection is from the Dunkirk evacuations in May/June 1940 to the Liberation of Paris on 25 August 1944. Groups of objects relating to veterans' lives and experiences for example, may include objects relating to earlier or later time periods. The collection also covers the memory and commemoration of the Normandy campaign, and items such as films and games which demonstrate the impact of D-Day on arts and culture, and which may date from up to the present time.

The Historical narrative used in the museum's current (2018) displays is attached as Appendix A. This narrative was created as part of the redevelopment of the museum's displays in the period 2014-2018, and informs The D-Day Story's collecting policy. However, this is not the only way to tell the story of the Normandy campaign. There are topics relating to the campaign, such as its planning and commemoration, the experiences (in 1944, before and since) of individuals who took part in it, which are not specifically mentioned in this list but which are still valid collecting areas. The reason for this is that the limited space and resources available for the new displays placed some limitations on their creation.

4.1 Further comments for clarification and guidance

- Post-war material: We do not collect objects that are of wartime type but date from post-1944, unless they are part of a wider group of items and help tell the story of a person involved in the Normandy campaign.
- Very large objects such as vehicles, ships, artillery etc: The museum's collection includes a number of such items. We would not expect to collect further very large objects unless at the time of acquisition we are confident that we would have the resources to properly store, display, conserve and care for them, for example through a financial donation or grant.

- **Models:** We will normally only collect models that have wartime provenance, for example if they have been built and used as briefing models or if they were made by a serviceman/woman on campaign. We generally do not collect commercially-sold models which can be made from unstable materials and have limited storytelling potential. Models made by veterans to depict their wartime service could be an exception however.
- **Provenance:** For some military equipment - for example firearms and vehicles - their provenance seldom survives. This is due to the way in which they are disposed of by the armed services. It was virtually impossible for soldiers to take home weapons or vehicles, for example. In this case it is acceptable to collect objects that are 'of the type' if they date from 1944 or earlier. Some objects related to D-Day only survive precisely because they were not used - for example items of equipment that were used as training aids or were never issued from stores for use by troops. Equipment that went over to France is much less likely to have found its way back to Britain after the war.
- **Service numbers:** In military terms a service number is as much part of a person's identity as their name. If an object has a Second World War era service number stamped or written on it, when service records become available, we will be able to put a name to the number and then undertake research for possible links to D-Day.
- **Personal stories:** The museum will rarely collect material that does not have a personal story connected to it. For example, if it tells a wider story such as the development of specialist vehicles or equipment or if the item is related to D-Day/Normandy but is exceptionally rare or if due to its history such an object is unlikely to come with provenance.
- **Unaccessioned material:** The museum will avoid collecting material that we do not plan to formally accession into the collection (with the exception of reference books for use by staff and the public). This will save space in stores and will protect the integrity of the core collection. We will not collect material for 'set dressing', which was very much the collecting practice of the museum in the 1980s and 1990s but does not feature in the current displays.
- **Nazi material:** The museum does not collect generic material relating to Nazi Germany without provenance and that does not tell a story. We will only collect swastika flags, Nazi armbands, daggers etc. if they relate to a known person, event or place connected with the Normandy campaign.
- **Handling:** Material will only be collected for handling in consultation with the learning staff, in which case it will become part of the handling / school loans collection rather than the accessioned museum collection.

We particularly aim to collect material that addresses the weaknesses in the

collection identified above. However the museum will continue to collect other relevant and suitable objects.

5. Themes and priorities for rationalisation and disposal

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 The priority is to audit the D-Day and Military History Collections to identify:

- items for transfer into the D-Day Collection (this process has already been carried out to a large extent)
- potential disposals
- and separate out unaccessioned items stored within the main reference collection with a view to disposal.

6. Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s):

- Imperial War Museum
- National Museum of the Royal Navy
- National Army Museum
- RAF Museum
- National Maritime Museum
- Regimental and Corps museums (most of which are part of the Army Museums Ogilby Trust network)

- Local museums and archives throughout the UK

8. Acquisition

8.1 The process for agreeing acquisitions is:

- Potential gifts or purchases are assessed by the relevant specialist curator; the object must fit within the approved collection development policy, ideally be in good condition and the museum must be able to curate it effectively. If the item on offer meets these requirements it will be accepted by the curator.
- Larger or more unusual offers will be referred to the Museum and Visitor Services Manager and/or the Director of Culture, Leisure and Regulatory Services. If the item is particularly sensitive the view of the Cabinet Member for Culture, Leisure and Economic Development will be sought.

8.2 The D-Day Story will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

8.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, The D-Day Story will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

9. Human remains

The museum does not hold or intend to acquire any human remains.

10. Biological and geological material

10.1 The museum does not hold or intend to acquire any biological or geological material.

11. Archaeological material

11.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or

responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

- 11.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

12. Exceptions

- 12.1 Any exceptions to the above clauses will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin
- 12.2 In these cases, the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

13. Spoliation

- 13.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

14. The Repatriation and Restitution of objects and human remains

The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

15. Disposal procedures

- 15.1 All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.
- 15.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 15.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 15.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 15.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 15.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 15.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 15.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 15.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the

material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

15.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

15.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

15.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

15.13 Disposal by exchange

The museum will not dispose of items by exchange.

15.14 Disposal by destruction

- If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- The destruction of objects should be witnessed by an appropriate member of

the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

16 Loans

16.1 Loans In

- The council will not normally accept material on loan for the museum collections unless for the purpose of temporary exhibition or copying, or where the item is of exceptional interest. Loans are only accepted for a specified fixed term only, usually annual or bi-annual, renewable in writing. There may be some specific exceptions to this rule where terms will be agreed separately.
- Long-term loans, particularly but not exclusively of archaeological material, will not be accepted unless the owner takes financial responsibility for their care and curation.

16.2 Loans Out

- In accordance with the principles of the Museums Association's Smarter Loans policy (2012), the council may make loans of accessioned museum items to external venues enabling Portsmouth's collections to reach wider audiences. Each application will be considered on its own merits and may require formal agreement by the Cabinet Member for Culture, Leisure and Sport. Loans will only be made if standard conditions of loan are met and in most cases this will require the satisfactory completion of facilities reports.

Appendix A: Historical narrative used in current displays

This narrative was created as part of the redevelopment of the museum's displays in the period 2014-2018 and informs The D-Day Story's collecting policy. However, this is not the only way to tell the story of the Normandy campaign. There are topics relating to the campaign, such as its planning and commemoration, the experiences (in 1944, before and since) of individuals who took part in it, which are not specifically mentioned in this list but which are still valid collecting areas. The reason for this is that the limited space and resources available for the new displays placed some limitations on their creation.

1. Preparations

| | Story | Description |
|------|--|---|
| 1.1 | Dunkirk to D-Day | Campaigns between the 1940 Dunkirk Evacuations and D-Day, including the Blitz, the Bomber offensive, the campaigns in North Africa and Italy, as well as allied servicemen in exile in Britain. If the individual does not have a connection to the Normandy campaign, limit collecting to personnel with a Portsmouth connection and accession into Military History collection. |
| 1.2 | Choosing Normandy | The decision to land in Normandy as opposed to other locations, and the information that had to be gathered and processed to arrive at that decision. |
| 1.3 | D-Day: the plan | The various plans developed for D-Day, from top-level planning documents issued by senior commanders to orders and other documents issued to lower-ranking personnel. |
| 1.4 | Set Europe Ablaze | The actions of the French Resistance, Special Operations Executive and similar organisations in German-occupied Europe 1940-1944, and the formation of Allied special forces units such as airborne forces and the commandos. |
| 1.5 | Mobilising for War | Allied personnel enlisting into the armed services and other supporting roles, such as war industries and reserved occupations. |
| 1.6 | Allies Assemble | Allied personnel gathering in Britain from 1942 onwards, including interactions with civilians. In particular emphasis on the period circa January 1944 - August 1944 when troops were assembling in the South of England prior to crossing to France. |
| 1.7 | Training and Exercises | Basic and specialist training for Allied personnel, and training exercises, such as Fabius and Tiger. |
| 1.8 | Reconnaissance and Information Gathering | Units and organisations involved in information gathering and aerial reconnaissance. Also the analysis and dissemination of the information gained. |
| 1.9 | Secrecy | Attempts to keep plans and information secret, such as Bigot and Bogus, and attempts by individual personnel to circumvent security measures. |
| 1.10 | Specialist Equipment | The development, design, manufacture and testing of special vehicles such as the Hobart's Funnies and the Horsa glider. Also specialist clothing and equipment in |

| | | |
|------|-------------------------------|--|
| | | response to the challenges posed by a cross-channel invasion. |
| 1.11 | Logistics: Mulberry and PLUTO | Inventions and engineering projects to aid allied logistics, particularly Mulberry Harbours and the PLUTO pipeline, |
| 1.12 | The Atlantic Wall | The physical German defences in occupied Europe, particularly along the Atlantic and channel coasts. |
| 1.13 | German Armed Forces | The experiences of people who were manning the German defences in Northern France. Includes elements of German forces such as Osttruppen, Hiwis and Organisation Todt. |
| 1.14 | French Home Front | The experiences of French people who were living under German occupation 1940-1944. |

2. Ready to Go

| | Story | Description |
|-----|---------------------|--|
| 2.1 | Final preparations | Preparations for D-Day in Britain, such as marshalling camps, embarkation points, troops loading into ships and landing craft. |
| 2.2 | Meanwhile in France | Events and experiences in occupied France in the days and hours leading up to D-Day, from the French and German perspective. |
| 2.3 | The decision to go | The decision taken by General Eisenhower, in consultation with his senior commanders, to launch D-Day on 6 June 1944. |

3. D-Day

Beaches - includes landing craft crews relevant to each beach.

| | Story | Description |
|-----|----------------------|--|
| 3.1 | Sea Crossing | Ships, landing craft and the experiences of crews and embarked personnel during the crossing of the English Channel on D-Day |
| 3.2 | Air Crossing | Air forces and airborne forces on D-Day |
| 3.3 | Utah Beach | Landings on this beach, including US Airborne forces landing behind Utah Beach. |
| 3.4 | Omaha Beach | Landings on this beach |
| 3.5 | Gold Beach | Landings on this beach |
| 3.6 | Juno Beach | Landings on this beach |
| 3.7 | Sword Beach | Landings on this beach, including British Airborne forces landing inland |
| 3.8 | D-Day has come | How news of D-Day spread, including formal reporting such as newspapers, radio, photographers and informal reporting such as letters and personal correspondence |
| 3.9 | The Germans on D-Day | The experiences of German troops and foreign personnel who were under German command on D-Day. |

4. Battle of Normandy

| | Story | Description |
|-----|---------------|--|
| 4.1 | Experience of | The experience of servicemen and women from both sides |

| | | |
|-----|------------------------|--|
| | Battle | during the Battle of Normandy, particularly relating to the weapons used |
| 4.2 | Medical and casualties | The treatment and care of service personnel and civilians who were wounded or killed during the Battle of Normandy. |
| 4.3 | French Home Front | The experiences of French people who were caught up in the Battle of Normandy. |
| 4.4 | French Resistance | The experiences of French people who fought the Germans after the Allied landings as part of the French Resistance. |
| 4.5 | Sequence of Events | The broad outline of events from 6 June 1944 until the liberation of Paris on 25 August 1944. Includes aspects such as the cross-channel ferrying of men and supplies, and the German V-1 and V-2 weapons which were fired against the UK and elsewhere. |

5. Legacy

| | Story | Description |
|-----|---------------------|---|
| 5.1 | Coming Home | Post-war experiences, demobilisation and return to civilian life |
| 5.2 | Loss | The experiences and stories of men and women who were killed and their families and friends |
| 5.3 | Veterans | Individual veterans and veterans associations, how they commemorate and perceive themselves |
| 5.4 | Popular Culture | Responses to D-Day in popular culture such as film, literature, music and art. Also references to the term 'D-Day' in everyday use |
| 5.5 | Commemorating D-Day | Events, projects and memorabilia to commemorate D-Day, such as special anniversaries. Also commemorative material such as souvenirs and memorials |

6. Overlord Embroidery

The story of how the Overlord Embroidery was commissioned, researched, designed and made, and its history before going on display at the D-Day Museum in 1984.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

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

Directorate:

Culture, Leisure & Regulatory Services

Service, function:

Culture & Leisure

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

Collection Development Policies - Portsmouth Museums and The D-Day Story.

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

- ☐ Existing
- ☐ New / proposed
- ☒ Changed

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

Updated / new Collection Development Policies for next five years, now with a separate policy for The DDS.

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, although for Portsmouth Museums (excluding The DDS), the priorities for future collecting will be achieved in dialogue / partnership with residents / community groups.

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 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?

Through implementing our priorities for collecting, our aim is to engage with a diverse audience drawn from across the city, providing positive life-enhancing activity that will benefit individuals, families and community groups and contribute towards making our city more cohesive and therefore safer.

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

Capturing data re the demographic of those taking part to ensure increasingly representative of the city and its communities. Feedback from partners and participants.

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 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 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?

This is growing evidence to suggest that participation in cultural activity benefits health and wellbeing. Our aim is to increase the level and quality of participation through working with communities in a co-creative way to create content with them (rather than for them). Our priorities for future collecting entail a dialogue with community groups. Participation will increase confidence, self-esteem, feelings of wellbeing.

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

Feedback from participants and partners.

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 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?

In implementing our priorities for future collecting, we aim to work with communities across the city including low-income families and those vulnerable to falling into poverty.

How are you going to measure/check the impact of your proposal?
Feedback from participants and partners.

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 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?

We aim to ensure that the city's collections represent and reflect the diversity of the city and to involve the community in identifying priorities for future collecting.

How are you going to measure/check the impact of your proposal?
Measuring the change in demographic of people accessing / working with the collections in store over time.
Feedback from participants and partners.

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 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?

Working with community groups, we can use the collections to explore issues relating to carbon emissions / climate change - from make-do-and-mend to up-cycling, from collecting insects as a 19th Century pastime to a record of the impact of climate change. We can collect to reflect the importance of these issues.

How are you going to measure/check the impact of your proposal?
Measure level of awareness / actions people take in response to participation.

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 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 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?

Working with community groups, we can use the collections to explore these issues and will collect to reflect them in dialogue with the community.

How are you going to measure/check the impact of your proposal?
Feedback from participants and partners.

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 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?

Museum collections reflect historic biodiversity. A priority for future collecting relates to invertebrates from the Solent + botanical material. Museum Natural History Collections underpin understanding of natural world.

How are you going to measure/check the impact of your proposal?
Changes in awareness, behaviours.

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 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 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?

B - Environment and climate change

Yes

No

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 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?

Working with community groups, we can use the collections to explore these issues and develop the collections to reflect peoples interests / concerns (eg upcycling).

How are you going to measure/check the impact of your proposal?
Changes in level of awareness / positive behaviours.

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 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 focus of the Collection Development Policies is the city's heritage - specifically collections - and how they reflect and relate to the city's residents and communities, work and leisure etc.

How are you going to measure/check the impact of your proposal?
Level of involvement of city's residents and communities.

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 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?

Implementation of future collecting priorities involves residents and communities in the decision-making process contributing to the development of a confident and skilled workforce through engagement and participation which provide a variety of lifelong learning opportunities for a diverse range of people.

How are you going to measure/check the impact of your proposal?
Feedback from participants and partners.

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 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?

Museums and their collections contribute to the cultural life of the city and help to make Portsmouth a desirable place to live, work and visit.

How are you going to measure/check the impact of your proposal?
Feedback from residents and visitors.

Q8 - Who was involved in the Integrated impact assessment?

Museums and Visitor Services Manager, Jane Mee.

This IIA has been approved by: Stephen Baily

Contact number: x 4399

Date: 6 January 2022

Agenda Item 12



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 Forward Plan |
| Date of meeting: | 8 February 2022 |
| Report by: | Director of Culture, Leisure and Regulatory Services |
| Wards affected: | ALL |

1. Requested by

- 1.1 Cabinet Member for Culture, Leisure and Economic Development

2. Purpose

- 2.1 To share the forward plan for The D-Day Story museum prior to the end of the National Lottery Heritage Fund funding.

3. Information Requested

- 3.1 The Transforming the D-Day Museum project which led to the creation of The D-Day Story is in its final phase with the final reports to the National Heritage Lottery Fund due in March 2022. Although the capital element ended some time ago, the lottery funding has supported the museum's very successful events programme since the museum opened in March 2018 including the post responsible for its delivery.
- 3.2 Similarly, the Landing Craft Tank (LCT) 7074 project Resurrecting a D-Day Hero will also end in 2022, with the Activity Plan elements for which the council is responsible drawing to a close this financial year (or very early next). The council however, remains responsible for the operation of LCT 7074 as part of The D-Day Story including the generation of a surplus to build up a reserve to support future maintenance of the ship.
- 3.3 A forward plan has been prepared setting out the aspirations for The D-Day Story going forward building on the achievements of the two lottery funded projects, ensuring that the museum remains dynamic, focused and resilient. This is shown at Appendix 1.



THIS ITEM IS FOR INFORMATION ONLY

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

The vision and four aims for The D-Day Story remain similar to those envisaged at the outset of the project. A series of objectives is listed for each aim.

3.4 Vision

Our vision is to be the national D-Day hub with an international reputation. We want to bring the D-Day narrative to life for the 21st Century, explain how ordinary people played extraordinary parts in a turning point in history, and reveal D-Day's legacy for the present day.

3.5 Aims

- i) Create an exciting 'must-see' environment which everyone feels is for them.
- ii) Deliver an imaginative mix of events and activities for visitors of all ages, ensuring there is always something new to see and do.
- iii) Deliver excellent formal and informal learning programmes to inspire young people.
- iv) Establish The D-Day Story as the national hub for learning about D-Day, working with UK and international partners to share knowledge about D-Day with audiences around the world.

3.6 The forward plan - in a slightly earlier version - has been shared with the D-Day Museum Trust and the Overlord Embroidery Trust. The document was received very enthusiastically by the latter and led to an invitation to apply for funding to the Dulverton Trust. (This was done with a successful outcome).

3.7 In addition, the museum's general manager has provided a plan on a page detailing the actions currently underway to ensure the museum remains dynamic, focused and resilient (Appendix 2). This was received favourably by the Portsmouth D-Day Museum Trust at their recent meeting.

3.8 Accreditation with Arts Council England requires a development plan for each museum operated by the council. The forward plan presented here meets this requirement.

3.9 The next step is to prepare a five-year budget for The D-Day Story. This work is underway in dialogue with colleagues from Finance and will be shared with the Cabinet Member at the earliest opportunity.

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:

Appendix 1 - D-Day Story Forward Plan
Appendix 2 - Plan on a Page

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

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

| Title of document | Location |
|--------------------------|-----------------|
| | |
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The D-Day Story

Keeping the story alive

Forward Plan 2022 to 2026

Introduction

Since opening in March 2018, The D-Day Story has achieved a variety of successes and exceeded all pre-opening expectations. This has included.

- Positive feedback on sites such as TripAdvisor and Google which is testimony to the quality and relevance of our offer to a broad audience.
- Visitor numbers and income targets ahead of projections in the first two years of opening.
- Awards - shortlisted for European Museum of the Year in 2019 and finalist for Beautiful South award for our inclusion and access work in 2021.
- Good practice visits from peers (including IWM and the Tank Museum).
- Soldier of Sacrifice PR campaign.
- Use of the DDS branding for city's D-Day 75 commemorations.
- Match funding target achieved by Portsmouth D-Day Museum Trust.
- Strong visitor numbers post lockdowns and throughout the summer & autumn of 2021 including return of organised group visits in significant numbers.
- Move and arrival of LCT 7074 and successful integration into the existing visitor offer and journey at the museum.
- Successful launch and positive reaction to new audio guide in summer of 2021.
- Positive reaction to varied events programme across the year.

The DDS team is passionate about the museum and recognises that we have created something very special that resonates with the people of Portsmouth and visitors who travel from further-a-field. We see ourselves as being at the cutting edge of what constitutes good museum practice (endorsed by the response of our peers) and as having extracted significant value for money out of the project funding.

The business plan is based on the premise that The DDS is a high quality offer to which people of all ages and backgrounds can relate, significantly enhanced by the arrival of Landing Craft Tank 7074 which adds a different dimension to a visit. Our priority over the next five years will therefore be marketing and events to ensure that the museum is promoted and attracts the level of visits it merits.

In addition, DDS will need to adapt to the end of lottery funding for the activity / audience development programmes in 2021 and the recovery from the coronavirus pandemic which is likely to impact for some years on visitor numbers and demographic - the overseas group market for example.

The 80th Anniversary of D-Day and the Normandy Landings in 2024 will be a significant opportunity for The DDS to consolidate its position as the national hub for D-Day and springboard for the next 10 years.

Vision

Our vision is to be the national D-Day hub with an international reputation. We want to bring the D-Day narrative to life for the 21st Century, explain how ordinary people played extraordinary parts in a turning point in history, and reveal D-Day's legacy for the present day.

Aims

- i) Create an exciting 'must-see' environment which everyone feels is for them.
- ii) Deliver an imaginative mix of events and activities for visitors of all ages, ensuring there is always something new to see and do.
- iii) Deliver excellent formal and informal learning programmes to inspire young people.
- iv) Establish The D-Day Story as the national hub for learning about D-Day, working with UK and international partners to share knowledge about D-Day with audiences around the world.

By 2026

- Achieve over 600,000 ticketed visitors.
- One third of new visitors to hear about DDS through social media.
- Young people and children visiting DDS (including with family or in school groups) to make up 30% of the visitor demographic and 20% of the volunteers.
- Every Portsmouth Primary School to have visited the museum.
- Build formal collections research relationships with three universities.
- All collections accessible online.
- DDS viewed as a place to be, a multipurpose venue with a variety of reasons to visit.
- Growing ownership and galvanising people's pride in Portsmouth for all things D-Day.

Create an exciting 'must-see' environment which everyone feels is for them

Marketing

Marketing and communications has and will continue to focus on:

- The arrival of The DDS's latest exhibit LCT 7074 (with usps):
 - only survivor, can go on board, outdoor (different experience to inside DDS), exclusive tours (inc beneath vessel)
 - multi-layered inclusive approach
 - new model of working, paid staff supporting volunteers / opportunities to gain new skills
- Marketing communications will drive visits both locally and regionally (2h drive time). The main activity will be digital marketing supported by an away from home campaign and radio advertising.
- Commissioning new marketing assets based on DDS brand.
- Pursue Joint ticketing opportunities with the NMRN (owner of LCT 7074) and other attractions across the city.
- Market the museum as an accessible destination (following accessible and inclusive tourism award).
- Ongoing implementation of social media strategy.
- Develop our offer to groups and actively market this, particularly in the domestic market.

Going forward the priority will be to secure additional funding for marketing.

Audience Development

- Develop staff and volunteers to deliver a warm welcome and high standards of customer care through the 'happy museums' initiative. Monitor performance through visitor feedback and ensure the entire team remains engaged in delivering the best possible visitor experience.
- Ensure our offer and communication works especially well for visitors with disabilities.
- Maintain visibility in the city and community conversations through the use of the D-Day Jeep for example and with the support of volunteers.
- In light of price sensitivity of residents, we will continue to offer discounted tickets especially in the low season. This will also help to increase visits in what is currently a quiet period.
- Recruit and develop a team of young volunteers (in part to encourage visits from other young people).

Deliver an imaginative mix of events and activities for visitors of all ages, ensuring there is always something new to see and do

- Deliver, promote and evaluate a varied programme of events and activities including on board LCT 7074, designed to attract a broad range of audiences to the museum including families. The programme will be about adding value to a visit and generating income through increased ticket sales (as well as repeat visits) although

we will also offer privileged access events at a premium (including with partners such as the Royal School of Needlework). We will constantly review and refresh the offer.

- Prepare and implement programme for return and replacement of loaned objects and regularly refresh the recent acquisitions case.

Deliver excellent formal and informal learning programmes to inspire young people

- Develop and promote the offer for schools, including launch of the new materials funded as part of the lottery funded project - self-led trails and secondary school offer. Develop a closer relationship with the city's schools through the Culture Education Partnership (CEP).
- Work with FE colleges / sixth form colleges to incorporate DDS inspired textile, fashion and design element into national curriculum.
- Build on the success seen so far and continue to support the kickstart programme until its conclusion, providing young people with paid work experience opportunities.
- Ensure social media strategy and content engages with young people.

Establish The D-Day Story as the national hub for learning about D-Day, working with UK and international partners to share knowledge about D-Day with audiences around the world

Group Market

- Continue to market the museum to international/national tour operators, travel agents and group organisers, including through DDS membership of Liberation Route Europe (enhanced by arrival of LCT 7074). Groups likely to return from 2022 onwards.
- Develop bespoke offers to attract more groups.
- Ensure key influencers are informed about the museum such as battlefield tour guides, taxi drivers, frontline tourism staff across the destination.
- Use the 80th anniversary of D-Day in 2024 as a key milestone in the recovery the group and international market.
- Restart the dialogue with Southwick House on developing a group offer for the D-Day Map Room.

Research

- Support student research projects which form part of degree, University of Portsmouth (U/G second year) and Manchester Metropolitan University (MA).
- Offer bursaries to encourage use of the collections for research.
- Continue to digitise collections and make them available online (funding for post / recruit dedicated volunteer team).
- Investigate creation of Study Room at DDS to provide access to the museums extensive D-Day Library and digital material including oral history/video collection (potential space identified)

- Working with academic partners, historians and other museums deliver an annual conference to share knowledge of D-Day and the Normandy Landings.

D-Day 80, 2024

- National D-Day 80 project to raise awareness of D-Day heritage across South England / the UK (building on LCT journey project involving Tyne and Wear, Norfolk, Southampton and Liverpool), potential for Lottery funding.
- Explore in partnership with Liberation Route Europe and tour companies the potential for creating "battlefield tours" within the UK (due to the complications of international travel). For example, visiting Battle of Britain airfields, or D-Day troop camps.

Achieve national standards

- Prepare documentation for Accreditation (national standard for museums), including a Collections Development Policy for the D-Day Collection (Portsmouth Museums will be invited to re-apply in April 2022).
- Deliver high standards of collection care through a programme of environmental monitoring, cleaning of cases, rotation of sensitive items such as paper archives and costume, and maintenance (especially of Landing Craft Tank 7074).
- Complete restoration of the Field Gun on display at DDS with the support of the National Army Museum.

Budgets

Develop and finalise stretching and realistic budgets for both the museum and LCT 7074 which support the growth of the museum through the areas and activity detailed above.

Document originally created by the DDS team in February 2021 and updated by Ross Fairbrother (General Manager) in December 2021 to reflect activity, results and successes seen throughout 2021.

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The D-Day Story

Driving efficiency, engagement and collaboration to maximise the visitor experience

New operating model to drive efficiency
and commerciality - self sufficient

Development of wider
volunteer roles throughout
museum

Specific areas of responsibility
Rotas, retail, events

Staff

Volunteers

Simplified PDR,
focus on service & development.
Regular one to ones, enable active
line management

Tailored induction for
new starters
including kickstarters

Internal comms strategy to ensure
Staff and volunteers well informed and engaged
“One museum, one team”

Collaboration with Ali
to ensure consistent
volunteer experience

Volunteer
meetings

Increased engagement
and understanding of collection

Development of
M&VS role and B5 team
to ensure continuity and
reflect operational need

Developing the Visitor Experience

```
graph TD; Center((Developing the Visitor Experience)) --> A[Events calendar across year  
Planned, varied audiences, clearly promoted.  
Become known for this.]; Center --> B[Development of retail offer  
Products incl LCT, merchandising, upselling,  
link to events]; Center --> C[Investigate opportunity for events on  
LCT and 'lates']; Center --> D[Launch and promote new trail]; Center --> E[Clear standards across all areas of the museum,  
develop welcome offer  
to maximise upselling]; Center --> F[Develop and promote new group offer  
at varying different price points]; Center --> G[Re-launch newsletter and develop mailing list  
planned throughout the year]; Center --> H[Work to enhance the café experience]; Center --> I[Launch and promote audio guide]; Center --> J[Successfully relaunch schools  
and education offer];
```

Events calendar across year
Planned, varied audiences, clearly promoted.
Become known for this.

Development of retail offer
Products incl LCT, merchandising, upselling,
link to events

Investigate opportunity for events on
LCT and 'lates'

Launch and promote new trail

Clear standards across all areas of the museum,
develop welcome offer
to maximise upselling

Develop and promote new group offer
at varying different price points

Re-launch newsletter and develop mailing list
planned throughout the year

Work to enhance the café experience

Launch and promote audio guide

Successfully relaunch schools
and education offer

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Agenda Item 13



Title of meeting: Culture, Leisure and Economic Development Decision

Date of meeting: 8 February 2022

Subject: Culture, Leisure and Regulatory Services Business Plan, 2022 - 2025

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 This report provides a summary of the scope of the Culture, Leisure and Regulatory Services Directorate Business Plan.

2. Recommendations

- 2.1 **That the Cabinet Member for Culture, Leisure and Economic Development approves the service strategies and objectives set out in the business plan.**

3. Background

- 3.1 The previous business plan was approved by the Cabinet Member for Culture and City Development on 20 March 2020, just as the country was entering lockdown at the commencement of the Covid-19 pandemic. A new plan was therefore required as the Council looks towards recovery.
- 3.2 The business plan states the forward aspirations of the directorate and outlines the strategies by each service area to meet the Council's objectives.
- 3.3 The business plan is also shared with key partners as an introduction and 'roadmap' for the directorate.
- 3.4 The key aspects to the business plan are:
- 3.4.1 Reflection of the City Vision 2040, Administration's priorities and how these are reflected in the service strategies;

- 3.4.2 The effect of the Covid-19 pandemic on the directorate and how this has been a catalyst and opportunity for recovery and renewal as reflected in the service strategies.
- 3.4.3 Where relevant, application of national policies, strategies and funding opportunities.
- 3.4.4 The updated key performance indicators and risk matrix;
- 3.4.5 The current major projects in the directorate.
- 3.4.6 A commitment to the projects and strategies for the next 3 year period.
- 3.5 The plan is intended to provide an easily navigable document of the services we provide, their strategies, the risks and challenges facing the services, our plans to meet those challenges, together with delivery of the plan.
- 3.6 Section 4 of the plan includes a Plan on a Page which is a bullet point version of how the service strategies meet the City Vision 2040 objectives. This a useful quick recap tool to see how the directorate overall is delivering to the City Vision 2040.
- 3.7 The key deliverables for each service are embedded in Section 2. Further detail can be obtained from the individual services' operating plans.
- 3.8 The business plan is monitored via key performance indicators which are reported via Governance and Audit and Standards Committee.
- 3.9 Once approved, the business plan will be shared with Members, the Chief Executive, the City Solicitor, the service managers and will be available to other directorates. The business plan will be shared with the directorate's key portfolios:
 - 3.9.1 Cabinet Member for Culture, Leisure and Economic Development,
 - 3.9.2 Cabinet Member for Community and Central Services,
 - 3.9.3 Leader,
 - 3.9.4 Cabinet Member for Climate Change and Green Recovery; and
 - 3.9.5 Cabinet Member for Community Safety and Environment.
- 3.10 The City Vision objectives, as reflected in the business plan, are:
 - 3.10.1 A healthy and happy city;
 - 3.10.2 A city rich in culture and creativity;
 - 3.10.3 A green city;
 - 3.10.4 A city with a thriving economy;
 - 3.10.5 A city of lifelong learning;

3.10.6 A city with easy travel.

4. Reasons for recommendations

- 4.1 To agree and share with the Cabinet Member for Culture, Leisure and Economic Development the contents of the business plan and agreed objectives.
- 4.2 To enable the Director of Culture, Leisure and Regulatory Services to implement the strategies set out in the business plan.

5. Integrated impact assessment

- 5.1 An integrated impact assessment is contained at Appendix 2.

6. Legal implications

- 6.1 Specific legal implications and the mitigation of any relevant legal risks arising from the carrying out of activities and functions in support of the objectives of the Business Plan will be appraised and supported as required in the course of its implementation.

7. Director of Finance's comments

- 7.1 Objectives set out in the Culture, Leisure and Regulatory Services Business Plan will be achieved within the approved 2022/23 to 2024/25 cash limits.

.....
Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1: Culture, Leisure & Regulatory Services Business 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 |
|-------------------|----------|
| | |
| | |

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



Culture, Leisure & Regulatory Services Business Plan

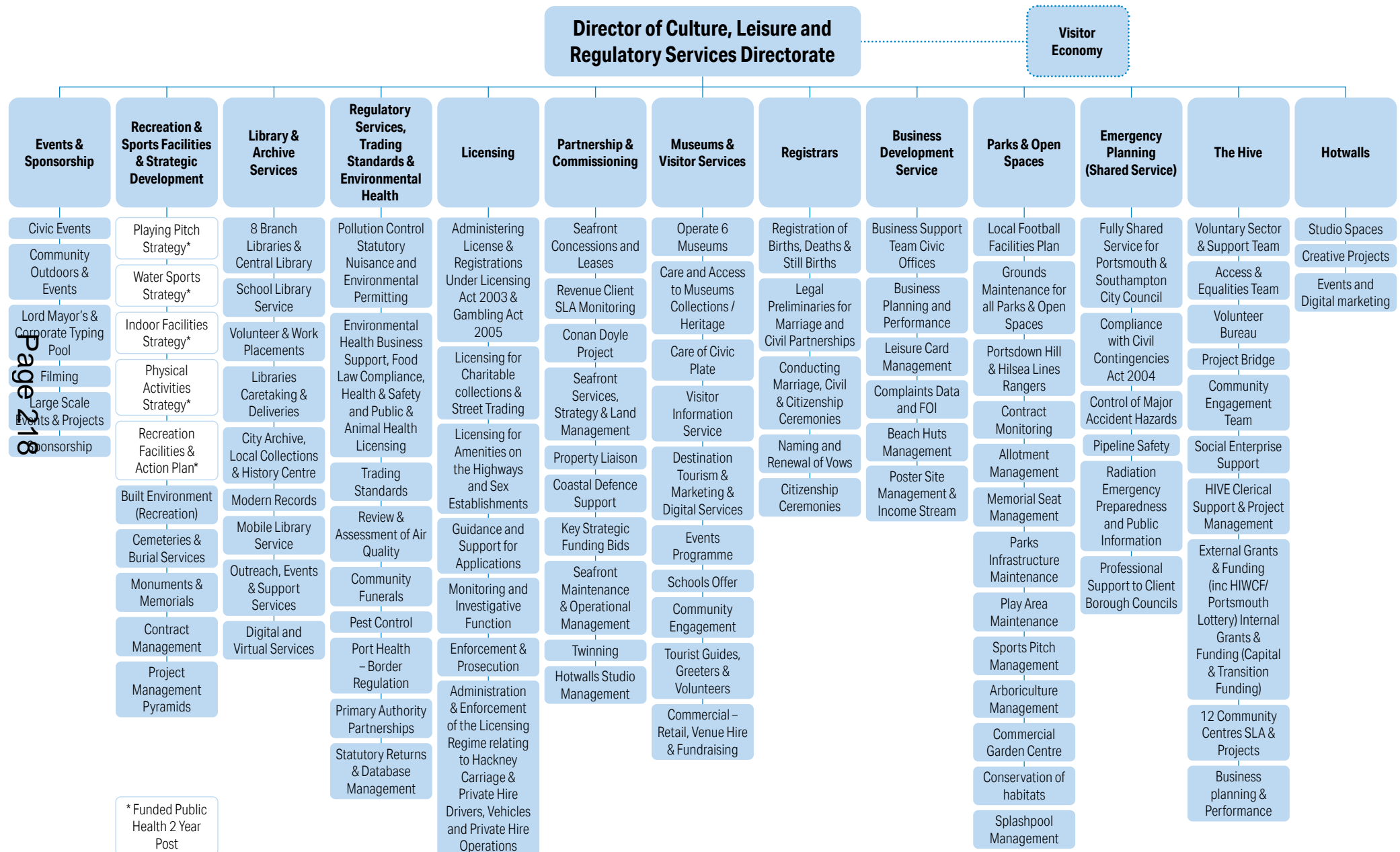
Culture, Leisure & Regulatory Services Business Plan

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Directorate structure



Section 1: Introduction and City Vision 2040

The past 18 months, covering the impact of the Covid 19 pandemic, have affected every single service area of local government. In our city, more of our residents have become eligible for support from the public sector. The trauma arising from the impact of the pandemic and accelerated social change has put pressure on health and social care provision and provides a unique opportunity to consider these issues in a different way, particularly as residents spend more time in their local area.

Culture, Leisure & Regulatory Services ("CLRS") Directorate is a key driver in the city for delivering improvements to both mental and physical wellbeing, the importance of which has been highlighted during the pandemic. The directorate has been able to rethink delivery of cultural provision in consideration of the changes to technological habits and behaviours brought about by lockdown, whilst at the same time not excluding those with limited digital access.

The directorate is divided into both delivery of statutory and non-statutory services. Traditionally, the delivery of non-statutory services is seen as 'nice to have' but learning from the pandemic has made it self-evident that the offer from services such as Libraries (statutory in part), Museums, Parks, Leisure and Sports can have a direct impact on the statutory services delivered by local authorities such as public health, social care and education. Whilst recent austerity measures have required local government to make cuts to budgets, it is over-simplistic to make these decisions on a 'statutory' or 'discretionary' basis.¹

The statutory arm of the directorate covers services such as Licensing, Registration Service and Regulatory Services. Whilst these services have

statutory protection, the pandemic has led to increased demand placed on these services and additionally as a result of recent legislative changes.

Support from Central Government

Initiatives from the government of over £1 billion to support the national Culture and Leisure sector recovery included the Cultural Recovery Fund. This allowed cultural organisations such as theatres and museums to remain financially viable to re-open post lockdowns, in accordance with the roadmap and the directorate has taken full advantage of such opportunities as will be made evident in this plan.

In addition, the Leader of Portsmouth City Council, Councillor Gerald Vernon-Jackson, in his role as Chair of the Local Government Association Culture, Tourism and Sport Board, wrote to the Secretary of State for Digital, Culture, Media and Sport in July 2020² setting out the argument that leisure and sport provided by the public sector had a distinct role to play in narrowing the gap between access to physical activity, health outcomes and BAME and deprived communities.

Moreover, Public Health England, in their 2020 review³, made it clear that local government provides an essential role in the delivery of inclusive and equitable green space in the public realm, to improve health and wellbeing outcomes by encouraging active travel, improving social cohesion, mental health outcomes and climate mitigation.

1 Audit Wales 'At Your Discretion: Local Government Discretionary Services', April 2021

2 Letter from Gerald Vernon-Jackson to Rt. Hon Oliver Dowden MP, 10 July www.local.gov.uk/sites/default/files/documents/Letter%20from%20Cllr%20Gerald%20Vernon-Jackson%20to%20Rt%20Hon%20Oliver%20Dowden%20MP%20on%20Future%20survival%20of%20leisure%20services%2010%20July%202020.pdf

3 Public Health England 'Improving Access to Greenspace, a new review for 2020'

Support from other bodies

With challenges to the budget, CLRS directorate is required to work increasingly innovatively to deliver. As will be shown in the plan, the directorate is required to consider strategic funding frameworks from bodies such as the National Heritage Lottery Fund ("NHLF"), Sport England and the Arts Council. The objectives of these bodies accord well with the City Vision 2040. For example, the NHLF require all project applications to meet their inclusion outcome, to ensure that 'a wider range of people will be involved in heritage'.⁴

City Vision 2040

Imagine Portsmouth 2040 is a forward vision for the city which has been agreed following consultation and engagement with organisations across Portsmouth. It sets out the following objectives:

- a healthy and happy city
- a city rich in culture and creativity
- a green city
- a city with a thriving economy
- a city of lifelong learning
- a city with easy travel

and provides for the following values:

- community
- collaboration
- equality
- respect
- innovation

This Business Plan will show how each service is contributing towards these objectives and values.

Administration's Priorities

The current administration's priorities 'Building a Brighter Future' also incorporate the City Vision and these are included below where they relate to Culture, Leisure and Regulatory Services.

Portsmouth City Council Mission

The Council mission is modelled on the City Vision and Administration's priorities:

to support the city to recover and renew following the pandemic and to play our part in achieving the city vision by working together as one council and with our partners and communities, to tackle health, social and economic inequalities

The mission is expounded in the **Council's Corporate Plan 2021**⁵ which was approved by Cabinet on 5 October 2021.

The priorities in the Corporate Plan reflect the themes in the City Vision.

4 www.heritagefund.org.uk/about/strategic-funding-framework-2019-2024

5 [https://democracy.portsmouth.gov.uk/documents/s32453/Corporate Plan approval - Oct 21 Cabinet.pdf](https://democracy.portsmouth.gov.uk/documents/s32453/Corporate%20Plan%20approval%20-%20Oct%2021%20Cabinet.pdf)

The vision, mission and priorities can be broken down as follows:

Objective 1: A healthy and happy city

We will:

- enhance wellbeing through education
- care and support each person's needs for their physical and mental health
- ensure residents live in good homes where they feel safe and can thrive

Administration's priorities under Objective 1

- Football Facilities at King George V Playing Fields
- New Community Swimming Pool

Objective 2: A city rich in culture and creativity

We will:

- Enjoy a vibrant cultural scene that makes the most of our location, our heritage and our creative energy
- Be known as a great, welcoming waterfront and city destination that brings people together

Administration's priorities under Objective 2

- Support for New Theatre Royal and Kings Theatre as community assets
- Support Portsmouth Creates to ensure our cultural and creative community thrives

Objective 3: A green city

We will:

- Have excellent air quality, green spaces, sustainable transport
- Use renewable energy
- Live healthy and active lives
- Protect and enhance our land and maritime environment for the future

Administration's priorities under Objective 3

- Invest in greening projects across the city.

Objective 4: A city with a thriving economy

We will:

- Supercharge local businesses and entrepreneurs
- Attract investment
- Build strong partnerships
- Offer brilliant career opportunities

Administration's priorities under Objective 4

- Put culture at the heart of the city's culturally-led regeneration

Objective 5: A city of lifelong learning

We will

- Encourage our young people to develop high, positive aspirations
- Provide our adults with lifelong education opportunities that empower them and enrich their lives

Administration's priorities under Objective 5

- Provide placements to young people under the Kickstart programme
- Develop digital access in the city

Objective 6: A city with easy travel

We will:

- Encourage and support more walking & cycling

Administration's priorities under Objective 6

- Reduce air pollution, make for a safer environment for pedestrians and cyclists.

Section 2: Service Strategies

2.1 Workforce Development

The Office for National Statistics (ONS) report as at March 2021 confirmed that young people's unemployment (16-24 year olds) saw a sharp decline in 2020 compared with 2019 levels. In the hospitality industry, economic inactivity rose by more than 50% in quarter 2 2020 compared to quarter 2 2019.⁶

This is unsurprising given that it is young people most often employed in this sector and the hospitality sector was hard hit by the pandemic. The government responded with the **Kickstart Scheme**, which funded new jobs for 16-24 year olds at risk of long term unemployment. CLRS Directorate has committed to a number of Kickstart opportunities across the services in 2021 as part of its commitment to the City Vision to offer **brilliant career opportunities**. This includes placements in Museums, Libraries, Parks, Seafront and Hotwalls.

These posts provide young people with a range of skills and experiences which they can use to move forward in the job market, including by progressing onwards into apprenticeship posts. This approach contributes towards building a city of lifelong learning.

Volunteering and community

With cuts to local authority budgets from central government, most often hitting discretionary services hardest, the directorate is required to operate creatively with its resources to meet service targets. Volunteering not only bridges this resource gap but also enables us to listen, consult with and engage our community and feed back into it. This is evident in a number of services:

- Parks

- Hive
- Libraries
- Museums
- Countryside stewardship

Parks Service: Waterfront Garden Centre

The Waterfront Garden Centre on Avenue De Caen is a key service which enables the directorate to contribute towards the city vision objectives of **a healthy and happy city, a green city and a city of lifelong learning** and demonstrates all of the core values embedded in the vision. The Centre engages staff both on a voluntary basis and via social enterprise. During lockdown volunteers and growers were stood down but have now returned.

The government's Transforming Care Programme comprises an agreement between the NHS, Department of Health, Local Government Association, Directors of Adult Social Services and Care Quality Commission. Building The Right Support Plan empowers commissioners to adopt a service model whereby support and care is focussed as a multi-disciplinary approach within the community and less dependent on institutional care.⁷

For the Waterfront Centre, this means that referrals are made both internally by the Adult Services Directorate and externally from the Solent NHS Trust and other social enterprises such as The Aldingbourne Trust. This provides the individuals referred with a safe environment to develop social and life skills. It also allows for social prescribing models for those with mental health conditions where traditional health plans are not necessarily the best outcome.

The Centre also receives input from the Hampshire and Isle of Wight Wildlife Trust, so that donated seedlings from the community can be nurtured and

⁶ Office for National Statistics, Coronavirus and Young People's Labour Market outcomes, March 2021 www.ons.gov.uk/employmentandlabourmarket/march2021#main-points

⁷ www.england.nhs.uk/learning-disabilities/natplan

sold onto companies for their office environments or outdoor greening. Moving forward, the intention of the Waterfront Centre is to engage the growers with the Friends groups (see Parks) to broaden their environment and skills base. The Centre will also look to broaden partnerships across the city. The Centre has recently been engaged in partnership with **Hotwalls** artist, Vanderhume, who has provided macramé pots for the Centre growers as part of an Arts Council funded textile community project.

For the volunteers, depending on their individual requirements, the Centre provides a return to work skills growth opportunity and increased involvement with the local community where individuals may be at risk of social isolation.

The Waterfront Garden Centre also provides a model of best practice for community engagement, volunteering and social enterprise models for the **Victoria Park Project** to consider as this project moves forward in development.

The Hive

City Vision 2040 looks to develop a thriving economy by **'supercharging entrepreneurs, and building strong partnerships'** and providing care and support for a 'healthy and happy city' and this is well evidenced by The Hive. This organisation is a strategic partnership in the city comprising representatives from the voluntary and community sector, the local Clinical Commissioning Group and the Council.

Portsmouth has a vibrant voluntary, community and social enterprise sector and HIVE Portsmouth connects VCSE groups within the city to benefit its residents and maximise choice and alternative support. Hive's VCSE network can access marginalised groups which historically have been hard to reach. This will help with the delivery of advice, support, signposting, and awareness raising within the community.

Medium term strategy for the Hive to meet the City Vision objectives is to keep up the momentum of volunteering registrations, support applications for community interest companies (CICs), charitable incorporated organisations

(CIO), support organisations, to continue to work with local communities and work with under-represented and BAME communities.

Library & Archives Service: Volunteering

The Library and Archive Service has a strong history of growing the opportunities provided by volunteers delivering non-statutory services and support. These diverse activities can provide personal enrichment and a sense of purpose for some volunteers, whilst for others it can be a source of work experience and a route into paid work.

Volunteers have helped expand library reach, so that there is **equality of access** to services, for example through the Home Library Service for those with mobility/health issues and Reading Friends, which enables those socially isolated to be connected. The Visually Impaired Groups receive volunteer support for weekly IT and reading group sessions, also providing an audio-newsletter and access to audio books.

The History Centre and Archive receives significant volunteer assistance in cataloguing records to be added to the collection, digitising images and transcribing recordings. A wide range of activities direct to branches includes, but is not restricted to, coding clubs, rhyme-times in Spanish and French, Ukulele Club and crafting. Library and independent Reading Groups are also hosted by volunteers. There are volunteer Friends Groups in two of our city libraries, focusing on raising funds through the delivery of high profile events, towards the acquisition of non-statutory items to improve the library. It is hoped that Friends Groups might develop in other areas of the city to increase overall engagement, interest and participation.

Portsmouth is one of a limited number of libraries selected to deliver Reading Spark. This is a new group of volunteers of secondary school age, who promote interest in STEM subjects, targeting BAME communities, girls and disadvantaged pupils.

Library Service have for many years had a strong relationship with the local job centre, voluntarily arranging 12 week placements to help people in the city

to get back into work and this is currently supplemented by Kickstart posts growing the social media offer.

Portsmouth Museums: Volunteering

Volunteers form an important part of the resource for the museums service and enable the service to **engage with the community**. The volunteers meet and greet the visitors across the museums sites and provide them with site information and history. There are also volunteers working on the collections behind the scenes. The opportunity to volunteer with others is important in developing community and social contact for those who may be isolated at home.

Parks/Countryside Management: Volunteering

The City includes part of Portsdown Hill, much of which is designated as a Site of Special Scientific Interest and a number of Sites of Interest for Nature Conservation such as Hilsea Lines, Farlington Triangle, Great Salterns Field, Milton Common, Fort Cumberland and Eastney Beach. Maintenance of all these sites is highly dependent on volunteer staff, who contribute around 4000 hours each year to each of the two Rangers who are based at Fort Widley, Portsdown Hill and Bastion 3, Hilsea.

The Parks Service also engage a number of Friends groups across the city each with a working interest in a particular greenspace. These groups enable the service to **engage with local communities** for involvement in the **care of Portsmouth's green spaces** and engage a sense of pride and ownership in the city.

Directorate Workforce Development Programme

Both at corporate level and at directorate level, one of the reflections from the pandemic is that we can do better to work cross directorate and cross service. The pandemic has brought about change to behaviours and norms, both for the communities we serve and for our colleagues and peers. This section will

consider the effect on staffing and work patterns as the directorate seeks to move forward and reflect the values of **collaboration** and **innovation**.

Working from home and, in the longer term, working to a hybrid model, brings its own challenges. Staff who were previously office based had to change behaviours and upskill quickly to enable working from home. The directorate, together with the rest of the Council, are now utilising this technology more effectively to meet with suppliers and stakeholders online and record meetings so that attendance can be caught up retrospectively. There are representatives across the service to assist staff with IT 'know-how'.

Longer term the directorate plans to embed a programme whereby peer support, mentoring and skill sharing can take place at a grass roots level so that skills and support are not constrained within immediate teams. This will build on, but not take the place of, the corporate lunchtime learning modules.

The directorate has made a full submission to the corporate Connectivity project to ensure that its unique needs (for example, staff working out in the field rather than at a corporate base) are reflected in the plans going forward.

The changes to working patterns accelerated by the pandemic have also renewed the focus on staff wellbeing. This is a consideration fully embedded into line management processes and a focus in the all staff directorate newsletter.

Digital Transformation Projects

The pandemic has accelerated the move towards digital delivery and this provides an opportunity to re-examine how we deliver cultural provision but in such a way that does not contribute towards digital exclusion. This is considered further within the individual services strategies. There is also representation and liaison for these projects at corporate level, from the digital customer team.

2.2 Events

The Events Service is a key driver towards the City Vision objectives for a city rich in culture and creativity, **a city with a thriving economy** and **a healthy and happy city**. During the pandemic the service was redeployed to support the Regulatory Services Team with compliance delivery, setting up a new team for Port Health and also supporting Registrars Service.

Events management awaited the results from the government's Events Research Programme to conduct a number of pilots to ensure events to re-opened safely in accordance with the roadmap⁸. The Purple Guide continue to work with the Department for Digital, Culture, Media & Sport and Public Health England to determine the strategic direction for events management moving forward post-pandemic⁹. The local authority is responsible for permitting outdoor events to take place in the local area, within a framework which considers risks and mitigations together with the economic and social benefits that the event offers to the community. Each event is subject to scrutiny by the Portsmouth Events Safety Advisory Group (PESAG) to ensure a high standard of delivery.

As we move towards recovery and renewal, the service have resumed the planning and delivery of events and it is anticipated that the appetite will return to pre-pandemic levels over the next 18 months.

Events contribute both directly and indirectly to the city's economy as a key ingredient to the visitor offer (see Visitor Services) and associated onward sales. The income raised for the service from events is reinvested to provide further events for the city, to engage the local community and local companies to sponsor resident discounts to enable access to culture for deprived communities (including charitable donations).

Events programme

The current annual programme includes the following free to access events: Armed Forces Day, Southsea Food Festival, King George VI Fireworks, International Kite Festival, Car Boot Sales series, Live at the Bandstand series and Christmas Lights Switch On. Southsea Food Festival and Christmas Lights Switch On events are provided by the Events Service for the Economic Growth Team as a gratis service.

The team is also responsible for delivery of high profile events and anniversaries and this is key to the delivery of Portsmouth's reputation as a forward looking 'Great Waterfront City'. Project Operation Forth Bridge, a citywide protocol, enabled our events team (following the National Association of Civic Officers protocol) to work with other stakeholders across the city to run an appropriate city reflection following the death of Prince Phillip (on a Covid safe basis). The team also collaborated with other local authorities in the Solent region, to ensure consistent communication and design. This involved a **collaborative approach** with various teams working together: Libraries preparing the physical book of condolence for the city archive, engaging the Big Screen to display a slideshow of the Duke's visits to the city, the Anglican Cathedral for a memorial service which the Lord Mayor attended and engagement of Community Centres.

The Events Service includes the Lord Mayor's Team which contributes directly towards **building a healthy and happy city**. The team undertakes all functions to allow the Lord Mayor to represent the city as its ambassador, making connections with internal and external stakeholders across the city. The Lord Mayor also champions our volunteer sector and The Hive. In addition the team have delivered against the objective of a **green city**: the Lord Mayor's new car will be a hybrid model.

8 www.gov.uk/government/news/government-announces-pilot-events-to-pave-way-for-larger-audiences-at-sport-theatre-and-gigs-this-summer

9 www.thepurpleguide.co.uk/index.php/the-purple-guide/information-news-updates/122-covid-19-planning-guidance-published-for-uk-festivals-updated-april-2021

Virtual Events Delivery and promotion online

During the lockdown periods the Events Service reimagined delivery to meet commitments as virtual events, such as Remembrance Day. This generated a lot of interest and the forward plan for events over the next period is to maintain a digital channel for events in parallel to physical events. This allows the service to maximise engagement, raise the profile of the city, reach international audiences and provide access to events for those who would be prevented due to health conditions. Virtual events also provide the opportunity for recording and use in subsequent promotion material for raising the profile of the city and encourage economic growth. In less than 24 hours of its announcement on Visit Portsmouth, the 2021 Live At The Bandstand programme reached 55,000 on Facebook, generating over 5,000 responses, witnessing a strong customer appetite for this event.

Representing the Local Community

The Bandstand, which runs throughout the summer season, is a prime opportunity for the service to increase the provision of multi-cultural events such as African Weekend and World Music Weekend in conjunction with city promoters.

The majority of the events are held in the south of the city due to the topography of this area. Looking forward, the service are planning to hold more events in the north of the city. There are potential opportunities to increase footfall in the north by relocating the Car Boot Series and approving a new location for Park Runs.

Health & Wellbeing

As noted by Sport England in their most recent Active Lives Adult Survey¹⁰, the pandemic led to 'unprecedented decreases in activity levels'. Moving forward the Events Service are looking at provision for events that are approachable for a broader range of fitness levels for all abilities, ages, backgrounds and interests that will help to improve **physical and mental wellbeing**.

The Events Service has a high proportion of new staff in the team and the depth of knowledge is currently being rebuilt. This is an additional pressure which will remain for an initial year period. A further pressure on the service is the increased time required to ensure that events are Covid safe, which involves further liaison with Public Health for both directly delivered events and those being organised by external organisations. This puts pressure on the capacity of the team to deliver within required timescales.

Partnerships & Commissioning Service

One way the directorate contributes towards **a city rich in culture and creativity** is by providing revenue and governance support to a number of organisations including Portsmouth Creates, Kings Theatre and New Theatre Royal to name a few. By ensuring that the parties enter into appropriate service level agreements, the directorate ensures full accountability for its investment in these cultural organisations and allows the service to influence the contribution these organisations make to the city in line with the City Vision objectives. **Partnerships and collaboration** are a key part of the Council's working and City Vision values. Officer time is essential in ensuring their success across a large number of projects, which support and work directly with communities such as supporting the Portsea Events Group.

To support organisations with regard to governance and delivery of service level agreements can be particularly time intensive if the organisation requires considerable support. The last 18 months have been particularly challenging where performance venues have been unable to operate and a number of cultural venues have been unable to secure Cultural Recovery Funding – this has put pressure on the Council as the primary funder to support the organisation through the pandemic. Whilst most organisations are now in their recovery phase, the past 18 months have highlighted the dependency on the Council for this service.

¹⁰ Sport England Active Lives Adult Survey April 2021

International profile – developing links

This function is responsible for managing and supporting the formal links the Council has through twin and sister city networks worldwide. The nature of the work promotes **collaboration** and can involve officers from across the Council depending on the specific areas of work being undertaken.

This work contributes towards the following City Vision objectives:

- A city with a thriving economy - attracting investment
- A city of culture - to be known as a great waterfront and city destination.

The Commissioning and Partnership Manager works with the Cabinet Member for Communities and Central Services to promote and enable visits from locations twinned with Portsmouth across the world, which are supported and facilitated by the office of the Lord Mayor and Events team. These relationships include:

- Maizuru (Japan)
- Caen (France)
- Duisburg (Germany)
- Haifa (Israel)
- Zhuhai and Zhanjiang (China)
- Sylhet (Bangladesh).

The current work plan includes expanding the reach to include formalising new links with Halifax (Canada) and the Falkland Islands. This will have a particular focus on economic development.

The international work is not serviced by a dedicated role but managed around other demands, which means engagement in this area can be compromised.

2.3 Sports and Leisure

The pandemic has highlighted the importance of sport and physical activity as a major contributor to our physical and mental wellbeing. The July 2020 government policy paper, *Tackling Obesity*¹¹, stated that 'two thirds of adults are above a healthy weight' and this is much more likely within a deprived neighbourhood. People who are overweight are more at risk of contracting viruses such as Covid 19. With increased restrictions on the public purse, the government are looking to move health care to a preventative basis. The leisure service has a crucial role to play in supporting the statutory delivery of public health objectives.

UK Active Impact Report¹² into the fitness and leisure sector considered the broader impact of the sports and leisure sector to society, beyond physical and mental wellbeing into healthcare, education and crime prevention. The sector is crucial to society's recovery post pandemic as a whole.

This is recognised by the City Vision 2040, to which the leisure service contributes directly towards **a healthy and happy city** supporting the physical and mental health needs of our residents. To achieve this the Council is working in line with Sport England's strategy which identifies that local sports and physical activity groups operate as community hubs, **reducing social isolation** and raising pride and belonging in an area, **increasing social cohesion** across different groups¹³.

Sport England help people into physical activity by investing over £250 million each year into National Lottery and public schemes. They have regular funding streams designed to bridge the inequalities gap in access to sport.

On a local level, the County Sports Partnership for Hampshire and the Isle of Wight advocates to bring investment into the area to support delivery of their strategy to beat inactivity¹⁴.

11 www.gov.uk/government/publications/tackling-obesity-government-strategy/tackling-obesity-empowering-adults-and-children-to-live-healthier-lives

12 www.ukactive.com/wp-content/uploads/2020/05/ukactive-COVID-19-Impact-Report.pdf

13 <https://www.sportengland.org/why-were-here/uniting-the-movement>

14 <https://www.energiseme.org/wp-content/uploads/2020/06/Hampshire-and-Isle-of-Wight-Physical-Activity-Strategy-2017-21-January-2018.pdf>

Access for all

Public Health England Local Authority Health Profile at March 2020 showed prevalence towards obesity in Portsmouth to be 1% above the average for England.¹⁵

Sport England's latest vision 'Uniting the Movement' includes a focus on tackling inequalities within access to health. It identifies that persons in lower social economic groups are more likely to be inactive¹⁶. Funding for schemes in the future will therefore include consideration of quality facilities to encourage further participation in activity.

For those that are eligible for a Leisure Card, the Council continues to provide 40% discount on many of its leisure facilities across the city, to ensure that access to sport activities is open to all.

BH Live Contract

BH Live, who currently manage most of the leisure facilities for the Council, are required to deliver against sports development objectives as part of their contract, including tackling inequality. Covid has brought this into focus through health referral schemes. The Council have direct input into BH Live's strategy which is monitored quarterly. Since BH Live were awarded the contract in February 2017, a review of the pricing model led to an increase in membership by 90% from approximately 2700 in February 2017 to 5200 in February 2020.¹⁷

The Council's Sports Facility Strategy 2017 - 2027¹⁸ seeks to provide for all residents to have 'good quality local accessible and affordable provision'. Updating existing provision is based on Sport England guidance, to

rationalise or improve existing buildings and invest strategically for long term sustainability.

A recent report from Community Leisure UK identified considerable challenges for community return to public leisure facilities which by early Autumn 2021 had plateaued between 60-80% so potentially significantly limiting recovery¹⁹. In addition to reduced throughput and associated income there are other significant financial pressures due to increases in electricity and gas prices, increases in National Insurance contributions, supply chain issues and increases in the National Living Wage which will all squeeze budgets. There are also considerable employment pressures nationally that could impact the recovery.

The Council were successful in obtaining funding from the National Leisure Recovery Funding and additional support from the Council has been critical in ensuring the continuation of the service and that facilities could reopen. Forecasts against performance are set accordingly for the year 2021/22 and for the following year. The next six to twelve months will be critical in assessing the recovery and possible future implications.

Key Sports Projects

Bransbury Centre

In February 2021 the Council agreed to prepare a bid to Sport England for up to £2 million towards a new community leisure centre at Bransbury. This centre is designed to replace the Eastney Swimming Pool and Wimbledon Park Centre which have extensive defects.

15 <https://fingertips.phe.org.uk/profile/health-profiles/data#page/1/gid/8000073/pat/6/par/E12000008/ati/201/are/E06000044/cid/4/tbm/1>

16 www.sportengland.org/why-were-here/uniting-the-movement/our-mission

17 Culture, Leisure & Economic Development Decision Meeting - Pyramids and Eastney Capital Schemes Update, 16 October 2020

18 <https://democracy.portsmouth.gov.uk/documents/s14923/03.1%20Portsmouth%20City%20Council%20Sports%20Facility%20Strategy%202017%20-%20exec%20summary.pdf>

19 <https://communityleisureuk.org/news/new-report-evidences-continued-financial-challenges-for-the-public-leisure-and-culture-sector/>

The community consultation on the new facility revealed that:

- 83% respondents wanted to be able to walk or cycle to the centre (Active / Easy Travel)
- 84% of respondents wanted ease of access for disabled people and people with limited mobility (community / access for all)

The consultation also revealed that there were a number of issues that could not be addressed by the existing facilities such as limited transport connections and an unsuitable pool for children.

The decision to progress with the Bransbury Centre will take these factors into account as part of the design, enabling active travel to the centre as part of the commitment **towards a green city, a city with easy travel** and contributing to the **community** with **equality of access** to all.

Pyramids Redevelopment

A condition survey in 2018 showed that refurbishment costs to the value of £333 million were required for the Pyramids and capital funds were set aside. However, it was not evident that swimming participation would increase at this site and there was no financial provision to subsidise the site beyond April 2021. There is, however, demand for an improved gym that could compete with other Portsmouth offerings.

Therefore a reconfigured design of the site proposed that the pool be replaced with an indoor adventure site for children and an expanded gym to cater for more members, including women, who are less likely to participate²⁰.

The first phase of the redesign opened in summer 2021 and the second phase will open in January 2022.

2.4 Library & Archive Service

Local authorities who provide a public library service have a statutory duty under the Public Libraries and Museums Act 1964 'to provide a comprehensive and efficient library service for all persons'²¹. This duty is overseen by the Department for Digital, Culture, Media and Sport, and informed by the Localism Act 2011, providing some flexibility and ensuring any change does not compromise local need.

The strategy for the library service is also informed by **Universal Library Offers | Libraries Connected**²²

Libraries Connected seeks to empower the Library Service to deliver across the following themes:

- Reading
- Culture and creativity experiences
- Information and digital
- Health and wellbeing

Cross cutting, are The Children's Promise and The Vision and Print Impaired People's Promise to ensure a proactive welcome and equality of access for these groups. These outcomes are mirrored by those set out in the City Vision 2040 - a city rich in culture and creativity and a literate and numerate city committed to lifelong learning.

Digital Delivery

After initial closure in March 2020, Portsmouth's larger Libraries re-opened on 6th July 2020 for essential digital services, to enable those without privately owned devices to get back on-line in a world that was rapidly moving to a digital-only position. This provided access to government and public health updates, email communication, broader information enquiry and on-

²⁰ www.sportengland.org/news/me-again-this-girl-can-returns-new-campaign

²¹ www.gov.uk/government/publications/guidance-on-libraries-as-a-statutory-service/libraries-as-a-statutory-service

²² www.librariesconnected.org.uk/page/universal-offers

line purchase. Digital library services retained 24/7 access throughout the year, including e-books, e-audio books, newspapers, magazines, and music, showing an overall 158% increase on the previous year and safely supporting the learning, information, cultural and recreational needs of residents during lockdown. This delivery is a key part of the Library strategy moving forward and the library Bookfund has been rebalanced to support this demand, which continues to grow. Key providers include Press Reader and Borrow Box.

Covid restrictions prevented the ACE funded City of Stories from concluding with a physical celebration, so key elements were recorded for posting online to extend the reach and breadth of the project. The format of social media posts has also been used to provide on-line stories and rhyme times for children, video help on accessing on-line services, promotion of an on-line information service and virtual reading group. As time has progressed a number of pre-existing reading groups have also gone on-line.

Prior to lockdown the History Centre had consolidated its digital provision through a contract with FindMyPast which digitised and made available key historic sources, including parish registers, crew lists, exemption records and directories. The Centre also offered Ancestry resources for genealogists and for a number of months during lockdown, the library edition of this site was made available free of charge for home access.

Cultural Diversity and Access

The pandemic necessitated the delivery of events online and this is likely to develop into a hybrid option, as part of the reimagining and reshaping of services. Portsmouth BookFest in 2021 offered a full 3 week programme of talks and workshops online with high attendance for events such as Around The World in 10 Books and provision of events with international authors including Lemn Sissay and Jim Al-Khalili. Other events supported the local music and writing scene and celebrated the outcome of the Portsmouth Short Story Competition. In doing this Bookfest is becoming a key deliverer and focus for cultural activity in the city. Audiences and speakers were drawn from

a wider cohort including local residents with access or lifestyle challenges and international attendees from the United States, Canada, Germany and Sweden, thus increasing the reach and promoting Portsmouth as a literary destination. The Library delivered the Big Read providing KS2 pupils with 3000 copies of Michael Morpurgo's book about a child refugee. A webinar with the author on 2nd July, engaged pupils and the head teachers conference. The Reading Sparks project was also supported by the service which involved STEM themed reading packs being issued to children from disadvantaged backgrounds or ethnic minority communities.

Transformational Delivery

Physical library visits and loans have remained below pre-covid levels, while digital engagement continues to increase. Through 2020 deliveries and click and collect provision of books, craft and distractions packs became a popular means of supporting the reading, learning and cultural needs of residents. Working with the HIVE, libraries supported self isolating residents and provided a link to library members at times when they were unable to access the library directly. Peoples Network Computers became essential for access to government and public health information and guidance, job seeking activity, learning and broader communication. Going forward, Libraries will explore opportunities for structured delivery models and mechanisms for the loan of IT devices as well as provision from existing service points.

Healthier & Happier Lives: Wellbeing

The Library Service is a key contributor towards the health and wellbeing of the city, providing book and leaflet wellbeing collections. The libraries are social hubs, connecting residents to culture and essential digital access, information, learning and recreation. The Summer Reading Challenge and holiday craft provided packs in summer 2020 to enable activities to be carried out at home. Adult packs were provided to the self-isolating including homeless individuals in temporary care.

The Housebound Library Service trebled its membership, supporting the wellbeing of residents who were experiencing isolation. In-line with Six Steps, the Vision Impaired Support Group continued to meet in a Covid-secure environment, and provided support via a phone and email helpline.

Archive Service

The Archive Service is underpinned in statute by the Local Government Act 1972 offering, via the Portsmouth History Centre, access to the registers, papers, maps and books that tell the stories of our city's past. The Archive Service gained reaccreditation with The National Archives in 2016 and resubmitted in 2019 moving its accreditation status from provisional to Full Award. Archive Services have three key responsibilities under this accreditation, to provide security, conservation and access. All will be embedded in the Portsmouth History Centre Development Strategy 2022 - 2025 and associated Operations Plan.

Conan Doyle

Conan Doyle lectures were also delivered virtually and included an audience from across the world, increasing reach and communication regarding this important collection.

A successful bid to Arts Council England will enable project work to support and engage people with learning difficulties, mental health challenges or those requiring additional support. As 'Detectives', participants will deliver cultural projects and thereby develop skills, supported by professional artists. This will strengthen the relationships across different sectors of the community.

Schools Library Service

As a traded service, SLS has continued to support schools during this period, with book collections, book exchanges, advice and reader development activities, to ensure literacy and learning assistance. Key engagements for reader development have been the Portsmouth Book Awards and the Literature Quizzes. Pupils continued to benefit from these initiatives via a

hybrid model of class activity and on-line delivery of events providing access to authors, illustrators, announcements and celebrations of the winning books and teams.

Challenges in the Library Service include staffing capacity issues (in part associated with Covid) and it is possible that some smaller branches may have to close on occasion. Whilst library volunteers have returned to support library staff, given the demographic of many library volunteers there is a perception of greater risk and anxiety in returning. There is a need to recruit more library volunteers to deliver books to residents in their homes, given the success of the 'at home' library service.

Due to the pandemic there has been an understandable pent up demand for activities in our library buildings, particularly for children and early years (e.g. RhymeTimes) and schools have been eager to re-engage with book exchange visits in branch libraries. It has been challenging to keep up with demand given waves of infection rates, caution around distancing and space within library buildings and varying perceptions of personal risk from library staff, volunteers and public.

2.5 Portsmouth Museums and Visit Portsmouth

Portsmouth Museums are a key driver towards the City Vision 2040 objectives of **a healthy and happy city, a city rich in culture and creativity, a city with a thriving economy and a city of lifelong learning**. All six museums across the city are accredited by Arts Council England (ACE). ACE accreditation means that a high standard has been met with regard to how the museums are run, how their collections are managed and how users are engaged.²³

The Arts Council Strategy, 'Let's Create: 2020-2030', states that *'By 2030, we want England to be a country in which the creativity of each of us is valued and given the chance to flourish and where every one of us has access to a remarkable range of high quality cultural experiences...If access to either creativity or culture is limited by where people come from or what they do, the whole of society loses out.'*²⁴ A museums strategy is under development to achieve this by:

- Being inclusive, reflecting the breadth of the city's culture and communities;
- Enhancing the wellbeing of residents and communities;
- Working together with communities and partners

These objectives arise from the vision for the museums strategy 2021- 2025, to create a new Museum of Portsmouth together with the city's communities that captures the spirit of Portsmouth and is at the heart of the city. This would be a long term outcome of a participatory approach with the city's communities and has the potential to be part of the transformation and renewal of the city centre.

The challenges brought by Covid brought some of these points into focus and acted in part as a catalyst. During the pandemic the museums were required to close, however the service took the opportunity to run sponsored posts

on social media and developed new content including video tours, live Q & A sessions, a heritage open days programme and 80th anniversary of The Blitz. Whilst the public could not enter Museums, the service took the opportunity to share natural history content in Cascades whilst Cumberland House was closed. The Cultural Recovery Fund enabled the service to open more sites from May 17 2021 and during the first quarter of the year.

Community & wellbeing

As part of the LCT 7074 project funding from the National Lottery Heritage Fund, grants were offered to community groups who could evidence benefit to the people of Portsmouth. The grant awards included examples such as 'Chat Over Chai', a cookbook celebrating the diversity of Portsmouth's communities and 'Pompey in the Community', to enable visits to Landing Craft Tank 7074 for Life & Chimes Carers.

Providing access to the city museums for all is at the centre of the museums offer. Exhibitions at The D-Day Story have been designed with direct input from visitors with disabilities and the events programme includes British Sign Language tours, touch tours and autism friendly family days. The service were therefore delighted when they won Silver in the Accessible and Inclusive Tourism Award at the Beautiful South Awards 2021-22.

Together with Portsmouth Creates and The You Trust, the museums service also received funding from ACE Thriving Communities Fund. This will enable social prescribing to improve mental health and wellbeing through six walks and an activity booklet for adults inspired by the museums collections.

Digital technology

Digital access is included in the museums offer moving forward as this enables both enhanced access and further reach into the community. The Service arranged 8 free online family workshops in Spring 2021 as part of the Holidays Activity Fund. The City Civic Silver Collection in 2021/22 will include

²³ www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme

²⁴ www.artscouncil.org.uk/publication/our-strategy-2020-2030

the digitisation of the collection as part of the exhibition. Further, the service is working with a number of students at University of Portsmouth to create digital content inspired by the collections. The 'Tiny Things' project involved creating 3D printed small items of artefacts from the museum collection with QR codes. The printed items are attached to lampposts in the public realm for members of the public to discover. The QR code once scanned provides a connection back to the museums website collection. The service has also developed a social media strategy for The D Day Story Museum.

National Portfolio Organisation (NPO) status

Portsmouth Museums will be submitting a NPO bid to ACE in early 2022 as part of the museums' strategy. Central to Portsmouth Museums' bid will be the involvement of the city's communities in what Portsmouth Museums do and working with the communities (rather than for them) to tell the city's stories. The bid will contribute directly to the City Vision objectives around wellbeing, creativity, learning and a thriving economy. The funding will allow the service to make a greater difference to the lives of the residents of the city and contribute towards preventative programmes. NPO status would allow Portsmouth Museums to receive funding to deliver programmes of activity that would contribute to ACE's Let's Create strategy.

Developing collections

Community Covid Collection

The service identified a key opportunity to engage with the community to represent the pandemic as a significant shared experience and a valuable collection for the future. The collection is ongoing until such time as the pandemic items are no longer in use. The collection is also an opportunity to reset the perception of museums towards contemporary collecting and marking contemporary events. Significant progress has been made on natural history collections, with particular regard to cataloguing and documentation (in connection with the National Lottery Heritage Funded project, *Wild About*

Portsmouth). The handling collection has been reviewed and rationalised and updated location details provided for the photograph, print and drawing collections. This work continues as it underpins access to the collections.

Green city

Through the City Vision 2040 objectives the city commits to *Protect and enhance our land and maritime environment for the future*. The Museums Service is contributing to this objective, by sharing the environmental information that accompanies the collections, biodiversity and historical environment records (HER). As work on collections progresses, Portsmouth Museums proactively contribute biological data to recording schemes and through HER, contributing information to planning.

There are challenges inherent in achieving the vision for Portsmouth Museums service. Budget cuts continue to be a pressure point, amounting to almost £800,000 in 10 years. The service has made (and continues to make) great efforts to attract financial support from a range of funding bodies (particularly the National Lottery Heritage Fund) but this does not meet the loss of revenue funding from the Council. The result of the cuts has meant that the service has had to reduce its offer to schools and the community.

Consequent to the cuts Portsmouth Museums does not have the staff numbers to operate its buildings, however this also provides an opportunity as outlined above to reimagine the offer by repurposing buildings and collections to free up resources, to deliver the service within and with the community it serves.

Visit Portsmouth

The directorate includes the Visit Portsmouth Team who contribute directly towards the City Vision 2040 priority, **A city with a thriving economy**.

A healthy visitor economy is a key driver for the regeneration and cultural vibrancy of the city. It generates approximately £610,000 of direct & indirect

revenue, over 12,000 jobs and attracts investment by highlighting Portsmouth on the national and international stage.²⁵

Covid 19 had a devastating effect on the tourism sector. The Office for National Statistics figures confirmed that visits in 2020 were down by 73% on the same period for 2019. Similarly, visitor spend was down by 78% on 2019.²⁶

The government's Tourism Recovery Plan points out that domestic tourism has a wider impact through supporting health and wellbeing, connecting communities with local culture, heritage and the natural environment and inspiring civic pride. The plan references Oxford Economics forecast that 2019 levels of domestic spend and numbers will recover by 2025.²⁷

The focus for the Visit Portsmouth team is therefore in rebuilding our domestic market in Portsmouth and the region, whilst remaining engaged with the international market. The team meet with key external stakeholders, Visit England and Visit Britain every quarter.

Portsmouth has a unique offering of outdoor attractions - Historic Dockyard, Gunwharf Quays, Millennium Walk for example - and is therefore in a strong position for the domestic market, as reflected in the media.²⁸

Digital Engagement

The pandemic has brought into focus opportunity for reaching audiences digitally where physical proximity has not been possible. It enables engagement with the visitor market even when travel has not been permitted. It also enables a quick reaction where circumstances change, such as the Portsmouth Is Open campaign which was run entirely digitally.

The website, Visit Portsmouth, has been rebuilt to the most recent search engine optimisation and accessibility guidelines. It has a wide reach, generating an average of 995,000 annual visits. The pandemic has accelerated customer business online and therefore the direction of marketing to social media platforms rather than traditional out of home marketing. Spend across top marketplaces and social media platforms rose by 31% year on year to March 2021.²⁹ The Visit Portsmouth team therefore delivers marketing through social media platforms via Facebook (36,600 likes), Twitter (15,600 followers) and YouTube (147,000 views) (average annual figures).

Marketing our healthy and happy city

The key marketing campaign for 2021-22 is *Portsmouth, Put the Wind in Your Sails* which includes digital marketing in the London area at the inbound & outbound M3. This campaign ran in Spring 2021 and was repeated in the summer with an extended reach to Bournemouth in the west and Brighton in the east. Campaigns have encouraged local businesses to adopt the Visit Britain 'We're Good To Go' standard³⁰ to bring confidence and reassurance to our visitor market.

The team took advantage of the government's Welcome Back Fund, to resource local campaigns to bring back visitors and work with stakeholders such as South West Railway and Stagecoach to confirm targeted marketing activity. The team also promote 'Portsmouth Champions' which provides free training from the National Coastal Tourism Academy for those working in the tourism industry in the city.³¹

25 [https://democracy.portsmouth.gov.uk/documents/s29164/Visit Portsmouth Marketing Communications Plan 2021-2022 Appendix 2.pdf](https://democracy.portsmouth.gov.uk/documents/s29164/Visit%20Portsmouth%20Marketing%20Communications%20Plan%202021-2022%20Appendix%202.pdf)

26 www.visitbritain.org/2021-tourism-forecast

27 www.gov.uk/government/publications/tourism-recovery-plan

28 www.which.co.uk/reviews/uk-destinations/article/best-city-breaks-in-the-uk-a1WQr6P7b1Gx

29 <https://econsultancy.com/stats-roundup-coronavirus-impact-on-marketing-advertising/>

30 www.visitbritain.org/business-advice/were-good-go-industry-standard

31 www.portsmouthchampions.co.uk

2.6 Parks and Open Spaces

City Vision 2040 provides for **'a healthy and happy city'** where we

- care and support each person's needs for their physical and mental health
- ensure residents live in good homes where they feel safe and can thrive

The Parks Service has a key role to play in this deliverable. Outdoor space has reached a new level in the national imagination since the pandemic as parks were one of the few facilities that remained open and accessible during the lockdowns. Google mobility data for this period shows that there was a huge increase in usage³² as the pandemic illustrated the importance of parks and green spaces to health and wellbeing, peaking at 200% increase at the height of the pandemic. Parks provide an easy way for people to get active, boost mental health and strengthen immune systems. The Local Government Association is lobbying the government for more funding for Parks via a local Green Parks Fund to enable parks to recover and be fully flourishing to contribute to health and wellbeing in the future.³³

Public Health England have set out 4 ways in which Parks and Open Spaces are linked directly to health and wellbeing:

- Improving access to greenspace promotes healthy behaviours, such as engaging in physical activity and connecting these spaces can encourage active travel;
- greenspace can improve social contacts, foster belonging, community, reduce isolation and loneliness;
- greenspace supports development of skills and capabilities - for young people, time in greenspace can improve motor skills and increased concentration;
- greenspace can mitigate environmental damage which can impair physical/ mental health³⁴

A new Parks Strategy is currently under development to consider a number of objectives including the above, to reflect upon updated policy, consider key case studies and develop an action plan to take forward.

Victoria Park Project

The City Council, on behalf of 'The People's Park of Portsmouth' was successful in securing £251,000 of National Lottery Heritage Funding (NLHF) to develop plans for the Park, to restore and improve the space. The new design is being progressed directly with the community, involving over 200 organisations and schools and responses from over 1500 individuals. This initial phase of funding was also used to commence restoration of the centenary fountain, which is now working.

The second phase will be to secure further funds from the NLHF to deliver the planned restoration and improvement works. The plans include:

- a community hub for learning, volunteering, and arts projects in the community;
- improved children's play facilities;
- improved places to rest for those with limited mobility;
- sheltered space for informal groups;
- public toilets;
- improvements to the aviary;
- cycle stands & recycling bins
- interpretation plans for the historic monuments.

Key to the Victoria Park project is a celebration of the Park's history and restoration to be undertaken in sympathy with the heritage of the park.

32 www.google.com/covid19/mobility/

33 www.local.gov.uk/parks-fit-future

34 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/904439/Improving_access_to_greenspace_2020_review.pdf

Engaging with the Community

The Victoria Park consultation revealed the types of activities that local residents and communities would like to see in the park, including:

- Cultural events - open air cinema/theatre/music
- Community events - green fairs, craft markets
- Organised activities - workshops and skills classes;
- Gardening, community-led and volunteer projects

The project is a unique opportunity to meet a cross section of the objectives of the City Vision 2040 whilst at the same time delivering through the key values of **community, collaboration** and **equality**.

Victoria Park is one of the city's key heritage sites and the directorate is developing a **Heritage Strategy** to encompass the public realm and historic sites in the city. The strategy identifies the open spaces in the city that meet historical interest criteria. It identifies both urban settings in the hard landscape and the open spaces of the city which are listed, together with historical fortifications which are part of the greenspace offer. The strategy sets out the challenges to maintaining the heritage condition of the city and prioritises a number of future projects.

Green city initiatives

A reduction in human presence outdoors during lockdowns highlighted the importance of biodiversity as wild plants sprang up in previously cultivated areas. Since 2017 the Parks Service has been introducing wildflower planting across the city which benefits insects and small birds and increases pollination within the urban area. It also releases resources to be directed elsewhere.

Wildflower planting has the potential to increase the number of green corridors across the city. This has the potential to link up various parks, so that active travel options of walking and cycling to different areas of the city are more attractive.

The Parks Service works actively with other stakeholders in the Council in pursuit of the Council's Greening Strategy.³⁵ The focus of tree planting will be on areas of the city where the requirement to address air quality is most needed. Increased trees in the city will mitigate against the urban heat island effect by providing a cooling canopy, offset air pollution and help prevent and reduce flood risk.

Alternative Parks Management Models

The Parks Service has had a considerable reduction to its budget in recent years due to austerity and demands on statutory services. To meet demands on budget the service has taken steps such as the successful move in house of maintenance operations. However, as identified by the Nesta Rethinking Parks project, innovation is required to manage parks and open spaces assets in new ways.³⁶ The Parks Service will continue to involve the community on a consultative and voluntary basis (for example via Friends groups) to increase the sense of ownership and pride in the city's green assets.

One of the ways of meeting the demands on budget will be for sports clubs to have greater responsibility towards the management of the facilities they use, provided this does not impact on wider public access to the open space. Examples to date have been the transfer of maintenance responsibility for pavilions to bowls clubs, re-purposing of pavilions no longer required and for teams to take on some basic responsibilities on football match days. Whilst the service is looking at new models for support, public provision must remain available to match citywide usage demand.

³⁵ [https://democracy.portsmouth.gov.uk/documents/s26330/Greening Portsmouth Strategy appendix.pdf](https://democracy.portsmouth.gov.uk/documents/s26330/Greening%20Portsmouth%20Strategy%20appendix.pdf)

³⁶ www.nesta.org.uk/project-updates/rethinking-future-parks/

Nesta also considers alternative funding models for parks regeneration. In Portsmouth, a section 106 developer contribution will fund improvements to Orchard Park Basketball Court. This is in conjunction with a Crowdfunder initiative by Form and Function with a number of other partners, which will fund an artistic redesign of the court. The project will drive the urban regeneration of the area. In turn this will drive up participation improving the wellbeing and confidence of users and the community.³⁷

Due to its island geography, the ability to increase the greenspace available in the city is limited and relies on the interplay with the Planning Service and associated development agreements. The pandemic and climate change movement has also brought the importance of greenspace higher up the agenda for consideration. There is an ability to improve the quality of greenspace where it is not possible to expand the quantity of greenspace. This depends on adequate budget and capital grants to fund the necessary improvements, where grant funding is not available. A key example of leveraging funding to improve greenspace is the Hilsea Linear Park project which is considered later in this document.

2.7 Seafront

The seafront forms part of the 'natural capital' of Portsmouth. It contributes directly to City Vision 2040 objective for **'a healthy and happy city'** where we

- care and support each person's needs for their physical and mental health
- ensure residents live in good homes where they feel safe and can thrive

Comprising 'blue space', it has a similar contribution to our health and wellbeing as 'green space'. The seafront provides a sense of interconnectedness with the natural world, opportunities for sensory pleasure and contributes improved mental health outcomes.³⁸ The promenade provides ample opportunity for active travel, safe physical activity and recreational activity. This has been particularly important during the period of lockdowns arising from the Covid pandemic and beyond. Open space ('green' parks and 'blue' seafront) usage saw increased footfall by up to three times against baseline during the first lockdown and much busier than the comparative local authorities of Southampton, Plymouth and Brighton.

The Seafront Strategy 2010-2026³⁹ sets out a vision, including the following, which accords with the City Vision overarching objectives

- improving accessibility
- increased use of the seafront
- high quality public realm
- improved offers along the seafront
- a range of experiences on offer
- a vibrant local economy

Equality of access for all is important and the service has considered how access can be improved for those with mobility difficulties. This includes a ramp to the beach, matting and working with the Portsmouth and Southsea

³⁷ www.crowdfunder.co.uk/orchard-park-project

³⁸ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/904439/Improving_access_to_greenspace_2020_review.pdf

³⁹ www.portsmouth.gov.uk/wp-content/uploads/2020/05/Seafront-Strategy.pdf

mobility issues and families with pushchairs. Through the trial of the ramp during 2021 people were able to access a safe part of the shingle to spend time on the beach with friends and family for the first time.

Increasing use of the seafront relies on an attractive and vibrant offer. The service supports a number of well-used free to use activities including tennis courts, beach volleyball and two splashpools in addition to an outdoor gym located across the wider seafront area.

Such increased use requires a high level of attention to the physical landscape which is provided in part through the Parks Service and also, with regard to safety aspects, through effective partnership working with the RNLI, Portsmouth and Southsea Volunteer Lifeguards and support of the Portsmouth Water Safety Forum. Provision of seafront personal rescue equipment and water safety signage is an essential component of the wider seafront offer. Additionally, working with the British Heart Foundation and South Coast Ambulance Service two new defibrillators have been installed on the seafront.

Byelaws are also being brought up to date to take into account new activities such as electric scooters and land sailing. The new byelaws will cover the promenade and the seashore in addition to the public gardens, public walks and open spaces. The public realm in Portsmouth includes over 70 memorials and 25 of these have recently been restored including the Nelson statue. This included an installation of coloured lighting.

The service is consistently looking to review and improve the catering offers along the seafront by overseeing a procurement process to provide the best value for concessions with a broad reach across different food themes and whilst at the same time, providing opportunities for local and small businesses to grow and develop whilst strengthening the local economy in the area and complimenting the broad events programme.

The service offering includes a number of beach huts under tenancy and further huts offered at weekly rental. There has been a strong demand for

weekly rental as a result of the pandemic and encouragement to spend leisure time more locally.

The service are also managing Shopmobility. This allows for increased independence and freedom for those with mobility difficulties, so that they are not excluded from accessing the city's full range of facilities including the seafront and promenade. It is anticipated that usage will grow as the city moves beyond the pandemic.

There are significant seasonal pressures on the service with the seafront being a very heavily used area 7 days a week, especially from Easter to the end of September. Small staffing levels result in an amount of additional hours being worked by managers from across the directorate in order to provide the necessary level of manager cover for weekends. However this does have the benefit of more staff understanding the complexity of the space and the public's expectations as to how they would like to use it.

The Hotwalls Studios

The Hotwalls Studios are integral to supporting the following objectives from the City Vision 2040:

- **A city rich in culture and creativity**
- **A city with a thriving economy**
- **A happy and healthy city**
 - Attracting investment
 - Providing career opportunities
 - Enhance wellbeing and support mental health

The Hotwalls Studios creative quarter is a landmark development in the city of Portsmouth. The studios provide an environment in which artists and makers can start and grow their businesses in an environment of mutual support, creativity and innovation.

The project is an excellent example of the way in which the council can maximise the potential of its assets to create employment, economic development and growth.

Thirteen studios have been created for new and developing creatives who practice a wide diversity of arts and crafts, participate in workshops and market their products. It is a mixed business model of individual artists and shared studios.

The site location comprises several artist-maker studios at affordable and developed rates. It also forms part of the attractions and offers on the seafront and makes use of a scheduled monument, contributing to a high quality public realm.

As a contribution to the city's culture, the Hotwalls Studios offers an event programme, social media presence and online exposure together with outreach to other audiences within the community. Contributing events include the *Pause, Reflect, Create* exhibition, which, through funding from Arts Council England, enabled the artists to create art work as a reflection of their experience of the pandemic. Following the exhibition the items were moved to Portsmouth Museum as part of the Covid Collection.

The Studios also engaged with Portsmouth Creates as part of the collaboration to enable the *We Believe Art Trail* to take place across the city for residents to enjoy outdoor public artwork during the lockdown periods.

Hotwalls Studios has successfully secured funding from Arts Council England Cultural Recovery Fund 2 for digital development to showcase an online gallery and retail for the artists and will continue to focus on audience development, improved social media reach and investment for the Round Tower.

The final phase for the Hotwalls Studios is to complete the development and re-use of the Round Tower acting as a platform which to showcase creative organisations from both across the city and wider region:

- Work with like minded organisations to create further opportunities for our artists and design makers
- Develop a cultural hub for the creative community locally and regionally by showcasing a wide range of diverse, high quality and professional artists and design makers, through a varied cultural and creative events programme.

2.8 Regulatory Services

Regulatory Services is a direct contributor towards the following City Vision 2040 objectives:

- **'a green city'** comprising 'excellent air quality' so that residents can 'live healthy and active lives';
- **'healthy and happy city'** to 'ensure residents live in good homes where they feel safe and can thrive';
- **'a thriving economy'** that 'supercharges local businesses & entrepreneurs'

Air Quality is a key deliverable for the service in meeting the above objectives. Public Health England have estimated that in Portsmouth, air pollution is a contributing factor to approximately 95 deaths per year.⁴⁰

The Air Quality (England) Regulations 2000 set out a number of national objectives. Through monitoring and reporting and production of the Air Quality Annual Status Report, the service contributes to the air quality local action plan, which includes the implementation of Portsmouth Clean Air Zone.

A thriving healthy and happy city, following the UK departure from the EU, requires a new **Port Health Authority** (PHA) as part of the Border Control Post (BCP). This will ensure that the required health checks are carried out on food imports and exports. The government timetable requires the BCP to be financially independent by March 2022.

As set out in the City Vision, residents need to **feel safe** in their city. Regulatory Services deliver a range of services and professional advice to the public including but not exclusive to: nuisance resolution, environmental assessment, effectual development design, pest control, health and safety, food safety, fraudulent trading, product safety, age restricted sales, and illicit alcohol and tobacco.

Regulatory Services is required to respond promptly for the city when new legislation is introduced such as the government's new laws to protect public health and restrict business activity resulting from the Covid pandemic, leading to consequential changes to the regulatory framework. To protect the city and its residents, the service delivers in the region of 150 statutory duties.

The work of the service enables the public to feel confident both personally and in the wider context of the reputation of the city and its economic development and regeneration. As such, the service can be said to be a key deliverable towards the City Vision objective of a **thriving economy** as the service '*supercharges local businesses and entrepreneurs*'. The essential nature of the service to the city can be best seen through consideration of the effect on personal safety and the local economy if the service were unable to deliver, resulting in the following scenarios:

- Sales of unfit and unsafe products, goods and food that causes harm;
- Unscrupulous individuals misleading others and taking advantage for their own gain;
- Targeting of vulnerable individuals; destroying lives
- Damage to the environment, public health and the city's reputation.

⁴⁰ Portsmouth Air Quality Strategy 2017-2027 www.portsmouth.gov.uk/wp-content/uploads/2020/04/env-air-quality-strategy.pdf

2.9 Licensing

The Licensing Service is a direct contributor towards the following City Vision objectives:

- A healthy and happy city;
- A city with a thriving economy;
- A green city

The legislative picture

The Service is required to keep abreast of an ever-changing national picture with regard to legislation. Most recently, the Department for Transport introduced statutory guidance for taxi and private hire vehicles (PHV) licensing authorities, to reflect best practice on a national level in terms of licensing policies for the safety of the travelling public. The service is now reviewing licensing policy to reflect government best practice.

Further, as a result of the increased use of 'App' based hiring of PHVs across the UK, and a change in accepting bookings by private hire operators, there has been an emergence of "cross-border" licensing where a licensing authority will licence operators, vehicles and drivers who are mainly working in another local authority area. The impact of such practices means that the licensing authority where the vehicles/drivers are mainly working are not subject to local policy requirements or compliance checking.

This remains a challenge for all licensing authorities and will be kept under review pending any legal challenges or amendments to legislation.

A healthy and happy city

The overarching aim of the service is to ensure Portsmouth is a city where residents, visitors and businesses feel safe. In addition to Private hire and taxi licensing, this includes persons and premises licensed under the Licensing Act 2003 for the sale of alcohol, regulated entertainment and late night refreshment, licensing of premises for gambling facilities under

the Gambling Act 2005, consents for street trading, permits for street entertainment, licensing of scrap metal dealers, charitable collections and sex establishments. In particular, the service are required to stay up to date with alcohol, entertainment and late night refreshment licensing which is subject to continual change, in addition to responding to the restrictions during the pandemic.

Reviews of the Council's policies in relation to Licensing Act and Gambling Act premises are subject to review in 2021/2022.

Under Section 165 of the Equality Act 2010, the service are working towards designation of wheelchair accessible vehicles.

A city with a thriving economy

The service is required to interpret legislation to inform stakeholders, Licensing Members and external agencies. It works closely with the police and safeguarding agencies and jointly with other authorities. It should be noted that in the last financial year, the service delivered 100% success in defending appeals against licensing decisions and pursuit of legal proceedings. The quality of delivery of the service enables confidence in the city in areas such as crime prevention, transport, tourism, town centre development and the night-time economy, thereby encouraging investment and economic growth.

A green city

The service continues to work closely with the Air Quality Team to help hackney carriage and PHV to access funding for compliant vehicles in anticipation of the implementation of the Portsmouth Clean Air Zone commencing autumn 2021. A charge will be levied against non-compliant vehicles entering the Clean Air Zone, unless an exemption applies. The service will also continue to liaise with the Highways Authority in terms of the provision of taxi ranks throughout the city and support further discussions with regard to the use of bus lanes by private hire vehicles.

2.10 Registrars

The Registrars Service cares for the needs of the people of the city by registering births, deaths, stillbirths, marriages and civil partnerships. In addition, it conducts celebratory ceremonies and citizenship ceremonies. This is a statutory service but the quality of delivery demonstrates the commitment of the City Vision towards building **a healthy and happy city** through the values of community, collaboration, equality, respect and innovation.

The service deal with sensitive issues and the quality of the relationship of the service with the community is important. The covid pandemic meant that the service had to work efficiently and sensitively to progress the registration of deaths. This led to some changes in processes, innovative practice and improved customer care, such as:

- electronic transfer of medical certificates from hospitals/GPs, enabling the service to act proactively in contacting the next of kin and providing the same to the funeral director. This reduces the burden of unnecessary stress on the bereaved
- 'drive through' style birth registrations and using online forms
- Still birth/infant death registration over the telephone, avoiding any potential stress arising from such customers meeting customers in person registering new births

The changes to practice of the service will inform delivery going forward.

Serving the community: Marriages

A number of changes should be noted in delivery of service moving forward:

Equality

Changes to legislation with effect from 4 May 2021 mean that names of both parents of a couple, rather than only fathers' names, will be registered.

This is a result of the Marriage Schedule System (MSS) which means information previously entered on a marriage register will be required to be inputted to Registration On Line from which the legal marriage certificate will be issued.

Impact on the service

The service are contacting all couples affected by MSS, at a time when the service is already under pressure. Following the lockdowns and limitations on weddings, the 2022/2023 wedding season is expected to be very busy due to rescheduling of previous wedding appointments. The rescheduling is taking place at a time when the team are also retraining for MSS procedures. The marriage schedule will need to be brought to the office for the issue of a certificate which will increase pressures on the service at the start of each week.

The service will also be responsible for collecting registrations stock from 96 local churches and the intention is to commence this in autumn 2021 when the number of ceremonies will reduce.

Serving the community: Foreign Nationals

Foreign nationals were previously required to give their notices of marriage to a Designated Register Office. All register offices are now designated offices, which will increase the need for the number of appointments offered by the service.

From June 2021 all EU nationals are required to have applied for settled status. When taking notices of marriage or civil partnership registration from EU nationals, status must be checked, thereby increasing appointment time. Time pressures are also increased when the service is required to deal with foreign nationals as the required immigration status must be verified. If the submission is incomplete then further work is required by the service together with the necessary reporting to the Home Office. As a coastal city port, many communities seek to settle in Portsmouth and this has an impact on the demands of the service.

2.11 Emergency Planning

The Emergency Preparedness, Resilience and Response (EPRR) team is a formal shared service serving Southampton City Council and Portsmouth City Council. It works to ensure that the two authorities and their local communities can effectively prepare for, respond to and recover from emergencies in accordance with authorities' statutory obligations, including the Civil Contingencies Act 2004, Radiation (Emergency Preparedness and Public Information) Regulations 2001 and the Coronavirus Act 2020.

In accordance with the Civil Contingencies Act (CCA) (2004) and supporting non-statutory guidance, the EPRR service undertake a number of activities that directly contribute to the City Vision objective of:

- **a healthy and happy city** - ensure residents live in good homes where they can feel safe and thrive

This includes assessing the risk of emergencies, developing emergency plans, putting in place business continuity arrangements, ensuring effective communication with the resident, business and transient community of Portsmouth and work with local partners to prepare for and respond together effectively.

Throughout the Covid-19 pandemic response, the EPRR service has continued to deliver its critical services (emergency response, REPPIR) and contractual obligations borough support).

As Covid-19 recovery progresses, non-critical services such as the delivery of updated training and exercising, risk assessments and some partnership engagement will resume. In addition, a review of business continuity arrangements will be undertaken, incorporating lessons identified during the pandemic and other incident responses.

Section 3:

3.1 Key Risks and Mitigation

Risk 1: Continued budget pressures, 'Brexit' & Covid

The National Audit Office has advised that local authority finances will continue to be under significant pressure in 2021-22 and in future years. The combination of existing budget pressures prior to Covid 19 combined with the damage to local authority finances by the pandemic means that financial recovery is likely to be a long term process, with only a minority of councils anticipating finances returning to pre-pandemic levels within the next two financial years.⁴¹ As such, the Local Government Association have argued that the impact of both the UK's changed relationship with the EU and financial pressures of Covid 19 should not lead to further cuts to Council funding, as Councils are in a prime position to deliver services to maximise economic growth, revitalise areas and enable communities to thrive.⁴² These points are also reflected in the delivery of Portsmouth's own City Vision 2040.

Culture and Leisure Services (CLS) are not a statutory function, however as argued elsewhere in this plan, the pandemic has clearly demonstrated the direct affect that CLS can have on the physical and mental wellbeing of the residents of Portsmouth and therefore the services provided by the directorate have a direct effect on the outcomes and demand for statutory services such as Adult Services, Childrens Services and Public Health. It is therefore overly simplistic to view the directorate's offer as 'nice to have'.

Mitigation 1: Partnership working

Councils need to invest in cultural services to improve the wellbeing of residents, increase the sense of community pride and belonging together

with the confidence of the residents of the city. There is also an opportunity for partnership working, as improving socio-economic opportunities via cultural regeneration is a strong thread through the strategies and funding eligibility criteria of organisations such as the National Lottery Heritage Fund, Sports England strategy 'Uniting the Movement', Arts Council strategy 'Let's Create' as already referenced in this plan. More locally, the directorate has the opportunity to partner with the LEP and the University of Portsmouth, together with Portsmouth Creates and The Hive.

The directorate and wider Council has a number of stand-alone projects with the University of Portsmouth ("UoP"). The City Vision 2040 commits to the development of a community through collaboration and the UoP is looking to becoming a Civic University in the future. A Civic University Agreement would articulate the UoP's civic strategy and 'place' based plan to meet local needs and opportunities as part of their mission.⁴³ For our part, the directorate is looking to create an established and co-ordinated relationship with UoP going forward. This may benefit UoP with regard to their application for Civic University status. Our relationship with UoP may also bring greater influence with The Arts Council, as evidence of two large organisations working together to benefit the city community. Our Library Service have a strong reciprocal relationship with the University, which raises the profile of our BookFest. Collaboration with the University for this event has enabled high profile speakers / hosts and widened the audience reach. In addition our Museums Service have volunteers from the UoP and University of Southampton working a number of museum collections.

⁴¹ www.icaew.com/insights/viewpoints-on-the-news/2021/mar-2021/levelling-up-funding-gap-as-local-authorities-cut-spending

⁴² www.local.gov.uk/parliament/briefings-and-responses/lga-march-2021-budget-submission

⁴³ <https://civicuniversitynetwork.co.uk/civic-agreements/>

Risk 2: Impact of Covid on services

Covid has had a significant impact on the delivery of our services. The shielding of our volunteer infrastructure during the lockdown period meant a reduction in resource for our Library Service, Museum Service and Parks Service. Some services have seen increased demand (Parks, Libraries, Seafront). Other services have had to react incredibly quickly to embed the Covid restrictions at the same time as seeing a demand on their services (enforcement services). Whilst the pandemic has provided an opportunity to reimagine and re-envision, there is a risk that some services will be left behind.

Mitigation 2: Reframing services

The directorate is investigating how to reframe its services and long term delivery to take into account the pandemic impact. The service is changing how it delivers by developing hybrid models of physical and digital events and services. One of the advantages of this approach is that individuals with mobility challenges are no longer precluded from participation in our offers as they can take part digitally from their own homes and still interact. Highlighting both physical offers and digital offers on our social media channels also operates as a fantastic advertising opportunity. We also have the opportunity created by Covid to involve our communities more in the redesign of services as we come out of the pandemic.

Risk 3: Demands on Staff and Staff Wellbeing

The pandemic resulted in a number of challenges with regard to our staffing. Most services in the directorate have for some time been operating on a low cost, high impact model, with minimum flex to adjust for any periods of sickness. Pressure and demands on staff have therefore increased, to take into account furloughed staff and, with an older age profile in our directorate,

a high proportion shielding. There has been an emotional toll on services that have had to deal with the number of deaths - Registrars and Cemeteries.

The age profile of our directorate will also be reflected in the attitudes to working flexibly, adopting new technology and future career planning.

The shift to working from home put staff under additional pressure where there were caring responsibilities for children or elderly parents. Other staff live alone and working from home presented challenges of isolation. However, there were also concerns with regard to hybrid working, that staff felt a lack of belonging.

It should be noted that Covid-enforced working practices are not proof of the success of homeworking, without examination and reflection they are difficult to sustain long term.

Mitigation 3: Consultation on Future Ways of Working

The Local Government Association have set out a number of principles for hybrid working.⁴⁴ Service delivery and business need are required to be balanced against employee wellbeing, diversity and inclusion.

As a directorate we are fully engaged with the Connectivity project and Future Ways of Working. We have consulted at managerial level and each manager / team leader has been required to meet with their team to make sure all staff are represented in the project and each team examines their future way of working as we come out of the pandemic lockdown period.

The directorate has a wellbeing champion and a directorate newsletter which includes wellbeing advice and updates. Following the results of the Wellbeing Survey for the directorate, each service is reviewing their flexible working requirements, as the directorate is broad and each service will have different needs due to different operating models.

44 www.local.gov.uk/hybrid-working-key-considerations

Risk 4: Regulatory risks - legislative change

The enforcement services are subject to the interpretation, implementation and full delivery of legislative change, in addition to running their services. The following changes are apposite:

- Requirement of the Port Health authority to manage the activities of the Border Control Post to be financially self-sufficient by March 2022
- Anticipated legislative modification regarding increased 'App Based' hiring of private hire vehicles;
- Marriage Schedule System and Designated Register Offices
- Significant expansive changes to the range of enforcement duties required to be performed by the local authority following changing government priorities.

These legislative changes cannot be delivered within existing budgetary frameworks and cost recovery processes unless to the detriment of the existing service. The risks are high with regard to legal challenge, costs and the city's reputation. Reductions in local government funding have had a significant effect on regulatory budgets and limited the number of newly qualified staff entering the service.

Mitigation 4: Forward planning and prioritising services

The level of demands on the enforcement services can only be met if there is agreement on the strategic priorities for delivery. There is increasing pressure on the regulatory service to deliver additional functions including around food, air quality, port health, animal welfare and anti-social behaviour matters. In addition, review of service plans requires transition to online application processes where possible to make best use of resources.

These changes cannot be achieved on the existing framework as the influx of new regulatory responsibilities cannot be met unless further measures are considered:

- Additional resources to increase capacity to fulfil the new duties further to the existing ones;
- Reaching agreement across services about which competing priorities should be delivered first on the basis of a lack of capacity to absorb new duties without disrupting existing ones

Regulatory Services requires a commitment from the local authority to continued investment over the long term, so that the various legal requirements arising from Brexit and continued expansion of enforcement duties can be met.

3.2 Delivery of the Business Plan

The Business Plan is taken to Culture, Leisure and Economic Development (CLED) Portfolio or Cabinet for approval. It may also be considered at a number of other Cabinet Member (Portfolio) decision meetings and Regulatory Committees.

The plan is held accountable by the following:-

- Cascade of objectives - each service in the Business Plan is considered in more detail via service operational plans;
- Corporate Performance Monitoring is reported to Governance & Audit & Standards Committee each quarter;
- Key projects are added to the Members Projected Work Programme
- Budget management, forecast outturn and savings are included in quarterly monitoring to Governance and Audit and Standards Committee

The directorate works closely with portfolio holders and opposition spokespersons, including a weekly briefing meeting with the Cabinet Member for CLED. We encourage all Members to take an interest in the work of our directorate and Members are welcome to have site visits with us at any time.

Key projects for the service are subject to consultation with the community to embed customer feedback into design. Customers are also able to contact us by service enquiry and the directorate has a strong network of volunteers who are encouraged to feedback as part of their role.

3.3 Environmental Sustainability

Caring for our planet, its creatures and climate

The City Vision 2040 aims for a green city, which includes protecting and enhancing our land and maritime environment for the future.

The directorate is contributing to this objective in four ways:

- Animals and events
- The animals cared for in the city's parks
- Wildlife and biodiversity protection
- Climate care

Animals, Events and Licensing

As part of our Events application procedure, the service ensures that where animals are involved, the application includes a veterinary certificate, specific animal-centric risk assessments, an animal welfare policy and specific insurance for the animals involved. The assessment considers the welfare of the animals both when performing and at rest and including transit to and from the events. Events are not permitted that include captive or wild animals.

Static exhibitions of animals are not permitted unless the main role of the venue is for educational purposes, such as the Cumberland House Natural History Museum. The restrictions on animals does not include therapeutic use unless any animal welfare concerns are raised.

Experienced animal exhibitors are usually already licensed with their local authority (if outside Portsmouth). On notification of an event, the licensing authority are contacted to establish whether an inspection is required. If an exhibitor wishes to attend an event and is not licensed, then advice is sought from Regulatory Services.

Regulatory Services have responsibility for compliance with regard to **The Animal Welfare (Licensing of Activities Involving Animals) (England)**

Regulations 2018 (legislation.gov.uk)⁴⁵. Staff are being trained to meet this competency and veterinarians are also being recruited with regard to animal imports following Brexit.

The Events service have also facilitated a number of beach cleans with external organisations along the promenade (Southsea and Eastney Beach), between the pier and the Model Village and also the areas of beach in front of Canoe Lake and Rock Gardens. Moving forward it is hoped to expand litter cleans to other areas of the city such as Eastern Road and Hilsea Lines.

Animals in the city parks

The Parks Service cares for a broad range of animals including the following:

Victoria Park: peacock, 2 species of chicken, 2 species of dove, ring-necked parakeet, cockatiels, lovebirds and terrapins.

College Park: guinea pigs, goats, 4 species of duck, rabbits, cockatiels, lovebirds and budgies.

This provides an ideal opportunity for city children to have access to animals. Subject to funding in the longer term this could also include an education programme.

Wildlife and biodiversity protection

Portsmouth is ranked 9th in the Royal Society for Arts Heritage Index⁴⁶ for landscape and natural environment and 8th for assets. The assets include Special Areas of Conservation and Special Protection Areas, Sites of Special Scientific Interest (SSSI), local nature reserves, and two wildlife trust reserves. A number of these sites fall under the directorate's responsibility:

Portsdown Hill is a SSSI managed by a Hill Ranger and actively protecting a wide variety of wildlife including butterflies, moths, beetles, amphibians, birds and mammals and hundreds of plants.

Hilsea Lines Conservation Area is also managed by a Countryside Ranger and protects 323 species of plants, 94 species of birds and 141 species of moths.

Baffins Pond provides a home to ducks and wildfowl in the city and **Tangier Field** is a particularly important location in the winter season when it is fenced off for Brent Geese. Considerable work has been undertaken at Baffins Pond to control the water quality and enable oxygenation of the plant life.

Milton Common provides a refuge in the city for flora and fauna including butterflies, voles, shrews, 176 plant species and 16 bird species. The site includes nesting sites for birds and the lakes support frogs, toads and newts.

Eastney Beach, whilst a shingle beach, includes significant vegetation, supporting some rare species including Sea Holly, Sea Kale, Sea Bindweed and Sea Radish

Fort Cumberland, a coastal healthland open space, supports over 100 species of plants, reptiles and birds.

To protect these important sites requires regular activities such as scrub control, grazing, footpath maintenance, checks on water quality and safety equipment, controlling litter and addressing anti-social behaviour, as well as managing the volunteer resource who play a key role (see Volunteering section).

Climate care

The Council has recognised the importance of climate care by appointing a Cabinet Member for Climate Change and Green Recovery. Key to addressing climate change is to increase canopy cover in the city, to minimise urban heat island effect. Urban heat islands (dense concentrations of pavement and buildings) increase energy costs, air pollution and heat related illnesses.

⁴⁵ www.legislation.gov.uk/ukdsi/2018/9780111165485

⁴⁶ www.thersa.org/reports/heritage-index-2020

The Council has undertaken in its Greening Strategy to increase the number of trees. To double canopy cover in the city requires an increase of 360 trees in parks and open spaces. Subject to budgetary constraints, the Parks Service is well placed to make the most of opportunities in the city to improve the quality of green space and introduce further green pockets of biodiversity to mitigate urban heat island effect.

The directorate, through its Regulatory Services and Licensing Service also has a clear work focus on air quality and regulating the Clean Air Zone (see Regulatory Services and Licensing sections).

Sustainability is also an important consideration for all the services across the directorate. The directorate is undertaking an environmental sustainability audit which will assess where steps can be implemented by the services to manage and minimise environmental impacts and identify opportunities for moving forward.

Section 4

4.1 Major Projects

There are a number of major projects in the directorate to advance the City Vision 2040 and current administration's priorities:

Building a Happy and Healthy City

Local Football Facilities Plan

The Football Association, the Premier League and Sport England commenced a programme in 2017 to develop a programme of investments for areas of demand for football, noting its importance to the community.⁴⁷ Following an expression of interest, Portsmouth was invited to Stage 2 and worked with other stakeholders to produce a Local Football Facilities Plan. King George V playing fields have been identified as the preferred site for an enhanced pitch and pavilion. Funding in part has been awarded for initial feasibility work and the Parks Service continue to work towards the bid submission.

Regeneration of Victoria Park

The project 'Reviving Victoria Park - the People's Park in Portsmouth' seeks to uncover the park's heritage and create an inclusive space that more people can use and benefit from. Round 1 funding of £251k from National Lottery Heritage Fund (NLHF) enabled the appointment of project staff and a consultation to take place to feed into the Round 2 submission for the delivery phase, comprising contributory funding of £2.05m from NLHF.

New Community & Sports Hub

The current facilities at the existing sites (Eastney Swimming Pool and Wimbledon Park) require an ongoing subsidy. By combining the facilities at both sites into one site, the requirement for a subsidy is avoided and the

new site is eligible for £2m grant from Sport England. This project was also included in the Portsmouth South Levelling Up Fund bid.

More detail on this project is outlined in the sports section of this plan.

A City with a Thriving Economy

Regeneration of Portsmouth Guildhall

The Guildhall requires a major overhaul and refurbishment of facilities. This development will follow the Guildhall Trust's 'Guildhall Renaissance'⁴⁸ programme so that on completion of the project the venue is a leading cultural organisation for the city. This will reflect the investment by the Council and the priorities identified by the community and customer base. Improvements will include the concert hall, front of house foyers, bars and meeting rooms and consequently attract the best acts and exhibitions, to the benefit of the community and city centre regeneration. The project formed part of the Portsmouth South Levelling Up Fund bid.

New Theatre Royal

The Council is purchasing this theatre and leasing it back to the operator to run as a trust. This will enable the future of the theatre's place, as a key part of the cultural offer of the city, to be delivered moving forward.

Hilsea Linear Park

This project was submitted as part of the Portsmouth North Levelling Up Fund bid. In November 2021 the government confirmed that this bid had been successful in securing project funding via the Levelling Up Fund.

⁴⁷ <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/parklife-football-hub-prospectus-july-2017.pdf>

⁴⁸ <https://portsmouthguildhall.org.uk/about-guildhall/about-us/guildhall-renaissance>

The project for Hilsea Linear Park is comprised of 3 elements:

Refurbishment of Hilsea Lido

The Hilsea Lido is a well loved attraction in the city. Refurbishment will enable a high quality leisure and events destination which will provide year round attraction and will also function as a community hub.

Development of facilities in the immediate area

The play and water play facilities such as Hilsea Splash Pool are popular. Further investment will provide high quality play areas. The local ecology and heritage offer at Hilsea Lines will benefit from signage and interpretation to link Hilsea Lines to the wider area and offer.

Creation of the linear park, linking east to west

The Park will link the city from the park and ride, round the top of Portsea Island to the eastern tip. This will include a safe active travel routes incorporating integrated cycling and walkways. It will improve the current connection from the park and ride to the Mountbatten Centre and extend the coastal defence works and footways to the east.

Hilsea Linear Park has clear links to the City Vision 2040. Development of higher quality leisure facilities and green infrastructure provide for positive physical and mental health outcomes for a healthy and happy city. Connecting the Park and Ride to further green travel options contribute to the wider objective of a green city. Development of a community hub at Hilsea allows for events and activities to take place across different communities, building collaboration and social cohesion. The project provides an opportunity for the north of the city to become a destination in its own right.

4.2 Register of High Risks

| Activity | Drivers | Service | Theme | Code Risk | Threats | Assurances | Risk as at 2021 | Triggers | Current Risk | Cost | Changes |
|--------------------------------|----------------------|---------|-------------|-----------|--|--|-----------------|---|--------------|------|---------|
| Libraries & Archives | Budget Pressures | CLRS | Financial | S | Non delivery/ Unsustainability of service if further cuts | Re-scheduling and reviewing opening hours volunteers on frontline. Putting forward as closures, automation of services | High | If further cuts required and all libraries required to remain open | Yes | | |
| Whole Service | Budget pressures | CLRS | Financial | S | Loss of key skills as flatter structure and increase of absence more pressure on fewer staff | PDR's, 1:1's every 4 weeks and team meetings. Management training. Salary benchmarking | High | At any time due to budget pressures | No | | |
| Whole service | Budget pressures | CLRS | Financial | S | Greater than expected deterioration of buildings and failure to adequately maintain assets | Also risk for Housing & Property Services and Finance | High | | Yes | | |
| Cemeteries and Burial services | Demographic increase | CLRS | Environment | S | Availability of land for the religious burials is 5 or 6 years based on current death rates as more space is required due to a different burial alignment & limited space. | Identify land and set aside within existing cemeteries and identify new sites. | High | Current, due to increased death rates in some communities. Takes 5 years to develop a new cemetery. | Yes | | |

| Activity | Drivers | Service | Theme | Code Risk | Threats | Assurances | Risk as at 2021 | Triggers | Current Risk | Cost | Changes |
|---------------------|--|-----------------|------------------|-----------|--|---|-----------------|------------------|--|---------------|---------------|
| Regulatory Services | Impact of Brexit | RS | Regulation | G | Complex uncertainty remains. Full cost recovery mechanism insecurity. | None | High | Now | Yes | c. £2 million | Yes - greater |
| | Implementation of Government legislative changes | | | | Increases in resources required in the short / medium term | None | High | Now | Yes | C £200,000 | Yes - greater |
| | Resources not meeting demand for services, legal statutory obligations and financial investigations (FI) | | | | Currently occurring in all service areas | None - services will require review - FI are subject to failure and costs | High | Now | Yes | C £100,000 | Yes - greater |
| Water Safety | Public Protection legislation | Culture & Parks | Security & Legal | V | Resources to monitor and maintain combined with increasing public use of areas adjacent to water | Seasonal tendered RNLI contract; | Medium | Now (April 2021) | Yes with anticipated numbers expected to engage with water | Unknown | |
| | | | | | | Monitoring process for water safety signs across the city | High | | | | |
| | | | | | | Monitoring for legislation changes which are anticipated | Medium | | | | |

| Code | Risk Type |
|------|---|
| V | Vulnerabilities/Corp Legislation e.g. DPA, Health & Safety, Asbestos, Legionellas |
| G | Government- specific Service Legislation |
| S | Service Priority |
| LO | Lost opportunity |
| P | Project risks |
| F | Fraud |
| BC | Business Continuity |

4.3 Plan on a Page

1 Healthy & Happy City

- Developing links with the community & voluntary sector
- Fitness events and festivals
- Building relationships & links across the world
- New community sports leisure centre
- Redevelopment of Pyramids
- Blue space seafront access for all
- Improving the public realm
- Development of a new Port Health Authority
- Keep residents safe in performance of our statutory duties
- Ensure legislative changes are reflected in practice by our statutory services
- Emergency Planning to keep residents safe
- Football Facilities Plan to implement improved sports and community opportunities

2 A city rich in culture & creativity

- Multi-cultural events with city promoters
- Revenue & governance support to cultural organisations
- Broaden cultural participation across communities
- Make collections more accessible and relevant to the community
- Museums bid for NPO status

- Regeneration & restoration of Victoria Park
- Outreach to new audiences via Hotwalls Studios
- Engagement with Portsmouth Creates
- Partnership working with other city stakeholders and external cultural organisations
- Regeneration of Portsmouth Guildhall

3 A green city

- Access to greenspace for healthy behaviours and active travel
- Greening projects to mitigate environmental damage
- Wildflower planting to increase green corridors
- Tree planting to provide cooling canopy and engagement with stakeholders
- Community Parks models
- Delivery of Air Quality reporting for Clean Air Zone
- Hackney carriage & PHV to access funding for compliant vehicles.
- Protect & enhance the city's green space

4 A city with a thriving economy

- Providing an events programme to encourage tourism including high profile events to showcase the city

- Digital marketing campaigns to extend the reach of the domestic market and spend.
- Delivery of trading standards and licensing requirements to protect our economy and stimulate business growth
- Improve the visitor experience across all services
- Attract high quality concessions to the seafront

5. A city of lifelong learning

- Developing Kickstart opportunities for young people
- Opportunities for community volunteering & promotion of social enterprise
- Digital access & offers from across the services
- Improve literacy and raise education levels
- Utilise our cultural assets for learning outcomes

6. A city with easy travel

- Blue space seafront access for all
- Active travel incorporated into design for new sports centre and Victoria Park consultation
- Shopmobility scheme increasing access for all across the city & its facilities

4.4 Key Performance Indicators

| Events | Museums | Libraries |
|---|--|--|
| <i>Support the opening up of the Events industry to reignite the city and its tourism economy</i> | <i>Build a city rich in culture by encouraging the recovery of visitors across our sites</i> | <i>Support to the vulnerable and the wellbeing of the city through various activity packs for use at home and click & collect services</i> |
| 400 Events both physical and hybrid | 100,000 visitors | Dispatch over 1,200 activity packs |

| Hive | Sports | Digital engagement |
|---|---|--|
| <i>Volunteer placements across the city and community</i> | <i>Encourage healthy & happy lifestyles by a return to our contracted sports facilities</i> | <i>Provision of online content to expand reach and accessibility</i> |
| 8,000 volunteers | Over 1,200,000 visits | Over 100,000 downloads & e-loans |

4.5 Key Strategies, Documents and Partners

A number of documents and strategies were considered with regard to this plan:

Audit Wales, 'At Your Discretion: Local Government Discretionary Services', April 2021 www.audit.wales/publication/your-discretion-local-government-discretionary-services

Public Health England, 'Improving Access to Greenspace, a new review for 2020' https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/904439/Improving_access_to_greenspace_2020_review.pdf

National Heritage Lottery Fund www.heritagefund.org.uk

Sport England, Uniting the Movement Strategy www.sportengland.org/why-we-are-here/uniting-the-movement

The Arts Council, Let's Create 2020 - 2030 www.artscouncil.org.uk/publication/our-strategy-2020-2030

Imagine Portsmouth: City Vision 2040 <https://imagineportsmouth.co.uk>

Department of Health & Social Care: Tackling Obesity www.gov.uk/government/publications/tackling-obesity-government-strategy/tackling-obesity-empowering-adults-and-children-to-live-healthier-lives

UK Active Impact Report www.ukactive.com/reports/covid-19-impact-report-the-fitness-and-leisure-sectors-path-to-recovery

Portsmouth City Council Sports Facility Strategy 2017-2027 <https://democracy.portsmouth.gov.uk/documents/s14923/03.1%20Portsmouth%20City%20Council%20Sports%20Facility%20Strategy%202017%20-%20exec%20summary.pdf>

Libraries Deliver Ambition for Public Libraries 2016-2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/579207/Libraries_Deliver_-_Ambition_for_Public_Libraries_in_England_2016_to_2021_accessible_version_.pdf

[attachment_data/file/579207/Libraries_Deliver_-_Ambition_for_Public_Libraries_in_England_2016_to_2021_accessible_version_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/579207/Libraries_Deliver_-_Ambition_for_Public_Libraries_in_England_2016_to_2021_accessible_version_.pdf)

Libraries Connected, Universal Library www.librariesconnected.org.uk/page/universal-library-offers

Portsmouth Museums Strategy 2021-2025 <https://democracy.portsmouth.gov.uk/documents/s35194/Museums%20Strategy%202021-2025.pdf>

Visit Portsmouth Tourism Marketing Communications Plan 2021-2022 <https://democracy.portsmouth.gov.uk/documents/s29164/Visit%20Portsmouth%20Marketing%20Communications%20Plan%202021-2022%20Appendix%202.pdf>

Department for Digital, Culture, Media & Sport, The Tourism Recovery Plan www.gov.uk/government/publications/tourism-recovery-plan

Local Government Association: Parks Fit for the Future www.local.gov.uk/parks-fit-future

Portsmouth Greening Strategy <https://democracy.portsmouth.gov.uk/documents/s26330/Greening%20Portsmouth%20Strategy%20appendix.pdf>

Nesta, Rethinking Parks www.nesta.org.uk/project/rethinking-parks

Seafront Strategy 2010-2026 www.portsmouth.gov.uk/wp-content/uploads/2020/05/Seafront-Strategy.pdf

Civic University Network <https://civicuniversitynetwork.co.uk/civic-agreements>



You can get this information in large print, Braille, audio or in another language by calling 023 9284 1116

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

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

Directorate:

Culture, Leisure & Regulatory Services

Service, function:

Culture, Leisure & Regulatory Services

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

Culture, Leisure and Regulatory Services Directorate Business Plan

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

- ☐ Existing
- ☒ New / proposed
- ☐ Changed

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

The Directorate Business Plan sets out the aspirations and plans of the directorate for the forthcoming period. It correlates directly to the City Vision 2040 objectives as these relate to the directorate services. It is also used as an introduction to the directorate's services.

It also includes information from national bodies, where appropriate and relevant.

Incorporated in the plan are the key performance indicators and updated risk register.

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?

There has not been a direct consultation, however a number of projects referenced within the plan have been subject to consultation to ensure we are meeting the needs of the city.

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 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?

Our Regulatory Services deliver approximately 150 statutory duties which include the prevention of/ prosecution of sale of unfit and unsafe products. The actions of our licensing service also ensure that residents, visitors and businesses can feel safe in the city. Our Culture and Leisure Services plans are also aligned to improving quality of life, physical and mental health outcomes and provide opportunities as headlined by the City Vision 2040.

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans.

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 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 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?

All services across the directorate, in line with the City Vision 2040, aim to improve quality of life, physical and mental health outcomes. This includes Libraries - expanding digital provision and providing social connection; Museums - providing access to culture for all backgrounds and working with community groups; Parks and Seafront: providing pleasant spaces to enjoy physical activity and outdoor recreation; Sports and Leisure: investing with our partner BH Live to provide access to a variety of sports facilities. All service plans are prepared in particular to enable a return and recovery to full quality of life post lockdown.

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans.

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 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?

Both our sports, leisure and cultural venues include provision for those on low incomes to gain access via our Leisure Card eligibility. Many of our offers are also free to access, such as our Seafront , Parks and Events provision. The directorate also offers a wide range of volunteering opportunities and kickstart opportunities (for the period for which kickstart remains supported by government). 

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans.

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 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?

The services work hard to ensure no-one is precluded from participation. The Museums Service has been awarded Silver for Accessible and Inclusive Tourism as recognition of the impact of measures taken. The Library Service provides for a Housebound Service and Visually Impaired Support Group. The Seafront Service provides a Shopmobility scheme. The directorate also includes The Hive which works with VCSE groups to reach marginalised groups and under represented communities.

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans.

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 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 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 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?

The Seafront Service work in collaboration with the Southsea Coastal Defences Scheme, to deliver new flood defences along 4.5km of seafront, from Old Portsmouth to Eastney. This includes changes to the design of the public realm, whilst protecting its heritage and cultural value

How are you going to measure/check the impact of your proposal?
Monitoring is the responsibility of the Southsea Coastal Defences Scheme, who have their own project information centre for engagement with local residents and community.

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 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?

The Parks Service includes wildflower planting schemes which benefit insects, small birds and increase cross-pollination, in addition to increasing the number of green corridors across the city. The Parks Service are integral to the contribution to the Council's Greening Strategy, including tree planting schemes. In addition to more formal parks and gardens, the Parks Service also cares for a number of nature reserves, including Portsdown Hill, Hilsea Lines, Baffins Pond, Milton Common, Eastney Beach and Fort Cumberland which all have their own management plans.

How are you going to measure/check the impact of your proposal?
Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure

progress against plans.

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 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?

Regulatory Services provide monitoring, reporting and production of an Air Quality Annual Status Report, which contributes to the air quality local action plan, including implementation of the Clean Air Zone. The Licensing Service work closely with the Air Quality Team with regard to compliant vehicles for hackney carriages and PHVs.

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

The Air Quality report is itself a monitoring document.

Other services have their own key performance indicators to measure progress against plans.

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 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?

B - Environment and climate change

Yes

No

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 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 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 Hotwalls Studios is a landmark development that protects the Point Battery arches and Round Tower and brings these important buildings into contemporary cultural use as an up to date attraction. There are a number of special events held at the Hotwalls each year, including this year's Pause Create Reflect exhibition which is now part of the Covid Collection at Portsmouth Museum. Scheduled Monuments.

The D Day Story Museum (& Landing Craft Tank) is an award winning museum, having won Silver (Accessible & Inclusive Tourism Award) at the Beautiful South Awards 2021-22. Visitors are encouraged to the site as exhibitions have been designed with multiple different users in mind with different needs.

The Library Service continues to deliver Conan Doyle lectures to audiences across the world. The service also delivers the Sherlock 'Detectives' programme, to deliver cultural projects across the community.

The Events Service runs a programme throughout the year (within current regulations) to broaden events access to the city, including Southsea Food Festival and the Bandstand, including African Weekend and World Music Weekend.

The public realm also includes over 70 memorials, 25 of which have been recently restored.

The Parks Service includes the protection of several listed sites including Sites of Special Scientific Interest and visits to these sites to understand their cultural significance is encouraged.

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans. This includes monitoring of visitor numbers.

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 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?

A number of services have a direct impact on improving the skills of local people. This includes volunteering schemes provided by Parks (Waterfront Garden Centre, Countryside Stewardship, Parks Friends) Libraries (Reading Groups, Friends, Archive Collection) and Museums (Visitor Services and Collections).

Kickstart Scheme placements have also provided opportunities in Museums, Libraries, Parks, Seafront and Hotwalls, which have led to employment opportunities.

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk 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?

The Events programme contributes both directly and indirectly to the city's economy as a key ingredient to the visitor offer. A healthy visitor economy is a key driver to regeneration of the city, generating approximately £610,000 of direct and indirect revenue and over 12,000 jobs. Whilst visits in 2020 were down by 73% against 2019, the Visit Portsmouth team are working in 2021 and beyond in alignment to the government's post Covid Tourism Recovery Plan with an immediate focus on the domestic market in Portsmouth and the region, meeting regularly with stakeholders.

The Visit Portsmouth website has been rebuilt to the most recent search engine optimisation guidelines and generates an average of 995,000 annual visits. Spend on social media websites across top marketplaces rose 31% year to date March 2021. The Visit Portsmouth team therefore deliver marketing through social media including Facebook (36,600 likes), Twitter (15,600 followers) and YouTube (147,000 views) (average annual figures).

Key marketing campaigns during the period concerned by this report included Portsmouth Is Open (run entirely digitally during lockdown) and Portsmouth Put The Wind In Your Sails 2021-22 in conjunction with Visit Britain, We're Good To Go standard. The Visitor Services team also received training from the National Coastal Tourism Academy.

The work of the Trading Standards service contribute to a thriving local economy. If the service were unable to deliver, this would result in scenarios such as: sales of unfit and unsafe products, goods and food that cause harm; unscrupulous individuals misleading others and taking advantage for gain; targeting of vulnerable individuals and destroying lives; damaging the environment, public health and the city's reputation; all such examples would be extremely damaging to the local economy. The Licensing Service also enables residents, visitors and businesses to feel safe through private hire and taxi licensing, licensing persons and premises under the Licensing Act 2003 for the sale of alcohol, regulated entertainment and late night refreshment, consents for street trading and permits for street entertainment, for example.

Licensing

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

Each service within Culture, Leisure and Regulatory Services has its own key performance indicators to measure progress against plans (in addition to social media metrics referenced above).

Q8 - Who was involved in the Integrated impact assessment?

Claire Watkins

This IIA has been approved by: Stephen Baily

Contact number: 02392-83-4399

Date: 05/01/2022

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