

Agenda

Joint Museums Committee

Monday, 22 September 2014, 2.00 pm
County Hall, Worcester

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DISCLOSING INTERESTS

There are now 2 types of interests:
'Disclosable pecuniary interests' and **'other disclosable interests'**

WHAT IS A 'DISCLOSABLE PECUNIARY INTEREST' (DPI)?

- Any **employment**, office, trade or vocation carried on for profit or gain
- **Sponsorship** by a 3rd party of your member or election expenses
- Any **contract** for goods, services or works between the Council and you, a firm where you are a partner/director, or company in which you hold shares
- Interests in **land** in Worcestershire (including licence to occupy for a month or longer)
- **Shares** etc (with either a total nominal value above £25,000 or 1% of the total issued share capital) in companies with a place of business or land in Worcestershire.

NB Your DPIs include the interests of your spouse/partner as well as you

WHAT MUST I DO WITH A DPI?

- **Register** it within 28 days and
- **Declare** it where you have a DPI in a matter at a particular meeting
 - you must **not participate** and you **must withdraw**.

NB It is a criminal offence to participate in matters in which you have a DPI

WHAT ABOUT 'OTHER DISCLOSABLE INTERESTS'?

- No need to register them but
- You must **declare** them at a particular meeting where:
You/your family/person or body with whom you are associated have a **pecuniary interest** in or **close connection** with the matter under discussion.

WHAT ABOUT MEMBERSHIP OF ANOTHER AUTHORITY OR PUBLIC BODY?

You will not normally even need to declare this as an interest. The only exception is where the conflict of interest is so significant it is seen as likely to prejudice your judgement of the public interest.

DO I HAVE TO WITHDRAW IF I HAVE A DISCLOSABLE INTEREST WHICH ISN'T A DPI?

Not normally. You must withdraw only if it:

- affects your **pecuniary interests OR** relates to a **planning or regulatory** matter
- **AND** it is seen as likely to **prejudice your judgement** of the public interest.

DON'T FORGET

- If you have a disclosable interest at a meeting you must **disclose both its existence and nature** – 'as noted/recorded' is insufficient
- **Declarations must relate to specific business** on the agenda
 - General scattergun declarations are not needed and achieve little
- Breaches of most of the **DPI provisions** are now **criminal offences** which may be referred to the police which can on conviction by a court lead to fines up to £5,000 and disqualification up to 5 years
- Formal **dispensation** in respect of interests can be sought in appropriate cases.

Joint Museums Committee

Monday, 22 September 2014, 2.00 pm, County Hall, Worcester.

Membership: Mr A N Blagg - Worcestershire County Council
Mrs L C Hodgson (Chairman) - Worcestershire County Council
Mr A C Roberts - Worcester City Council
Mr D Wilkinson – Worcester City Council

Agenda

Item No	Subject	Page No
1	Named Substitutes To receive details of any member nominated to attend the meeting in place of a member of the Committee.	
2	Apologies/Declarations of Interest To invite any member to declare any interest in any items on the Agenda.	
3	Confirmation of Minutes To confirm the Minutes of the meeting held on 26 June 2014. (previously circulated – pink pages)	
4	Museums Worcestershire Plan	1 - 2
5	Museum and Art Gallery - building changes	3 - 4
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To obtain further information or a copy of this agenda contact Simon Lewis, Committee Officer on 01905 766621, slewis@worcestershire.gov.uk

All the above reports and supporting information can be accessed via the Council's website at <http://www.worcestershire.gov.uk/cms/democratic-services/minutes-and-agenda.aspx>

Date of Issue: Thursday, 11 September 2014

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4. MUSEUMS WORCESTERSHIRE PLAN

Recommendation

1. The Museums General Manager recommends that the issues raised in the presentation be considered and the production of a new Museum Strategic Plan for 2015-18 be authorised.

Background Information

2. The current strategic plan for Museums Worcestershire was approved in 2011, to cover the period from 2011-14. It is therefore time for a review of the plan in order to chart a course for the medium term.

3. A forward plan is a requirement for Museum Accreditation, ideally to cover a 3-5 year planning cycle. It must include a clear statement of purpose, key aims and objectives and a resource plan. A planning document is also a requirement of the shared service partnership agreement.

4. The previous plan drew attention to the considerable uncertainties for the service surrounding the future of Hartlebury and the ground floor of the City Art Gallery and Museum building. Both matters are now close to resolution and this will help to dictate a direction for the service and give more certainty about future operational matters.

5. As a consequence it is intended to provide a presentation on the key issues at this meeting, with a completed version of the plan available for approval in November.

Supporting Information

None

Contact Points

Specific Contact Point for this report:

Iain Rutherford, Museums General Manager
(01905) 361827/361821
Email: IRutherford@worcestershire.gov.uk

Background Papers

In the opinion of the Museums General Manager the following are the background papers relating to the subject matter of this report:

Museums Shared Service Partnership Agreement
Museums Worcestershire Strategic Plan 2011-14

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5. MUSEUM AND ART GALLERY – BUILDING CHANGES

Recommendation

- 1. The Museums General Manager recommends that the report on the forthcoming changes to the Museum and Art Gallery building be noted.**

Background Information

2. The Joint Committee received a report in June on a feasibility study for a Children's Museum on the ground floor at Foregate Street, produced by consultants DCA and funded by the Arts Council. (Minute no. 182 refers) The Children's Museum was agreed as the preferred approach for future development of the building and to deliver a permanent, financially viable solution for the service.
3. Following the referral of the report to the City as the building's owners, the City Council's Cabinet resolved on the 29 July to approve an alternative recommendation for its staff to move into the ground floor following the sale of Orchard House.
4. Worcester City Council's Cabinet has requested that the Museums Joint Committee considers alternative options for utilisation of the ground floor of the Museum and Art Gallery for the delivery of the Transformation Plan. Savings for the 2015-16 financial year have been identified through work on the Hartlebury project but the Joint Committee will need to review potential savings for 2016-17 in due course and this will be the subject of a future report.
5. At its last meeting the Joint Committee requested a report back on proposals for the ground floor.
6. Considerable discussion and joint planning has taken place to address the issues arising from the move since the last meeting. The challenge during the construction phase is to continue to operate as a public building, with a commitment to the existing advertised programme which includes important commemorative events as part of the HLF funded Worcestershire World 100 project. In addition, the works on the ground floor require access to the basement where collections are stored, requiring additional supervision from the museum team during certain weeks of the contract to protect collections.
7. Advice has been sought from the National Security Advisor to make sure all changes to the building and its procedures do not jeopardise the Art Gallery's Government

Indemnity status. This in turn allows for the loan of works from the national collections, the only space in the whole County which can receive such collections and display them to the public.

8. The main accommodation changes are:

- Museum staff to vacate offices and a workshop on the ground floor
- The creation of a new office on the first floor as part of the contract
- The surrender of the museum committee room on the ground floor as a public space available for lettings – this will now become the main meeting room for the building
- Creation of new offices, toilets and a kitchen on the ground floor for City Council staff.

9. The shop and café will continue to occupy the entrance and foyer. The impact on both and on the general operation of the building during the course of the contract will be minimised as far as possible but there will inevitably be some unavoidable disruption during the building work.

10. The City Council's offices require more extended opening hours and work is in progress to find the best solution to key holding and security matters. A review of facilities management contracts is also underway to avoid any duplication once the offices are ready for opening.

11. The first moves of City Council staff into the new location will take place in February 2015. A further progress report will be provided to the Joint Committee at that point.

Supporting Information

None

Contact Points

Specific Contact Point for this report:

Iain Rutherford, Museums General Manager
(01905) 361827/361821
Email: IRutherford@worcestershire.gov.uk

Background Papers

In the opinion of the Museums General Manager there are no background papers relating to the subject matter of this report.

6. FIRST WORLD WAR 100TH ANNIVERSARY PROGRAMME

Recommendation

1. **The Museums General Manager recommends that the Museums Worcestershire programme to mark the 100th anniversary of the First World War be noted.**

Background Information

2. Museums Worcestershire has been part of a group of heritage organisations in Worcestershire working together to commemorate the 100th anniversary of the First World War. The group was originally convened by Worcester City Councillor Mr D Tibbutt during his mayoral year.
3. With Worcestershire Archives as the lead applicant, the group submitted an application to the Heritage Lottery Fund and was successfully awarded £310,500. That this is one of the largest WW1 anniversary grants awarded and shows HLF's support for the county-wide partnership of 12 heritage organisations and an even wider group of associated organisations.
4. Museums Worcestershire was awarded £107,000 to fund projects across the four years of commemoration. This will fund seven projects including exhibitions at all three Museums Worcestershire sites and family activities and outreach projects. It will also fund a part-time member of staff for part of the project duration. In addition, both the Worcestershire Regiment Museum Trust and the Worcestershire Yeomanry Museum Trust have been awarded grants to undertake small displays within the Worcestershire Soldier galleries at Worcester City Museum & Art Gallery relating to the key battles their regiments fought.
5. The first project has been a military-style bell-tent which has given the project a presence at many commemorative events this summer and autumn. The tent will offer an outreach facility throughout the project, with community groups able to book it and an artist, re-enactor or poet to add a WW1 remembrance link to their community events. The bell-tent's next appearance is the events taking place on 31 October at Gheluveld Park, commemorating the centenary of the battle described at the time as 'when the Worcesters saved the Empire' and at which a third of the Worcestershire Regiment 2nd Battalion lost their lives.
6. The first large exhibition opens at Worcester City Museum & Art Gallery on 25 October. Bringing together loaned objects and documents from many different sources,

it aims to tell the story of the early part of WW1 using the voices and experiences of Worcestershire people.

7. Future projects include family activities at Worcester City Museum & Art Gallery over November and Christmas; touring material and events relating to Vesta Tilley and an exhibition celebrating Hartlebury Castle's history as a Voluntary Aid Detachment hospital. Throughout the project, the aim is to create materials that can be shared by other Worcestershire heritage organisations and by schools.

8. With advice from Museums Worcestershire's Marketing Manager, the partnership as a whole has commissioned joint marketing under the project title "Worcestershire World War 100", and information about all the events and the project research can be found at the project website, www.ww1worcestershire.co.uk.

Supporting Information

- None

Contact Points

Specific Contact Point for this report:

Philippa Tinsley, Senior Curator
(01905) 25371
Email: PTinsley@worcestershire.gov.uk

Background Papers

In the opinion of the Museums General Manager there are no background papers relating to the subject matter of this report:

7. HERITAGE MARKETING REPORT

Recommendation

1. **The Museums General Manager recommends that the progress made in delivering museums and heritage marketing projects be noted.**

Background Information

2. Service marketing has focussed on promoting our venues as holiday activity destinations through the Summer Fun print and advertising campaign targeted to a local audience.
3. Nationally we continue to work with Destination Worcestershire to build the profile of the heritage and cultural offer of the city and county and have contributed advertising to the Visit Worcestershire official guide. We also supported the Destination Worcestershire promotion in the Birmingham Post. Following on from the successful Art in the Heart promotion last year, we have joined the Heart of England Galleries Group; a consortium aiming to promote the wealth of visual art within the region.
4. In terms of supporting the heritage offer in Worcester both city venues are included in the forthcoming Worcester BID 'Uniquely Worcester' promotion. Our MOTHS project has also been included in the BID's submission to the national High Street awards.
5. More locally we received a full page of editorial in the Worcestershire Now publication with a focus on Benjamin Williams Leader. We are also trialling new ways of marketing; we trialled Facebook advertising for the Commandery's Battle HQ event on Bank Holiday Monday. 'Likes' for The Commandery's Facebook page increased by 53% as a result of the promotion.
6. Last time we reported that Arts Council England has used the Museums on the High Street (MOTHS) project as a best practice case study for bringing museum collections to the wider public. MOTHS has also been included in Arts Council England's annual report; the first time a Museums Worcestershire project has been included alongside major national initiatives.
7. Museums Worcestershire sits on the County-wide committee for the 2015 Magna Carta 800th celebrations. As part of the celebrations, and in the period running up to the relaunch of The Commandery in 2016, we have devised an events programme to celebrate a 'Year of Liberty and Democracy'. The events will seek to explain Worcester's

vital role in the history of English democracy and ensure The Faithful City understands, celebrates and "remembers the ground where liberty was fought for". The programme will be launched on Oak Apple Day 2015 and includes major events designed to attract visitors to Worcester and The Commandery and raise our profile as a heritage destination, as well as more local celebrations linking up with Fort Royal Park. A bid has been submitted to the Magna Carta Trust to fund the Year of Liberty and Democracy programme and an announcement will be made by the end of September.

8. The new Commandery pop-up Café 'Time for Coffee' which launched in July has been hailed as successful in terms of increased visitors to The Commandery and enhancing the visitor experience. The Café will 'pop up' at future Commandery events and at holiday times.

9. We continue to be involved in cultural events in Worcester, most recently having contributed to the organisation of Worcester Artillery Day. As well as being represented on the organising committee, the Art Gallery & Museum paid its own tribute by having staff dressed in 1940s costume on the steps of the building as the parade passed, which also served to highlight the Fancy Pants costume exhibition.

10. We are working with the County Arts Officer and Economic Development Unit on investigating the potential economic impact of culture in the county. A number of recommendations will be going to the County's Open for Business Board and all have the opportunity to include Museums Worcestershire venues.

Contact Points

Specific Contact Point for this report:

Helen Large, Marketing & Events Manager
(01905) 25371
Email: HLarge@worcestershire.gov.uk

Background Papers

In the opinion of the Museums General Manager there are no background papers relating to the subject matter of this report:

8. FINANCE REPORT

Recommendation

Introduction

**2014/15 Projected
 outturn as at 31
 July 2014**

1. The Treasurer recommends that the financial position of the joint museums service as detailed on the report be noted.

2. This report provides financial information on the following:

- Projection as at 31 July 2014
- Explanation of major variations
- Income and expenditure (appendix 1)
- Subjective analysis
- Surplus/deficit split
- Café report (appendix 2)
- Future Fit and City Council savings 2014/15

3. The following table details the projected outturn for 2014/15 as at 31 July 2014

Table 1 : Projected Out turn 2014/15

	2014/15 Budget	Projected Outturn 2014/15	Variance
	£000	£000	£000
Hartlebury Main	125	131	6
Worcester City Museum and Art Gallery	139	161	22
Commandery	112	112	0
Hartlebury Collections	126	121	-5
Hartlebury Museum On Move	0	-1	-1
Hartlebury Education	0	-1	-1
Hartlebury Museum Development Officer	0	0	0
Hartlebury Café	26	19	-7
Hartlebury Exhibit Purchases	0	0	0
Other City Museum Servs	170	186	16
Total	698	728	30

Explanation of major variances

Income and expenditure analysis

Subjective analysis

4. The forecasted overspend on the City Museum and Art Gallery is due to the income target of £26,800 related to Premises hire not being achieved but is offset by an underspend on salaries of £-5,000. The overspend on the Other City Museum Service is due to WCC's FutureFit target savings still being unidentified as to where they are going to be met from within the base budget. Presently this £30,000 shortfall is being identified as coming from the BEC Directorate 2% reserve.

5. A detailed analysis of income and expenditure is set out at Appendix 1.

Table 2 : Subjective analysis 2014/15

	Budget	Projection	Variance
	£000	£000	£000
Employees	887	875	-12
Premises	8	8	0
Transport	19	19	0
Supplies & services	179	258	79
Transfer to reserve	0	0	0
Income:			
Sales	-134	-138	-4
Admissions	-84	-81	3
Museum on the move	-26	-31	-5
Education	-10	-17	-7
MDO grant	-42	-48	-6
MOTHS – Art Council Grant	0	-13	-13
Other	-64	-69	-5
Transfer from reserve	-35	-35	0
Total	698	728	30

Surplus/deficit split

6. The surplus/deficit split is as follows:

Worcestershire County Council (39%) - £0

Worcester City Council (61%) - £0

Café Report

7. A detailed analysis of the financial position of Hartlebury Café is set out at Appendix 2. The café is expected to cost £19k against a budget of £26k.

FUTURE FIT savings 2014/15

8. FUTURE FIT savings for the museum service in 2013/14. County savings of £90k. Using reserves to allow 3 years to achieve this amount and therefore £30k of reserves will be set against this in 2014/15 (as stated at paragraph 4).

	2013/14 FUTURE FIT £000's
Reduce opening hours at museum or find efficiencies as part of joint service.	90
Worcester City Savings (£25k/yr.)	75
Total	165

Supporting Information

- Appendix 1 – Income and Expenditure analysis
- Appendix 2 – Budget Monitoring Report for Hartlebury Café 2014/15

Contact Points

County Council Contact Points

Worcester (01905) 763763, Kidderminster (01562) 822511 or Minicom: Worcester (01905) 766399

Specific Contact Points

Wendy Pickering/Alison Rainey, Principal Finance Officer, Worcestershire County Council 01905 766747

email: wpickering@worcestershire.go.uk/
arainey@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Director of Business Environment and Community) there are no background papers relating to the subject matter of this report.

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Appendix 1

Income & expenditure for Joint Museum Committee

	Income			Expenditure			Total			Cost Centre
	Annual budget	Outturn	Variance	Annual budget	Outturn	Variance	Budget	Outturn	Variance	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Hartlebury Main	-85	-83	2	210	214	4	125	131	6	S80511
MAG	-88	-60	28	226	220	-6	138	160	22	S80524
Commandery	-64	-62	2	176	174	-2	112	112	0	S80525
Hartlebury Collections	-1	-12	-11	128	133	5	127	121	-6	S80509
Hartlebury Museum On Move	-26	-31	-5	26	30	4	0	-1	-1	S80513
Hartlebury Education	-10	-17	-7	10	17	7	0	0	0	S80520
Hartlebury MDO	-42	-48	-6	42	48	6	0	0	0	S80518
Hartlebury Café	-44	-58	-14	70	77	7	26	19	-7	S80512
Hartlebury Exhibit Purchases	0	-4	-4	0	4	4	0	0	0	S80517
Music On The Street	0	-13	-13	0	14	14	0	1	1	S80531
Other City Museum Servs	0	-9	-9	170	194	24	170	185	15	S80526
Total Joint Museum Service	-360	-397	-37	1058	1125	67	698	728	30	

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Appendix 2
 Joint Museums Service
 Budget Outturn report for Hartlebury Café 2014/15

	Budget £	Budgeted %	Qtr 1 £	%	Qtr 2 £	%	Qtr 3 £	%	Qtr 4 £	%	Outturn £	Actual %
Sales												
Catering	-44,200		-15,306		-14,123		-14,123		-14,123		-57,674	
Catering supplies	21,200		5,381		6,201		6,201		6,201		23,983	
Gross profit	<u>-23,000</u>	52	<u>-9,925</u>	65	<u>-7,922</u>	56	<u>-7,922</u>	56	<u>-7,922</u>	56	<u>-33,692</u>	58
Employees												
Salary	48,802		11,921		11,080		11,538		17,604		52,143	
Car allowances											0	
	<u>48,802</u>		<u>11,921</u>		<u>11,080</u>		<u>11,538</u>		<u>17,604</u>		<u>52,143</u>	
Other												
Equipment/Rental	0		21		35		0		0		56	
Laundry	0		277		98		0		0		375	
Other	0		-59		0		0		0		-59	
Insurance	284		0		0		0		284		284	
	<u>284</u>		<u>239</u>		<u>133</u>		<u>0</u>		<u>284</u>		<u>656</u>	
Total profit/loss	<u>26,086</u>		<u>2,235</u>	-15	<u>3,291</u>	-23	<u>3,616</u>	-26	<u>9,966</u>	-71	<u>19,107</u>	-33

Visitor numbers - café only tickets

2007/08	1,193 first full year of operation of new café
2008/09	2,100
2009/10	2,208
2010/11	2,549
2011/12	2,678
2012/13	1,744
2013/14	2,212

	Total visitors	income	spend per head
2007/08	24,226	26,000	1.07
2008/09	23,715	36,000	1.52
2009/10	26,342	40,000	1.52
2010/11	24,342	54,000	2.22
2011/12	25,728	50,810	1.97
2012/13	24,500	47,809	1.95
2013/14	25,087	49,340	1.97

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9. PERFORMANCE REPORT 1ST QUARTER 2014-15

Recommendation

1. The Museums General Manager recommends that the performance and planning information provided for the 1st quarter 2014-15 be noted.

Background Information

2. The Service Level Agreement sets out the monitoring arrangements for the joint museum service, to include a performance framework linked to users, financial health and quality of service.

3. The attached table provides data for the 1st quarter – April to June 2014. Among the points to note are:

- The visitor figures show increased visits at the City Museum and Art Gallery due to the pulling power of destination exhibitions like "Song of the Sea". Overall however there is a drop of 4% in the number of visits in person. The heritage marketing report on this agenda sets out the range of initiatives in place to maintain visitor numbers, in advance of investment in buildings, interpretation and visitor services
- Online access shows a welcome increase with the number of virtual visits up by 7%. Museum on the Move has also attracted the largest number of users for the 1st quarter since 2010
- There has been significant additional work by the museum team to maintain or increase the number of events in the programme, as well as to respond to increasing numbers of enquiries. Some of the larger events have, however, been dropped from the programme due to a reduction in staff and resources
- The finance indicators show strong retail spend for head with both the City Museum and Hartlebury showing the best quarter 1 figures for 5 years. Other ratios show a mixed picture reflecting seasonal variations and changes to the events programme at each site.

Supporting Information

Appendix - 2014-15 Performance summary report

Contact Points

Specific Contact Point for this report:

Iain Rutherford, Museums General Manager
(01905) 361827/361821
Email: IRutherford@worcestershire.gov.uk

Background Papers

In the opinion of the Museums General Manager the following are the background papers relating to the subject matter of this report:

Museums Shared Service Partnership Agreement

Museums Worcestershire Performance Indicators - Users

2014/2015 Summary

2014/2015 figures as at 30th June 2014

PI	Description	Quarter 2		Quarter 2		Quarter 3		Quarter 4		Cumulative Totals	
		Apr-Jun 2013	Apr-Jun 2014	Jul-Sep 2013	Jul-Sep 2014	Oct-Dec 2013	Oct-Dec 2014	Jan-Mar 2014	Jan-Mar 2015	2013/2014	2014/2015
1	Number of visits in person	25,923	24,666	35,046		24,599		23,005		108,573	24,666
a	City Museum and Art Gallery	12,015	12,196	18,663		12,994		13,653		57,325	12,196
b	The Commandery	4,227	3,527	7,313		4,902		4,218		20,660	3,527
c	County Museum, Hartlebury	7,609	6,600	6,959		5,844		4,675		25,087	6,600
d	Museum on the Move	2,072	2,343	2,111		859		459		5,501	2,343
2	Number of virtual visits via website	60,053	64,788	57,048		64,289		14,410		174,369	64,788
a	City Museum and Art Gallery	44,990	46,029	42,044		33,101		11,129		131,264	46,029
b	County Museum, Hartlebury	15,063	18,759	15,004		9,758		3,281		43,106	18,759
3	Number of enquiries	115	204	196		66		140		517	204
a	City Museum and Art Gallery	87	154	171		61		113		432	154
b	County Museum, Hartlebury	28	50	25		5		27		85	50
4	Organised events and exhibitions	29	62	41		41		29		140	62
a	City Museum and Art Gallery	11	21	12		18		20		61	21
b	The Commandery	3	25	6		11		4		24	25
c	County Museum, Hartlebury	15	16	23		12		5		55	16
5	Number of visits by children/young people	4,387	4,517	4,106		4,385		4,156		17,034	5,347

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Museums Worcestershire Performance Indicators - Finance & Quality

2014/2015 Summary

2013/2014 figures as at 30th June 2014

PI	Description	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Cumulative Totals	
		Apr-Jun 2013	Apr-Jun 2014	Jul-Sep 2013	Jul-Sep 2014	Oct-Dec 2013	Oct-Dec 2014	Jan-Mar 2014	Jan-Mar 2015	2013/2014	2014/2015
1	Retail spend per head (based on turnover from retail outlets)										
a	City Museum and Art Gallery	£0.54	£0.67	£0.50		£1.10		£0.83		£0.64	
b	The Commandery	£0.63	£0.59	£0.48		£0.59		£0.68		£0.58	
c	County Museum, Hartlebury	£1.07	£1.92	£1.17		£0.46		£0.73		£0.78	
2	Cost per visit or usage (net expenditure divided by physical visits or usages total)										
a	City Museum and Art Gallery	£5.72	£5.84	£3.22		£6.07		£3.27		£4.40	
b	The Commandery	£15.72	£15.22	£8.90		£12.94		£14.48		£12.39	
c	County Museum, Hartlebury	£7.18	£8.36	£9.10		£12.81		£10.62		£9.66	
3	Level of earned income as percentage of subsidy										
a	City Museum and Art Gallery	9.61%	8.70%	23.24%		35.06%		51.84%		51.84%	
b	The Commandery	11.39%	8.31%	22.47%		35.03%		47.65%		47.65%	
c	County Museum, Hartlebury	13.93%	16.44%	20.09%		25.36%		32.86%		32.86%	
4	Museums Libraries and Archives Council's Accreditation Scheme										
a	City Museum and Art Gallery	✓	✓	✓		✓		✓		✓	
b	The Commandery	✓	✓	✓		✓		✓		✓	
c	County Museum, Hartlebury	✓	✓	✓		✓		✓		✓	
5	Direction of travel in respect of West Midlands Regional Museum Council's Fast Forward benchmarking scheme										
a	City Museum and Art Gallery	4.00	4.00	4.00		4.00		4.00		4.00	
b	The Commandery	3.90	3.90	3.90		3.90		3.90		3.90	
c	County Museum, Hartlebury	4.60	4.60	4.60		4.60		4.60		4.60	
6	Heart of England Tourist Board Quality Assurance scheme										
a	City Museum and Art Gallery	✓	✓	✓		✓		✓		✓	
b	The Commandery	✓	✓	✓		✓		✓		✓	
c	County Museum, Hartlebury	✓	✓	✓		✓		✓		✓	

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Joint Museums Committee

22 September 2014

10. WORK PROGRAMME

Recommendation

1. **The Joint Committee is asked to note its future work programme and consider whether there are any matters it would wish to be incorporated.**

Background Information

2. In order to allow the Joint Committee to manage its future work programme, a list of anticipated items has been set out below:

Work Programme

17 November 2014 (Museum and Art Gallery at 2pm)

Hartlebury project
Museum charging policy
Fundraising strategy
Museum Development
Opening hours business case
Budget report
Heritage Marketing Progress report
Performance and Planning Report – 2nd quarter
Finance – 2nd quarter monitoring report

February/March 2015

Museums Worcestershire shared service review
Volunteering review
Object Disposal framework
Museum on the Move
Museum and Art Gallery - update
Heritage Marketing Progress Report
Performance and Planning Report – 3rd quarter
Finance – 3rd quarter monitoring report

June 2015

Hartlebury progress report
Commandery redevelopment programme
Heritage Marketing Progress Report
Performance and Planning Report – 4th quarter
Finance – 4th quarter monitoring report

September 2015

Heritage Marketing Progress Report
Performance and Planning Report – 1st quarter
Finance – 1st quarter monitoring report

3. The Joint Committee should consider whether there are any matters it would wish to be incorporated into the above programme.

Contact Points

County Council Contact Points

Worcester (01905) 763763, Kidderminster (01562) 822511
or Minicom: Worcester (01905) 766399

Specific Contact Points

Simon Lewis, Committee Officer, Worcestershire County
Council 01905 766621

email: slewis@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Director of Resources) there are no background papers relating to the subject matter of this report.