

Agenda

Joint Museums Committee

Wednesday, 24 January 2018, 2.00 pm
Randall Room, Guildhall, 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

**Wednesday, 24 January 2018, 2.00 pm, Randall Room,
Guildhall, Worcester**

Membership: Mr M Johnson, Worcester City Council (Chairman)
Mrs L Denham, Worcester City Council
Mrs L C Hodgson, Worcestershire County Council
Ms K J May, Worcestershire County 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 16 November 2017 (previously circulated – pink pages)	
4	Museums Joint Service Hosting	To follow
5	Hartlebury Castle Operations	1 - 14
6	Finance Report	15 - 18

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To obtain further information or a copy of this agenda contact Simon Lewis, Committee Officer on 01905 846621, 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: Tuesday, 16 January 2018

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**JOINT MUSEUMS COMMITTEE
24 JANUARY 2018**

HARTLEBURY CASTLE OPERATIONS

Recommendation

- 1. The Museums General Manager recommends that:**
 - a) the admission charges for 2018-19 proposed by Hartlebury Castle Preservation Trust board of trustees be approved;**
 - b) the proposed changes to annual opening hours for Worcestershire County Museum be approved for 2018-19;**
 - c) the principles of the proposed restructure of the Worcestershire County Museum operations team be approved;**
 - d) an allocation of up to £49,000 be set aside from the Joint Museums Service's reserves to fund the changes in the event of any redundancies being approved; and**
 - e) she be authorised to implement the proposals, subject to the Worcestershire County Council processes of staff consultation and redundancy.**

Background

2. Museums Worcestershire and Worcestershire County Council have been working for many years in partnership with Hartlebury Castle Preservation Trust (HCPT) to safeguard and develop this significant historic building and landscape for Worcestershire.
3. Hartlebury Castle Preservation Trust secured £5million from the Heritage Lottery Fund to purchase and develop the site. Worcestershire County Council supported this application with a commitment to a minimum funding of the operation and maintenance of the museum leased areas until 2021.
4. HCPT has begun appointing a small paid staff team delivering the project and the operations of their part of the site. Completion of construction works is programmed for March 2018 with launch shortly after that date.
5. In February 2015, the Joint Committee approved the principles of a management agreement with HCPT for the future operation of the wider site at Hartlebury Castle and the County Museum. This agreement between Worcestershire County Council and HCPT was signed in May 2017.

6. The agreement sets out the split of admissions income between the two site partners. For most categories of admission the split is: a portion to HCPT for grounds admission and the remainder split 70% to WCC and 30% to HCPT. In practice, at the admission prices laid out below, this results in a near equal share of admissions income to each partner.

7. There will be a certain number of days a year when HCPT will need to restrict access to their parts of the Castle to accommodate weddings and large bookings, although access to the Museum will be maintained. Potential visitors will be advised of these via the website. On these occasions, the admission price will reflect access to the museum only.

8. HCPT, as part of their business planning, have undertaken extensive research into the admission charges at similar large historic destinations in the region. They propose that admission to Hartlebury Castle and grounds should be at a comparable level.

9. At the meeting on 9 November 2016, the Joint Committee granted delegated authority to the Museums General Manager in consultation with the Chairman and Vice-Chairman to decide on the timing of the introduction of the new admission fees. This position continues, with the expectation that the change will happen on the official launch day of the whole site and HCPT will be able to inform the County Council of this date very shortly.

10. The following admission charges and been proposed by HCPT in negotiation with Museums Worcestershire, as per the terms of the management agreement:

Admission category	price whole site	price when HCPT side of Castle closed
Adult	£9.00	£5.00
Concessions	£8.00	£4.50
Children 5-16	£5.00	£3.00
Children under 5	Free	Free
Family ticket	£25.00	£15.00
Adult group	£8.10	n/a
Concessions group	£7.20	n/a
Education group child *	£3.25	n/a
Education group additional adults *	£4.50	n/a
Family season ticket	£45.00	n/a
Individual season ticket	£22.00	n/a

**plus one or more subject session charges for the group, depending on their requirements*

11. In addition, HCPT intend to make the following charges for admission solely to their grounds at Hartlebury Castle:

Admission category	Grounds only
Adult	£2.75
Concessions	£2.75
Children 5-16	£1.10
Children under 5	Free
Family ticket	£6.60
Family season ticket	£20.00
Individual season ticket	£10.00

12. The business case for the changes to annual opening hours, the staff structure, and the other budgets are set out in the exempt Appendix. **Please note that the Appendix contains exempt information (on salmon pages) and should members wish to discuss the information included in the Appendix they would need to consider passing the appropriate resolution and moving into exempt session.**

Contact Points

County Council Contact Points

County Council: 01905 763763

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Specific Contact Points for this report

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Supporting Information

- Worcestershire County Museum operations team business case for staff restructuring (**Exempt information – Salmon pages**)

Background Papers

In the opinion of the proper officer (in this case the Museums General Manager) the following are the background papers relating to the subject matter of this report:

- Hartlebury Heritage Lottery Fund application
- The agenda papers and minutes of the meetings of the Joint Museums Committee held on 9 July 2013 and 17 November 2014.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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JOINT MUSEUMS COMMITTEE

24 JANUARY 2018

FINANCE REPORT

Recommendation

1. The Treasurer recommends that the Joint Committee notes the financial position of the Joint Museums Service as detailed in the report.

Background

2. This report provides financial information on the following:
 - a) Projection as at 31 December 2017;
 - b) Subjective analysis;
 - c) Explanation of major variances; and
 - d) Surplus/deficit split

(a) Table 1 : 2017/18 Projected Outturn as at 31 December 2017

	2017/18 Budget	Projected 2017/18	Variance	Variance %
	£'000	£'000	£'000	%
Hartlebury Operations	173	187	14	8%
Joint Museums Collections Team	123	129	6	5%
Museum and Art Gallery	201	184	- 17	-8%
Commandery	107	112	5	4%
Grants	-	-	-	
Other	-	-	-	
Joint Museums Management Team	253	217	- 36	-14%
Total Joint Museum Service	857	830	- 28	-3%
Worcester City	493	477	- 16	-3%
Worcester County	364	353	- 12	-3%

(b) Table 2 : Subjective Analysis 2017/18

	Budget	Projection	Variance	Variance %
	£'000	£'000	£'000	%
Employees	853	825	-28	-3%
Premises	8	8	0	0%
Transport	11	10	-2	-15%
Supplies & services	152	145	-7	-5%
Transfer to reserve	0	0	0	
Income - Sales	-62	-49	13	-21%
Income - Admissions	-78	-87	-9	11%
Income - Other	-27	-22	5	-20%
Transfer from reserve	0	0	0	
Total	857	830	-28	-3%

(c) Explanation of major variances

3. The overall forecast for the end of the 2017/18 financial year is for the Joint Museums service to report an underspend of £28k on the £857k budget.
4. The salary variance is in the main resulting from predicted underspends on the Museums and Art Gallery and JMS Management Team and an overspend at Hartlebury
5. The manual activity to ensure costs are correctly allocated has commenced and needs to continue over the next few months.

(d) Surplus/deficit split

6. Under the terms of the agreement, any variance to budget within 5%, will be transferred to the Joint Museum Reserve (value at 31.03.17 = £56,475.06)

(e) Draft Budget 2018-19

7. The 2018/19 draft budget as set out below is subject to the next steps of the Local Government Finance Settlement; Consultation Meetings and Scrutiny Panels in January 2018 in preparation for the Cabinet on 8 February 2018 and approval at the Full Council on 15 February 2018.

	Budget Proposal £'000
2017-18 Base Budget	857
Less: Worcester City Savings	-31
Subtotal	826
Add: Inflation on Pay and Insurances	34
2018-19 Base Budget	860
Financed By:	
Worcester City	483
Worcestershire County Council	377

Contact Points

County Council Contact Points

County Council: 01905 763763

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Specific Contact Points for this report

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Background Papers

In the opinion of the proper officer (in this case the Head of Children, Families and Communities) there are no background papers relating to the subject matter of this report.

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