

**Joint Museums Committee
21 September 2015**

5. SHARED SERVICE REVIEW

Recommendation

- 1. The Museums General Manager recommends that the progress made in conducting a review of the shared service partnership be noted.**

Background Information

2. Museums Worcestershire as a shared service was established in April 2010. The following functions were delegated to this committee under executive arrangements:
 - Manage and monitor the operation of an effective museum service for Worcester City Council (WCityC) and Worcestershire County Council (WCC) in accordance with the current service level agreement
 - Agree business and development plans for the joint service
 - Approve all new, or revised, policies for museum operations
 - Agree levels of service provision as set out through the annual budget setting process and the Service Level Agreement
 - Agree temporary alterations to the level of fees and charges pertaining to the Joint Museums Service
 - Agree the annual budget proposal to be submitted to the Member Authorities for final approval
 - Make budget decisions related to the use of/funding of end of year surplus or deficit
 - Approve the museums' annual report and recommend to Member Authorities
 - Acquire objects for the collections of Member Authorities
 - Agree temporary alterations to the level of and negotiate contracts administering fees, charges and licences pertaining to the joint museum service
 - Advise participating authorities on the strategic framework for museums.

3. In addition where functions delegated are not executive functions such as staffing matters and budgets, both Councils agreed to this delegation as part of a partnership agreement between the two authorities.

4. The partnership agreement also makes a provision for amendment and review:

The Joint Committee shall from time to time review the operation of this Agreement and the means by which the functions (or any of them) delegated to the Joint Committee are performed including looking at alternative models for service delivery; such reviews to be undertaken:

- *after one year from the Commencement Date and at such other intervals as appear to the Joint Committee to be appropriate; or at the request of either WCC or WCityC if in the opinion of that Member Authority (such Member Authority acting reasonably) the performance of any of the functions delegated to the Joint Committee is not achieving the agreed targets in the relevant annual Business Plan*
- *AND the Joint Committee shall make proposals to the Member Authorities for any changes which seem to the Joint Committee to be reasonable and appropriate in the circumstances*

5. In the early years of the joint service, several reviews into new and alternative delivery models were completed. These included an expansion of the service to include other local authorities and conversion to a charitable trust model.

6. At its meeting in March, the Joint Committee approved the principle of a review to take stock of more recent developments and pressures; authority was delegated to the Head of Community and Environment (Worcestershire County Council) and the Corporate Director – Service Delivery (Worcester City Council) to develop detailed proposals for further consideration by the Joint Committee. (Minute no. 219)

7. An officer group has been established to explore the issues relating to the operation and support services of the joint service. A workshop for members of the Joint Committee has been arranged for the 29 October 2015 when a review of the service will be presented and options for change examined in more detail.

Contact Points

Specific Contact Point for this report:

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Background Papers

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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 April 2010

Agenda papers and Minutes of the Joint Museums Committee meeting on 19 March 2015