

DERBYSHIRE COUNTY COUNCIL

MEETING WITH CABINET MEMBER, HEALTH AND COMMUNITIES

10 February 2015

Report of the Strategic Director, Health and Communities

**AWARD OF HERITAGE LOTTERY FUND GRANT TO
BUXTON MUSEUM AND ART GALLERY**

1. Purpose of the report:

To inform the Cabinet Member, Health and Communities of an award of £869,100 in funding from the Heritage Lottery Fund (HLF) for improvements at Buxton Museum and Art Gallery (BMAG); to seek permission to draw down £70,000 held in capital reserves from the sale of the contents of the Judges Lodgings as match funding; to request permission to commence the project and spend the grant; to appoint the staff and to commission the museum specialists detailed in the successful bid.

2. Information and analysis:

- 2.1 On 12 June 2012, the Cabinet Member, Leadership and Culture approved BMAG applying to the HLF for funding for the Collections in the Landscape programme and in January 2013 they awarded a Stage 1 pass for this bid. The Collections in the Landscape project enabled museum staff to review a range of the museum's activities including the principal gallery, the Wonders of the Peak. The museum also developed a series of digital applications to test whether the museum could make collection information accessible to visitors outside the museum.
- 2.2 In August 2014, the museum submitted a Stage 2 application to the HLF for Collections in the Landscape to deliver significant improvements to the collection and the offer to museum visitors and remote users. On 2 December 2014 the HLF Committee agreed to award BMAG £869,100, being 64% of the eligible project costs towards the redevelopment of the principal gallery at the Museum and associated re-interpretation of the collections.
- 2.3 There are three elements to the programme:

1. Working with more than 50 partners the project will develop twelve mobile applications linking artefacts within the collections with their places in the landscape, including:

- Buxton Waters
- Dovedale Trail
- Manifold Valley Trail
- Castleton
- Melandra
- Wye Valley and Monsal Trail
- Carsington Water
- Derwent Valley Mills Trail

These themes have been selected because of the richness of the museum's collections and potential stories that can be told with partners.

2. The project will enable the redevelopment and renewal of the museum's principal gallery, the Wonders of the Peak, now over 25 years old, to better represent the links between elements of the collection and the associated landscapes. This will include creating high quality physical and digital interpretative outputs to improve displays, providing access to the research resources and enabling loans from other organisations, including the British Museum.
3. Collections in the Landscape will create and distribute museum content via a range of online platforms, greatly increasing and enhancing remote access to the collections.

2.4 The HLF has identified three areas of work as additional grant conditions:

- In the review of the application the HLF identified the existing chairlift to the first floor as inadequate and were concerned that this project did not address a major access issue for the museum, the adequate provision of a lift. This was explored in the Stage 1 programme and designs and costs for a lift have been prepared. Discussions are taking place with Corporate Property to identify a cost effective way to provide lift access. The HLF requires that a full access audit is undertaken and a plan presented to address these issues within six months from the start of the project.
- The HLF requires that the Council demonstrates that the maintenance contract for any failures in relation to the digital/technical offer are normally repaired within 48 hours, as stated in the application. If there is an uplift of cost to the

maintenance aspects of the project, this will need to be met by the Council.

- There must be a review of signage to the museum as part of the overall marketing strategy.

The HLF will appoint an external monitor to carry out project management monitoring of the development phase of the programme and an associate monitor to carry out quality and specialist monitoring of the delivery phase.

2.5 The project will create four jobs for a maximum of 30 months:

- a project officer
- two collections assistants (part time)
- a business services assistant (part time)

It will also require the input of museum specialists to support the delivery of key elements e.g.

- an exhibition and digital designer and fabricator
- a copy editor
- an artist in residence
- workshop co-ordinators
- an education advisor
- a project evaluator.

The museum will also extend the opportunities for volunteers, creating new and improved activities which will support the sustainability of the museum and its collection in-house and online.

2.6 It is proposed that the work will commence once terms and conditions from the HLF have been agreed. The project is expected to end by December 2017, in time for the celebration of the 125th anniversary of the establishment of a free library and museum in Buxton, in 2018. The HLF will monitor the project over ten years.

3. Financial Considerations:

3.1 The project was estimated to cost £1,361,000 including the support in kind from the Council. The museum has identified £491,519 of income and volunteer time, of which £80,000 is currently unsecured. (The museum has a track record of raising funding from external sources and will seek to fill the shortfall through applications for further funding to other bodies). A further £222,000 was identified through staff time,

provision of meeting rooms and access to marketing opportunities contributing to the programme.

The project funding also included match funding of approximately £70,000 that was derived from the sale of the contents of the former Judges Lodgings in 2005. This amount has been retained as a capital reserve until projects that benefitted the museum collections in the County were identified.

- 3.2 On 9 December 2014 the HLF formally offered a grant of £869,100 to support the project, being 64% of the total eligible costs. Before taking up this grant, BMAG will need to provide the HLF with evidence that the partnership funding is in place and that there is robust project management organisation and a plan.
- 3.3 The HLF will pay the grant in instalments in arrears on completion of their reports and accompanied by appropriate invoices, retaining the final 10% for release after receipt of the final reports and evaluation of the project.
- 3.4 The final grant will be less if the expenditure is less than the approved budget. Any reduction will be in proportion to the HLF's grant contribution.
- 3.5 The project costs include some contingency funding. Redundancy costs arising from the completion of the project have been factored into the bid and are reflected in the total grant award.

4. Legal Considerations:

- 4.1 The contract between the Council and HLF is for the delivery of this improvement programme for Buxton Museum as proposed in the submission to the HLF in August 2014. The project will be completed by December 2017.
- 4.2 The Council acknowledges the additional grant conditions, specifically:
 - Delivery of an access audit and plan to address improvements within 6 months of the project start
 - A maintenance contract to ensure failures are normally repaired with 48 hours and any uplift of costs in this respect is met by the Council
 - Museum signage is reviewed as part of the overall marketing strategy
- 4.3 The terms of the grant and the additional grant conditions will last for 10 years from the date of the offer letter. In the event of significant changes

being made to BMAG before the expiry of this grant condition the County Council would be liable to repay some or all of the grant cut to the HLF.

- 4.4 The contribution of the HLF is acknowledged through correct use of their logo both during and after completion of the project. This ensures that people have the opportunity to take part in HLF activities, that they can contribute to the programme's future and that the National Lottery's contribution is recognised.
- 4.5 The HLF requires that all digital outputs are licenced under the Creative Commons model licence Attribution Non-Commercial (CC BY-NC) but not on other terms without the HLF's prior consent.

5. Equality of Opportunity Considerations:

- 5.1 The project will extend the reach of the museum by creating accessible digital media meaning that the museum's collection will be accessible from any internet enabled device.
- 5.2 The required access audit will highlight any areas for potential improvements in the provision of physical access to BMAG. Undertaking these recommendations will improve physical access for all visitors and the new Wonders of the Peak gallery will endeavour to take into account all visitors access needs.

6. Human Resources Considerations:

- 6.1 The project will create four jobs for a maximum of 30 months; they have all been evaluated through the corporate job evaluation process:
 - a project officer (full time) at Grade 9 (£23,616 - £25,337 + oncosts)
 - two collections assistants (part time) at Grade 6 (£17,123 – 18,451 + oncosts)
 - a business services assistant (part time) at Grade 7 (£19,025 - £20,747 + oncosts)

A structure chart showing how these posts fit into the existing BMAG structure is attached as appendix 1.

The recruitment of these staff will be undertaken in accordance with existing County Council policies. As the employment contracts may exceed two years, these employees would be eligible for a redundancy payment in the event that it is not possible to redeploy them to another post within the County Council at the end of the fixed term contracts. The management of these potential redundancies and the support provided

will be undertaken in accordance with the Council's policies on Redundancy, Redeployment, Protection of Earnings and Buy Out of Hours Policies.

- 6.2 The project will require the input of specialists to support the delivery of the key elements. The commissioning of these specialists will be undertaken with support from the Council's Procurement team and the HLF mentors and contracts will be advertised through Source Derbyshire.
- 6.3 There will be significant input from volunteers who will be recruited in line with the Council's established guidance.

7. Property Considerations:

The County Council owns Peak Buildings and the forthcoming improvements to the heating and electrical services have been timed to coincide with the removal of the existing gallery structures, and contribute to the match funding for the project.

8. Other Considerations:

In preparing this report the relevance of the following factors has been considered: prevention of crime and disorder, environmental, health, and transport considerations.

9. Background papers:

Cabinet, 20 September 2005. Joint report of the Director of Cultural and Community Services and the County Property Officer (Cultural and Community) Judges Lodgings.

Meeting with Cabinet Member, Leadership and Culture 12 June 2012, Report of the Strategic Director, Cultural & Community Services, Collections In The Landscape Bid to The Heritage Lottery Fund.

10. Key Decision:

No

11. Call-in:

Is it required that call-in be waived for any decision on this report?
No

12. Officer's Recommendations:

That the Cabinet Member, Health and Communities:

1. Notes the award of funding of £869,100 from the Heritage Lottery Fund for improvements at Buxton Museum and Art Gallery;
2. Approves Buxton Museum and Art Gallery drawing down the £70,000 held as a capital reserve, from the sale of the contents of the Judges Lodgings, as part of the County Council's match funding;
3. Agrees permission to spend the grant and commence the project;
4. Agrees the recruitment of the staff identified in the body of the report to the project;
5. Agrees that museum specialists identified in the body of the report are commissioned to deliver the programme;
6. Is kept informed about the progress of the project.

**David Lowe
Strategic Director
Health and Communities**

Appendix 1

Application form: *Collections in the Landscape*

HG-11-02810

Buxton Museum and Art Gallery: staff structure 2014 – 2017

