



**Notice of a public meeting of
Learning & Culture Overview & Scrutiny Committee**

To: Councillors Reid (Chair), Fitzpatrick (Vice-Chair), Scott, Cunningham-Cross, Brooks, Burton, Taylor, Boyce, Barber (Co-opted Statutory Member) and Pennington (Co-opted Statutory Member)

Date: Wednesday, 1 May 2013

Time: 5.00pm

Venue: The Severus Room - 1st Floor West Offices

AGENDA

1. Declarations of Interest

At this point, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes

(Pages 3 - 14)

To approve and sign the minutes of the meeting held on Wednesday 20 March 2013.

3. Public Participation

At this point in the meeting, members of the public who have registered their wish to speak on an item on the agenda or an issue within the committee's remit can do so.

Anyone who wishes to register or who requires further information is requested to contact the Democracy Officer for this meeting, details of whom are listed at the foot of this agenda.

The deadline for registering to speak is 5:00pm the working day before the meeting, in this case 5:00pm on Tuesday 30 April 2013.

4. Revisions to York Museums Trust Collections (Pages 15 - 46) Development Policy

Members are to receive the York Museums Trust (YMT) revised Collections Development Policy in response to the recommendations arising from a previously completed YMT Scrutiny Review.

5. York Museums Trust Development Plan Update (Pages 47 - 66)

Members will receive a report providing an update on YMT Development Plan.

6. Libraries Scrutiny Review - Draft Final Report (Pages 67 - 90)

Members will receive the draft final report arising from the Libraries Scrutiny Review.

7. Learning and Culture Overview and Scrutiny (Pages 91 - 92) Committee Workplan for 2012/13

Members are asked to consider the Committee's workplan.

8. Learning and Culture Overview and Scrutiny (Pages 93 - 94) Committee Draft Workplan for 2013/14

Members are asked to consider a draft work plan for the next municipal year and to consider possible topics for review ahead of the Scrutiny work planning event to be held in May.

9. Urgent Business

Any other business which the Chair considers urgent.

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy officers named above).

For more information about any of the following please contact the Democracy Officers responsible for servicing this meeting, as listed above.

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

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- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
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Further information about what's being discussed at this meeting

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The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

MEETING	LEARNING & CULTURE OVERVIEW & SCRUTINY COMMITTEE
DATE	20 MARCH 2013
PRESENT	COUNCILLORS REID (CHAIR), FITZPATRICK (VICE-CHAIR), SCOTT, CUNNINGHAM-CROSS, BROOKS, BURTON, TAYLOR, BOYCE, BARBER (CO-OPTED STATUTORY MEMBER) AND PENNINGTON (CO-OPTED STATUTORY MEMBER)
IN ATTENDANCE	COUCILLORS ASPDEN (MINUTE 41) AND COUNCILLOR N BARNES

39. **DECLARATIONS OF INTEREST**

At this point in the meeting, Members were asked to declare any personal interests not included on the register of interests, any prejudicial interests or disclosable pecuniary interests which they might have in respect of the business on the agenda. No interests were declared.

40. **MINUTES**

RESOLVED: That the minutes of the last meeting of the Learning and Culture Overview and Scrutiny Committee held on 23 January 2013 be approved and signed by the Chair as a correct record.

41. **PUBLIC PARTICIPATION**

It was reported that there had been one registration to speak under the Council's Public Participation Scheme from Mr Carl Shilleto in objection to the planned removal of 200m of hedgerow along Alcuin Avenue in York. Mr Shilleto circulated a copy of his statement and read this for the benefit of the Committee. This asked Members to consider certain issues and

the potential consequences of removing the hedgerow along the boundary of Hull Road park and Alcuin Avenue before continuing with the work. He expressed dismay that local residents had not been consulted on the work prior to its commencement. He raised the following concerns about the removal of the hedge which he stated could:

- have a negative impact on biodiversity and lead to loss of cover for wildlife
- spoil the appearance and ambience of the park,
- allow litter to blow in and out of the park
- remove the natural “soundproofing” for park visitors against traffic noise and local residents against noise from park users.
- allow children’s balls and young wildfowl through the railings causing potential distractions to motorists and cyclists
- allow soil, leaves and pine needles to be blown onto the pavement and road.

He asked the council to provide a reasoned and logical argument as to why the work should go ahead to prevent money from being spent on a project which was neither required nor presented any benefits.

Councillor Aspden had registered to speak in relation to a new scrutiny topic he had submitted which was to be considered by the Committee under agenda item 10 (Workplan). Due to a prior commitment, he was unable to stay at the meeting until this agenda item was discussed therefore the Chair agreed that he could speak at this point in the meeting. The proposed scrutiny topic asked the Committee to investigate the impact of the removal of the Educational Maintenance Allowance (EMA). He stressed that post 16 education was a key priority but there were fears that there would be a decline in participation. He acknowledged that participation in post 16 education in York had continued to rise despite the removal of the EMA but noted there had been fewer applications for bursary funding than expected. He expressed the view that it was important that the council was seen to be doing everything it could to encourage participation of 16-19 year olds in education.

42. ATTENDANCE OF CABINET MEMBER FOR LEISURE, CULTURE & TOURISM - UPDATE ON PRIORITIES AND CHALLENGES

The Cabinet Member for Leisure, Culture and Tourism was in attendance at the meeting to provide a progress update on her priorities and challenges for the current municipal year and to discuss her priorities and challenges for 2013-14.

Prior to the meeting, she had circulated a document to Committee Members which listed the key areas of activity that she had progressed over the last year in relation to the following areas within her remit: Sport and Active Leisure; Arts Culture and Heritage; Tourism; Libraries; and Parks and Open Spaces. (A copy of this update has been published online with the agenda) The Cabinet Member provided further information in response to queries from Members on a number of issues including:

- Illuminating York – Vic Reeves Wonderland
- Libraries – social enterprise
- Reading Cafe in Rowntree Park
- Hull Road Park – removal of hedge
- Arts Barge
- Buskers
- Parks and Open Spaces – Volunteers
- Christmas Lights

RESOLVED: That the update from the Cabinet Member for Leisure, Culture and Tourism be noted.

REASON: To ensure that Members are kept informed of work within the remit of the Committee.

43. YORK MUSEUMS TRUST (YMT) - PARTNERSHIP DELIVERY PLAN BI-ANNUAL UPDATE REPORT

Members considered a report which updated them on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the partnership delivery plan.

The report set out the ways in which YMT had addressed the key issues (stabilising visitor figures, delivering new income streams, creating new exhibitions and interpretative services,

creating an education strategy, increasing use and involvement by residents, achieving high visitor satisfaction and cataloguing the collection) between April and December 2012 and gave an outline of what they would be developing moving forward.

The Chief Executive of the York Museums Trust was in attendance at the meeting in order to present the report and answer any questions from Members. She drew Members attention to the following issues:

- Mystery plays last year were a huge commitment and effort but had been a fantastic success – 33,000 people saw the performances.
- The Castle Museum and Art Gallery saw a drop in visitors during the Olympics – this reflects what many visitor attractions experienced during that period.
- Fall in visitor numbers at Art Gallery is due to exceptionally high figures the previous year due to successful David Hockney and William Etty exhibitions.
- YMT has received Major Partner Museum Status and is one of only 16 museum services in England to receive Renaissance Major Partner Museum funding. This funding comes from the Arts Council England and amounts to £3.5m over 3 years.
- Between new year and end February we have seen 16% increase in visitor numbers at Castle Museum and Yorkshire Museum. These are signs of recovery which we hope will continue.
- Volunteer Scheme – started 5 years ago – now approx 270 volunteers at any one time – this includes some established teams. We now have a second member of staff to help manage volunteers and our intention is to increase the number of volunteers to 400.

Members raised concerns about the decrease in the number of visits from York Schools. They noted that York schools receive free entry, which should be an incentive, and only have to pay for workshops and agreed it would be useful to have a better understanding as to why York schools were deciding not to visit. They requested the previous year's figures for school visits so they could compare them. ¹

Members asked what measures had been taken to protect the exhibits while work was being carried out at the Art Gallery. They were advised that all the exhibits have been removed from

the Art Gallery and the majority put in a secure store which is used by national museums, with the remainder being loaned to and displayed in other museums.

RESOLVED: That the update on the performance of the York Museum's Trust be noted.

REASON: To fulfil the Council's role under the partnership delivery plan.

Action Required

1. Head of Culture, Tourism & City Centre to provide members with figures relating to school visits to museums during the previous year. GC

44. BRIEFING ON COLLECTIONS DEVELOPMENT POLICY PRINCIPLES

Members considered a report from York Museums Trust (YMT) on the principles behind their forthcoming update of their Collections Development Policy.

YMTs Director of Knowledge and Learning and their Head Curator were in attendance at the meeting to present the report. Members were informed that, as part of the Museum Accreditation cycle, YMT would be invited to re-apply for Museum Accreditation in October 2013 with a submission deadline of April 2014. As part of this process they would review their collections management and care policies to ensure they comply with the revised 2012 Accreditation Standard (ACE) and YMTs Collections Development Policy (which replaces earlier acquisitions and disposals policies) would be reviewed and brought up to date as part of this cycle.

All new acquisitions and disposals proposed by YMT staff are measured against a number of principles (listed in the report) and the more detailed collections development policy. The resources required for all acquisitions are also carefully balanced against those needed for the long term improvements in knowledge, understanding, storage and care of YMTs existing collections which at times include collections disposal, which are similarly made in line with the same principles for disposal.

The Commercial Director and Head Curator responded to Members queries regarding the information contained in the report. Members noted that they would review YMTs full Collections Development Policy at their meeting in May.

RESOLVED: (i) That the report be noted.

(ii) That the committee will be given the opportunity to review the full Collections Development Policy at their meeting on 1 May 2013

REASON: To ensure the recommendations of the YMT Scrutiny review are adhered to in line with CYC Scrutiny procedures and protocols.

45. THIRD QUARTER FINANCE & PERFORMANCE MONITORING REPORT

Members received a report analysing the latest performance for 2012-13 and forecasting the outturn position by reference to the service plan and budgets for all of the relevant services falling under the responsibility of the Director of Adults, Children and Education and the Director of Communities and Neighbourhoods.

The Head of Finance advised Members that Communities and Neighbourhoods were currently predicting a small underspend within Leisure, Culture and Tourism budgets and an underspend within Children and Young Peoples' budgets, due in part to vacant posts being held within Libraries and Parks. He advised that within Children and Young People's budgets, financial pressures were being projected.

Members expressed pleasure that, overall, child poverty had reduced but asked for clarification on the percentage referred to in the report. The Head of Finance agreed to find out and advise committee members.²

Members noted that the home to school transport budget was expected to overspend by £629k but accepted that the most significant pressures reflect the growth in the number of students attending the Danesgate Community and other educational settings and were advised that arrangements were

being reviewed. Members noted also that a new taxi contract providing transport for all children with special needs has significantly improved the quality of provision and further negotiations were underway with the contractor to seek further efficiencies in route planning and cost reductions.

RESOLVED: That the report be noted.

REASON: To update the committee on the latest financial and performance position for 2012-13.

Action Required

2. Provide Members with clarification of the percentage relating to child poverty referred to in the report. RH

46. PRESENTATION ON PARKS- RECENT DEVELOPMENTS & FUTURE PLANS

Following their visit to Hull Road Park and Rowntree Park earlier in the year, Members received a presentation from the Head of Parks and Open Spaces on recent developments and future plans for parks across the city.

Members were briefed on the following developments/events which had taken place during the Autumn/Winter season:

- City wins Gold in Yorkshire in Bloom
- Rowntree Park flooded 3 times plus 2 high lake levels. However, the Reading Cafe had been able to remain open with revised safety arrangements in place
- Installation of 10 new self operating penstocks (non return valves) in Rowntree Park along Terry Avenue, which would save about two days pumping out after a flood.
- Rowntree, West Bank, Rawcliffe Country Park, Glen Gardens and Clarence Gardens entered for a Green Flag Award
- Hull Road Park and Glen Gardens food growing beds
- Rawcliffe Country Park hosts Kaboom and planning for Stage 2 off road bike track
- Scarcroft Green bowling / croquet facilities Development plan

- At Chapman's Pond, £12,000 of footpath works funded by a grant from Yorventure had created a new footpath. The next phase was to rationalise signage and remove some trees to open up views into the site

Information was provided on the investment programme supported by section 106 payments which was planned for the spring and would include work on:

- Hull Road Park footpath and access improvements
- Hull Road Park community pavilion
- Glen Gardens play area
- Clarence gardens play area
- Scarcroft Green bowling / croquet facilities
- Arran Place and Cornlands Road play areas
- Tower Gardens – improvements to river frontage

At Hull Road Park Members were advised that planned work included finding a new use for the old pavilion, work on a circular footpath, finding a new use for the former bowling green and work on Osbaldwick Beck.

With regard to the removal of the hedgerow along Alcuin Avenue which had been raised under the Public Participation item, the Head of Parks and Open Spaces confirmed that dialogue had taken place between Mr Shilleto and the council.

A range of concerns and questions regarding the removal of the hedge were raised and Members asked that no further work be undertaken until local residents had been consulted.

The Head of Open Spaces provided the following response:

- Hedges have been removed for the last 13 years (normally privet) where it was believed the hedge detracted from the offer.
- Where a hedge was considered too high the options were to remove it completely or reduce its height. In most cases reducing the height did not offer a benefit.
- Privet is not a great natural habitat.
- The rationale was to open up the site lines into the play area. There were multiple benefits of being able to see into the park e.g. at Clarence Gardens hedges were removed following reports of flashers.

- The Council had never consulted with residents regarding removal of hedges in the past.

It was confirmed that there were no plans to stop work on the hedge removal on Alcuin Avenue therefore this would continue. However Members were advised that Officers were working to re-engage the community with regard to the other works planned for Hull Road Park and landscaping would be an early topic for debate. The Assistant Director for Communities, Culture and Public Realm advised Members that as the officer with delegated responsibility, his decision to remove the hedge would stand unless otherwise instructed by the Cabinet Member.

Ward Councillors for Hull Road, who were at the meeting, confirmed they had received many representations from the public about the future of the park in general. However they had only received representations from one member of the public regarding the removal of the hedging along Alcuin Avenue. They recognised that if Members got involved in such an issue, this could delay a whole programme of works, but agreed that consultation should take place in the area before the wider programme of work for the park commenced.

- RESOLVED:
- (i) That the presentation on the development of parks be noted.
 - (ii) That the concerns of some Members regarding the removal of the hedgerow along Alcuin Avenue be noted.
 - (iii) That the appropriate officer be requested, in conjunction with the Cabinet Member, to reconsider the decision to continue with the removal of the hedge until appropriate consultation had taken place with local residents.

REASON: To comply with their previous decision to monitor developments in York's parks.

47. VERBAL UPDATES FROM THE CEIAG (CAREERS EDUCATION, INFORMATION, ADVICE, AND GUIDANCE) AND LIBRARIES SCRUTINY REVIEW TASK GROUPS

The CEIAG Task Group confirmed they had agreed their lines of inquiry and a timetable of meetings to consult with parents, young people and network groups, with the intention of completing the review by the end of July 2013. It was suggested that the new Co-opted Member (parent governor representative), Mr Andrew Pennington, may be interested in participating in the work of the CEIAG Task Group.

In addition, members of the Libraries Task Group updated the committee on their ongoing Libraries Review. The confirmed they had met with the Head of Asset and Property Management to gather information on what other community facilities were available in the areas around the council's community libraries, and carried out site visits to a number of those libraries.

RESOLVED: That the update from the ongoing reviews be noted.

REASON: In accordance with scrutiny procedures and protocols.

48. LEARNING AND CULTURE OVERVIEW AND SCRUTINY COMMITTEE WORKPLAN FOR 2012/13 AND NEW SCRUTINY TOPIC

Members considered the workplan for the remainder of the current municipal year and noted the items listed for the meeting on 1 May.

It was agreed that the proposed new topic submitted by Councillor Aspden "To investigate the impact of the removal of the EMA (Educational Maintenance Allowance) should be noted by the scrutiny officer and added to the list of possible topics to be considered during the next municipal year so it could be weighed up against other options.

The Chair asked Members to consider other possible topics for review in order that the Committee could consider them at their next meeting on 1 May prior to the scrutiny work planning event due to take place in mid May.

- RESOLVED:
- (i) That the workplan for the remainder of the 2012-13 municipal year be agreed.
 - (ii) That at the next meeting the Committee agree a list of possible topics to be proposed at the Scrutiny work planning event in May 2013
 - (iii) That the topic in relation to EMA, submitted by Cllr Aspden, be added to the committee's list of proposed topics for the scrutiny work planning event.

REASON: To keep the Committee's workplan up to date in accordance with scrutiny procedures and protocols.

Councillor Reid, Chair

[The meeting started at 5.00 pm and finished at 7.30 pm].

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York Museums Trust

Collections Development Policy

April 2013

Contents and Formatting

This collections development policy is written in line with the Arts Council of England's Accreditation Template (December 2011) – and the Arts Council of England's Accreditation Collections Development Policy (December 2011) and subsequent guidance issued in February 2013.

A requirement of the Arts Council's Accreditation Standard is: Requirement 2.2: The museum must have an approved policy for developing collections (also known as an acquisitions and disposal policy). The policy must include:

1 Statement of Purpose

2 Overview of current collections

History of the Collections
Areas of Strength and Significance
Unique Nature of Museums

Current Collections

History
Archaeology
Science
Art
Numismatics

(Each collection section to contain makeup, scope and scale)

3 Future themes and collection

4 Themes and priorities for rationalisation and disposal

5 Information on the legal framework for acquisition and disposal

1. Statement of Purpose

Vision, Mission and Strategic Objectives

Our Vision is for York Museums Trust to play a major part in positioning York as a world class cultural centre

Our Mission is to cherish and enhance the collections, buildings and gardens entrusted to us, presenting and interpreting them as a stimulus for learning, a provocation to curiosity and a source of inspiration and enjoyment for all

Strategic Objectives

- To protect and conserve the collections, gardens and buildings
- To promote access to the collections, gardens and buildings appropriate to the 21st century
- To attract more visitors to our sites, thus contributing to the local and regional economy
- To create learning opportunities for all and develop innovative programmes springing from the collections, gardens and buildings
- To network and collaborate with partners and contribute to the development of the economic and cultural life of the city and the region
- To raise substantial funds to realise these aims

2. Overview of Current Collections

History of Collections

The collections managed by York Museums Trust (YMT) on behalf of the City of York Council (CYC) have their origins in the 17th century. Private and civic collections began to amass as intellectual curiosity and interest in the history, art, archaeology and natural sciences increased within the city and across North Yorkshire. Throughout the 19th and 20th centuries these collections came together within a number of York-based organisations principally The Yorkshire Philosophical Society (YPS) and York Corporation to be exhibited within three institutions The Yorkshire Museum (YM), York Castle Museum (YCM) and York Art Gallery (YAG) and a botanic garden The Yorkshire Museum Gardens (YMG).

Yorkshire Museum

The YM opened to members of the YPS in 1830 to display its ever-increasing natural science collections. In 1847 the YMG were laid out and included a half-timbered building known as the Hospitium in which the YPS displayed its archaeology and ethnography collections.

Important local collectors, and generally members of the YPS, such as Backhouse, Cook, Monkman and Mitchelson, donated or sold their collections to the YPS. Although a privately-owned museum, the YM became the repository for the city of York's archaeology from the mid 19th century onwards. In 1960 the YPS gifted the YM, YMG and their collections to York City Council (formerly York Corporation). Museum staff along with members of the YPS and other local collectors continued to add to the YM's archaeology and natural science collections. The 1974 municipal boundary changes resulted in the YM being transferred to North Yorkshire County Council (NYCC) and gaining a County Museum status before being returned to CYC control in 1996. Between 1984 and 1987 the archaeology, ethnography and architectural collections were transferred from the Hospitium building into the main museum.

York Castle Museum

York Castle Museum was opened in 1937 by York Corporation. The social history collections that formed its core were housed in York's Female Prison, built in 1780 and only recently vacated as a prison in 1930. At the core of this new museum were the collections of Dr John Kirk and, latterly, John Bowes Morrell. A second building, the adjacent Debtors' Prison was added to YCM in 1951. This was used to display the military collections of Edward Timperley, Dr. Kirk and local regiments alongside large vehicles, costume and textiles.

York Art Gallery

In 1878 the permanent Fine Art and Industrial Exhibition building opened to the public. This new building held on an annual basis very successful temporary exhibitions. In 1882 John Burton, a local collector, donated his important collection of over 100 paintings to the Fine Art and Industrial Exhibition Committee. In 1892 the building and its newly formed collection were sold to York Corporation and became known as the City Art Gallery. Important bequests from F.D. Lycett-Green, Dr Evelyn and Very Rev. Milner-White were added to the gallery's collection.

The collections of all three institutions grew in size and stature under the ownership of York's City Council. The combined collections of CYC gained Designated status in 1997. In 2002 the management of the collections, buildings and gardens were transferred to the newly formed YMT.

YMT has continued to develop York's collections. Important collectors such as Bill Ismay, Henry Rothschild, Amy Wallis and Anthony Shaw held York's collections in high enough regard as to either bequeath or place on loan their nationally important collection with YMT. YMT manages and develops its collections by discipline rather than by site. The overall YMT collection is divided into History, Science, Archaeology, Numismatics and Art.

For the detailed history of the museums and their collections see: Green, R., 1991, *York City Art Gallery: An Illustrated Guide*.

Pyrah, B. J., 1988, *The History of the Yorkshire Museum and its Geological Collections*.

YCM Guidebooks (1970's-1990's)

Areas of Strength and Significance

The whole of the collection managed by YMT is Designated as an outstanding collection, recognising its national importance.

Within YMT's collections there are individual objects of international significance:

- The Middleham Jewel
- The York Helmet
- The Vale of York Viking Hoard
- The Cawood Sword
- Portrait of Captain John Foote by Sir Joshua Reynolds (1761-65)
- Portrait of Monsignor Agucchi by Annibale Carracci (1603-4)
- Jean Abercromby, Mrs Morison of Haddo 1767 Allan Ramsay (1713 - 1784)
- Leaping Salmon Vase, 1930-31 by Bernard Leach
- The York Moa
- The Middlesbrough Meteorite
- The Heslington Baby House

and smaller discreet collections:

- Roman York's (Eboracum's) Burials
- Viking York's Domestic and Trade Waste
- Paintings by William Etty
- The Ismay collection of British Studio Ceramics
- The Milner-White Collection of British Studio Ceramics
- The Kirk Collection
- Kirkdale Cave Collection
- Timperley Collection of Arms and Armour
- The Evelyn Collection
- Geological Type and Figured Specimens
- Biological Type and Figured Specimens

Unique Nature of Museums

The three institutions each hold a unique place in British museum history. The YM is the third oldest purpose-built museum in UK and the only one to have standing medieval monastic ruins under its roof. YCM's Kirkgate is the original prototype for reconstructed streetscapes as a means of contextual display of museum collections.

The Yorkshire Museum has played an integral role in the establishment of some of most important organisations within the museum sector. On 26th September 1831 the first meeting of the British Association for the Advancement of Science was held at the YM. The Museums Association held its inaugural meeting at the invitation of the council of the YPS in the YM on 20th June 1889.

YAG throughout the 19th century and early 20th century was used for a wide range of social and cultural functions and exhibitions from All in Wrestling to hosting the first ever recreated street display as a temporary exhibition in advance of the YCM's Kirkgate. YAG has become internationally recognised as a pre-eminent centre for twentieth century British studio ceramics.

All the museums occupy listed buildings and are in part are comprised or are surrounded by scheduled ancient monuments. The Yorkshire Museum building (1830) was designed by William Wilkins who later went on to design the National Gallery. York Castle Museum was in part (The Female Prison 1780) designed by John Carr.

Current Collections by Subject

History Collection

Make Up

YMT's history collection is in the main housed within YCM. Previously it has been sub-divided between military history, costume and textiles, scientific instruments and social history. YMT now curate the entire collection as one. The History collection is made up of objects drawn from everyday life as well as rare and

exceptional items. It is made up of objects that have connections with all aspects of local, regional and national history.

Scope

Most of the collection relates to York and North Yorkshire, but some material is nationally based. The collection ranges chronologically from the late medieval period (circa 1400) up to the present day. In this it overlaps in a small way with the other YMT collections. The History collection can tell the story of how ordinary people lived in York and the surrounding area from circa 1700 to the present day in a way and a depth that no other museum in the region can.

Scale

The history collection is one of the largest and most comprehensive regional collections in the UK. In the main it represents everyday items and clothing used by the lower and upper English middle class from circa 1700 to the 21st century.

Archaeology Collection

Make Up

The archaeology collection is housed primarily in the YM. It is made up of private collections constructed by local antiquarians of the 18th and 19th centuries and the Yorkshire Philosophical Society, individual chance finds, and the excavation archives produced by antiquarian, amateur and modern archaeologists. Within this collection are the small and now closed to development residues of ethnography and classical archaeology. YMT curates and manages seven listed buildings three scheduled Ancient Monuments as an adjunct to its collection.

Scope

The archaeology collection covers a chronological period from the later Palaeolithic Period (circa 100000 BP) to the present day. The collection represents a geographical area of North and East Yorkshire and within this the city of York. There are a small number of objects in comparison from elsewhere in UK and Europe. These represent the collecting activities of important York individuals in the 19th century and have a place in the story of the development of the collection and the study of archaeology as a discipline.

Scale

The archaeology collection is one of the most comprehensive and important in the UK. The archaeology collection numbers some 55,000 objects ranging from the Palaeolithic up to the 20th century. The most significant objects within the archaeology collection, in no particular order, are: The Middleham Jewel, Coppergate Helmet, Ormside Bowl, Head of Constantine, 12th century statues from St Mary's Abbey; infirmery mortar from St Mary's Abbey, Castle Yard hanging bowl, Gilling West Sword, The Escrick Ring and the Vale of York Viking Hoard (co-owned with the British Museum).

Science Collection

Make Up

The science collection comprises two distinct collection subsets; biology and geology. In addition a working observatory within the YMG is included within the science collection. Founded in 1821, the collection is also of real significance to the history of science – linked with leading scientists, William Smith, John Philips, Richard Owen and Gideon Mantell and discoveries of the 19th and 20th centuries.

Scope

The geology collection is of enormous scientific value. It represents material of quality and breadth from classic localities across the UK and worldwide, many of which are no longer accessible.

The biology collection is made up primarily of specimens collected in Yorkshire and the UK, with some significant specimens from international sources. It represents a nationally important historical and scientific dataset, and a resource through which to explore the natural world.

Scale

The palaeontology collection includes over 100,000 specimens, mostly from Great Britain. Special strengths include Carboniferous material from the north of England (fish, crinoids, and plants), Lower Jurassic vertebrates (including marine reptiles and dinosaur footprints from the Yorkshire coast), Middle Jurassic plants, and the

Quaternary Kirkdale Cave fauna. The collection includes 293 type specimens, and 1,000 status specimens.

Mineral and petrology collections, containing circa 5,000 and circa 7,500 specimens respectively are made up of UK and worldwide material. They include reference collections for Yorkshire, The Greenbank Collection of display-quality mineral specimens from the North of England, and the petrology collection of the Yorkshire academic B. Hobson (specimens and thin sections), meticulously assembled during the course of his worldwide travels.

A small collection of meteorites, including the Middlesbrough meteorite, and an important collection of mostly vulcanological photographs assembled by Tempest Anderson, add to the collection's significance.

The collection encompasses: entomology (140,000 specimens), botany (45,000), ornithology (skins, cased and uncased mounts, eggs, and skeletons – 10,000), mammals (850), fish, reptiles and amphibians (60), osteology (200), mollusca (10,000), and spirit material (10,000).

These are largely made up of a series of smaller collections assembled by amateur and professional naturalists over the last 180 years, and can tell very personal stories alongside the scientific. The collection includes one of the finest beetle collections in the country, and the original herbarium of the YPS. There is significant work by regional taxidermists, including a considerable number by the Victorian taxidermist Edward Allen.

Rare and globally important specimens include two Great Auk mounts (of only 79 remaining worldwide), an almost complete moa skeleton, two passenger pigeons and the first dodo bones to be brought back to Britain in the modern era.

Fine and Decorative Art Collection

Make Up

The Art collection is made up of two collection sub-sets Fine Art and Decorative Art. The Fine Art collection is made up from several important individual collections: The Burton Collection of paintings, Dr W. A. Evelyn's collection of topographic works of art on paper, The Lycett-Green Collection and a large number of additional acquisitions. The Decorative Arts collection is based around the pre-eminent collection of British studio ceramics including the Ismay, Milner-White and Rothschild Collections. YMT is also home to a long-term loan of the Anthony Shaw collection. The collection also comprises a representative selection of other crafts.

Scope

The Fine Art Collection aims to provide a survey of post-medieval painting in Western Europe. A comprehensive works on paper collection with appropriate local emphasis is based around a collection of York views purchased from Dr W.A. Evelyn. Sculpture is collected to complement the 2 dimensional collections. The ceramic collection represents the foremost collection of contemporary studio pottery in Britain in the Milner-White and W.A. Ismay collections. The glass collection consists of a small but important selection of painted glass by Henry Gyles and William Peckitt of York; English glass of the 18th and early 19th centuries and post-war studio glass. We have a small collection of York silver and other metalwork.

Scale

The Fine Art Collection includes some 1000 oil paintings, 10,000 works on paper and 80 sculptures. The gallery houses an important collection of paintings covering Italy, France, Spain, Germany, the Netherlands and Britain from the 14th century to the present. A collection of late 19th century and early 20th century British designs for published illustrations was presented by James Tillotson-Hyde in 1962 and there is a small collection of approximately 150 Japanese prints. There is a small group of mainly British sculptures, many of which have been acquired through the Contemporary Art Society.

The ceramics collections represent a survey of ceramics in Britain from its earliest appearance in prehistory through to the foremost collection of contemporary studio pottery in Britain in the Milner White, Henry Rothschild and WA Ismay collections together numbering some 4000 pots. The glass collection consists of a small but important selection of painted glass by Henry Gyles and William Peckitt of York; English glass of the 18th and early 19th centuries and post-war studio glass. We have a small collection of York silver and other metalwork.

Numismatic Collection

Make Up

YMT's numismatic collection is made up of three collection subsets: Coins, Banknotes and Medals. The collection was formed in the early 19th century through bequests of local collectors – in particular Robert Cook, Rook and Wakefield. In the 20th century the collection grew through the addition of large collections of early medieval English and Northumbrian coinage. More recently archaeology has produced the additions to the collections as individual coins or assemblages alongside coin hoards which have been discovered by metal detectorists including The Middleham Hoard, The Bootham Hoard and The Beckenbrough Hoard.

Scope

The coin collection contains extensive coverage of the history of coinage in England including: Roman (a good general collection, with a high proportion of provenanced and hoard material); Saxon (Unparalleled collection of *stycas*, plus very strong collection of provenanced material); medieval (Excellent range of material almost all securely provenanced); early modern (strong collection of Tudor and Stuart coins in gold and silver - almost all provenanced) and an exceptional collection of contemporary counterfeits. An exceptional collection of 17th, 18th and 19th century tokens along side a seventeenth to nineteenth century silver and base metal milled coinage complete the collection. The banknote collection is comprised a good collection of nineteenth century provincial banknotes, with bias towards issues of Yorkshire/ northern banks.

A very good collection of York/ Yorkshire commemorative medals exists alongside a representative collection of British commemorative and Fine Art medals. YMT also has an important collection of Soviet orders, decorations and medals.

Scale

The collection numbers nearly 60,000 pieces. These can be broken down into Ancient coinage (31,600); Northumbrian *stycas* (5,000); other hammered coinage (6,000); British milled coinage (3,000); overseas coinage (2,500); token and jetons (5,500); medals (700); and banknotes (300).

Library and Archives

Make Up

YMT's library and archive holdings are important in their own right but have principally been amassed to support the historic and archaeological object, works and art and scientific specimen collections. The YM historic library is the most significant individual part to the overall collection. In its own right it is a significant rare book and historic library. The earliest individual books date back to the sixteenth century. The strength of the overall collection is in academic and popular published collections catalogues and academic works 18th and 19th centuries. Continuous runs of a wide range of regional and national academic journals are included within the library holdings. The archives that YMT hold relate only to the collections within its curation and the operation of the museums and gallery in its care.

Scope

This collection was established by the Yorkshire Philosophical Society (YPS) in 1822 alongside its specimen and artefact collections – together forming a resource for the scientific study of the natural world and human history. The numismatic collection is supported by a library that dates back to the foundation of the Yorkshire Museum. The library contains complete runs of the principal UK numismatic journals in addition to a wide range of both general and specialist works.

Scale

Together the library holdings of YMT number of 50,000 books and journal volumes.

3. Future themes and collection

YMT's collection will develop in line with YMT's strategic principles and individual collections development priorities and that are outlined below.

YMT Strategic Principles for Acquisition

- Representation fulfilling specific collection development Themes and Priorities
- Exhibition
- Learning

Conditions

- Accurate Provenance
- Accompanying Story
- Legal Title
- Compliance with all relevant legislation
- Capacity and Resources for long-term preservation, care, storage and documentation
- Fulfils specific Collection Development Themes, Priorities and Criteria for individual collections

YMT Collection Future Development Themes and Priorities

The future development of YMT's History collection will:

- enhance the material representation and interpretation of the history and daily life of the people, of firstly, York, secondly, North Yorkshire and thirdly the region.
- be accompanied by individual, group or cultural stories that add local or regional significance to objects.

- create, through research and investigation, displays, exhibitions, learning activities and publications that provide insight into the lives of the people of York and the surrounding region.
- create a high profile resource that is at the centre of York's cultural life.
- strengthen the research potential and significance of the nationally Designated history collection through prioritised research, loans and acquisitions within both areas of existing strengths and weaknesses
- Strengths
 - the 1900-1918 World War 1 period
 - costume and textiles from 1790-1810
- Weaknesses
 - men's clothing from 1900 and late 20th century
 - post-1960s material culture reflecting cultural history trends rather than fleeting fashions in particular industry and technology
 - the development and use of York's prison buildings
- be pro-active and seek out opportunities for collecting to reflect the contemporary and future development of York and North Yorkshire.

The future development of YMT's Archaeology collection will:

- create a dynamic collection reflecting the regional character and significance of the archaeological record of North Yorkshire and the City of York that tells the story of its people through the prehistoric, Roman, Anglian, Anglo-Scandinavian and Medieval periods.

- establish a pre-eminent resource for the archaeology of York and its hinterland that will be used for learning, research and informing future development by a wide range of local communities and stakeholders.
- strengthen the research potential and significance of the nationally Designated archaeology collection through prioritised research, loans and acquisition within the
- Anglian Period
- Prehistoric Period
- peculiar, particular and significant objects that are outstanding on a national level
- history and development of the Yorkshire Museum and Gardens, St Mary's Abbey, York's Medieval Castle, St Mary's Church Castlegate, York
- Specific collections amassed by individual local collectors

The future development of YMT's Science collection will:

- create a scientific resource that reflects the geological wealth and biological diversity of the Yorkshire region, with particular reference to disappearing and changing habitats and wildlife of the Yorkshire region and its wider geographical, temporal, historical and scientific context
- celebrate figures from York and the region, who contributed to the history and development of natural science and the Yorkshire Museum's role within the subject
- create a regional reference tool for a wide range of communities and will contribute to a multi-level understanding of ecology, biodiversity, the history of the natural sciences and also how the natural world is meshed with our own

- strengthen the research potential and significance of the nationally Designated science collection through prioritised research, loans and acquisitions within the
- marine reptiles of the Jurassic Period
- the typology of Yorkshire geology
- the historic and contemporary biodiversity of Yorkshire and the North of England

The future development of YMT's Art collection will:

- provide a survey of western fine art from the late medieval period to the modern day
- create a resource from which a rich and varied series of temporary exhibitions can be created that will raise the profile of YAG and the art collection
- create the pre-eminent resource for the study of British Studio Ceramics in UK
- establish the leading knowledge base within York for the drawn representation of the topography of York
- strengthen the research potential and significance of the nationally Designated art collection through prioritised research, loans and acquisitions within the
- post-medieval painted glass with particular reference to Gyles or Peckitt,
- makers in the W.A. Ismay collection which reflect changes in style and direction, as well as selecting work by new and emerging potters to reflect the manner in which Ismay grew his collection
- decorative arts that illustrate crafts that were significant to York and Yorkshire
- paintings of the 14th – 18th centuries. There is an aspiration to acquire works by Stubbs, Gainsborough, Devis, Romney, Wright of Derby and Raeburn

- paintings of the 19th century French paintings, particularly a good example of work by the Impressionists and the Post-Impressionists
 - paintings of the 19th century British paintings including works by Turner, Constable, Wilkie, Bonington, Leighton, Alma-Tadema and Poynter, as well as examples of Pre-Raphaelitism
 - paintings and sketches by York born artist William Etty, particularly examples of Etty's history paintings which are underrepresented in our collection
 - paintings of the 20th and 21st century paintings, particularly from the period after 1960 which is not well represented
 - sculpture of the 20th century, particularly Henry Moore and Barbara Hepworth
-
- watercolours, drawings and prints devoted to the topography of York and North Yorkshire where they provide new topographical information are of aesthetic significance
-
- British watercolours of aesthetic significance that complement the paintings collection and strengthen our existing holdings
-
- paintings and new media works by contemporary artists which have links to our historic collections. We will work in partnership with the Contemporary Art Society to inform and enhance our approach to contemporary collecting
-
- The decorative art collection will continue to grow in terms of contemporary ceramics (and other crafts when relevant) that are representative of new developments in the field

The future development of YMT's numismatic collection will:

- lead to a resource that helps to elucidate the history and economy of York and North Yorkshire
- strengthen the research potential and significance of the nationally Designated numismatic collection through prioritised research, loans and acquisitions within the

- coins, banknotes, commemorative and fine art medals that were minted or designed, excavated or traded in York or North Yorkshire
- coins, banknotes, commemorative and fine art medals that have proven links to significant individuals or events in the history of York and North Yorkshire

Library and Archive

The future development of YMT's library and archive collection will:

- create a research resource for the other collections
- an in-depth knowledge base on the history, development and significance of all the collections
- enable communities to use the collection to gain knowledge about YMT collections and their role in the development of the appropriate disciplines
- strengthen the research potential and significance of the nationally Designated art collection through prioritised research, loans and acquisitions within the
- The development of Historic Library of the Yorkshire Museum
- The development of British Studio Ceramics and its significant patrons with a link to York's collections
- books, pamphlets, leaflets, correspondence and journals that are directly linked to the individual collections, objects, buildings and landscapes curated by YMT

Handling Collection

YMT will in principle use its accessioned collections for all museum activities. YMT is committed to developing and maintaining an extensive programme of learning and display activities through its Collections Studios, Hands on Here Programme and Open Studios.

YMT will acquire objects for its collections that are for specific learning and display activities. Such objects will be acquired with a view to disposal once that specific activity is completed.

4. Themes and priorities for rationalisation and disposal

Principles for Disposal

- Sampling Collections
- Rationalisation of Collections outside of specific collection development
- Poor Condition – beyond the point of preservation
- Acquisition Learning, Exhibition of Collection Conditions Fulfilled

Individual Collection Development Rationalisation and Disposal Themes and Priorities

The strategic priorities for the rationalisation of YMT's collections are to create capacity within all collections and associated resources to allow YMT to develop the collections to match the aspirations outlined in the organisation's Vision and the Future Themes section of this policy.

YMT will rationalise all its collections in line with its strategic principles for disposal, the MA Code of Ethics, the relevant statutory frameworks and the individual collection themes and the individual collection priorities laid out below.

History

- Objects with no discernable personal, group or cultural story that relates to York, North Yorkshire or the region

Closed Collection Sub-set

- None

Archaeology

- Bulk archaeological assemblages
- Architectural fragments

Closed Collection Sub-set

- Ethnography
- Objects from outside of North Yorkshire
- Classical Collections

Science

- Non-English Specimens that are insignificant in the field of Natural Sciences

Closed Collection Sub-set

- Biological specimens preserved in alcohol

Art

- Historic frames that cannot be matched to or have never been associated with YAG collections
- Historic furniture and fittings purchased for display purposes
- Archive and library that is unrelated to YAG art collections and the history and operation of YAG

Closed Collection Sub-set

- Historic furniture and fittings

Numismatics

- Non-Yorkshire badge collection

Closed Collection Sub-Set

- None

Library and Archive

- Material that is not related to YMT collections and sites

Closed Collection Sub-Set

- Publications used for research for exhibition

Handling Collections

- YMT will actively dispose of objects that have been acquired specifically for learning and exhibition activities at the point that YMT no longer deliver the specified activity.

5. Limitations on collecting

The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

6. 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 museum(s):

History

Beck Isle Museum, Pickering
City of York Council Archives
East Riding of Yorkshire Museums Service
Malton Museum
Ryedale Folk Museum
Scarborough Museums Trust
The National Trust
Whitby Literary and Philosophical Society
Yorkshire Farming Museum

Archaeology

Beck Isle Museum, Pickering
British Museum Doncaster Museums Service
Clifford's Tower (English Heritage)
East Riding of Yorkshire Museums Service
Malton Museum
Scarborough Museums Trust
Whitby Literary and Philosophical Society
York Archaeological Trust

Science

Beck Isle Museum, Pickering
East Riding of Yorkshire Museums Service
Leeds City Council Museums Service
Natural History Museum
Scarborough Museums Trust
Whitby Literary and Philosophical Society

Art

Leeds City Council Museums Service
Shibley Gallery, Gateshead
Tate
Victoria and Albert Museum

Numismatics

Leeds Museums Service

Library

Leeds Museums Service

7. Policy review procedure

Next Review Date: May 2016

The collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

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 existing collections.

8. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

9. Acquisition procedures

- a. The museum will exercise 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.
- b. In particular, the museum 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).
- c. 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 museum 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.

- d. So far as biological and geological material is concerned, the museum 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.
- e. The museum will not acquire archaeological antiquities (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.
- e. 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 as defined by the Treasure Act 1996.
- f. Any exceptions to the clauses 9a,9b, 9c, or 9e will only be because the museum is:
 - acting as an externally approved repository of last resort for material of local (UK) origin
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin

- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

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.

- g. As the museum holds or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004.
- h. As the museum 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. 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.

11. 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 13a-13d, 13g and 13o/s below 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'.

12. Management of archives

As the museum holds / intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

13. Disposal procedures

Disposal preliminaries

- a. The governing body will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c. The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. 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.

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.

In 13f, please include one of the following two paragraphs:

- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13o/s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored

OR

- g. The museum will not undertake disposal motivated principally by financial reasons

The disposal decision-making process

- h. Whether the disposal is motivated either by curatorial or financial reasons, 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 the 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. External 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.

Responsibility for disposal decision-making

- i. 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 of the collection acting alone. For YMT's collections this decision will be ratified by CYC.

Use of proceeds of sale

- j. Any monies received by the museum governing body from the disposal of items will be applied 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.
- k. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

- l. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. 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.

- m. If the material is not acquired by any Accredited Museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.
- n. 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.

Disposal by exchange

- n. The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or

related areas will be directly notified of the proposal and their comments will be requested.

- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting disposal

o/s. 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.

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**City of York Council and York Museum's Trust and Art Gallery
Partnership Delivery Plan: 2013/2018**

Future reports to the Culture and Education Scrutiny Committee

1. The Partnership Delivery Plan (Annex 1) is a joint agreement between the Council and the York Museums Trust and is an annex to the 'Funding Agreement' agreed through the budget process. It covers the period from the 1st April 2013 to the 31st March 2018. It outlines the main partnership objectives as follows:

Partnership Objectives

- To protect and conserve the collections, gardens and buildings
 - To promote access to the city's collections, gardens and buildings appropriate to the 21st century
 - To attract more visitors to all the YMT sites, increasing visitor numbers from 660,000 to 900,000 by 2018, thus contributing to the local and regional economy
 - To create learning opportunities and improve skills for all and develop innovative programmes springing from the collections, gardens and buildings
 - To network and collaborate with partners and contribute to the development of the economic and cultural life of the city and the region and support York's world class cultural offer
 - To raise substantial funds to realise these aims through the development of sustainable income streams and relationships with grant making bodies and trusts.
2. It is proposed that the reports to the Culture and Education Scrutiny Committee will be provided twice a year by the Trust to the Client Officer and will cover the following areas as a minimum:
 - 1) achievement of the principal partnership aims set out above
 - 2) visits to each of the Trust's sites and temporary exhibitions including the number of uses by residents (actual and as a % of all users and segmented into demographic groups on an annual basis)
 - 3) number of hours the collections of the Trust are available to the public during the financial year at each of the sites
 - 4) implementation of agreed capital schemes

- 5) development of new income streams
 - 6) development of new exhibitions and interpretative services
 - 7) development of collections storage
 - 8) delivery of the education service including the number of school groups using the Trust's services: (a) actual numbers of all school users, and % as compared to all visits; (b) numbers of local school users and % of total city catchments, and number of local people taking up life-long learning opportunities offered by the Trust
 - 9) Number of events/activities where learning forms a substantial component of the activity. Number of adults participating in those activities
 - 10) use and involvement of local people including numbers volunteering
 - 11) achievement of visitor satisfaction (aggregate over the year and by site)
 - 12) level of external investment applied for and secured
 - 13) number of residents consulted through focus groups, surveys and other means including a) young people, b) older people, c) target groups for inclusion
 - 14) progress on cataloguing the collections and documentation
 - 15) acquisitions and disposals from the collections
 - 16) number of uses of the Yorkshire Museums Gardens for activities and events.
3. The scope of the reporting to the Culture and Education Scrutiny Committee is larger than that of York Theatre Royal but this reflects the significantly higher investment into the YMT and their responsibility for the care and development of the city's collections, gardens and buildings.
 4. The attached Annex 1 has been approved by Cabinet Member for Culture Leisure and Tourism but is still to be finally approved by the YMT Board of Trustees.

CITY OF YORK COUNCIL

AND

YORK MUSEUMS AND GALLERY TRUST

PARTNERSHIP

DELIVERY PLAN

2013 -2018



Partnership Delivery Plan: 2013/2018

1. This Partnership Delivery Plan is a joint agreement between the Council and the York Museums Trust and is an annex to the 'Funding Agreement'. It covers the period from the 1st April 2013 to the 31st March 2018. It may, however, be updated by the Council and the Trust during that period in the light of changing circumstances. The Funding Agreement provides a process whereby the Plan will formally be reviewed by the Council and the Trust towards the end of the 5 years in order to create a new plan for the next 5 years.

Context

2. City of York Council aims to establish itself as vibrant and cosmopolitan city with a world class culture. York Museums Trust will play a major part in positioning York as a world class cultural centre. They are commissioned by the council to protect and enhance the city's collections, buildings and gardens and to use them as a stimulus for learning and a source of inspiration and enjoyment for all.
3. York Museums Trust was established in 2002 by City of York Council to run the accredited museums and galleries, housed in listed buildings and located in scheduled ancient monument sites, previously managed by the Council. The five sites are: York Castle Museum, Yorkshire Museum, York Art Gallery, York St. Mary's and the Museum Gardens. York Museums Trust has had a very successful 10 years with an increasingly stable financial base and much improved museums with growing audiences and expanding public programmes. Successes have included the £2m redevelopment of the Yorkshire Museum, a 67% increase in visitor numbers across our sites, an award winning learning service and an expanding volunteer scheme.
4. YMT have invested several millions in the buildings and award winning displays, and currently have 660,000 visitors per annum across the museums and galleries with an additional c1.2m visits per year to Museum Gardens. They are considered one of the most successful independent charitable trusts to run museums in the UK museums sector. This has been demonstrated by their successful bid to become one of Arts Council England's 16 Major Partner

Museums and to take on the responsibility of museum development for Yorkshire and the Humber.

Partnership Objectives

- To protect and conserve the collections, gardens and buildings
 - To promote access to the city's collections, gardens and buildings appropriate to the 21st century
 - To attract more visitors to all the YMT sites, increasing visitor numbers from 660,000 to 900,000 by 2018, thus contributing to the local and regional economy
 - To create learning opportunities and improve skills for all and develop innovative programmes springing from the collections, gardens and buildings
 - To network and collaborate with partners and contribute to the development of the economic and cultural life of the city and the region and support York's world class cultural offer
 - To raise substantial funds to realise these aims through the development of sustainable income streams and relationships with grant making bodies and trusts
5. In order to increase the visitor numbers YMT are dependent on York continuing to attract tourists, to engage with local communities and to national trends increasing leisure and heritage activities. YMT will therefore continue to work beyond their core business on projects that promote York and the region. CYC will continue to work with partners to ensure that we attract more cultural tourists through supporting improvements in the quality of the heritage and arts offers in the city

Delivery Plan 2013-18

1. Income Improvement

6. In order to provide further financial stability YMT will develop new income streams which include:
- Potential to charge for special exhibitions at the newly developed York Art Gallery to underwrite some of the costs of mounting expensive exhibitions
 - Continuing to invest in public content and marketing at York Castle Museum
 - Launching a membership scheme

- Encouraging private giving through legacies
- Improving the quality and originality of retail products
- Partnership working in terms of new exhibitions, public programmes including events, performances to spread the risk and cost.

2. Capital Projects

7. The coming years will be a time of significant capital investment in York Museums Trust. During this period several key projects are expected to be delivered:

2013–2014

Castle Museum Changing Spaces

8. This is a £2 million project currently being developed involving mainly the 1st and 2nd floors of the Debtors Prison seeing new public display areas on the 1st floor beginning with a changing display about World War 1. This will continue until 2018 with changing content according to the anniversaries of the war and societal change.
9. The development will also see new offices, meeting rooms, secure stores and learning spaces on the 2nd floor with improved public access to both floors with the addition of a new lift.
10. Creating major new public offers at York Castle Museum continues to be an important part of the strategy for financial sustainability. This project is expected to be funded by the Heritage Lottery Fund (£1.5m), £250,000 from Arts Council England with £250,000 match funding to be secured from other sources.

2013–2015

York Art Gallery Development

11. This is a major capital project costing £8 million involving the whole of the footprint of the existing 19th century grade 2* listed building. This includes the space currently occupied by York City Archives and the hidden space above the Main Gallery.
12. The project will create:
- A 60% larger exhibition space enabling more of the permanent collection to be on display
 - the Centre of British Studio Ceramics
 - a suite of three interlinked exhibition galleries on the ground floor

- a new and larger learning space
- a new shop, café, and extra toilets
- a new garden entrance and balcony

13. This project is in progress and York Art Gallery will reopen in early 2015.

2013–2015

Exhibition Square

14. As the public space in front of the gallery, Exhibition Square is extremely important to the repositioning of York Art Gallery when it reopens in 2015. The major works on the capital development of the gallery are largely internal so there is no real sign of change from the front view, consequently a newly designed Exhibition Square will be a necessary signal of the change. Exhibition Square is the responsibility of the City of York Council. CYC will be working with all key stakeholders, including York Museums Trust, to make this a truly wonderful public square by 2015.

2013–2015

Museum Gardens

15. The Museum Gardens project involves extending the gardens to include the land behind York Art Gallery thereby increasing the overall size of the gardens by 20%. Drawing on the expertise of Garden Manager, with contributions from a variety of experts and stakeholders, YMT are asked to develop and agree a gardens master plan with the aim of becoming a nationally recognised botanic garden with its own distinctive character.
16. The master plan will be steadily rolled out between 2013 – 2018. The gardens will be an extension to the cultural life of the city, a recreational green space, accessible for all.

2015-2018

Castle Area

17. Castle Area is a very important project for York's developing tourism offer. YMT are asked to work with English Heritage on ideas to position the Castle Area as a major tourist destination featuring Clifford's Tower and the medieval castle remains in the Castle Museum. With the future development plans for the Castle Piccadilly Area forthcoming it is key that the heritage and its tourism

potential of the area are fully taken into account during the development process.

18. York Museums Trust will lead on consulting with stakeholders and developing a master plan for heritage and tourism uses for the area.
19. City of York Council will consider any further requests for support of a capital nature through the normal CRAM procedures annually.

Capital Programme Outcomes

20. By 2018 YMT will have:
 - Repositioned the developed York Art Gallery as a leading regional gallery and Centre for British Studio Ceramics after an investment of £8million
 - Enlarged Museum Gardens, extending the green spaces in the city, created new botanical gardens and contribute more to the cultural life of the city with increased connectivity to the historic city
 - Created a European quality Exhibition Square in partnership with stakeholders
 - Developed the Debtors Prison half of Castle Museum
 - Developed the Castle Area as a tourist destination including a new Castle Piazza with Partners (subject to the Castle Piccadilly development progressing and agreement with the Council on management of the Eye of York)

3. Public Programme

21. We agree that York Museums Trust will promote the city's museums and collections through a varied range of activities including exhibitions, displays, community projects, volunteer schemes, formal learning for schools, informal activities for families and adult learning. In order to ensure that York residents and visitors have access to the collections and learning opportunities are available for all.

Yorkshire Museum

22. YMT are planning the following major exhibitions and projects:
2013–2016, Yorkshire's Prehistory
23. This is a three year extensive research project about the rediscovery of Yorkshire's earliest prehistory. Three distinct periods

are firstly Star Carr, a Mesolithic site which contains evidence of some of the earliest hunters and gathers in Europe; secondly, Bronze Age 'landscapes of the dead' on the North York Moors; and thirdly, Arras cultures from the Yorkshire Wolds and North York Moors, featuring Iron Age continental cultures and chariot burials.

24. Partners include the British Museum, North York Moors National Park, English Heritage, English Nature, Yorkshire Archaeological Society, Yorkshire Wildlife Trust and University of York.

2014–2016, Sea Dragons

25. A major exhibition will be the outcome of a joint research project with Scarborough Museums Trust, the Natural History Museum and other local museums opening in 2016, focussing on the sea creatures from the Jurassic period, centring on important fossils such as York's ichthyosaur.

2016 -2018, Alcuin and the Anglians

26. Anglian York (Eoforwic) was a seat of royal power, religious importance and European learning. King Edwin of Northumbria, whose kingdom stretched from Carlisle to the Humber was baptised here in AD 627. By AD 866 the city was renowned throughout Western Europe for learning and scholarship. Alcuin, made York and the library he established here famous throughout Europe. Sandwiched in time between the now renowned cities of Eboracum and Jorvik, Eoforwic is often overlooked. This exhibition aims to illuminate the glory of Eoforwic on a European stage.

York Art Gallery

2013 -2014, York Art Gallery Interim Programme

27. With York Art Gallery closing for the capital project from 2013 to 2015, YMT will arrange an interim programme which will take place in York St Mary's and in other galleries regionally and nationally. YMT will organise a touring exhibition of about 40 of our most important paintings which will tour across Yorkshire to 7 venues for the 2 years we are closed.
28. YMT will also lend a substantial amount of the WA Ismay collection of British Studio Pottery to the Hepworth as Ismay came from Wakefield. They will also be lending the Hepworth and Leeds Art

Gallery some paintings for display as well as a few key paintings to Tate and the National Gallery.

St. Mary's

29. In 2015, once the art gallery reopens, York Museums Trust may be requested to surrender the lease of York St Mary's. YMT agrees to surrender the lease of St Mary's on request of the City of York Council. Until then YMT will be fully using York St Mary's with an extended opening period from March to November 2013 with the following exhibitions:
- Aesthetica International contemporary art exhibition featuring 8 artists organised in partnership with Aesthetica magazine that are based in York.
 - Julian Stair, an established ceramicist who will create an installation in York St Mary's in partnership with the University of Westminster.

York Castle Museum

2014 – 2018, World War I

30. This will be the opening exhibition after the Castle Museum capital project. The content is currently being researched and will involve a large number of interest groups and local people. The exhibition will centre on World War I dealing with both military and social history using individual histories from York people. It is intended to refresh and change the displays over the next five years until 2018. The legacy of this project will be a suite of interlocking galleries that will be adaptable to a range of exhibitions in the years to come.

Museum Gardens 2012–2018

31. In Museum Gardens we will see the following initiatives:
- 2013 - Interpretation of Museum Garden's hidden and visible including St Mary's Abbey, opening up the Multangular Tower as a partnership youth project to develop skills, Garden Development plan for Museum Gardens agreed and delivered incrementally
 - 2014 - Garden Development Plan continues to be delivered
 - 2015 - New gardens behind York Art Gallery opened ready for launch of gallery
32. More people will experience and be inspired by museums. YMT will use its rich resources of historic sites, collections and buildings for

the benefit of a wider public through sharing the collections with other museums both regionally and nationally through loans and touring exhibitions. YMT will interpret and open up the historic sites of York Castle and St Mary's Abbey, both physically and intellectually, to more people.

33. In order to improve access YMT will develop close links with hard to reach groups and young adults. A new project, Genesis, primarily aimed at young people aged 16 to 24 will provide opportunities to work with experts on the collections in areas specifically relevant to the interests and aspirations of young people. They will expand the York Art Gallery Territories programme, which is aimed at disadvantaged groups in the city, across all of York Museums Trust.
34. YMT will deliver a collections based project Your Story/England's Story at the Castle Museum exploring the links between local people and the museum collections. They will continue to deliver our successful informal learning programme in the Studios at the Castle Museum and extend it to the Yorkshire Museum.
35. YMT will increase the Volunteers scheme and extend the range of opportunities for volunteers, expanding the total number of them and the hours they work.
36. YMT will operate an effective access and equalities policies which will support the public body requirement to promote the collections, gardens and buildings to all sections of the community as defined in the Equalities Act 2010.

Public Programme outcomes

37. By 2018 YMT will have:
 - Increased our contribution to York's economic impact by increasing visitor numbers from 660,000 to 900,000
 - Improved the public realm through capital investment and imaginative interpretation schemes and linked these to a public participation programme
 - Developed active international partnerships to enhance the public programmes, raised YMT's reputation within the museum sector in this country and in Europe and raised funding from the European Commission

- Worked on initiatives to serve the needs of York's many overseas visitors including the provision of translations of exhibition information
- Committed to developing the designated collections and their impact to ensure maximum public benefit.
- Increased the number of volunteers by 100% active at any one time from 200 to 400 per year
- Increased the number of volunteer hours and the hours to 25,000 per year
- Deliver effective access and equalities policies

4. Working in Partnership

38. York Museums Trust has established strong partnerships across the educational and public service sector in York and the region. In the coming years YMT will support the CYC strategic objectives as follows:

Economic Growth

39. The importance of cultural tourism to economic development is now widely acknowledged. York Museums Trust's own economic contribution was demonstrated by the 2011 DC Research report which showed that spending by their visitors equates to nearly 200 full time equivalent jobs in York. In the coming years YMT will invest significant sums to secure and grow their visitor numbers from 660,000 to 900,000. This will secure jobs in York's economy.
40. YMT programmes will support skills development in the sector and will set up and broker the "On the Job" project which aim to provide opportunities for people working in museums and galleries to become involved in specific real projects being undertaken by other museums.
41. YMT will aim to be a sector leader in delivering excellent customer service and enable other museums to achieve the same through the Museum Development Fund. Opportunities will be offered through the Museum Development Fund for staff from small and independent museums to develop their experience and professional skills by becoming involved in projects being undertaken by other museums. We will double the number of volunteers working with us and devise skills development opportunities to keep engagement high and help us deliver an excellent 'customer journey'.

42. YMT will lead the sector on a regional Front of House development project called “Up Front”, bringing together a project group to devise a training programme for Museums and Gallery staff and volunteers. These initiatives will increase skills and employability within the cultural sector in the city.

Improving the Civic Realm

43. York Museums Trust’s investment over the course of this plan will focus on developing high-quality public spaces with high social value. As well as direct investments in York Art Gallery, Museum Gardens and York Castle Museum, YMT will work with partners in the city to encourage improvements to the wider public realm, particularly around Exhibition Square and the York Castle area.

International City

44. York Museums Trust has developed an ambition to increase their work internationally. During the next five years they will develop partnerships that will take the collections and work into an international context. YMT are currently exploring a partnership with Bristol Museums and Galleries to develop a European Commission cultural project with international partners.
45. YMT will develop expertise and knowledge about the collections, working with individual experts and partnerships from regional and national museums, HE and FE institutions and other related cultural organisations around the world.

Collaborations

46. YMT will work with CYC and support its collaboration with Blackpool Council in areas such as sharing of exhibitions and collections.

Development of Young People

47. YMT will work to ensure that every child and young person in York has the opportunity to experience the richness of museums collection. This work will involve both formal and informal learning for children and young adults. YMT will develop extensive formal learning opportunities delivered on all subjects across all sites working across all ages from Under 5’s to new career development opportunities for young people hoping to start work in the cultural and creative sector.
48. In this time of economic recession with restrictions on creating new jobs we must work together to ensure that young people are not

excluded. YMT will create opportunities to engage them in real opportunities for young people to learn the skills for working in the arts, tourism and heritage sectors. YMT will also continue to work with our many partners on specific projects across the Trust including Tate, the British Museum, University of York, York Theatre Royal, whilst also forging exciting new partnerships, such as with the Imperial War Museum.

Digital Inclusion

49. We recognise that digital content offers a major opportunity for our museums to deliver large parts of their work in increasingly innovative ways, to larger and more diverse audiences. Over the period of this plan YMT will ensure that all major elements of their public programme will have a significant digital expression.
- YMT will use existing platforms or build new ones to encourage creative interaction with content, e.g. through digital volunteering.
 - YMT will encourage the repeating, re-use and re-purposing of content across different platforms and media.
 - YMT will actively seek to promote and cross-promote the museums and the collections through these various digital outlets
50. There is a need to increase the skill base within YMT in order to make the most of these opportunities. To that end they will create a team dedicated to supporting the digital expansion. The team will work with existing staff and within the existing programme.

Working in Partnership outcomes

51. By 2018:
- The cultural sector workforce and volunteers will be more confident and skilled in wider areas of work
 - YMT will increase the international profile of York through cultural partnerships across the globe
 - YMT will increase the number of children and young people we work with by 25%
 - Customer satisfaction will be improved across the museums and art gallery
 - Access programmes for YMT projects and collections will all contain a digital access element

General Conditions

Governance

52. Effective governance is at the heart of York Museums Trust. They will continue to review our process of the recruitment of Trustees and the Chair regularly to ensure best practice. As a publicly funded body they must operate in an open and transparent way. YMT will operate an effective access and equalities policies that will include all trustees and staff recruitment practices. Their Forward Plan 2012-2018, board minutes, policies and information on Trustees to be posted on the website, being available to everyone.

Collections Management

53. Collections are at the heart of their work for the council. YMT will continue to develop the collections and improve all aspects of collection management. They will make a number of improvements and developments over the period including:
- New storage facilities for the social history collections
 - A major re-evaluation and rationalization of the bulk archaeology post excavation holdings
 - Improved collections IT and data support for staff and volunteers
 - A new acquisitions and disposal policy to be agreed with CYC
 - Ensuring readiness for the next round of collections management accreditation

Yorkshire Museum and Gardens

54. In the case of the Yorkshire Museum and Gardens the respective roles of the Council and YMT are defined by their status under the charitable scheme as Custodian Trustee and Managing Trustee respectively and the heads of terms agreed with the Yorkshire Philosophical Society.
55. In addition to undertaking the role of managing trustee YMT will undertake to:
- Provide at least 2,534 hours of public opening at the Yorkshire Museum
 - Provide free admission to the permanent collections of the Yorkshire Museum for all citizens of the City of York (charges may be applied in the case of temporary or touring exhibitions)

- Use all reasonable endeavours to maintain the existing registration of the Museum Gardens on the Register of Parks and Gardens of Special Historic Interest maintained by English Heritage
 - Use all reasonable endeavours to maintain the registration of the gardens as botanical gardens
 - Give public access to the gardens daily (except Christmas Day) unless closure is necessary for reasons of public safety. Opening hours will be 7:30 am to 6:00 pm in Winter and 7:30 am to 8:00 pm in Summer
 - Permit access to the Museum Gardens for all civic ceremonial and similar events promoted by the Council on up to 10 days in each year provided that the Council give as much notice as is practicable and provided that where the Council requires access at times outside the normal opening hours set out above YMT may restrict (but not prohibit) access for the purpose of maintaining security and/or good estate management
 - Insure, with an insurer of repute, third party and property owner's liability risk with a limit of indemnity of at least £10 million in respect of any one occurrence
 - Indemnify the Council against any claims, proceedings or demands, and all damages, losses, costs, and expenses incurred arising out of any accident, loss or damage to persons or property occurring in or on the premises of the Yorkshire Museum and Gardens
 - Use all reasonable endeavours to keep the premises in good repair, this responsibility to be construed in the light of the relevant clauses in the Transfer Agreement, the condition surveys and the provisions contained in paragraphs 39 – 41 of the Executive report of 26 July 2002 (see the Council's corresponding responsibility below)
56. In addition to carrying out the role of custodian trustee the Council will undertake to:
- Keep the premises insured with an insurer of repute against the insured risks (i.e. fire, lightning, earthquake, explosion, aircraft (other than hostile aircraft and other aerial devices or articles dropped therefrom, riot, civil commotion, malicious damage, storm or tempest, bursting or overflowing of water tanks, apparatus or pipes, flood, and impact by road vehicles, subsidence, heave, and such other risks as may from time to

time be reasonably required by the Council or by YMT) in a sum which in the reasonable opinion of the Council represents the full replacement cost, subject to such uninsured excess as the insurer may properly apply. The Council will deduct the cost of the premium from the annual grant to YMT.

The Council will not be obliged to insure YMT's fixtures and fittings, boilers, lifts, escalators, or other plant and machinery in and exclusively serving the premises. The Council will not be obliged to insure fixtures and fittings that may become part of the premises until YMT has notified the Council in writing of their reinstatement value.

Following damage or destruction by any of the insured risks the Council shall apply the net proceeds of the insurance monies received to the rebuilding or reinstating of the premises.

In the first instance the Council will retain liability for any major failures to roofs and external walls. Major failures will be defined as those where the cost of the repairs is greater than £25k and which prevent the tenant from reasonably carrying on their business at the premises. All other categories of repair and maintenance will be responsibility of the Trust (see above)

Review and monitoring

57. The procedure will involve:

- a) Twice yearly review of performance between the partners:
 - the Trust will provide performance information as set out above
 - senior managers from the Trust (i.e. the Chief Executive and/or the Director of Finance & Business Development) and the Council (i.e., the "Client Officer" and/or the Assistant Director for Lifelong Learning and Culture) will meet to review performance against the agreed indicators. Meetings will be set a year in advance and will normally be held in April and September
 - YMT will submit a performance report to the Council's Executive Member in May and October each year. The YMT Chief Executive will attend the meeting to present YMT's report and respond to any questions
- b) YMT will provide performance information as requested by the Council to any ad hoc scrutiny reviews conducted by the

Council from time to time and attend the relevant meetings to respond to members' questions

58. Within this process information will be provided by the Trust to the Client Officer in the following areas as a minimum:
- 1) achievement of the principal partnership aims set out above
 - 2) visits to each of the Trust's sites and temporary exhibitions including the number of uses by residents (actual and as a % of all users and segmented into demographic groups)
 - 3) number of hours the collections of the Trust are available to the public during the financial year at each of the sites
 - 4) implementation of agreed capital schemes
 - 5) development of new income streams
 - 6) development of new exhibitions and interpretative services
 - 7) development of collections storage
 - 8) delivery of the education service including the number of school groups using the Trust's services: (a) actual numbers of all school users, and % as compared to all visits; (b) numbers of local school users and % of total city catchments, and number of local people taking up life-long learning opportunities offered by the Trust
 - 9) number of events/activities where learning forms a substantial component of the activity. Number of adults participating in those activities
 - 10) use and involvement of local people including numbers volunteering
 - 11) engagement with the ward committee process through attendance at committees and articles in ward newsletters
 - 12) achievement of visitor satisfaction (aggregate over the year and by site)
 - 13) level of external investment applied for and secured
 - 14) number of residents consulted through focus groups, surveys and other means including a) young people, b) older people, c) target groups for inclusion
 - 15) copies of management accounts
 - 16) progress on cataloguing the collections and documentation

- 17) acquisitions and disposals from the collections
- 18) number of uses of the Yorkshire Museums Gardens for activities and events

Partnership Arrangements

- 59. The Council and the Trust will through this partnership ensure the delivery of Best Value and its principles in order to deliver continuous service improvement.
- 60. The Trust and the Council will continue to explore options for further partnerships:-
 - a) the Council being mindful of the potential of the museums and art gallery to provide a positive contribution to its cultural, educational, economic, social and environmental agenda
 - b) the Trust being mindful of the experience and specialist services that the Council can offer
- 61. The Trust will represent the Council on museums issues at international, national, regional and local level and continue to advise members of the Council on museums policy. The Trust will provide this service to the Council without charge provided that the work is broadly in furtherance of the objectives of this partnership. (Otherwise a fee can be negotiated).
- 62. The Trust and the Council together will make every effort to work closely with other museum and heritage providers in the city, ensuring that appropriate forms of liaison are used to encourage the development of strong, inclusive partnerships.
- 63. The Trust will maintain a role in the civic life of the city. It will provide facilities for hosting civic events (subject to operational availability) charging for them at cost. The Council will treat the Trust on same terms as an internal Council department with respect to the use of rooms at the Guildhall.

SIGNED ON BEHALF OF YORK MUSEUMS AND GALLERY TRUST

PRINT NAME

CHAIR

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**CHIEF
EXECUTIVE**

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DATE

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SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

PRINT NAME

**LEAD
OFFICER**

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**ASSISTANT
DIRECTOR**

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DATE

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Learning & Culture Overview & Scrutiny Committee**1 May 2013****Libraries Scrutiny Review – Draft Final Report**
Report of the Libraries Scrutiny Review Task Group**Background to Review**

1. At a meeting of the Learning & Culture Overview & Scrutiny Committee in September 2012, the committee received an update on a previously completed scrutiny review of library provision across the city together with a briefing on the current provision. The Committee agreed they wanted to investigate further local library provision across the city and their use as community hubs providing other council services, in order to ascertain whether the Council is making best use of library buildings and if more could be developed as community hubs to better serve residents in their surrounding locale. The Committee set up a Task Group to carry out the review on their behalf, and agreed the following objectives for the review:
 - i. To increase the number of people going into libraries
 - ii. To make better use of library buildings (whilst not undermining the integrity of the library service)
 - iii. To provide greater access to Council and third sector services, and provide more opportunities for community engagement on local issues.

Background to Library Provision

2. It is recognised that the most successful library services work in close partnership with local councils and local people, to tailor their services to meet local needs. Underpinning this, libraries aim to be welcoming, neutral and safe places for communities to come together and help develop the ties that are essential for local wellbeing and quality of life.
3. Nationally, all public libraries are focussed around a common purpose i.e. :
 - To develop and enhance the literacy, digital and information skills of residents to enable them to become active citizens.

- Support learning through access to knowledge and content, and provide space and support to learn, and;
- Support businesses and entrepreneurs in an effort to contribute to the sustainability and regeneration of local communities.

4. Library Provision in York

The range and variety of services offered by libraries across the UK varies to reflect local community priorities. In York, the core service offered at every library is:

- Free Internet access and free Wi-Fi
- A children's area & young people's area
- Fiction and non-fiction books for children, young people and adults in a range of formats
- Large print books and audio books
- Reference books and enquiry service
- Online reference sources
- Information and advice for learning and work
- Books to support your learning
- Information about local services
- Adult Learning course information
- Reading Groups
- Story times for under fives
- Family and local history
- Newspapers and magazines
- Community events
- Surgeries e.g. ward councillor, future prospects
- Community space

5. The Use of Libraries as Community Hubs

As a result of the libraries scrutiny review completed in 2005, the Council agreed a vision for the library service – one that put learning at the heart of the service and centred on the principle that libraries should not just be libraries but places that add value to their communities in a whole host of ways i.e. they should be spaces that are:

- Modern, contemporary - designed to meet the needs of the communities they serve
- Outward looking - connected with the surrounding landscape and community, drawing people in
- Welcoming - where staff are proactive in helping people make sense of the complex world of information sources
- Customer first - combining the design principles of a modern layout of a bookshop with the traditional values of a library service

- Engaging – inspiring people to join a reading group or a homework club, listen to storytelling, sign up to an evening class, discover their family history, have a coffee, meet new people, surf the internet, access any book ever published, look for job opportunities, learn with their families, hire the latest DVD, access information that enables them to make informed life choices and supports independent living
6. This vision for the library service has influenced everything that the service now does. It led to the development of a partnership between libraries and adult education which delivers the concept of library learning centres – or Explore Centres as they have become known. There are now three Explore library learning centres – Acomb, New Earswick and York city centre.
7. Along with the core library services listed above, York’s Explore Centres also offer the following wider range of services:
- Changing Places facility
 - Cafe
 - Archive and local history centre
 - ICT suite
 - More in depth support for research and information queries
 - Big name author events
 - Exhibitions
 - Adult Education enrolment & Learning rooms
8. The Explore concept is now recognised and popular. Visitors and issues have increased at all three centres, bucking a national decline in library use. The centres are seen by local people as the hub of their community and there are a wide range of activities taking place in the flexible spaces. CYC’s library staff had built strong links into the community and this now needs to be developed further by becoming more integrated into the library vision.
9. Current partnerships and relationships have developed on an almost ad hoc basis e.g. a ward committee meeting held at Acomb spawned the idea for this to become a regular option across all of the libraries. Similarly, a spontaneous ‘knit and natter’ session at Acomb inspired a number of similar groups across other libraries in the city, and there are now thriving groups using a majority of the libraries.

10. Future Vision for Libraries Across the City

The vision for libraries is that they become the place within the local community where residents can go for information on:

- their community and council services
- how to become more involved in their community and the decisions that affect its development

Information Gathered

11. In order to explore how this might be developed strategically across the service, the Task Group agreed to explore the current opportunities for accessing such information at a public library.
12. The Task Group agreed to carry out site visits to a number of libraries to see and experience the services being provided, and to meet with staff and talk with library users. The libraries chosen were:
13. **Acomb** – York's second busiest library with around 10,000 visits per month. It was the first Explore Library Learning Centre offering a range of facilities (as shown in paragraph 7 above).
14. The Task Group were very impressed with the Acomb Explore and agreed it offered an ideal range of facilities in a fully accessible building, in the right location for the community it served.
15. The Task Group also noted the provision of a direct dial phone for housing benefit enquiries and learnt that Library Services had partnered with the benefits service to introduce the phone advice service allowing customers to drop in and use the phone to get through to a member of the housing team for advice. The Task Group learnt that the take up of this service was not high. However they recognised that it was a cost effective method of providing access to advice and a resource that could be explored at other libraries.
16. **Tanghall** - After Acomb, this is the second biggest community library with an average of 5,000 a month through the door. It is situated next to a health centre in one of York's more deprived areas, and is set across 2 floors. It offers a meeting room and ICT suite, both of which are used by the council's adult education partners to deliver courses to members of the public.
17. In comparing the library to the Acomb Explore, the Task Group agreed the reception area at Tanghall could be better utilised to provide access to more community/council information. Discussion took place around

future options for the library and the possibility of expansion. The Task Group learnt that there was some room for extension at the current site, and that architect plans had been produced to show how it might work.

18. However, work was currently ongoing to look at the best ways of developing the nearby, and the Task Group learnt that there was a suggestion that a community hub with space enough to consolidate a full range of public and voluntary sector services be built on the school site. This would allow for a new purpose-built Explore centre to replace the current library, providing a bigger and better library and learning service with all of the usual community hub facilities.
19. The Committee also noted the current community provision provided at the nearby community centre on Fifth Avenue and agreed that any development either at the current library site, or in the future at the Burnholme School site, would need to be properly considered so as not to effect the viability of that community centre.
20. **Strensall** – A small community library, open 18 hours a week with an average of 2,000 a month through the door. The staff had developed excellent links with the local community to the extent that the library is a key part of community life within the village e.g. taking part in summer fetes, being a venue in the village jubilee celebration etc.
21. Discussion took place around the current opening hours for Strensall library and the possibility to extend those hours to allow use of the building for other purposes – perhaps allowing a voluntary sector partners to hire the space. The Task Group recognised there was limited space in the building and there may be accessibility issues. They also questioned whether the library was in the right location for the village, but recognised there were no other council owned properties in the village suitable for such use.
22. **Clifton** – A purpose-built, half time library and learning centre. Discussion took place around the location of the library and the size of the community it serviced. The Task Group noted there was some room for extension on the site and that architects plans had previously been drawn up. However, they agreed that the location of the library was not ideal based on the size of the community it serviced, but recognised there were no better placed council-owned buildings available in the vicinity. The Task Group queried where the library patrons were coming from, as that might help identify a better location for the library.

23. The Task Group also noted that the library was very traditional in its provision and layout etc, although its patrons did not appear to have a problem with that (possibly due to the majority of patrons being of an older age range and therefore more used to a traditional library). They were pleased to learn that there were plans to renew the shelving with moveable units which would allow the space to be opened up for other uses. The Task Group agreed this may encourage groups to use the library for alternative purposes.
24. The Task Group's detailed feedback from their visits is shown at Annex A.
25. Other Community Provision
In considering a move towards those four libraries becoming community hubs, the Task Group looked at what other community provision currently existed in their local vicinity, as they recognised it would not be helpful to take opportunities for generating income away from other nearby community facilities. They also received information from CYC Asset Management on other council owned buildings in the areas surrounding those libraries which were currently being used by community groups and where residents were accessing council and/or third sector services.
26. Finally, the Task Group received information from the council's mobile community services on the types of enquiries they often receive from members of the public about other council/community services e.g.:
 - **Mobile Library Service** confirmed they often receive a range of enquires:
 - Health Issues e.g. *"My doctor says I need this operation do you have any info about the condition and being in hospital? Can I use your wifi/PCs to book the time?"*
 - Job Issues e.g. *"Can I look at the Press for jobs? / How do I apply for a job online? / Can I learn more about this company I have an interview with? / I need to update my CV"*
 - Financial Issues e.g. how to budget, latest stocks and shares, 'Which' magazine, courses to learn how to manage budgets
 - Council Services e.g. *"How do I report a broken lamp post?/ How do I get a council meeting agenda/minutes?"* or requests for information on planning applications / councillors / schools / community asset transfer / right to challenge / CYC website access / payments online etc

- National Govt Information e.g. VAT online, passport and driving licence applications etc
- Community Information e.g. on forthcoming events, reading groups, focus for community activity, how to volunteer etc
- **URBIE** (CYC mobile youth club for young people) confirmed they had received no specific requests for services such as housing or benefits. However during general conversations they often raise awareness of the issues of housing and benefit for young people, and have highlighted the role of Castlegate in giving advice, and the use of websites such as CYC and the young people's survival guide.

27. Recent Public Consultation on Local Libraries

Finally, the Task Group considered a report highlighting feedback from a recently completed public consultation on local libraries - see Annex B. Having noted that 13% of respondents stated a lack of transport as the reason they did not use the libraries, the Task Group suggested that the Libraries Service team look at those responses in detail to try to understand the reasons behind that figure and explore solutions.

Concluding Work on the Review

28. At their final meeting in early April 2013, the Task Group considered the difference between a community centre and a community hub built around a community library i.e. the provision of a community space but with the addition of professional library skills (including a children's specialist and a reader development specialist), promoting reading and literacy, giving free access to impartial information, enabling digital inclusion, and supporting lifelong learning and skills.
29. Learning in York's community libraries was provided through flexible learning in ICT suites. This included literacy and numeracy to level two, family learning courses, IT courses, ECDL etc. Many libraries also offered employability sessions and traditional adult learning e.g. calligraphy, Pilates, Spanish etc.
30. Where the space allowed, a Community hub would also aim to provide a range of other services and information, and provide opportunities to become involved, which might include the following (in addition to the provision listed at paragraph 4):
- Local history events
 - Community engagement activities

- Access to information on public meetings and council decision making
- Councillor surgeries
- Meetings of self organised groups e.g. craft groups, reading groups
- Council services outreach programmes
- Government outreach programmes
- Drop in sessions for third sector organisations e.g. Macmillan, age uk, etc
- Children's activities
- Cultural, art activities and exhibitions, craft fairs, photography exhibitions
- Health information
- Wifi, Internet access
- Support for start up businesses
- Refreshments / cafe

31. The Task Group noted that the meaning of 'Community Library' had expanded to include a range of different models, from partnerships between a Local Authority and a community to independent single. Elsewhere some libraries are run by volunteers. However, volunteer run libraries need to fundraise for all their revenue so they tend to use their space in different ways in order to raise money, which moves the focus away from the provision of a library service, resulting in more of a community centre approach. The Task Group agreed that it may be beneficial to have a proportion of any income raised by a community hub ring-fenced to enable the service to re-invest the money in ways which will specifically support the needs of its community. Community hubs should clearly define their opening hours and which services are being offered when.

32. Finally, the Task Group received an update from the Head of Library Services on the ongoing work to draft a business plan for a social enterprise to operate the Council's Library and Archives services. The Task Group were reassured to hear that full consideration had been given to the associated legal, property and HR implications. And, that staff and library users had been consulted.

Conclusions

33. Overall the Task Group agreed that where possible it would be helpful to increase the opening hours in those library buildings where the layout of the building and/or the availability of additional rooms, would allow for their alternative use.

34. Communities should be encouraged to use the buildings and the space they provide for community purposes, complementing other community facilities in the vicinity.
35. Whilst library buildings are open for community use, where at all possible and where self-service facilities are in place (or could be provided in the future), the library opening hours should be extended to provide a basic level of library service without the need for library staff.
36. Information on a range of council services (including public meetings and how to get involved), together with contact information, and similar appropriate information from the council's partners and third sector organisations should be made readily available in Libraries either on notice boards or via leaflets etc. The Task Group also agreed it would be useful if all libraries displayed more community information and details on how to volunteer and participate in responding to issues affecting their local community.
37. The Task Group agreed it would be useful to have a definition of what a community hub modelled around a community library was. They therefore suggested the following:

'A Community Hub puts the local library at the heart of the community providing a flexible and welcoming space where local residents can come together for a wide range of community activities'

Recommendations

38. As a result of their work on this review, the Task Group has drafted the following recommendations for the consideration of the full Learning & Culture Overview & Scrutiny Committee:
 - i. The Library Service to:
 - a) adopt the following definition of a community hub modelled around a community library and commit to implementing community hubs throughout the city:

'A Community Hub puts the local library at the heart of the community providing a flexible and welcoming space where local residents can come together for a wide range of community activities'

- b) Consider the customer base for each library to identify ways of encouraging more use
 - c) Consider ways of increasing the number of volunteers and volunteering roles
 - d) Improve marketing for libraries and their facilities through a variety of mediums to the community and organisations
 - e) Identify the community hub elements currently available at each library and investigate how other elements may be introduced in the future to meet the aims of the agreed definition
 - f) Investigate the introduction of a fair trade refreshments / cafe at all community libraries
 - g) look at the Big Survey responses in detail to try to understand the reasons behind the figure of 13% of respondents who had stated a lack of transport as the reason they did not use libraries, and investigate the use of Dial-a-ride to improve access
 - h) Investigate the possibility of ring-fencing a proportion of the income raised by each library for re-investment into supporting the specific needs of its local community.
- ii. Each Community Hub to:
- a) Clearly define its opening hours and the services it offers and when, and ensure these are appropriately advertised so that it is clear when the building is available for alternative use.
 - b) Increase its opening hours to enable more opportunities for community use wherever possible.
 - c) Provide flexible space so that it may be used for a variety of purposes e.g. moveable shelving
 - d) Maintain self-service machines in its community library to enable a basic level of library service throughout its opening hours, without the need for library staff

e) Provide display boards and/or leaflets on:

- council services, public meetings and contact information
- the council's partners and third sector organisations
- community events and activities etc
- volunteering and participating in responding to issues affecting the local community

Reason: To complete the work on this review in line with scrutiny procedures and protocols.

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Andrew Docherty
AD ITT & Governance

Report Approved



Date

22 April 2013

Wards Affected:

All



For further information please contact the author of the report

Annexes:

Annex A - Site Visits - Information Gathered

Annex B - Report on Recent Libraries Public Consultation

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Libraries Scrutiny Review

Findings from Visits to Libraries on 8 January 2013.

Libraries Visited: Tang Hall, Strensall, Clifton & Acomb Explore.

All the staff were very enthusiastic and there was good evidence of a lot of community library work. All the libraries have open access computers, children's sections and self issuing machines (which are becoming more accepted by customers).

Acomb Explore

This purpose built library was expanded and rebranded in 2005 and footfall has increased from 180 per week to 600+. The building is an open and accessible space, built on one level with no barriers to access. There is a widely used Changing Places facility and a very popular Cafe.

The library itself is in one room with the children's library differentiated. Bookshelves are moveable. There are 4 meeting rooms (one the Learning Centre with computers) plus the cafe area. The rooms are available for hire up until 9pm. They received a 'Good Place to Come' Award from the Children's Society for being an inclusive and accessible building with facilities for all. Housing Benefits direct line for advice but HB staff no longer hold advice sessions. There are 12 staff, with 4 working at any one time.

Community links- Fostered close links with the visually impaired gardening group 'Green Shoots' and the local Rotary Club to create the garden. Has an excellent relationship with local schools, regular back and forth visits; including strong links with local special needs school. Fast response ambulance housed on site

Activities - Flexible Learning Centre with Adult Ed tutors offering English and Maths; Range of bespoke courses based on demand, i.e. laptops, digital cameras, eBook; basic computer offer that: 1-1 Sessions, Computer Essentials and Online Basics ran by Library Staff; classes in Spanish, Italian, French, Watercolours, Lip Reading and Pilates.

Councillor surgeries; Police surgery and links with local PCSOs; Westfield Ward meetings; Allotment group meetings; Display space for local issues; Annual Craft Fair; Weekly Craft Club; Children's Reading Group; Two reading groups that meet in the Library and three others that meet outside; Local History Sessions.

Volunteers - They have a number of volunteers who do shelving and also offer work experience.

Development ideas - This is already a very busy library with lots of community activity. This does restrict the time available for staff to go out into the community and that is something that they think can be developed.

Tanghall Library

This is full time, purpose built library on 2 floors. The library is on the ground floor with the adult library in one room and the children's library in another. Upstairs, with lift access, are the Adult Education room/I.T. centre (12 computers) and a meeting room (big enough for 12 people). There is also a small office/staff room with hot desks that are used by other Council employees. The main adult library has movable furniture to make a larger space for activities.

Community links - Staff visit all the local schools, children's centres and playgroups and these groups also visit and borrow materials for projects. There is a good relationship with the clinic situated on the site, and the library offers services to mothers taking children to the clinic. They support the Home Book service and visit new customers to understand their interests.

Activities - Children's Friday book group (not too popular so looking to change days) ; adult book group (does better in better weather); story times for babies, toddlers and children; craft group; social media drop in; flexible learning courses; drop in 121computer support; help with homework (a homework club folded for lack of support/funding?). However, pupils still come in to do homework - they still print homework for free. Used to have some troublemakers but this has been sorted out; crèche on Wednesday to support Adult Ed courses.

Volunteers - 2 who do story telling and 4 who do shelving.

Development ideas - There has been an approach from JRF who are looking at ways to support community services to the residents of Derwenthorpe. Might there be some funding available from them?

There is scope for more events in the library, particularly for children. This does need some funding but there is scope to hire out the meeting room and use any profits specifically to reinvest in this library.

There is space to increase information on Council and partner services.

There is a meeting room that could be used for surgeries.

They would love a cafe!

Strensall Library

This is a half time library with one member of staff. It is situated in a converted shop in the centre of the village at the heart of the community. Library is on a bus route with a bus stop outside. Children's library is in a separate space. 2 PCs are available for public use. If bookshelves were movable it would be possible to open up the space. There is no separate meeting room and it always closes by 5pm.

Community links - There is a proactive relationship with local schools and playgroups. All children from the local primary school visit at least once a year and the librarian visits to the school relate to the work they are doing. Librarian also goes out to visit community groups such as Brownies. Runs stalls at summer fairs. There are strong links with the Army base. The library also serves Sheriff Hutton. Information displayed on council or charity events. Staff can redirect queries on services.

Activities - Well established book group (full); homework support; story time; support for CYC reading challenges; drop in 121 computer support; visits to community groups and village events; craft events. Local PCSO drops in.

Volunteers - 1 who does story time 3 times a week.

Development ideas - Scope to use the building outside library hours with any income used to improve library stock that would be Strensall specific. Staff would also like some equipment to use at events.

There are basic information leaflets available but there is little scope to develop this or use the library for surgeries because of the lack of a separate room and the single staffing aspect. Would also love a cafe!

Clifton Library

This is a purpose built, half time library. There is one big room with the children's library differentiated. There is a separate room (staff area) used by Adult Ed as a Learning Centre. The bookshelves are not moveable so it is difficult to make the most what could be a large space. No private meeting rooms. They have 5 part time staff but there are only ever 2 on at a time. Occasionally they will single staff but only if there is someone in the Learning Centre. Some anti social behaviour after dark from play park next door.

Community links - There is links with 5 primary schools, 18 nurseries and the children's centre, and support is given to the family groups at Burton Green School. The Staff tend to go out as the location of the library is poor and difficult to access by bus. When the Central Library was closed they picked up a lot of customers who liked the fact there is parking, and some have

stayed. They also get customers who work in the area so find it convenient. They have a number of regular elderly users.

Activities - 3 reading groups; Adult Ed classes in library; 121 computer support; story times - popular, up to 30 at a time; after school club; police surgeries; activities for children in holidays; support for Home Book service; Runs classes when library closed; play group visits.

Volunteers - 1 who does story time and 3 who do shelving. Could use more but only if they can commit to a regular weekly slot.

Development ideas - Could develop reading groups if there were more resources. People do come in to ask about other council services. If building is being used when library not open, public still come in to try and take out books. Shelving system is v inflexible. If the shelves were moveable there would be more scope to use the building out of library hours, but with no separate room there is little that could be done when it is open. There are no facilities' to make even basic refreshments.

There are basic information leaflets available but there is little scope to develop this or use the building for surgeries because of the lack of a separate room.

The Manager does not feel that a cafe would be successful partly because of the poor location. Not on public transport route. Long way from schools. "If we were starting from scratch we would not put a library here!"

Library Consultation 2012

Highlight Report

This report presents the findings from the 2012 Library Consultation. A total of 1601 surveys were completed:

- 1340 by postal survey in library
- 84 by online survey
- 177 from children/young people

Of these there were 1340 responses from adults (83%) and 177 from children. It was not possible to categorise the 84 online responses.

The Business Intelligence Team project managed the survey and the fieldwork was carried out during November by an independent market research agency.

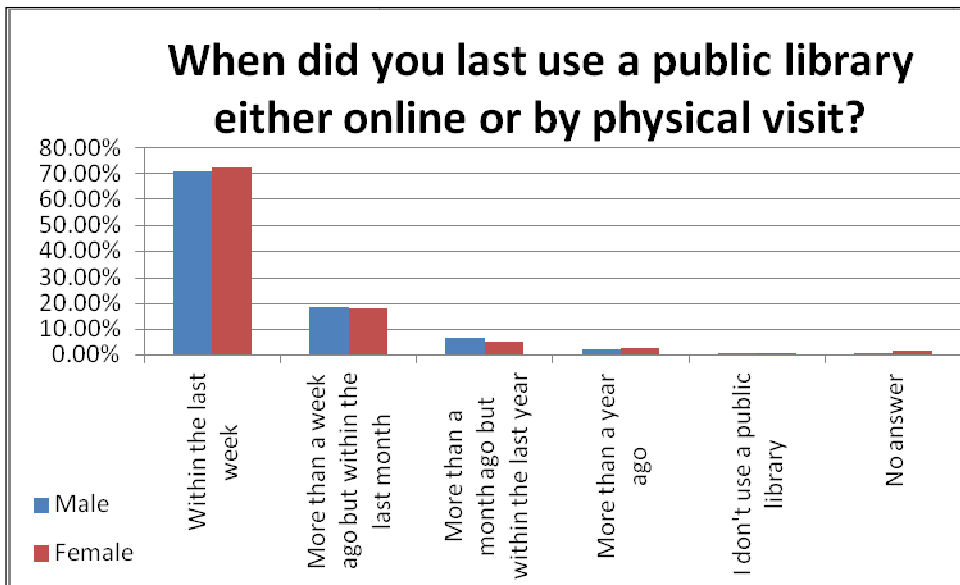
Of those who answered any equalities questions 946 people (65%) of adults disclosed their gender – 69% were female and 31% male.

Age grouping was disclosed by 64%, the majority who answered this question were in the over 55 age group (63%), other groups were 45-54 (15%), 35 -44 (12%), 25 -34 (8%), 16 -24 (2%).

However there is a need to be cautious with some of this data as over a third of those who completed the questionnaire did not give gender or age information. In terms of any other equalities profiling the numbers are too small to be useful.

Q 1 Public library usage

72% of respondents had used a library within the last week, 19% within the last month and 6% within the last year. Children and online respondents stated a slightly lower percentage in terms of use in last week but almost 30% of children had used a library within the last month.

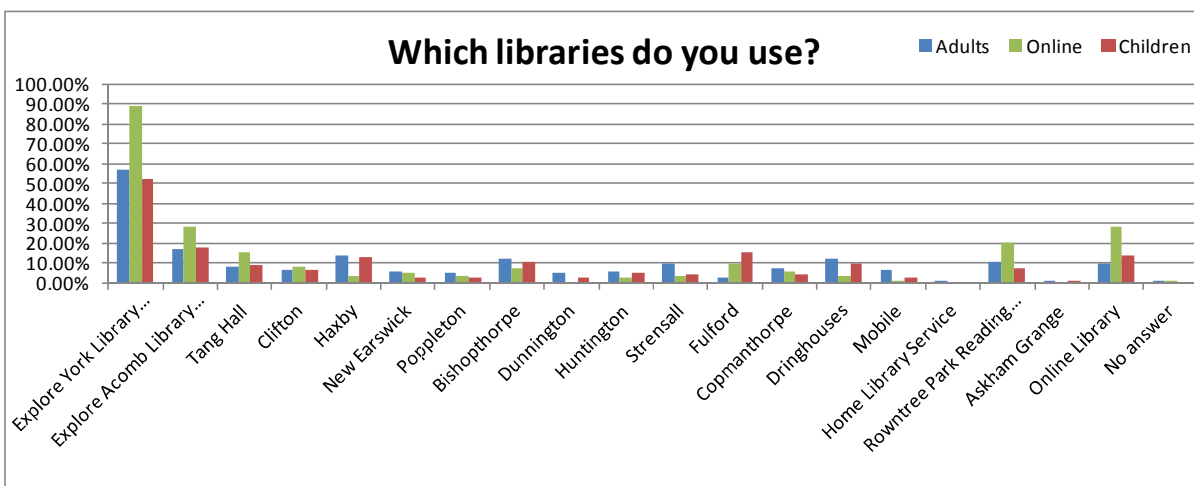


Q2 Which libraries used

Explore York and Explore Acomb were the most used by all groups

Explore York by 58% and Explore Acomb by 17%.

Other libraries with more than 10% of responses were Haxby 13%, Bishopthorpe 12%, Dringhouses 11%, Rowntree Reading cafe 10.5% and online 11%. Of those that made an online response around 29% used online library.

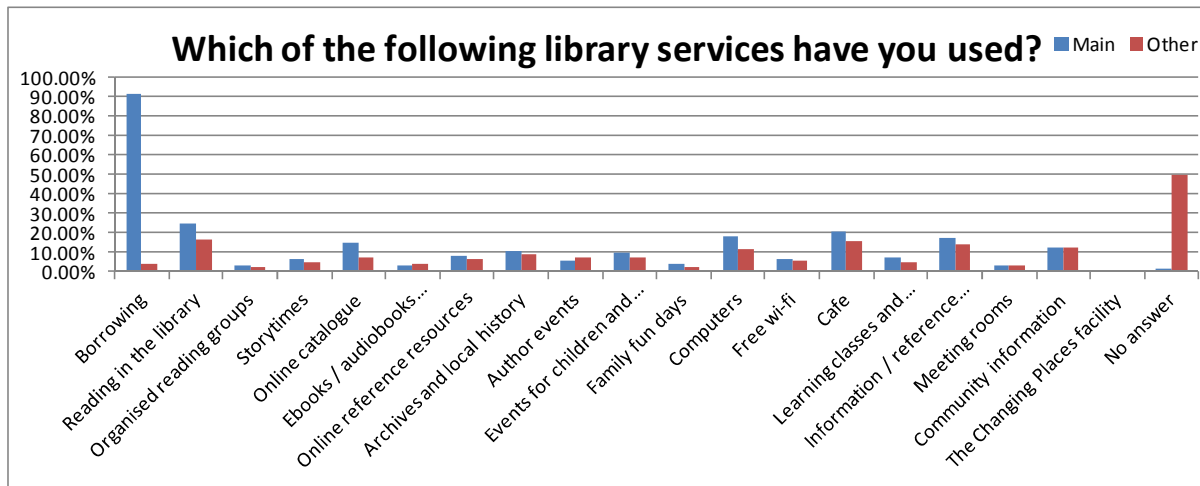


Q3 Services used

We asked adults and online survey respondents what services they used. Borrowing was the most common answer with over 90% listing this as the main service, around 25% mentioned reading, 21% the cafe, 18% using

computers, 17% reference materials, 11% archives and local history, 15% using the online catalogue, almost 10% events for families, and 12% for community information.

When asked to list other services used the response were fewer but still highlighted reading in the library, cafe, reference usage, and computer usage and community information.



Q4 What would make people more likely to use library service if they don't currently use.

Over 80% of people did not answer the question. Better range of books and convenient opening hours were the most mentioned but still in quite small numbers, less than 10%

Q5 what types of information would you like to find

Looking at the adults and online responses the four most frequently mentioned were community information 52%, information about books and authors 49%, travel information 42%, learning/education opportunities 40%. Health information was mentioned by 30%, information about the council 26%, tourist information 25% jobs/careers information by 19%, national government services 10%.

Many respondents ticked several of these which indicate how libraries may be able to continue to develop to become more of a community hub in future.

Around 17% of people did not answer the question.

Q5b Linked question where do you get information from

Adults and online respondents highlighted libraries as a place where they get information 76%, Internet 69% - (although less among the over 55 group), local newspapers 58%, other local media 36%, council Publication 35%, Local radio 28%, Council website 28%, social networking sites 11%.

Again people may have responded to more than one option.

As a question on information was also asked in the recent Big York Survey some comparison is discussed later in the report.

Q6. Would any of the following encourage you to borrow more.

Around a quarter made no response. Adults and online views were; lots of copies of bestsellers and prize-winners 34%, staff or public recommendations 33%, easier renewal methods 27%, flexible loan periods 25%, themed displays 20% and no fines 15%.

Q7 Adult learning – what would you like to see

28% made no answer.

Those that answered highlighted: availability of books and other materials to support learning 46%, being able to sign up for courses 40%, specific study space in larger libraries 28%, full range of leisure based courses 28%, space where people can come together to learn from each other 21%, specific areas where you can get a wide range of information 18 %, support for making online applications and web searching 14%, course to help you prepare for work 11%.

Future**Q8 Where would you like to find in library/learning service**

The majority of people selected the in current buildings option with 81% doing so. All the other options were far lower, the next most popular was in a community building e.g. community centre 28%. Online was selected by 14%, in building with other public services such as doctors surgeries 11% and In other building that you use such as supermarkets 7%.

This would indicate very strong support for the current buildings but combined with earlier questions would mean there is potential for expanding what is available in libraries. Options of having library services in new locations would need to be tested further to gauge support – for example among those who do not currently use libraries.

Q9 Which would you most like to see in the future (ranking question diff of interpretation)

Many people did not actually rank this and lots several people did not answer. The highest number of answers were to:

- Keeping the library opening hours at current levels - very important 72 %
- Keeping all the current libraries - very important 69%
- Buying more books - very important 55%
- Children's activities - very important 23%
- More weekend opening - very important 24%
- Running more adult education courses - very important 17%
- Providing more computers/other technology - very important 15%
- Having more events in libraries - very important 14%, - not important 25%
- Creating new places to access library services -very important less than 10% with over 30% saying not important
- Improving cafe/refreshment facilities very important less than 10% - with 42% saying - not important

Q10 Willingness to get involved in development of services

Less than 1% reported that they already volunteered and 16% did not answer this question. While only 35% wanted to be involved as a user or customer. 9% would consider serving on a committee to help make major decisions about the future of the services and 24% would attend a meeting at local library to help make decisions on local opening hours, books to be bought or how the community uses the building. In addition 23% would consider volunteering to help with an event, read to children, or deliver books to housebound. A further 9% would join a Friends Group.

This does indicate a core of people who would be interested in getting involved – in some cases in more than one way.

Q10 a How much time would you be prepared to give (check number of answers linked to Q10)

33% did not answer and 21% said not at all. Answers did not quite tie up with previous question as few highlighted a weekly commitment with only 8% saying they would consider a weekly commitment during the day and 4% a weekly commitment at evening/weekends.

More would consider a monthly commitment or specific times for a one off event both 15%. 19% would consider involvement on an occasional basis.

Q11. Volunteering opportunities

People ticked more than one option sometimes – not clear if they would take up more than one opportunity also 73% of people did not answer this question so it is difficult to gauge how much support is available.

Answers were; helping older people to get online - 7%, helping to archive - 11%, helping to run an event - 8%, reading stories to young children 12%.

Q12 Any roles you'd like to see set up

95% of people did not answer. The few that did, suggested reading to children or elderly or delivering books.

Q13 How could we use library buildings better

70 % gave no answer. Suggestions included range of events, better use by community groups, mother and toddler or children's groups, book clubs, longer opening hours, renting out space.

This suggests people may not be aware of all the events or opportunities offered by current libraries

Q14 Any other services you'd like to see delivered through local library

86% gave no answer. Suggestions included Citizens Advice, council service pay point, local information but all were very small numbers.

Children's Responses

177 responses from children were received, although we need to be cautious due to numbers as not really enough to base any decisions on. In the main children used the library for borrowing 92%, reading in the library 50% and 47% had taken part in the summer reading challenge.

The major factor that would make them use the library more would be a better range of books which just over 50% suggested. Around half did not answer what they'd like to see to help with homework but top answers were History, Maths and Science.

Children said they would like to see more information on books and authors, information on history, travel and buses, jobs and careers but these were small numbers.

64% said they got information from libraries, 73% from the Internet, 30% from newspapers, 20% from social networking, and 15% from Shine. Several answered with more than one response.

They could be encouraged to borrow more with better displays, lots of copies of bestsellers and prizewinning books, being able to return books when you want, no fines.

No enough answered about volunteering to use the information.

Commentary

The survey has had a good response rate with the majority of responses being collected from libraries. There is a possible issue about non-library users and whether they have been involved enough for us to find out why they don't use libraries and what would encourage them to do so..

There are concerns about the low level of equalities data which makes it difficult to draw conclusions about level of use for particular groups. The only group we can draw enough on is age profile of 55+ due to numbers but over a third did not give us and such information so it is difficult to generalise.

Comparison with Big York Survey - Summer 2012.

The survey which had 1117 respondents (equality profiled) asked a question about library usage and found that 20% had never used a public library, 22% had used it within the last year, around 16% within the last month and a similar percentage within the last week.

In asking why people did not use the library the majority of those responding said it was because they did not need the services (57%), other response included opening hours (12%) or lack of transport (13%)

The survey also asked a question on volunteering just over half had done no volunteering in the last year but 16% volunteered at least once a week and 10% at least once a month. The main reasons given were not enough time two thirds or never thought about it 19%.

In terms of how people get information the BYS found that for the 55+ age group less than 4% used social media. Overall one in three people used the council website to find information and three in five used local newspapers. The evidence from library users does suggest that although the 55+ plus group do not use online or internet as much as other groups they are using at a level way above what was suggested by the Big York Survey. As library users they may well be more sophisticated users.

Recommendation - need to get a view from groups that may have not responded/been excluded?

Some people have given us postcodes we could possibly look at these to see which libraries people use which might flag up where people use one of the explore libraries as well as their local library.

We could run any of the questions against the 55+ age profile

In future in order to encourage more people to fill in the equalities questions the sheet need to be attached to the questionnaire in some way as frequently gets lost from the main questionnaire which has reduced our data here.

Learning & Culture Overview & Scrutiny Committee Work Plan 2012-13

Meeting Dates	Work Programme
13 June 2012 @ 4:30pm	<ol style="list-style-type: none"> 1. YMT Collections Scrutiny Review Interim Report 2. Draft Workplan – Including List of Proposed Topics for 2012/13 & Associated Documents
18 July 2012 @ 5pm	<ol style="list-style-type: none"> 1. York Museums Trust – Partnership Delivery Plan Bi-annual Update Report 2. Feedback Reports from Young Inspectors Work on Parks (Carole Pugh) 3. Year End Finance & Performance Monitoring Report 4. Update on previous Libraries Scrutiny Review, & Forthcoming Consultation on Libraries 5. Ofsted Feedback Report on Safeguarding (Pete Dwyer) 6. Workplan
19 Sept 2012 @ 5pm in Rowntree Park Cafe <i>following</i> <i>Tour of Park</i> @ 3:30pm	<ol style="list-style-type: none"> 1. York Theatre Royal – SLA Performance Bi-annual Update Report 2. First Quarter Finance & Performance Monitoring Report 3. Presentation on Careers Advice in support of Scrutiny Topic Submitted by Cllr D’Agorne 4. Update on previous Libraries Scrutiny Review, & Forthcoming Public Consultation on Libraries (Fiona Williams) 5. Workplan
21 Nov 2012 @ 5pm	<ol style="list-style-type: none"> 1. Update from Cabinet Member for Education, Children & Young People's Services 2. Second Quarter Finance & Performance Monitoring Report (Richard Hartle) 3. YMT Collections Scrutiny Review Draft Final Report 4. Workplan
23 January 2013 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Leisure & Culture – Update on priorities and challenges 2. York Theatre Royal – Service Level Agreement Performance Bi-annual Update Report 3. Scoping Report for CEIG Scrutiny Review 4. Bi-annual progress report on Safeguarding & Looked After Children 5. Workplan
20 March 2013 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Leisure & Culture 2. York Museums Trust (YMT) – Partnership Delivery Plan Bi-annual Update Report & 3. Briefing on Collections Development Policy Principles

	<ol style="list-style-type: none"> 4. Third Quarter Finance & Performance Monitoring Report 5. Presentation on Parks - Recent Developments & Future Plans 6. Verbal Update from CEIAG Scrutiny Review Task Group 8. Workplan & New Scrutiny Topic - To investigate the impact of the removal of the Educational Maintenance Allowance (EMA) <i>submitted by Cllr Aspden</i>
<p>1 May 2013 @ 5pm</p>	<ol style="list-style-type: none"> 1. Revisions to York Museums Trust (YMT) Collections Development Policy 2. YMT Development Plan Update 3. Libraries Scrutiny Review - Draft Final Report 4. Draft Workplan for 2013/14: <ol style="list-style-type: none"> a) Discussion re Possible Topics for Review - Possible Topics: <ul style="list-style-type: none"> • Take up of School Dinners • Bio-diversity in Planting • Impact of the removal of the EMA (topic previously submitted by Cllr Aspden) b) Discussion re Possible Topics for Overview: <ul style="list-style-type: none"> • SEN Management in schools – forthcoming changes • Academies in Primary Schools • Services from Danesgate – becoming a maintained school

Learning & Culture Overview & Scrutiny Committee - Draft Work Plan for 2013-14

Meeting Dates	Work Programme
12 June 2013 @ 5pm	<ol style="list-style-type: none"> 1. Introductory Briefings on Proposed Scrutiny Topics for 2013/14 2. Workplan 2013/14
17 July 2013 @ 5pm	<ol style="list-style-type: none"> 1. York Museums Trust – Partnership Delivery Plan Bi-annual Update Report 2. Bi-annual progress report on Safeguarding & Looked After Children 3. Year End Finance & Performance Monitoring Report 4. Workplan
18 Sept 2013 @ 5pm	<ol style="list-style-type: none"> 1. York Theatre Royal – SLA Performance Bi-annual Update Report 2. First Quarter Finance & Performance Monitoring Report 3. Interim Report for Scrutiny Review No.1 4. Workplan inc. verbal update on other ongoing reviews
20 Nov 2013 @ 5pm	<ol style="list-style-type: none"> 1. Second Quarter Finance & Performance Monitoring Report (Richard Hartle) 2. Interim Report for Scrutiny Topic No.2 3. Workplan inc. verbal update on other ongoing reviews
22 January 2014 @ 5pm	<ol style="list-style-type: none"> 1. York Museums Trust – Partnership Delivery Plan Bi-annual Update Report 2. Bi-annual progress report on Safeguarding & Looked After Children 3. Draft Final Report for Scrutiny Review No.1 4. Workplan inc. verbal update on ongoing reviews
19 March 2014 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Education, Children & Young People's Services – Update on priorities and challenges for 2013/14 & Priorities for year ahead 2. York Theatre Royal – Service Level Agreement Performance Bi-annual Update Report 3. Third Quarter Finance & Performance Monitoring Report 4. Draft Final Report for Scrutiny Review No.2 5. Workplan inc. verbal update on ongoing reviews
30 April 2014 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Leisure & Culture – Update on priorities and challenges for 2013/14 & Priorities for year ahead 2. Draft Workplan for 2014/15 – Discussion re Possible Topics for Review in 2014/15 3. Workplan 2013/14

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