

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 13 MARCH 2012
 title: MANAGEMENT ARRANGEMENTS AT CLITHEROE CASTLE MUSEUM
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
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1 PURPOSE

1.1 To ask members to consider proposed changes to the operation of the museum.

1.2 **Relevance to the Council's priorities / ambitions:**

- **Council Ambitions** – to make people's lives safer and healthier and, more specifically, to increase access to cultural activities and improve outcomes for children and young people.

2 BACKGROUND

2.1 The Council has an agreement with Lancashire Museums Service (LMS) for the overall management of the complex, the details of which are set out in an operations agreement. LMS are paid a management fee for this service and, in addition, there is a profit share arrangement, based on income thresholds.

2.2 As part of initial budget reviews, a report was submitted to committee to explore possible efficiencies within management arrangements at the museum.

2.3 The requirement for savings was confirmed at a meeting of Policy & Finance Committee, where efficiency measures at the museum were factored into the package of savings needed to provide a balanced budget for 2012/13.

2.4 A range of meetings was held with LMS as a result to identify how savings could be achieved, and what effect they would have on the service.

3 CURRENT SITUATION

After a number of draft proposals, the current proposal by LMS is as follows:

- **Opening Hours** – a reduction of opening hours during the summer from 11am–5pm to 12noon–5pm, and a move from 7 days to 5 days opening during the winter (between November to February). This would achieve a saving of £7,790;
- **Budget Saving** – a reduction of operational costs to include training, display maintenance and marketing. This would achieve a saving of £6,300;
- **Income Generation** – identify new activities and events to generate additional income. This would achieve a saving of £2,500.

Actioning all these proposals would achieve a total saving of £16,590, which is in excess of £15,000 reported to Policy & Finance Committee as part of the savings package.

4 **ISSUES**

- 4.1 Overall, it is felt that the proposals should be welcomed, as they have taken a balanced approach across all budget heads and not just relied on reduced opening hours, which would have been the easiest option from an LMS point of view.
- 4.2 Having also spoken to the café operator, it is felt that they could also accommodate the new arrangements.

5 **RISK ASSESSMENT**

Approval of this report may have the following implications:

- **Resources** – the current management fee paid to LMS without any income share is £165,880. The savings that result from the proposals are:-

Reduced Opening Hours	£7,790
Budget Savings	£6,300
Increased Income	<u>£2,500</u>
	<u>£16,590</u>

This represents a slight increase on the £15,000 estimated savings discussed at Policy & Finance Committee.

- **Technical, Environmental and Legal** – The changes shall be incorporated into a variation to the original agreement, rather than producing a new one.
- **Political** – The report demonstrates the museum’s contribution to the Council’s overall budgetary target, and demonstrates the positive manner in which LMS have supported the Council in achieving its aim.
- **Reputation** – Although there are small reductions to opening hours, the report clearly demonstrates an ongoing commitment to frontline services.

6 **RECOMMENDED THAT COMMITTEE**

Notes the contents of the report, and endorses the proposed changes to arrangements at the museum.

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For further information, please contact Chris Hughes 01200 414479