

PART A

Report to: Overview and Scrutiny
Date of meeting: 21st January 2016
Report of: Heritage & Arts Manager/Museum Curator
Title: Watford Museum service and Heritage Lottery Fund project

1.0 SUMMARY

1.1 This report gives an overview of what will be covered in a more detail at the meeting as requested by the Overview and Scrutiny committee. It will cover the Watford Museum service, objectives, its performance and future plans. .

In addition, Members of the Overview and Scrutiny committee will be informed about the Watford Museum Heritage Lottery Fund project to transform the museum at its current High Street location, including proposals, costings and timescales.

1.2 It will help provide members of the Overview and Scrutiny committee with an understanding of the museum's function, collections and objectives, which fulfil council objectives and work within strict guidelines of Arts Council Museum Accreditation and Museums Association Code of Ethics.

1.3 In addition, we will include the museum's highly praised partnership working, events and activities programmes. These have been acknowledged by Share Eastern Museums Consortium, the Arts Council and the Heritage Lottery Fund as outstanding examples of creative working by a local authority museum.

2.0 RECOMMENDATIONS

2.1

To provide any comments that might help positively support the development of WBC's museum and heritage services.

Contact Officer:

For further information on this report please contact: *Sarah Priestley – Heritage & Arts Manager/Museum Curator*
telephone: 232297 email: *sarah.priestley@watford.gov.uk*

Report approved by: *Alan Gough, Head of Community and Customer Services*

3.0 DETAILED PROPOSAL

A tour of the museum and museum object handling session will be provided to the Committee prior to the committee. At the meeting Councillors will receive a presentation, detailed report and appendices.

4.0 IMPLICATIONS

4.1 Financial

4.1.1 Some provision has been made in the capital programme should the application to the Heritage Lottery Fund for phase 1 project development funding be successful.

4.2 Legal Issues (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that where procurement applies the council will follow the standard procurement rules and regulations.

4.3 Equalities

4.3.1 Watford Museum is committed to providing an accessible service; open to all sections of the community. This is demonstrated through the museum's extensive partnership working with the community and the HLF project which seeks to make the museum's collections, building and services far more accessible.

Potential Risk	Likelihood	Impact	Overall score
<i>Funding not being allocated</i>	2	4	8
<i>Uncovering of building/collections challenges during project.</i>	2	4	4
<i>Low visitor and usage figures</i>	1	4	4
<i>Lack of partnership working and community support</i>	1	4	4
<i>Health & Safety issues</i>	1	4	8
<i>Lack of council support</i>	1	4	4
<i>Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.</i>			

4.5 Staffing

4.5.1 Any additional resources required for the HLF project will be funded within the application costings.

4.6 Accommodation

4.6.1 Not applicable

4.7 Community Safety

4.7.1 Not applicable.

4.8 Sustainability

4.8.1 By applying our procurement policy sustainability issues are considered and included the evaluation. The HLF project specifically addresses the long term sustainability of museum services.

Appendices - See attached
Background Papers- See attached
File Reference – none