

## Record of officer decision

<b>Decision title:</b>	Opening Hours Hereford Museum and Art Gallery
<b>Date of decision:</b>	10 November 2017
<b>Decision maker:</b>	Assistant Director Communities
<b>Authority for delegated decision:</b>	<p>A directorate scheme of delegation as operational decision (Herefordshire Council Constitution, Section 7 point: 3.7.5 – Officer Function - <a href="#">link</a>).</p> <p>Such operational decisions will not be recorded unless they relate to:</p> <ul style="list-style-type: none"> <li>• The letting of contracts with a value (over the lifetime of the contract) of £50k or more</li> <li>• The disposal or purchase of land or assets with a value of £50k or more</li> <li>• The granting or revoking of a permission or license</li> <li>• A change to an individual's legal rights</li> <li>• A change to a service (eg opening hours, location or service level)</li> </ul>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Museum Service staff and volunteers
<b>Decision made:</b>	<p>To agree opening arrangements for the Hereford Museum and Art Gallery for:</p> <p>a) 13<sup>th</sup> November - 9<sup>th</sup> December 2017 open Tuesdays, Wednesdays and Thursdays 10am-4pm and Saturdays 10.30am-1pm</p> <p>b) Winter closed from 10<sup>th</sup> December 2017 – 5<sup>th</sup> February 2018</p> <p>c) Re-opening 6<sup>th</sup> February 2018 with opening hours for Tuesdays, Wednesdays and Thursdays 10am-4pm and Saturdays 10.30am-1pm</p>
<b>Reasons for decision:</b>	<p>The Museum Service is in the process of recruiting volunteers for the Museum and Art Gallery, and are gradually building up a number of core volunteers. Currently there are a number of people who have expressed an interest, and we intend to have a recruitment drive in January ready for re-opening in February.</p> <p>Savings to the service budget were agreed by cabinet on 10<sup>th</sup> March 2016 (<a href="#">link</a>) with a focus on staffing at the Black and White House which has an ability to raise income through charging.</p> <p>Opening arrangements for the Hereford Museum and Art Gallery have been uncertain in terms of timing to repair the roof with a requirement to close the museum and art gallery to reach the roof. Depending on tendering, this will be conducted in April and May 2018 as outlined in the cabinet member decision of October 2017 (<a href="#">link</a>).</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>Risks: current volunteers may not return, all volunteers have been contacted and have said they will be happy to return in February.</p> <p>Finance: the staffing of the Hereford Museum and Art Gallery has a reliance on volunteers due to staff savings as outlined in the cabinet report of 10<sup>th</sup> March 2016.</p> <p>There are no legal or equality considerations.</p>
<b>Details of any alternative options considered and rejected:</b>	<p>There are two alternative options:</p> <ol style="list-style-type: none"> <li>1. To close the museum and art gallery permanently. This is not recommended as volunteers have come forward to support the staffing recourse to retain opening.</li> <li>2. To reinvest in the staffing at the museum and art gallery to have longer opening hours. This is not recommended as this would require additional external finance – this may be the case in the future with the support of stakeholder and interest groups or for specific funded activities (e.g. Weeping Window due for March and April 2018 in Hereford).</li> </ol>

<b>Details of any declarations of interest made:</b>	n/a
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Signed..... Date: 10.11.17