

Record of officer decision

Decision title:	One off change to HARC Saturday opening hours in April 2020
Date of decision:	February 27 th 2020
Decision maker:	Museums Libraries & Archives Manager
Authority for delegated decision:	The Chief Executive's Scheme of Delegation
Ward:	Building based in Dinedor Hill but service accessed from across the county
Consultation:	Chair of The Friends of Herefordshire Archives has been consulted and is supportive
Decision made:	For April 2020, to move the one Saturday a month opening of HARC from 11 th April to 18 th April
Reasons for decision:	<p>The search room at Herefordshire Archive and Records Centre opens to the public on the second Saturday of each month. In April 2020 this would be on the 11th of the month which is Easter Saturday. Both the day before this (10th) and the following Monday (13th) are Bank Holidays and the building will be closed although the search room is closed to the public on a Monday anyway.</p> <p>Anecdotal evidence suggests that many researchers use the Saturday as a 'bonus' day and will use the search day over a two day period on a Friday and Saturday when it is open, hence the proposal to move the Saturday opening in April to the following weekend.</p> <p>The number of service users impacted by any change is likely to be low. The average number of users of the service on a Saturday per month since April 2019 has been 14. Many of these are regular Saturday users so they can be informed during the March Saturday opening session of the change for April.</p> <p>A decision now also allows time for wider publicity of the change via the website and social media channels.</p>
Highlight any associated risks/finance/legal/equality considerations:	None
Details of any alternative options considered and rejected:	Keeping the Saturday opening for April 2020 on the 11th. It is considered for the reasons given above that opening on the 18 th April instead would see a greater use of the search room facilities and would be a more efficient use of staff resource.
Details of any declarations of interest made:	None

Signed..... Date: