

Record of officer decision

Decision title:	To re-open the Black & White House Museum and Hereford Museum & Art Gallery
Date of decision:	18 August 2020
Decision maker:	Director for Economy & Place
Authority for delegated decision:	The Chief Executive's Scheme of Delegation dated 21 July 2020 Appendix 1 Economy & Place SA42 that the Director of Economy and Place may implement decisions relating to Museums as part of the Cultural and Leisure Service area
Ward:	Sites in Hereford but the service is countywide
Consultation:	The following have been consulted and are content for this decision to be taken : Health & Safety, Legal services, Finance, Property Services, Equalities, Information Governance, Cabinet Member for Commissioning, Procurement and Assets. Unison have also been consulted to ensure staff have safe working practices in place
Decision made:	<p>To re-open the two sites named above for public access.</p> <p>Hereford Museum & Art Gallery will re-open on Thursday 13th August. The opening times will be</p> <p>Tuesday 14:00 – 16:00 Wednesday 14:00 -16:00 Thursday 11.00 – 13:00 Friday 11:00 -13:00 Saturday 11:00-13:00</p> <p>The Black & White House Museum will re-open on Thursday 13th August. There will be a temporary set of opening hours for the first two weeks of operation to reflect the available staffing, to phase in re-opening to support staff and to support the operation of the service across the museum sites. The opening times for Thursday 13th – Sunday 16th will be</p> <p>Thursday 14:00-16:00 Friday 13:00 – 16:00 Saturday 13:00 – 16:00 Sunday 12:00 – 15:00</p> <p>In the week beginning Monday 17th August the opening times will be</p> <p>Tuesday 10:00 – 13:00 Wednesday 10:00 – 13:00 Thursday 13:00 – 16:00 Friday 13:00 – 16:00 Saturday 13:00 – 16:00 Sunday 12:00 – 15:00</p> <p>From the week beginning Monday 24th August the opening hours will settle into a regular pattern of</p>

	<p>Tuesday 10:00 – 12:00 and 13:00 – 16:00 Wednesday 10:00 – 12:00 and 13:00 – 16:00 Thursday 10:00 – 12:00 and 13:00 – 16:00 Friday 10:00 – 12:00 and 13:00 – 16:00 Saturday 10:00 – 12: 00 and 13:00 – 16:00 Sunday 13:00 – 16:00</p>
Reasons for decision:	<p>The two museum sites mentioned above have been closed since March 20th 2020 due to the COVID-19 outbreak. In line with government guidance, museums have been allowed to operate again from 4th July. Hereford Library, which shares the building with the Museum & Art Gallery, commenced a ‘click and collect’ library service from the front door of the building on 21st July. That service will continue in its current form but will be delivered from further inside the building to coincide with the museum reopening. This will enable both services to be accessible</p> <p>Herefordshire Library Service has worked with the relevant other Council Departments to ensure due process is followed to provide the service in a manner that is safe for staff and customers</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>A full COVID-19 secure risk assessment has been undertaken to ensure ways of working that will protect both staff and customers. This has been shared with and approved by both Herefordshire Council’s Health & Safety team and UNISON</p> <p>The service’s revenue budget includes costs for staff to provide the service. There will be a financial implication for the ongoing provision of PPE such as hand sanitizer. Re-opening the sites will, however, enable the resumption of income generation through admission charges, sales and donations. Based on the income figures for the same period last year, it is estimated that closure of the Black & White House Museum due to COVID-19 will have lead to a loss of income of approximately £14,000. For the remainder of the school summer holiday, there will be no admission charge for accompanied children to the Black & White House Museum in order to encourage visitors. In August 2018, 167 children visited the Black & White House Museum and the Museum income that month was £2,747. In August 2019, children were admitted free during August which led to an increase in children visiting (up to 288 from 167 the year before) but income also increased to £3,092</p> <p>In accordance with current UK Government guidance, updated on July 3rd, we may reintroduce the Museum service. In addition, legal guidance has been provided on the question of face coverings, based on the Statutory Instrument 2020 No.791 ‘The Health Protection (Coronavirus, wearing of face coverings in a relevant place) (England) Regulations 2020’. This came into force on 24th July 2020 and was updated on 31st July</p> <p>Advice has been sought on the equality issue regarding public access to the lift to reach the Museum on the first floor. Safe access to the lift has been ensured and has been included in the risk assessment to ensure compliance with the Equality Act 2010</p> <p>A ‘Test and Trace’ process to capture the relevant details of visitors to the museum sites has been developed and agreed with the guidance of the Information Governance Manager</p>
Details of any alternative options considered and rejected:	<p>The option not to reintroduce the service yet was considered. This was rejected as this element of the service can be reintroduced safely and is in line with national guidance</p>

Details of any declarations of interest made:	None
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Signed

Richard Ball
Director for Economy & Place

Date: 18 August 2020