

Record of officer decision

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| Decision title: | To reintroduce public access to the search facilities at Herefordshire Archive & Records Centre and to Herefordshire Council's museum sites |
| Date of decision: | 1 December 2020 |
| Decision maker: | Director for Economy & Place |
| Authority for delegated decision: | The Chief Executive's Scheme of Delegation – SA42 29 September 2020 |
| Ward: | The sites are in Dinedor and Central Wards but the service is countywide with visitors coming from across the UK and internationally |
| Consultation: | The following have been consulted and are content for this decision to be taken: Legal services, Finance, Cabinet Member for Commissioning, Procurement and Assets |
| Decision made: | To re-open HARC and Herefordshire Council's Museum sites to the public |
| Reasons for decision: | <p>HARC and the museum sites have been closed since 5 November 2020 in line with regulations enforcing the 2nd national lockdown in England.</p> <p>Under the government's new tiered system for managing Covid-19, coming into effect from 2 December 2020, Herefordshire has been placed in tier 2. The Department of Health and Social Care published guidance on 23 November 2020 outlining what activities are permissible in each tier. A link is below</p> <p>https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert</p> <p>These state 'businesses and venues can continue to operate, in a COVID-19 secure manner, other than those which remain closed by law', meaning HARC and the Museum sites can re-open.</p> <p>The sites covered by this decision have been signed off as COVID-19 secure for the service that they are delivering. The sites were operating according to those guidelines before this lockdown and will return to doing so from 2 December.</p> <p>Opening hours for each site for the coming weeks will be advertised accordingly.</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. Each staff team based in the building has been involved in developing the risk assessments for their areas. This has been shared with and approved by both Herefordshire Council's Health & Safety team and UNISON before the current lockdown and these processes will be adhered to after re-opening from 2 December onwards</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 sales and donations. Based on October's figures,</p> |

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| | this should enable the generation of around £1,900 per month at the Black & White House and around £150 per month at HARC. |
| Details of any alternative options considered and rejected: | 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 |
| Details of any declarations of interest made: | None |

Signed..... Date: 1 December 2020

Richard Ball
 Director for Economy & Place