

**NORTH LINCOLNSHIRE COUNCIL**

**ASSET MANAGEMENT, CULTURE AND  
HOUSING CABINET MEMBER**

**STRATEGIC BID POSTS – NORTH LINCOLNSHIRE MUSEUM SERVICE**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

1.1 To approve the establishment of two fixed term posts of Archives Project Assistant and Exhibition Research Assistant at North Lincolnshire Museum.

1.2 The key points of the report are as follows:

- The Arts Council England has awarded a grant of £1,000,000 for the 'Joining Up: The Humber and the First World War' project. This funding was awarded jointly to North Lincolnshire Museum Service, East Riding of Yorkshire Museums and Hull City Museums.
- The two posts proposed in this paper will deliver on key projects identified within the bid.
- The Arts Council England grant will pay for the two posts for twenty months, as well as equipment and other costs.

**2. BACKGROUND INFORMATION**

2.1 The Cabinet Member is aware that the Arts Council England has awarded a grant of £1,000,000 jointly to North Lincolnshire Museum Service, Hull City Museums and East Riding of Yorkshire Museums. In a paper approved by the Cabinet Member in April 2013, it was agreed to bring a report to establish the two posts funded by the grant.

2.2 The Arts Council England grant will fund exhibitions and events to commemorate the centenary of the outbreak of the First World War in 2014. It will also provide for the employment of a fixed term Exhibition Research Assistant. This post will do much of the research needed for the exhibitions held at Normanby Hall and the North Lincolnshire Museum.

2.3 We will use part of the funding to improve the Image Archive. The Image Archive currently contains 8,000 historic images from the Museum

collection. These are accessible via the North Lincolnshire Council website. We have a further 18,000 photographs in the collection, still to be put onto the system. The additional funding will allow us to upgrade the IT system and set up a volunteer project to put more photographs on to the new system. We propose employing a fixed term Archives Project Assistant to co-ordinate this project.

2.4 The Arts Council England funding will pay for all the costs of the two posts that are proposed in this paper.

### **3. OPTIONS FOR CONSIDERATION**

3.1 The option presented for consideration is to approve the establishment of two additional fixed term posts of Exhibition Research Assistant and Archives Project Assistant.

### **4. ANALYSIS OF OPTIONS**

4.1 The two posts that are proposed will provide the staff resources to enable the whole project to proceed. Without the posts we would not have the capacity to deliver the project.

4.2 The longer-term benefits include a new permanent gallery in Normanby Hall. This will achieve the first major improvement in the Hall since the introduction of the Costume Galleries in 1991.

4.3 The Image Archive project will enable us to make the entire photographic collection available on-line for the first time. This will not be possible without the appointment of the Archives Project Assistant.

### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 There are no additional financial implications. The Arts Council England grant will meet the full costs of the project, including the employment costs of the posts in question that amount to £43,844 per year, based upon salary mid-points and including on costs of 29.5% (£73,073 for the twenty month project period).

5.2 We have written job descriptions for the two posts. Human Resources evaluated both using the council's standard Job Evaluation process. Both posts were evaluated at grade 5. The posts will be fixed term for 20 months.

5.3 There are no other implications.

**6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

- 6.1 The funding will increase access to the collections that tell an important part of the heritage of North Lincolnshire. An increase in volunteering opportunities will benefit the individuals involved and the wider public.
- 6.2 The Integrated Impact Assessment did not identify any negative outcomes from this project.

**7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

- 7.1 There are no declared conflicts of interest.
- 7.2 The plans for the displays were developed in light of customer comments on the 2014 First World War commemorations.
- 7.3 The Trade Unions have received a copy of this report. Any comments will be fed back at the briefing.

**8. RECOMMENDATIONS**

- 8.1 To approve the establishment of two fixed term posts of Exhibition Research Assistant and Archive Projects Assistant.
- 8.2 To begin the recruitment process to fill the two posts.

DIRECTOR OF PLACES

Civic Centre  
Ashby Road  
SCUNTHORPE  
North Lincolnshire  
DN16 1AB  
Author: Susan Hopkinson  
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**Background Papers used in the preparation of this report: None**