



Lichfield City Council

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Town Clerk: Anthony Briggs B.A (Hons), CiLCA

19 April 2022

To: Members of the Johnson Birthplace Advisory Committee

Councillors Mrs G Boyle (Chairman) and J Anketell, D Dundas, Mrs J Eagland, T Matthews, C Rapley, C Spruce and R Yardley

Representative of Johnson Society

Mr P Jones and Mr J Winterton

Honorary Members

Mr Robert Awty and Mr Antony Thompson

Also to:

Museums and Heritage Officer (Joanne Wilson), Museum Support Officer (Penny Taylor)

Dear Committee Member

Johnson Birthplace Advisory Committee (JBAC)

You are invited to attend a meeting of the Johnson Birthplace Advisory Committee to be held in via Zoom at **10.30am** on **Tuesday 26 April 2022** at which the following business will be transacted. Any member unable to attend should forward their apologies to the Town Clerk.

A link enabling members to join the meeting will be circulated separately and is also available to the public by email to the Town Clerk (tony.briggs@lichfield.gov.uk).

Yours sincerely

Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

3 MINUTES

To confirm as a correct record the Minutes of the Meeting held on 2 November 2021 (**copy attached**). [Minutes adopted by the City Council on 6 December 2021].

4 MATTERS ARISING FROM JBAC MINUTES

5 FORWARD PLAN: AIMS AND OBJECTIVES 2022-2025

To consider the updated Forward Plan Aims and Objectives 2022-2025 (**APPENDIX 1** attached). This has been updated from the full Forward Plan 2021-2024 and contains only details of the key strategic aims for the Museum during the period.

RECOMMENDED: That the updated Forward Plan Aims and Objectives 2022-2025 be adopted.

6 SJBM VOLUNTEER AGREEMENT AND POLICY

To consider the updated Volunteer Policy and Agreement for the Museum (**APPENDIX 2** attached)

RECOMMENDED: That the updated Volunteer Policy and Volunteer Agreement be adopted.

7 DEVELOPMENT PROJECT – UPDATE ON MARKET STREET DISABLED ACCESS

To consider the report at **APPENDIX 3** (attached).

RECOMMENDED: That the report be noted. The views of the committee are sought.

8 DEVELOPMENT PROJECT – 2021/22 UPDATE & PROPOSED WORK IN 2022/23

To consider the report at **APPENDIX 4** (attached). Members are asked to note that at its meeting of 20 April 2022, the City Council will be asked to give delegated authority to JBAC to allow 2022/23 proposals to be amended in light of emerging decisions and advice.

RECOMMENDED: That the report be noted, and subject to Council authority to do so, the suggested revised 2022/23 proposed works be adopted.

9 EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

10 RESPONSES TO EXTERIOR REDECORATION AND REPAIR TENDER

To consider the Town Clerk's report at **APPENDIX 5** (attached for Members).

RECOMMENDED: That the submissions be considered and a preferred contractor selected.

11 DATE AND TIME OF NEXT MEETING

In the Calendar of Meetings as 10.30am on Tuesday 1 November 2022. Following adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called if appropriate.

ANY OTHER URGENT OR NECESSARY BUSINESS AT THE DISCRETION OF THE CHAIRMAN.

* * *

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held via 'Zoom' at 14.00 pm on Tuesday 02 November 2021

PRESENT:

Representing Lichfield City Council:

Councillor Mrs G Boyle (Chair), and Councillors J Anketell, J Eagland, C Rapley, C Spruce, T Matthews and R Yardley

In Attendance:

Joanne Wilson (Museums & Heritage Officer)
Penny Taylor (Museum Support Officer)
Mr Tony Thompson (Honorary Member)
Mr P Jones & Mr J Winterton (Johnson Society representatives)

Apologies:

Councillor C Spruce, R Awty & Mr A Briggs

1 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2 MINUTES

RESOLVED: That the Minutes of the Meeting held on 27 April 2021 be confirmed as a correct record. [Minutes adopted by Council on 14 June 2021.]

3 MATTERS ARISING FROM JBAC MINUTES

None.

4 ANNUAL REVIEW

Members considered the Visitor Numbers 2020/2021 Annual Report, which shows that although visitor numbers dropped through the pandemic, those who visited were generous with donations and purchases. Early indications from the 2021/22 period showed positive signs of recovery. Cllr J Anketell expressed that the report was encouraging, and Cllr G Boyle stated that it shows that the Museum continues to attract public interest.

T Thompson experienced technical difficulties and submitted a question following the meeting, to ask when visitor numbers might be anticipated to return to normal levels. The Museums & Heritage Officer (MHO) responded that the summer 2021 figures corresponded with the national picture for visitor attraction attendance and, further restrictions permitting, it is possible that summer 2022 might see significant recovery in the sector.

RESOLVED: That the report be noted.

5 DR JOHNSON'S BIRTHPLACE TRUST BANK ACCOUNT

The committee considered the request to withdraw funds from the Dr Johnson Birthplace Trust Account to upgrade the UV window film throughout the house and install blackout blinds in the Hay Hunter Library and London Life Room.

RESOLVED: That the purchase and installation of UV film (£1,846) and selected blinds (£1,112) at a total of £2,958 from the Dr Johnson Birthplace Trust Bank Account be approved.

6 DEVELOPMENT PROJECT – UPDATE AND PROPOSALS FOR 2022/23

An update on the current phase of development was received. Although the planning application for the accessible toilet had been delayed, the rewiring had been completed and was on budget.

The Committee discussed the plans to continue the first phase of development with the redisplay of the Ground Floor Parlour and installation of Market Street Steps in readiness for the installation of the platform lift (subject to planning outcomes). The estimated cost of the second stage is £75,068.48.

Cllr J Anketell asked for clarification about ground floor access behind the staircase and the MHO explained that this had been resolved by making the protruding step removable. J Winterton asked if there were additional designs for the Parlour, and the MHO explained that detailed designs would be produced once the due process for selecting the contractor had been completed. The committee also considered the proposal to include external redecoration in 'Stage 3' of the redevelopment. T Thompson asked when the building was last redecorated, and the MHO confirmed that this was in 2009 as part of the tricentennial celebrations. T Thompson experienced technical difficulties and submitted a further comment following the meeting, urging that external sources of funding continued to be sought for future phases.

RESOLVED:

- 1. That the report be noted.***
- 2. That detailed costings for the external repair and redecoration be obtained and reported to a future meeting of the JBAC to enable consideration of inclusion within 'Stage 3' of the redevelopment***

RECOMMENDATION TO COUNCIL: *That the estimated 2022/23 element of phase 1 costs (£75,068.48) be included in the draft Repairs and Renewals programme to be considered by Council at its January 2022 meeting, and that favourable consideration be given to that item when discussed*

7 DATE AND TIME OF NEXT MEETING

10.30am on Tuesday 26 April 2022. Following adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 14:20pm**

JBAC: 26 APRIL 2022 APPENDIX 1

The Samuel Johnson Birthplace Museum

Key Strategic Aims and Current Objectives 2022 – 2025

The full SJBM Forward Plan is updated every three years and details the current situation of SJBM, reviews the previous plan and states the aims and objectives for SJBM over the coming period, drawing on consultation with users. The next full update is due in March 2024. The aims and objectives are updated annually and presented to the Johnson Birthplace Advisory Committee.

The tables below outline the four Strategic Aims, and the Current Objectives and performance indicators to meet these aims. Please see the full 2021-2024 Forward Plan document for details of the accompanying resource plan.

1. Operate to a high professional standard, making the best use of available resources

| <i>Objective</i> | <i>How to be achieved</i> | <i>When will be achieved</i> | <i>Performance indicator</i> |
|---|---|---|---|
| 5.1a To maintain Accredited status | Maintain and update policy and procedures Prepare and submit return Arts Council England Accreditation application | Annually in November Invitation to re-apply due, date TBA | Updated Policy documents Accreditation Award Certificate |
| 5.1b To maximise available income streams | Remove poor-selling lines and introduce new products: Target increase of 10% per year for total spend per head. Increase group and education bookings income by 10% per year (see also 5.2c and 5.2d) Introduce new donation boxes and improved online donation options, Target of 50p average donation per head by March 2024. Regular programme of a least six special events per year planned. Launch online shop and specialist second-hand book online sales. Improved facilities for Private Hire (e.g. toilet, meeting space) Increased audience for Bookshop with provision of disabled access and related adaptations of Bookshop area | Annual report to BAC (Nov) Annual figures reported at Autumn BAC Annual report to BAC (Nov) Season ahead launched June & November Strategy by Dec 2022, shop launch in 2023 Toilet by September 2022; Funding plan for Birth Room facilities by March 2023 Summer 2023 (dependant on planning progress) | Sales records Group visit records Donations records Admissions records Report, Transactions records New facilities, funding plan available New access, visitor number records |
| 5.1c To maximise staff and volunteer development | Establish a regular joint meeting of staff and volunteers (to be held in March & September) for updates and feedback Annual training event (e.g. expert speaker, outing to relevant sites and collections) available to staff and volunteers Review individual training needs of staff members in annual personal reviews | First event in September 2022 First event in March 2023 Annually, March | Minutes from meetings Event scheduled, officer report Training Log |

| | | | |
|--|--|---|-----------------------------|
| 5.1d. To maximise volunteer input | Creating short-term volunteer roles and projects aimed at engaging college students and young people, including remote volunteering opportunities. | Annually before September term starting | New role outlines available |
| | Establish additional volunteering opportunities in Donegal House store area | March 2023 | New volunteers recruited |
| | Accessible volunteering opportunities in ground-floor displays introduced | September 2024 (dependant in planning progress) | New volunteers recruited |

2. Build and diversify our audiences, responding to user consultation

| Objective | How to be achieved | Achieve by | Performance indicator |
|---|---|---|---|
| 5.2a. To increase the number of visitors from our local community <i>See also 5.1d re: volunteer input and 5.3 re: accessibility</i> | <p>Special events organised to appeal to range of visitors and encourage return visits, including free of charge events/activities.</p> <p>Assess and plan improvements to exterior appearance of the Museum</p> <p>Promote the use of bookshop as a local resource through offers, sales and street presence.</p> <p>Regular presence on Lichfield Market Square to promote the Museum</p> <p>Engage with local partnerships, events and groups</p> <p>Redevelopment of the Museum and displays to include diverse stories and elements of local history</p> | <p>Seasons prepared by June & November</p> <p>September 2022</p> <p>Sale in Summer and winter seasons</p> <p>Annual stalls (July and September)</p> <p>Ongoing, events planned with Lichfield Arts Oct 2022</p> <p>First new displays by September 2022</p> | <p>Events publicity; visitor data.</p> <p>Report presented</p> <p>Sales records</p> <p>Outreach number records</p> <p>Visitor numbers; Officer report</p> <p>New displays, visitor data</p> |
| 5.2b. To monitor users and consult non-users | <p>Introduce additional options for completion of the SJBM visitor exit survey (e.g. online, easy access QR codes)</p> <p>Conduct street surveys with local people to gather data from non-users</p> | <p>September 2023</p> <p>March 2023, then twice yearly</p> | <p>New platform available; Visitor data</p> <p>Visitor data</p> |
| 5.2c. To increase the number of education visits and partnerships <i>See also 5.1d. re: student volunteering and 5.3d re: higher education partners</i> | <p>Annual update to database of school contacts and periodic promotion to schools by email and post</p> <p>Train additional Museum Attendant staff members and volunteers in delivery of education programme</p> <p>Update Primary school visit to reflect changes to Bookbinding workroom.</p> <p>Recruit a consultant to review schools offering and devise a planned programme for extending to Key Stage 3 & 4.</p> | <p>Database updated in August. Mailouts in September, January and May</p> <p>Summer 2022</p> <p>September 2022</p> <p>March 2024</p> | <p>School visit booking records</p> <p>Trained staff; Officer report</p> <p>Revised visit available</p> <p>Report presented</p> |
| 5.2d. To increase the number of group visit bookings | <p>Introduce 'pop-up' tours aimed at daytime coach group visitors</p> <p>Annual update to groups database and mailout</p> <p>Work with other local attractions to promote group visits as a member of LDC's Group Tourism Partnership</p> <p>Train additional Museum Attendant staff members and volunteers in delivery of tours and talks.</p> | <p>Summer 2023</p> <p>Database updated in August. Mailouts in September, January and May</p> <p>Ongoing; Bi-monthly meetings</p> <p>March 2023</p> | <p>Group visit records</p> <p>Group visit records</p> <p>Minutes; Officer report</p> <p>Trained staff; Officer report</p> |

3. Increase access to the Museum and collections

| <i>Objective</i> | <i>How to be achieved</i> | <i>Achieve by</i> | <i>Performance indicator</i> |
|---|--|---|---------------------------------------|
| 5.3a. To seek alternative solutions to the physical limitations of our Grade I listed building | Create wheelchair access into Bookshop by street level lift, throughout ground floor and to accessible toilet, subject to planning approval | Summer 2024 (dependant on planning applications) | New facilities; report to JBAC |
| | Establish digital access to upper floors at ground level | Summer 2024 | New facilities; report to JBAC |
| | Seek expert advice and consultation with users at all stages of development | Ongoing | Report from consultation |
| | Investigation options for remote online access to in-house events | Report by summer 2024 | Report to JBAC |
| 5.3b. To improve awareness of, and access to, all parts of the collection | Regular programme of small display-case displays highlighting stored collection | Published programme launched June & November | Events publicity |
| | Maintain SJBM blog with monthly collection-based posts | Monthly, published on or before the 15 th | Online visitor data |
| | Digital access to collections relating to Michael Johnson within Workroom development | September 2022 | New display available |
| | Implement actionable items from 2020 Neurodiverse Visitors audit and update SJBM Access Plan to include future actions. | Initial items by September 2022, others incorporated into long-term develop plans | Noted in Officer report |
| 5.3c. To update interpretation and displays <i>See also Section 3 (page 4) for further details on Development plans for displays.</i> | Production of an SJBM Interpretation Plan | March 2023 | Plan available |
| | Redisplay of Michael Johnson's workroom to become a hands-on accessible space covering history of family business, book trade and binding. | September 2022 | New displays installed |
| | Relocation of Introductory AV area to Parlour and associated re-display | March 2024, dependent on planning applications | New displays installed |
| | Re-organisation of current displays to incorporate items removed from Michael Johnson's workroom and Parlour. | September 2022 | New displays installed |
| | In-house update to Kitchen display to introduce low-tech interactives for trial and monitoring ahead of full redisplay. | September 2022 | New displays installed |
| 5.3d. To improve facilities for researchers and publicise provision more widely | Refurbish Wood Library, incorporating the Blum Study area. | March 2025 | Improved facilities |
| | Raise academic profile of Museum, through links with higher education partners, including continued support of Keele Collaborative Doctoral Award. | Current Keele CDA to end 2023 | Events held; research visitor records |
| | Establish regular volunteer-led open library sessions and publicise with local interest groups. | March 2024 | Research visitor records |

4. Care for the Museum building and collection

| <i>Objective</i> | <i>How to be achieved</i> | <i>Achieve by</i> | <i>Performance indicator</i> |
|--|--|--|--|
| 5.3a. To improve the storage and care of the collection | <p>Complete planned programme identified in updated SJBM Collection Care Plan</p> <p>Re-organisation of book storage to facilitate Blum Library move</p> <p>Undertake annual Collection Clean</p> | <p>Ongoing; rolling schedule</p> <p>Plan March 2023; move March 2024</p> <p>Underway, to finish summer 2022 and annually</p> | <p>Noted in Officer report</p> <p>Noted in Officer report</p> <p>Noted in Officer report</p> |
| 5.3b. To improve the documentation of the collection | <p>Undertake programme identified in the SJBM Documentation Plan</p> <p>Programme of photography and scanning of collection established, with eventual target to have a photograph to accompany every non-library record.</p> | <p>Ongoing; rolling schedule</p> <p>Workspace set up by September 2022</p> | <p>Report to JBAC</p> <p>Number of improved records reported</p> |
| 5.3c. To ensure the ongoing protection of the collection against disaster and damage | <p>Update SJBM Emergency Plan</p> <p>Ensure that all staff are trained in the Museum Emergency plan procedure</p> <p><i>See also Section 3 (page 4) for further details on improving display conditions</i></p> | <p>July 2022</p> <p>September 2022, and annually</p> <p>Ongoing; rolling schedule</p> | <p>Updated plan available</p> <p>Noted in Officer report</p> <p>Report available</p> |
| 5.3d. To ensure the continual maintenance and sustainability of the Birthplace building | <p>Conduct regular building checks and resolve or report issues promptly</p> <p>All supplies sourced with consideration to sustainability</p> <p>Ensure Quinquennial inspection of the Birthplace carried out and any recommended works to be scheduled.</p> | <p>Weekly building check undertaken</p> <p>Ongoing</p> <p>Next inspection due 2023</p> | <p>Inspection Log; Officer report</p> <p>Officer report</p> <p>Noted in Officer reports</p> |

JBAC: 26 APRIL 2022 APPENDIX 2

The Samuel Johnson Birthplace Museum Volunteer Agreement

The Samuel Johnson Birthplace Museum (SJBH) recognises and encourages the valuable contribution made by volunteers.

This Volunteer Agreement describes the arrangement between you and the museum. We appreciate you contributing your time and skills to us, and we will do the best we can to make your volunteer experience with us enjoyable and rewarding.

We will provide you with:

- ★ A welcoming and inspiring environment in which to volunteer
- ★ A full induction to the museum and your role
- ★ The opportunity to ask for help whenever you need it
- ★ Appropriate and clear training before starting any new task or role
- ★ The chance to gain new skills and experiences, and use your existing ones
- ★ Regular opportunities to be given feedback and to give us feedback
- ★ Fair, equal and respectful treatment as a valued member of the Museum team
- ★ An environment that is safe and protects you from injury
- ★ Reimbursement for your parking or public transport costs and any agreed out-of-pocket expenses.

We expect you as a volunteer to:

- ★ Carry out your role to the best of your ability
- ★ Conduct yourself in a friendly and professional manner
- ★ Follow the training given to you and the relevant policies of the Museum (for example Health and Safety or Safeguarding)
- ★ Be realistic about the amount of time and commitment that you can give to the Museum, do your best to come in as arranged, and give us reasonable notice if you are unavailable for your volunteering session
- ★ Keep Museum staff members informed of any problems encountered during your time with us, and ask for help whenever you need it.

The Museum is an inclusive environment, and we expect volunteers to treat each other, staff and visitors fairly and with respect regardless of age, sex, gender identity or reassignment, disability, sexual orientation, parental or marital status, religion or race.

This agreement is a statement of values, not intended to be a legally binding contract or a contract of employment between us and can be cancelled at any time by the museum or volunteer.

Date of next review: April 2025

THE SAMUEL JOHNSON BIRTHPLACE MUSEUM VOLUNTEER POLICY

Purpose of this document

This document sets out the Samuel Johnson Birthplace Museum (SJBm) policy on involving volunteers in the work of the Museum. SJBm recognises the valuable contribution made by volunteers and this policy exists to ensure quality of care for volunteer staff including safety, support and appropriate training. The policy also details the role of volunteers, how volunteers are recruited and supervised on a day-to-day basis. All members of staff and volunteers should be made aware of the contents of this document.

Introduction to the Museum

The founding principle of the Samuel Johnson Birthplace Museum was to: *"... remain in perpetuity as a memorial to the life, work and personality of Samuel Johnson, his Lichfield connections and his friends and contemporaries."* The current service objectives of Lichfield City Council (LCC) expand this intention to include users and development: *"...to stimulate wider interest in and understanding of the life and achievements of Samuel Johnson. To safeguard the future and development of the museum and its collection to enable access by all."*

The Museum is housed in the Birthplace of Dr Johnson, a Grade I listed building in the centre of Lichfield. SJBm is owned and operated by LCC as sole trustee of the Dr Johnson's Birthplace Trust. The building was donated to the city in 1900 by local civic dignitary John Gilbert and it has been open as a Museum since 1901. Today, the Museum is open all year, every day and admission is free. A second-hand bookshop and Museum souvenir shop is situated on the ground floor. SJBm is staffed by one full time member of staff, the Museums and Heritage Officer (MHO); part-time Museum Support Officer (MSO); four part-time Museum Attendants at front of house and one part-time agency cleaner. SJBm welcomes up to 22,000 visitors a year.

The Role of Volunteers

Museum projects and roles are advertised or allocated to individual volunteers by the MHO or MSO dependent on the individual volunteer's skills, experience and expectations, and the present needs of the Museum. Roles usually fall into the following categories: collection documentation, collection care, research, marketing, user consultation, family and children's activities and events. The role of volunteers should be to assist the work of the MHO, MSO and Museum Attendants, never to substitute for them. Volunteers enrich the offer of the Museum in ways which would not be possible without their input.

Volunteer Agreement

The SJBm Volunteer Agreement compliments this policy, stating the expectations that volunteers may have of SJBm, and what SJBm expects of volunteers during their time at the Museum. The Agreement is not signed or contractual, and nothing is intended to create the relationship of an employer and employee. Both the museum and the volunteer are free to terminate the arrangement at any time.

Recruitment Process

Volunteers are recruited at SJBm to undertake specific roles and projects that are suited to the individual volunteer's skills, experience and development needs. SJBm may advertise for a volunteer with specific skills and experience for a particular project. Such advertising would be

placed with the local Support Staffordshire volunteering service, on posters in the building, on the Museum's website and, if appropriate, in the local newspapers. The majority of volunteers approach the Museum individually. In such cases, prospective volunteers are asked to complete a 'volunteer interest' form and invited to an informal interview with the MHO or MSO, provided the following has been considered: that there is suitable time slot available when they can be regularly supervised; that there is a specific project that will be appropriate to their skills and experience. Prospective volunteers are also made aware that SJBM is a Grade I listed townhouse and as such has many unavoidable steps, including a flight of five steps up to the ground-floor entrance. Once a mutually acceptable project and time of attendance can be identified, volunteers are asked to complete a record form with their contact details and emergency contact information. In most cases, volunteers will be allocated a short project in the first instance and progress reviewed with the MHO or MSO, who can then offer further projects or a regular role to the volunteer should they wish to continue.

Training

Induction training is given by the MHO or MSO on the first session at the Museum, including a tour of the building and a checklist of general introductory information. This includes the fire procedure and basic health and safety. The induction training also includes information specific to the allocated role of the volunteer (e.g. how to use the 'modes' database, how to handle objects). Volunteers will be fully trained before undertaking any new tasks, and are encouraged to speak to the MHO or MSO if they wish to undertake any further in-house training. Volunteers are made aware of any training opportunities available through the local Museums and tourism networks, and encouraged to take advantage of available courses.

Attendance

Volunteer attendance and duration is agreed with the MHO or MSO on a case-by-case basis but a specific time of attendance is always identified. This could range from as little as a couple of hours a month or a full-time placement of several weeks. Volunteers whose allocated times fall outside of the SJBM public opening hours (10.30am – 4.30pm March – Oct, 11am – 3.30pm Nov-Feb) may occasionally be required to alter their volunteering hours if the MHO or MSO are not on site to open and close the Museum, but in such cases volunteers will be given ample notice.

Expenses

SJBM covers public transport and car parking costs of volunteers attending the Museum for their allocated sessions (no parking for staff or volunteers is available on site). Tea and coffee are provided for volunteers. All materials for projects are provided, and any out-of-pocket costs covered.

Supervision, support and problem solving

All volunteers report to the MHO or MSO. Reporting is dependent on volunteering role (MHO for collection-based projects, MSO for events-based projects) and this will be made clear to volunteers at induction. When they are not present on site, they will ensure that volunteers have ongoing projects or ample tasks made available. The Museum Attendants are the official point of contact in their absence and are responsible for the evacuation of the building in an emergency. Volunteers have regular contact with the MHO & MSO and are encouraged to raise any problems or questions as soon as they arise. The MHO & MSO regularly ensure that volunteers feel satisfied and comfortable with their current projects, progress and role. In the event that a volunteer does not feel able to speak to the MHO & MSO about a particular issue, they would be encouraged to speak to the MHO's line manager, the Town Clerk at Lichfield City Council.

DBS checking

Volunteers may be subject to a Disclosure and Barring Service check, only where they have been recruited to work specifically in a role that would be classed as a regulated activity. This will be made clear in any advertising and/or as soon as a potential volunteer contacts SJBM. SJBM would cover all costs of such a check. The MHO has responsibility for organising DBS checks.

Insurance

All volunteers at SJBM are covered by Lichfield City Council's Employer's Liability Insurance Policy (annually renewable with Zurich PLC).

Confidentiality

SJBM adheres to the Data Protection Act 2018. Personal information will be kept only during the course of active volunteering, and provided emergency contact information only used in case of emergency.

Health and Safety

As part of induction training, all volunteers are trained in the SJBM evacuation procedure. Appropriate equipment is provided for any tasks undertaken by volunteers and any necessary training in use provided. Volunteers are responsible for using the provided equipment and training during their work. Any concerns should be immediately raised with the MHO.

CCTV

Volunteers are made aware that the Museum is subject to constant CCTV recording and monitoring, including the Wood Library where the usual volunteer workstation is situated. The purpose of the monitoring is for the security of the collection, staff and volunteers and the public, and SJBM is subject to guidelines for the appropriate use of this equipment as defined by Lichfield City Council's CCTV policy.

Equal opportunities

As part of Lichfield City Council, SJBM follows the LCC equal opportunities policy statement and is committed to ensuring that volunteering at the Museum is open to all. SJBM expects volunteers to share these aims and support diversity and equality in the Museum.

Date of next review: April 2025

JBAC: 26 APRIL 2022 APPENDIX 3

DEVELOPMENT PROJECT – UPDATE ON MARKET STREET DISABLED ACCESS PROPOSALS

The planning application for the proposed scheme for disabled access into the Birthplace building from Market Street was submitted in August 2021. In November 2021 feedback was received via Brownhill Hayward Brown Architects (BHB) that the proposals had not been supported by Staffordshire County Council's (SCC) Highways department due to legal advice received. To reduce the delay to other elements of the project, the planning application was amended to remove the Market Street proposals in the hope that further discussions between BHB and SCC Highways could result in an adjusted design which would receive support.

BHB put forward an amended proposal to SCC Highways in March 2022, reducing the footprint of the steps and the area which the disappearing platform lift would occupy, making reference to the footprint of the existing furniture and the areas in use by neighbouring business.

The response from SCC to the updated proposal, reported by BHB to LCC Officers, is that SCC would still refuse, regardless of what the design is or how little space the lift itself takes up. The reported issue is that anything built there would be on Highways land, and no permanent building into the highway would be approved at all. It is understood that similar applications made by banks in the area have been refused for the same reason.

According to SCC's records, the steps and tourist board are there "illegally" and, while action to remove them will not be taken, they can't be used as a precedent. However, LCC records include correspondence from SCC and Highways England from 1992 which indicate that due process to obtain permissions to use the land for the building of the steps was indeed followed. This information has been supplied to BHB.

BHB report that SCC Officers have been proactive and appreciate the efforts made to make the design as unobstructive as possible, but as it is a legal and boundary issue SCC can only defer to their solicitor's advice. This issue was not highlighted during the pre-application phase.

BHB are continuing discussions using the planning documentation from 1992 which has been provided, however it seems increasingly unlikely that building on Market Street will be possible without considering a legal challenge.

At the JBAC meeting of February 2020, the committee considered proposals for disabled access via the Breadmarket Street entrance, using the land within the Museum's alcove. Concerns were raised about this scheme including the proximity to roadside; practical issues regarding available internal space in the Bookshop, the limited space available to wheelchair users which this option could create, visual impact on the iconic façade of the building, and impact on earlier (though not original) material compared to the impact of replacing the Market Street steps. These reasons led to the re-assertion of Market Street with a reduced footprint as a preferred option.

A visual of the Breadmarket Street proposal is included for reference (**Fig. 1, below**) and the view of the committee on the best way to proceed is sought.



Fig. 1: 2019 proposals for access via Breadmarket Street

* *

JBAC: 26 APRIL 2022 APPENDIX 4

DEVELOPMENT PROJECT – 2021/22 UPDATE AND PROPOSED WORK IN 2022/23

Update on Progress since November 2021

Several factors have affected recent progress on the Development works:

- Proposals for disabled access on Market Street were rejected by Staffordshire County Council Highways in November 2021. Discussions continue between BHB Architects and SCC (as outlined in Item 7 of the current agenda)
- The associated delay in obtaining planning permission for the remaining elements of the original application (granted on 20 December 2021) affected the timeline for the construction of the toilet pod in the yard and associated works. A drainage survey was undertaken in March 2022, but no start date for the works has yet been indicated.
- The delay in building the toilet pod has subsequently impacted the installation of the Workroom display. The display is currently being constructed off site, and installation can take place as soon as the yard works are completed.

Work completed in 21/22 included:

- rewiring of the Birthplace building
- development, sourcing and beginning of fabrication of the Workroom Display and associated consultation work
- bookbinding model making
- video and text content
- consultation with a disabled access expert
- asbestos testing and containment work
- associated architect and planning fees.

A total of **£28,281.29** was spent from the 2021/22 capital allocation.

An additional £5,000 was spent from the allocated CIL funding for the Michael Johnson workroom displays; the sum allocated is £15,000.

Phase 1 Budget/Spend Overview

Original budget approved by LCC for phase 1 work (to include Workroom display) £75,000

CIL contribution (to fund Workroom display) £15,000

Total **£90,000**

Total spend in year 1 (inc CIL) **£33,000**

The revised budget for the completion of phase one works is as follows:

| | |
|---------------------------------|-------------|
| Toilet pod and associated works | £13,900.00* |
| Workroom Displays and reglazing | £11,500 |
| Yard Displays | £2,500 |
| Total £27,900** | |

**Budget figure provided in 2020. Following a site meeting on 13 April 2022, it is anticipated that this figure could be considerably increased, though formal quotes are awaited. A further JBAC meeting may be necessary when the position becomes clearer.*

This work will be progressed alongside the separate phase two work which is detailed below.

Phase 2 – 2022/23

At its meeting of 2 November 2021, this committee recommended to council that £75,000 was made available from LCC's capital reserve to undertake the second phase of the three-year ground floor Birthplace Museum Development project costs in 2022/23. The recommendation was adopted by Council and forms part of the 2022/23 Repairs and Renewals programme as approved by Council at its January meeting.

At the same meeting, the exterior repainting and minor repair works to the Museum building as recommended by the Architect's quinquennial report were discussed, and detailed costs were requested with a view to the possibility of including these costs in the proposals for 2023/24 (these costs are presented in detail for members at item 10).

Due to unexpected delays and occurrences in the project, and the subsequent change in the priority of some building care issues, a revised scheme for 22/23 is outlined below.

Proposal for revised scheme in 2022/23

The anticipated work to be covered by the £75,000 available funding in 2022/23 comprised new displays in the Ground Floor Parlour room and new external steps on the Market St elevation, in readiness for the installation of a platform lift enabling disabled access to the Museum in the final phase of the project.

Given that SCC Highways objections to access on Market Street are yet to be resolved, it is anticipated that it is unlikely that it will be possible to build the steps before Spring 2023. Until (and indeed if) a way forward is agreed, there is also a possibility that the use and layout of the Bookshop and Parlour displays on the ground floor would need to be revisited.

Alongside the redisplay of the Parlour, the refitting of the Wood Library to create a Blum Library research space was planned for 22/23, using Birthplace Trust funding. The delayed progress on phase 1 of the development and the physical relationship between the library move and Parlour has also impacted progress on this work.

In addition to the delays outlined above, unexpected occurrences have changed the urgency of some building-care issues:

- An area of render on the exterior corner of the building fell in December 2021.
- Asbestos was identified during the rewiring work undertaken in October 2021. The asbestos insulation board (AIB) located in the kitchen display ceiling passed an air test and was contained effectively at the time to enable the electricians to continue. However, the containment is considered a short-term solution and the electricians were not able to rewire the Bookshop area and some remaining parts of the basement due to the presence of the AIB.
- A recent maintenance inspection raised concerns over the age and the position of the smoke detector heads in the Museum fire alarm system, which do not meet BS 5839 fire safety regulations.

Given the delays and these new causes of concern, a focus in 22/23 on completing phase one of the project *and* using available phase two funding to undertake necessary building repair and care, while continuing to work on a solution for the accessible entrance, could present a way forward for the coming period. If the issues with permission regarding

disabled access are resolved, a revised timetable and funding plan for the development project can be established.

At its meeting of 20 April 2022 the City Council is asked to consider a report requesting delegated authority be given to JBAC to allow it to reprofile the 2022/23 elements of the Birthplace redevelopment programme *within the existing budget of £75,000* (plus the carryover from 2021/22).

Pending the outcome of deliberations at Council, a suggested revision is set out below for the consideration of JBAC in readiness for implementation during the remainder of 2022/23 and without further recourse to council.

Members particular attention is drawn to the external redecoration and repair item listed below, which is discussed further within the confidential report at Appendix 5, and for which delegated authority has also been requested to allow JBAC to move this matter forward if it wishes to do so.

Costs of proposed works in 2022/23

Approximate budget for proposed 22/23 building care and repair work:

| | |
|--|----------------|
| External Decoration and Repair (estimate) | £41,000 |
| Fees relating to external decoration (calculated at 15% of average tender) | £6,150 |
| Asbestos Ceiling Removal | £8,820 |
| Budget for ceiling reinstatement and associated fees | £7,000 |
| Replacement of smoke detectors with wireless system | £6,900 |
| Minor interior making-good repairs to ceilings and floorboards | £5,000 |
| Total | £74,870 |

RECOMMENDED: That the report be noted, and subject to Council authority to do so, the suggested revised 2022/23 proposed works be adopted.