

<b>Subject:</b>	<b>Royal Pavilion &amp; Museums Trust Business Plan 2020-21</b>
<b>Date of Meeting:</b>	<b>5<sup>th</sup> March 2020</b>
<b>Report of:</b>	<b>Executive Director Economy, Environment &amp; Culture</b>
<b>Contact Officer:</b> Name:	<b>Donna Chisholm</b>
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<b>Wards affected:</b>	<b>All</b>

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report presents the Royal Pavilion and Museums Trust (RPMT) Annual Service Plan for 2020-21.
- 1.2 In accordance with the provisions in the Services Contract agreement between Brighton and Hove City Council and the RPMT the Annual Service Plan will be brought to committee for approval by the end of February each year.

**2. RECOMMENDATIONS**

- 2.1 That the Committee approves the Annual Service Plan for 2020-21.

**3. CONTEXT AND BACKGROUND INFORMATION**

- 3.1 In December 2019 the Policy and Resources Committee agreed to transfer the Royal Pavilion and Museums to Trust from 1<sup>st</sup> April 2019 for a period of 25 years.
- 3.2 The committee approved a suite of legal agreements, the terms of which included the requirement for RPMT to produce an Annual Service Plan. As an Arts Council of England (ACE) funded organisation, RPMT is also required to produce a business plan. Under the terms of the Services Contract agreement, RPMT will also be required to seek approval from BHCC for this plan before it is submitted.
- 3.3 The Services Contract agreement between BHCC and RPMT states that the Annual Service Plan will include:
  - A detailed account of how the services were performed in the previous contract year compared to the key performance indicators and the objectives outlined in the previous Annual Service Plan and any current ACE business plan.

- A detailed account of how the services will be performed in the next contract year and achieve the key performance indicators (KPIs). These KPIs include for example, the number of visits to the RPM sites; satisfaction levels; children and young people participating in formal learning activity; website sessions; earned income and number of visits by residents.

3.4 In addition, the Annual Service Plan should include any proposed changes that could be made to maximise the scope and standard of services that could be delivered. The plan will also include:

- Any changes necessary to reflect alterations to the legal, financial or operational environment of the services in the next contract year.
- The proposed fees and charges.
- The ambitions and aims for the Trust's delivery of the services for the following three contract years (where applicable).
- The draft Annual Service Plan for the next contract year shall be submitted to the Council no later than 1 December each year and will be discussed by the at an annual review meeting between officers and the Trust.

3.5 Council officers are be able to make suggestions to the Trust on the draft Annual Service Plan before it comes to Committee. Each year, the Council and the RPMT together will consider the impact of their respective financial plans, the fee for the next contract year, the significant other institutional funding available to the Trust, the requirements of such institutional funders, and the services being provided by the RPMT.

3.6 Each plan for RPMT will only be effective once it has been approved by the relevant Council committee. The Council will seek this approval prior to 28 February in readiness for the following year (commencing on the 1 April). Over the course of the year, Council officers will meet regularly with RPMT representatives to monitor progress against the approved annual service plan.

3.7 Each year the Annual Service Plan will cover future initiatives as well as providing a summary of the previous year. For consistency, the first Annual Service Plan highlights activity from the previous year, a period when the Royal Pavilion and Museums Service has been part of the Council, as well as preparing for the first year of operation by the new Trust.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 Previous options for the future of the Royal Pavilion and Museums Service have been considered by this committee and by the Policy & Resources Committee.

4.2 The decision to transfer to Museums Service to Trust was approved by the Policy & Resources Committee on 5<sup>th</sup> December 2019.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 A number of the activities of the annual service plan for 2020—21 will be designed and delivered in collaboration with community groups and local people. In particular, over 2020-21 the RPM Trust will support and collaborate with the BME Heritage Network, Youth Collective, and access advisory group Teacher Ambassadors. Work over the past 12 months with LGBTQA communities on the

Be Bold programme culminated in the Queer the Pier exhibition which opened 11 February 2020.

## CONCLUSION

- 5.1 This first Annual Service Plan from the RPMT represents the beginning of new partnership arrangements between the Council and the Trust.
- 5.2 The plan covers a wide range of activity being planned for 2020-21 and is a positive first step for the Trust in establishing a dynamic programme for its first year managing the Royal Pavilion and Museums.
- 5.3 The Service Contract agreement lays out clearly the approval process for key planning documents and enables the Council to maintain oversight on all financial and programming aspects of the Trust's operation of the Royal Pavilion and Museums.

## 6. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 There are no direct financial implications to the Council associated to the recommendation of this report. The proposed Annual Service Plan is expected to be delivered by the RPMT within projected budgets, which includes an indicative Service Fee from the council of £1.181m in 2020/21. Council officers will meet regularly with RPMT representatives to monitor progress against the approved Annual Service Plan including any mitigating actions where there are variances to financial plans.

7.2

*Finance Officer Consulted: Steven Bedford*

*Date: 19/02/20*

### Legal Implications:

- 7.4 The Annual Service Plan is required by the Services Contract which was approved by Policy & Resources Committee in December 2019.

*Lawyer Consulted:*

*Alice Rowland*

*Date: 19/2/20*

### Equalities Implications:

An Equalities Impact Assessment was completed and reviewed for the P&R Committee report in December 2019. This covered Governance, Staffing, Service Users and ICT systems. It is included as Appendix 2. The service plan includes commitments to ensuring the workforce and governing body reflects the diversity of the local population. Targeted community engagement programmes covered with the plan will ensure that diverse audiences are engaged. The RPMT works with established advisory groups and communities to ensure best practice. The Trust is building on public access and diversity achievements already evident in the programme and management of the Royal Pavilion and Museums.

**Sustainability Implications:**

RPMT will continue to work in improving the environmental sustainability of the services provided. The service plan includes a commitment to continuous improvement in environmental sustainability and resource management across the organisation. This includes continuing to reduce energy consumption and minimise wastage. Reporting on sustainability is part of the funding requirements from ACE.

**Supporting Documentation**

**Appendices:**

Appendix 1 The RPM Annual Service Plan 2020-21

Appendix 2 Equalities Impact Assessment

**Background Documents:**

Report to P&R Committee 5<sup>th</sup> December 2019