



Hampshire Cultural Trust Bolder, Stronger, Resilient

Hampshire Cultural Trust

Presentation to Select Committee - 03 July '14

Contents:

- Progress to set up the Trust since decision in principle to proceed
- Staff involvement
- Governance – Articles & Memorandum, Founding Trustee Board, Legal agreements
- Timeline



Hampshire Cultural Trust

Presented by:

- John Tickle, Assistant Director (Culture & Heritage), HCC

Available for questions:

- Janet Owen, Trust Executive Officer (Interim)
- Eloise Appleby, Assistant Director (Economic Prosperity), WCC



Progress with setting up the Trust



Progress with setting up the Trust 1

Appointment of a founding Board and Chair, including Cllr Roy Perry as the County Council's appointed trustee

Appointment of a seconded Executive Officer post for 18 months

Drafting/signing of the Articles of Association of the new Trust

Name of the Trust, following an externally commissioned branding exercise, as Hampshire Cultural Trust;

Charity Commission application currently being considered

Companies House Registration as company limited by guarantee

Trust bank account contract has been set up. A trading subsidiary account will also be set-up once Trading Company is established.

Progress with setting up the Trust 2

Drafting legal agreements for long term loan of collections to the Trust and the transfer of property used by the service

Drafting of a Management and Funding Agreement (MFA) setting out the grant to be paid to the Trust by the two founding local authorities, and expectations on both sides relating to that grant

Creation of an organisational structure and provision of role profiles that support it

Tendering for insurance services to the Trust

Appointment of independent financial adviser to help select and set up the Trust Pension Scheme

Staff & Union consultation about transfer of services to the Trust.

Summary of work in progress

Task	Notes	Planned completion
Trust Pension	Independent Financial adviser helping to set up scheme with Trustee Board	Sept 2014
Trust T & Cs	HR adviser has mapped HCC & WCC T & Cs. Trust T&Cs based on benchmarks	July 2014
Finance system & banking	Trustee Board has agreed to use NatWest Bank with bank account linked to HCC accounting system	Nov 2014
Trust policies	Development of appropriate policies covering employment issues	Sept 2014
Charity registration	Final decision awaited – expected July 2014	July 2014
Insurance	Quotes from insurance firms to cover main liabilities	Sept 2014
Legal agreements	Drafting and agreeing final detailed terms for legal documents that underpin the Council's relationship with the Trust.	Sept 2014

Staff consultation & communications 1

Date	Event
9 & 12 Sept 2013	Staff briefing – pre decision 'in principle'
24 Oct 2013	Email communication – post decision 'in principle'
11 & 13 Nov 2013	All Staff briefings - Winchester & Basingstoke
11 Nov '13 – 6 Jan '14	Formal transfer consultation with Trade Unions & Staff
18 Nov 2013	Email - appointment of interim Trust Executive
Dec 2013	Email & intranet – FAQs published & consultation details
Jan 2014	Staff & union consultation feedback & FAQs
10 Jan 2014	Email - end of consultation timeline
31 Jan 2014	Email – date to publish consultation feedback

Staff consultation & communications 2

Date	Event
4 Feb 2014	Email – consultation summary and updated FAQs
19 Feb 2014	Email invitation to attend April all-staff briefing
5 March 2014	Email – Trustee Board appointments
28 March 2014	Meeting of invited staff to meet Trustees
1 & 10 April 2014	Staff briefings and visioning workshops
6 June 2014	Email from Chair of Trustees
24 June 2014	Email inviting all staff to meet Trustees on 21/07/14
21 July 2014	<i>Staff meeting with Trustees</i>
Numerous informal workshops with selected staff to support vision and forward planning activities	

Governance



Charitable Objectives

To provide and support educational, arts, cultural and heritage services for the benefit of the public, in particular to the community and visitors of Hampshire and the wider area of the South of England, through:

- museums, galleries, arts centres, research and other related services for use by the public; and
- provision or assistance in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare, such facilities being provided to the public at large save that special facilities may be provided to persons who by reasons of their youth, age, infirmity or disability, poverty or social or economic circumstances may have need of special facilities or services; and
- such other exclusively charitable purposes beneficial to the public consistent with clause 4.1(a) and (b) above as the Directors shall in their absolute discretion determine (the Objects).

Founding Trustee Board



Founding Trustees

Charity	Name	Summary of skills
Members (LA nominated)	Cllr Roy Perry	Leader of Hampshire County Council and HCC's nominated Member as a founding authority
	Cllr Mike Southgate	Winchester City Council's nominated Member as a founding authority
Director (Chair)	Alan Lovell	Vice Chair of the Mary Rose Trust. Governor of the University of Winchester; Trustee and Council Member of Winchester Cathedral. Formerly High Sheriff of Hampshire 2010/11
Director (Vice Chair)	Yinnon Ezra	Trustee of the Theatre Royal Winchester; Chair of the Test Valley Arts Foundation.; former Hampshire County Council Director.
Director	Rachel Bebb	Established The Garden Gallery in 1994. Chair of Hampshire Gardens Trust from 1996 - 2002
Director	Helen Jackson	Chief Executive of the Campaign for National Parks until 2014. From 2001-9, she was Chief Executive of Museums, Libraries & Archives South East (MLA SE)

Legal agreements



Legal agreements between Trust & LAs

Type of agreement	Key contents
Management and Funding	<ul style="list-style-type: none"> • Payment of grant funding and in kind support – amounts and timing • Exit strategy, rules of engagements (different versions for HCC & WCC, and LA partners)
Property leases	<ul style="list-style-type: none"> • Schedule of buildings • Liabilities such as repairs, maintenance, insurance
Collections	<ul style="list-style-type: none"> • Accession register • Arrangements for loans in/ out
Assets	<ul style="list-style-type: none"> • Schedule of assets that will transfer to the Trust, future ownership & liability eg IT, furniture, vehicles
Transfer of staff including pension arrangements	<ul style="list-style-type: none"> • List of staff who will transfer to the Trust • Protection of LGPS pension benefits

Timeline for transfer of staff & services

Key steps	Timescale
Charity outcome known	July 2014
HCC Final Decisions	3 & 24 July 2014
Staff & stakeholder communication	July – Sept 2014
Prepare specific property leases	Aug – Sept 2014
Set up Trading Company	Aug – Sept 2014
WCC Final Decision	10 Sept 2014
Trustee Board Decision to transfer staff/services	19 Sept 2014
Finalise legal agreements & transfer	Late Sept 2014
Planned transfer date	Oct 2014
Trust to announce launch	Early Oct 2014