

## **Appendix 3**

### **Impact upon Opening Hours and Staffing Levels**

#### **The principles of the model**

As a minimum health and safety requirement, each museum is required to have at least 1 C Grade and 1 B Grade staff member at any one time. In order to ensure this, it is necessary for the lunchtime cover to be paid at C and to offer additional flexibility to cover leave/sickness periods of the other C grade post.

fte = full time equivalent

#### **Westbury Manor Museum, Fareham**

1 fte Museum Assistant B (includes weekend enhancement)  
1 fte Visitor Services Assistant C (includes weekend enhancement)  
0.4 fte Visitor Services Assistant C to cover 2 hours lunch plus leave/sickness (C post)  
Plus Casual Staff to cover leave/sickness (B post)

1 person on desk/ café/ shop; 1 person roaming galleries  
Opening hours – Tuesday to Saturday

Cleaning 0900-1000  
Open 1000-1700 Tuesday to Friday (arrive 0840, depart 1720)

Open 1000-1600 Saturday (arrive 0900, depart 1620)

Issues to resolve: TIC opens on a Monday.

#### **Eastleigh Museum**

1 fte Museum Assistant B (includes weekend enhancement)  
1 fte Visitor Services Assistant C (includes weekend enhancement)  
0.4 fte Visitor Services Assistant C to cover 2 hours lunch plus leave/sickness (C post)  
Plus Casual Staff to cover leave/sickness (B post)

1 person on desk/ café/ shop; 1 person roaming galleries  
Opening hours – Tuesday to Saturday

Cleaning 0900-1000  
Open 1000-1700 Tuesday to Friday (arrive 0840, depart 1720)

Open 1000-1600 Saturday (arrive 0900, depart 1620)

### **Andover Museum & Museum of the Iron Age**

1 fte Museum Assistant B (includes weekend enhancement)  
1 fte Visitor Services Assistant C (includes weekend enhancement)  
0.4 fte Visitor Services Assistant C to cover 2 hours lunch plus leave/sickness (C post)  
Plus Casual Staff to cover leave (B post)

1 person on desk/ café/ shop; 1 person roaming galleries  
Opening hours – Tuesday to Saturday

Cleaning 0900-1000  
Open 1000-1700 Tuesday to Friday (arrive 0840, depart 1720)

Open 1000-1600 Saturday (arrive 0900, depart 1620)

Issues to resolve:                   TIC opens on a Monday.  
  Fire marshalling  
  H/S

### **Willis Museum**

2 fte Museum Assistant B (includes weekend enhancement)  
1 fte Visitor Services Assistant C (includes weekend enhancement)  
0.6 fte Visitor Services Assistant C to cover 3 hours lunch plus leave/sickness (C post)  
Plus Casual Staff to cover leave/sickness (B posts)

1 person on desk/ café/ shop; 1 person roaming galleries; 1 person on GIS gallery  
Opening hours – Tuesday to Saturday

Cleaning 0900-1000  
Open 1000-1700 Tuesday to Friday (arrive 0840, depart 1720)

Open 1000-1600 Saturday (arrive 0900, depart 1620)

### **Aldershot Military Museum (subject to further discussion and final decisions )**

#### **Model One**

1 fte Visitor Services Assistant C (includes weekend enhancement)  
0.4 fte Visitor Services Assistant C to cover 2 hours lunch plus leave/sickness (C post)  
1 fte Museum Assistants B (includes weekend enhancement)  
Plus Casual Staff to cover leave/sickness (B post)

1 person on desk/ café/ shop; 1 person roaming galleries;

Cleaning 0900-1000  
Open 1000-1700 Tuesday to Friday (arrive 0840, depart 1720)

Open 1000-1600 Saturday (arrive 0900, depart 1620)

#### **Model Two**

0.89 fte Visitor Services Assistant C (includes weekend enhancement)  
0.27 fte Visitor Services Assistant C to cover 2 hours lunch plus leave/sickness

(C post)  
0.89 fte Museum Assistants B (includes weekend enhancement)  
Plus Casual Staff to cover leave/sickness (B post)  
1 person on desk/ café/ shop; 1 person roaming galleries;

Cleaning 0900-1000

Open 1000-1700 Wednesday to Friday (arrive 0900, depart 1715)

Open 1100-1600 Saturday & Sunday (arrive 1015, depart 1615)

### **Red House Museum**

1 fte Museum Assistant B (includes weekend enhancement)  
0.31 fte Museum Assistant (Gardner) B  
1 fte Visitor Services Assistant C (includes weekend enhancement)  
0.4 fte Visitor Services Assistant C to cover 2 hours lunch plus leave/sickness (C post)  
Plus Casual Staff to cover leave/sickness (B post)

1 person on desk/ café/ shop; 1 person roaming galleries;  
Opening hours – Tuesday to Saturday

Cleaning 0900-1000

Open 1000-1700 Tuesday to Friday (arrive 0840, depart 1720)

Open 1000-1600 Saturday (arrive 0900 and depart 1620)

### **Milestones and Basing House**

No changes

**Alton: Curtis Museum & Allen Gallery** - subject to further discussion

No Visitor Services Assistants or Museum Assistants currently allocated

Opening hours: For learning sessions by school groups and other community groups by appointment. Guided gallery tours once/month on Saturday/Sunday and occasional opening for special events. (It is hoped that further access for the public will be possible through the support of local partners.)

### **Bursledon Windmill – subject to further discussion and final decisions**

Temporary Staffing for 2011 – 2012 only

0.14 fte Museum Assistant B (includes weekend enhancement)  
0.14 fte Visitor Services Assistant C (includes weekend enhancement)

Opening hours 1100 – 1600 Sunday (closed for 30 minutes for lunch)

**Rockbourne Roman Villa – subject to further discussion and final decisions**

Temporary Staffing for 2011 – 2012 only

0.14 fte Museum Assistant B Seasonal only (includes weekend enhancement)

0.14 fte Visitor Services Assistant C (includes weekend enhancement)

Opening hours 1100 – 1600 Weekend Saturday or Sunday(closed for 30 minutes for lunch)

**SUMMARY & COMPARISONS**

<b>Museum</b>	<b>Current fte (includes Visitor Services Manager)</b>	<b>Proposed fte (includes C and B Grades)</b>	<b>Change in fte</b>	<b>Reduction in Opening Hours</b>	<b>Comment</b>
<b>Westbury Manor Museum</b>	3.23	2.4	-0.83	7 hours/week	
<b>Eastleigh Museum</b>	2.26	2.4	0.14	None	Increase in fte due to some consolidation of casual staff hours
<b>Andover Museum &amp; MIA</b>	3.14	2.4	-0.74	1 hour/week	
<b>Willis Museum</b>	4.24	3.6	-0.64	7 hours/week	
<b>Aldershot Military Museum (Model One)</b>	2.82	2.4	-0.42	15 hours/week	Subject to further discussion and final decisions
<b>Aldershot Military Museum (Model Two)</b>	2.82	2.05	-0.77	18 hours/week	Subject to further discussion and final decisions
<b>Red House Museum</b>	3.71	2.71	-1.00	4 hours/week	
<b>Milestones</b>	3.45	3.45	None	None	

<b>Basing House</b>	0.8 (Temporary Contracts)	0.8 (Temporary Contracts)	None	None	
<b>Bursledon Windmill</b>	2	0.28	-1.72		Opening hours subject to further discussion and final decisions
<b>Rockbourne Roman Villa</b>	2.48	0.28	-2.2		Opening hours subject to further discussion and final decisions
<b>Alton: Curtis Museum &amp; Allen Gallery</b>	3.6	0	-3.6		Opening hours subject to further discussion

#### SUMMARY & COMPARISONS

<b>Museum</b>	<b>Current fte (excludes Visitor Services Manager)</b>	<b>Proposed fte (B Grades only)</b>	<b>Change in fte</b>	<b>Reduction in Opening Hours</b>	<b>Comment</b>
<b>Westbury Manor Museum</b>	2.23	1	-1.23	7 hours/week	
<b>Eastleigh Museum</b>	1.26	1	0.26	None	Increase in fte due to some consolidation of casual staff hours
<b>Andover Museum &amp; MIA</b>	2.14	1	-1.14	1 hour/week	

<b>Willis Museum</b>	3.04	2	-1.04	7 hours/week	
<b>Aldershot Military Museum (Model One)</b>	1.82	1	-0.82	15 hours/week	Subject to further discussion and final decisions
<b>Aldershot Military Museum (Model Two)</b>	1.82	0.89	-0.93	18 hours/week	Subject to further discussion and final decisions
<b>Red House Museum</b>	2.71	1.31	-1.40	4 hours/week	
<b>Milestones</b>	3.45	3.45	None	None	
<b>Basing House</b>	0.8 (Temporary Contracts)	0.8 (Temporary Contracts)	None	None	
<b>Bursledon Windmill</b>	1.2	0.28	-0.92		Opening hours subject to further discussion and final decisions
<b>Rockbourne Roman Villa</b>	1.71	0.28	-1.43		Opening hours subject to further discussion and final decisions
<b>Alton: Curtis Museum &amp; Allen Gallery</b>	2.6	0	-2.6		Opening hours subject to further discussion