

Appendix 2 to Agenda item 10

DRAFT Service Level Agreement between Pallant House Gallery and Chichester District Council, 2013/2014

In the course of its work, Pallant House Gallery aims to support the vision and priorities of the Chichester District Council as provided in its Corporate Plan 2013-16: to contribute to the cultural offerings for visitors and residents, to contribute to the quality of life in the District, and to promote economic development in the district.

This agreement is shared to make clear the benefits to the District generated by the District Council's funding of Pallant House Gallery. These benefits are shown under five headings.

- I. Engage local school children, families and adults with a high-quality cultural offering
- II. Serve community audiences in the District and beyond through specially-designed programmes
- III. Care for the collections of the District Council
- IV. Contribute to the economic Development of the District

Actions for Gallery	Activity	Measures	Timescales
I – Engage local school children, families and adults with a high quality cultural offering	<p>Provide a varied Schools Programme of tours and workshops for schools in the District which explore the Gallery's collection through a range of curriculum related themes including; landscape, portraiture and Pop Art.</p> <p>- The Schools Programme also includes the Picture this project, which supports schools to select one work from the Gallery's collection as a starting point for working across the whole school curriculum and the Friends of Chartres and PHG School Competition.</p> <p>Develop a new audience for the Gallery's Creating Untitled Programme. Creating Untitled is a free creative forum and workshop organised by the Gallery and open to young people aged 13 to 18. The group of young people will be consulted as to the content of the programme and what activities they will want to undertake.</p>	<p>Engage up to 2,600 school children in academic year 2013-14.</p> <p>Information in annual report on number of new members and feedback from young people taking part.</p>	March 2014

	<p>Offer work experience opportunities to students from local schools and FE/HE organisations.</p> <p>Offer opportunities for the region's college and university students.</p> <ul style="list-style-type: none"> - Supporting seven student placements per year from Chichester University Fine Art degree and providing the opportunity for Fine Art degree students from Northbrook College to be able to present proposals for site specific installations at the Gallery. <p>The Gallery will be supporting the delivery of Chichester Universities' new MA course in Cultural Studies.</p> <p>Deliver three Family Open Days a year providing free entry to the Gallery's collections with a series of programmes and activities for families.</p> <p>Deliver an Adult Programme which highlights and enhances the experience of the Gallery's collections and special exhibitions.</p> <ul style="list-style-type: none"> - Events will include Thursday evening talks/ presentations, workshops, Gallery tours, films and concerts. 	<p>Annual report to include numbers and review of activity.</p> <p>Engage up to 1,500 participants during 2013/14</p> <p>We will provide up to 160 separate programmed opportunities for adults during 2013/14.</p>	<p>March 2014</p> <p>March 2014</p> <p>March 2014</p>
<p>II. Serve community audiences in the District through specially-designed programmes</p>	<p>Continue to develop and market the PHG's Community Programme to the harder to reach and marginalised elements of the District and local communities of Chichester.</p>	<p>Continue to carry out a post-code analysis of current participants so as to quantify the number of Chichester District resident accessing the Gallery's Community Programmes.</p>	<p>March 2014</p>

	<p>The Community Programme works with a diverse range of local people with a wide range of disability and support needs and includes:</p> <p>Partners in Art – supporting people in creative partnerships.</p> <p>Pallant Community Workshops – creative workshops every Thursday afternoon.</p> <p>Step Up – Training for people to lead workshops and research the collections.</p> <p>First Steps into the Gallery – a gentle introduction course to those unfamiliar with the Gallery.</p> <p>Care for Art – respite workshops for carers.</p> <p>Quiet sessions – for people who prefer a quiet space.</p> <p>Outside In – providing a national platform for artists who find it hard to access the art world.</p> <p>PHG to support the development of the Graylingwell Project <i>From Past to Present</i> working with the Novium, Chichester University, Chichester Community Development Trust and the West Sussex Record Office.</p>	<p>Share participant’s feedback or peer review of scheme in annual reports so as to evidence the impact and benefits of the Community Programme.</p> <p>Engage up to 100 people per month from the district in the Gallery’s Community Programme and support 70 volunteers per year to help deliver the Community Programme during 2013/14.</p> <p>Provide a report on the development of the project which includes audience response, peer/press reviews and match to target audiences.</p>	
<p>III. Care for the collections of the District Council</p>	<p>The Council’s collection will be:</p> <ul style="list-style-type: none"> - maintained in a climate controlled environment (where temperature, humidity and light levels are monitored) which adheres to industry standards - stored in a safe, climate controlled environment when not presented in the galleries - used as integral elements of learning and community programmes and as part of temporary exhibitions - professionally housed (in museum-standard mounts and frames), regularly checked for condition and provided with conservation treatment when needed 	<p>Annual report to include list of CDC items that have been loaned, including lender and audience information. Also to include report on any conservation or documentation work undertaken.</p>	<p>Ongoing</p>

<p>IV. Contribute to the economic Development of the District</p>	<p>A. Update an Audience Development plan as part of PHG's Strategic Plan which addresses ways in which local, regional and national audiences will be attracted to the Gallery and Chichester</p> <p>B. Work with other city, district and county arts and culture organisations on marketing and programming to attract visitors to the District</p>	<p>1. When complete, share the new Audience Development plan with the CDC</p> <p>2. Share the results of visitor surveys with the CDC annually</p> <p>3. Report on the economic impact of visitors to the Gallery annually. (If necessary, clarify and agree to the terms/calculations of the Council's 2008 economic impact study)</p>	<p>March 2014</p>
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The Service Level Agreement for 2013/2014 is accepted in accordance with the Funding Agreement between Chichester District Council and Pallant House Gallery Trust

Signed:

Signed:

Print Name:

Print Name:

Position:

Position:

For and on behalf of the Council

For and on behalf of the Grantee

Date: