

Service Level Agreement between Pallant House Gallery and Chichester District Council, 2016/2017

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 four headings.

- I. Engage local school children, families and adults with a high-quality cultural programme
- 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
<p>I – Engage local school children, families and adults with a high quality cultural offering</p>	<p>Provide a 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 and temporary exhibitions.</p> <p>The Schools Programmes includes, <i>Picture This</i>, a project that supports local schools to select one work from the Gallery’s collection and to use this as a starting point for working across the school’s curriculum.</p> <p>Deliver a teachers Continual Development Programme (CPD) once during the year</p> <p>Increase the 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.</p> <p>Offer work experience opportunities to students from local schools and FE/HE organisations.</p>	<p>Annual report to include the number of Chichester District Schools engaged in the Schools Programme. To increase by 3 the number of schools engaged in the 2016/17schools programme.</p> <p>Maintain at 2015/16 level of engagement</p> <p>Annual report to include the number of teachers taking part.</p> <p>Annual report to include the number of young people engaged in Creating Untitled and Learning Programmes. The Gallery to consolidate links to targeted support service for young people through engagement with youth service programmes and the Chichester Cultural Learning Partnership.</p>	<p>Verbal update provided at a six monthly review meeting with the Lead Officer and March 2017</p>

	<p>Offer opportunities for the region's college and university students including; supporting placements from Chichester University Fine Art degree students 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> <p>Support the delivery of Chichester University's MA course in Cultural Studies.</p>	<p>Annual report to include numbers and review of activity.</p> <p>Offer at least 7 placements for 2016/17</p>	<p>Verbal update provided at a six monthly review meeting with the Lead Officer and March 2017</p>
	<p>Deliver three Open Weekends a year providing free entry to the Gallery with a series of programmes and activities for families.</p>	<p>Number of open days held and number Attending.</p>	<p>Verbal update provided at a six monthly review meeting with the Lead Officer and March 2017</p>
	<p>Deliver an Adult Programme which highlights and enhances the experience of the Gallery's collections and exhibitions. Events include Thursday evening talks/presentations, workshops, Gallery tours, films and concerts.</p>	<p>Provide separate programmed opportunities for adults during 2016/17</p> <p>Increase digital access audiences over 2015/16 figures</p>	<p>Verbal update provided at a six monthly review meeting with the Lead Officer and March 2017</p>

<p>II. Serve community audiences in the District through specially-designed programmes</p>	<p>Develop and market the PHG's Community Programme to people with a wide range of support needs in the District and local communities of Chichester and the region.</p> <p>The Community Programme includes: The Dementia Programme:</p> <ul style="list-style-type: none"> • Art Views • Dementia Friends information sessions • Outside In - supporting artists facing a barrier to the art world • Partners in Art – supporting people in creative partnerships • Pallant Community Workshops – creative workshops every Thursday afternoon • First and Second Steps into the Gallery – a course for those unfamiliar with the Gallery • Care for Art – respite workshops for carers, people they care for and those have recently ended their caring role <p>Deliver the Sussex Artists' Award in partnership with St Wilfrid's Hospice to raise money for both organisations</p> <p>Complete the arts element of the Graylingwell Heritage Project working with Chichester University, Chichester Community Development Trust and the West Sussex Record Office.</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>Maintain over 100 active participants from Chichester District in Community Programmes</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 with the District Council and Chichester in Partnership to consider how the Community Programme can support the targeted work relating to Think Family Neighbourhoods and creating a dementia friendly city.</p>	<p>Verbal update provided at a six monthly review meeting with the Lead Officer and March 2017</p>
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<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 and Tourism offer of the District</p>	<p>A. Update an Audience Development plan as part of PHG's Business and Strategic Plans 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 their programmes to attract visitors to the District</p>	<ol style="list-style-type: none"> 1. When complete, share the new Audience Development plan with the CDC 2. Share the results of visitor surveys with the CDC annually 3. Report on the economic impact of visitors to the Gallery annually. 	<p>Verbal update provided at a six monthly review meeting with the Lead Officer and March 2017</p>

The Service Level Agreement for 2016/2017 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: