

## Service Level Agreement between Pallant House Gallery and Chichester District Council, 2017/2018 (FINAL)

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
- V. Organisational development.

Actions for Gallery	Activity	Measures	Recorded in	Target date for review
I – Engage local school children, families and adults with a high quality cultural offering	Maintain the level of engagement in the Schools Programme of tours and workshops for schools in the District.	Number of schools engaging in Schools programme, Number of schools participating in <i>Picture This</i> , number of young people visiting Gallery.	Annual Report to CDC	March 2018
	Engage with and prioritise schools in areas known to be working with significant number of students from lower socio economic backgrounds, and schools that are not providing opportunities for students to engage in the arts.	As above	As above	March 2018
	Deliver a teachers Continual Development Programme (CPD) once during the year	Number of teachers taking part (identify those from schools in the District and further afield).	As above	March 2018
	Increase the audience for the Gallery's Young People Programme. Free monthly creative workshops providing a space for young people aged 15 – 25 to develop their creativity, using the Gallery's collections and exhibitions.	Number of young people engaged in the Young People's workshops and Learning Programmes.	As above	March 2018
	The Gallery to consolidate links to targeted support service for young people through engagement with youth service programmes and the Chichester Cultural Learning Partnership.	Description of engagement, activities that result.	As above	March 2018
	Offer work experience opportunities to students from local schools and FE/HE organisations.	Number of opportunities delivered	Half yearly oral update, Annual report to CDC	October 2017, March 2018
	Provide opportunities for students to present proposals for site specific installations at the Gallery	Description of activities, number of students participating	Annual Report	March 2018
	Evaluate the Chichester College Icreate project with the view to further partnership working with the college.	Documented evaluation, identify future opportunities.	Evaluation, Summarised in Annual Report	Shared when available, March 2018

<p>I – Engage local school children, families and adults with a high quality cultural offering (continued)</p>	<p>Deliver three Open Days (one weekend and one day) a year providing free entry to the Gallery with a series of programmes and activities for families. Deliver an Adult Programme which highlights and enhances the experience of the Gallery’s collections and exhibitions. Events include Thursday evening talks/presentations, Art Courses, workshops, Gallery tours, films and concerts.</p> <p>Increase digital access audiences over 2016/17 figures</p>	<p>Number of open days held and people attending (adults / young people) Programme of activities, number of people attending</p> <p>Number of participants, including number of new participants, % increase</p>	<p>Half yearly oral update, Annual report to CDC</p> <p>As above</p>	<p>October 2017, March 2018</p> <p>October 2017, March 2018</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>Maintain over 150 active participants from Chichester District in Community Programmes</p> <p>Evidence the impact and benefits of the Community Programme.</p> <p>Preparation for the 2018 Sussex Artists’ Award in partnership with St Wilfrid’s Hospice to raise money for both organisations</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>Post-code analysis of participants</p> <p>Number of District residents</p> <p>Case Studies, Participant’s feedback, or peer review of scheme</p> <p>Number of contributors, fundraising totals</p> <p>Description of partnership activity and what resulted</p>	<p>Annual report to CDC</p> <p>As above</p> <p>Half yearly update, Annual report to CDC</p> <p>Annual Report to CDC</p> <p>As above</p>	<p>March 2018</p> <p>March 2018</p> <p>October 2017, March 2018</p> <p>March 2018</p> <p>March 2018</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"> <li>- maintained in a climate controlled environment (where temperature, humidity and light levels are monitored) which adheres to industry standards</li> <li>- stored in a safe, climate controlled environment when not presented in the galleries</li> <li>- used as integral elements of learning and community programmes and as part of temporary exhibitions</li> <li>- professionally housed (in museum-standard mounts and frames), regularly checked for condition and provided with conservation treatment when needed</li> </ul>	<p>List of CDC items that have been used as integral elements.</p> <p>List of CDC items that have been loaned, including lender and audience information.</p> <p>Description of any conservation or documentation work undertaken on the collection</p>	<p>Half yearly update, Annual report to CDC</p> <p>As above</p> <p>As above</p>	<p>October 2017, March 2018</p> <p>October 2017, March 2018</p> <p>October 2017, March 2018</p>

IV. Contribute to the Economic Development and Tourism offer of the District	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	Report progress on development, share final plan	Audience Development Plan, progress reported at half yearly oral update, Annual Report to CDC.	When available, October 2017, March 2018
	Undertake visitor survey/s and/or Economic Impact study.	Document findings and conclusions, any resultant action. Quantify Economic Impact of Gallery visitors to the local economy.	Survey and or Economic Impact report, half yearly oral update, Annual Report to CDC.	When available, October 2017, March 2018
	Work with other city, district and county arts and culture organisations on marketing their programmes to attract visitors to the District	Who/what partnerships are in place or participated in.	Half yearly oral update, Annual Report to CDC	October 2017, March 2018
V. Organisational development	Conclude revisions to the PHG Articles of Association	Final Articles shared with CDC for approval by CDC Cabinet	Articles of Association, Board minutes, CDC Cabinet minutes	August 2017

The Service Level Agreement for 2017/2018 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:**