



Joint Committee for the North of England Open
Air Museum

Date Friday 11 March 2011
Time 11.00 am
Venue Collections Study Room, Regional Resource Centre,
Beamish Museum, Beamish

Business

Part A

1. Minutes of the Meeting held on 14 January 2011 (Pages 1 - 4)
2. Museum Update - Report of Museum Director (Pages 5 - 8)
3. Revenue Budget Review 2010/11 and Draft Revenue Budget 2011/12 - Joint Report of the Treasurer and Museum Director (Pages 9 - 14)
4. Disposal of Collections - Report of the Special Projects Manager and Museum Director (Pages 15 - 20)
5. Management of Woodland for Biomass Heating - Report of Museum Director (Pages 21 - 26)
6. Internal Audit Operational Plan for 2011/12 - Report of the Treasurer (Pages 27 - 32)
7. Presentation on the New Museum Website from the Museum's Development Manager
8. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.

9. Any resolution relating to the exclusion of the public during the discussion of items containing exempt information.

Part B

Items during which it is considered the meeting is not likely to be open to the public (consideration of exempt or confidential information).

10. Feedback from the Joint Committee's Long-term Planning Workshop, held on 14 January 2011 (Pages 33 - 36)
11. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.

Colette Longbottom
Secretary to the Joint Committee

County Hall
Durham
3 March 2011

To: The Members of the Joint Committee

Councillors J Bailey, J Blakey, D Boyes, C Carr, D Farry, P Gittins, S Iveson, C Marshall, D Marshall, P May, A Naylor, J Shuttleworth, L Thomson, D Stoker, R Todd, J Wilkinson, J Wilson and A Wright
(Durham County Council)

Councillors Norman Callender (Gateshead MBC), Bob Goldsworthy (Gateshead MBC), Linda Green (Gateshead MBC), Shirley Mortimer (North Tyneside MBC), Tracey Dixon (South Tyneside MBC), Alan Kerr (North Tyneside MBC), Nancy Maxwell (South Tyneside MBC), Richard Bell (Sunderland City Council), David Errington (Sunderland City Council), Thomas Foster (Sunderland City Council), John Kelly (Sunderland City Council), Dennis Richardson (Sunderland City Council), James B Scott (Sunderland City Council), John Scott (Sunderland City Council), Mel Speding (Sunderland City Council), Peter Walker (Sunderland City Council) and Denny Wilson (Sunderland City Council)

Co-opted Members (Non-Voting)

Beamish Development Trust - Sarah Stewart, Simon Gray and Edna Hunter

Friends - Alan Ashburner and Malcolm Dix

**JOINT COMMITTEE FOR THE NORTH OF ENGLAND
OPEN-AIR MUSEUM**

At a Meeting of **Beamish Joint Committee** held in the Collections Study Room, Beamish Museum, Beamish on **Friday 14 January 2011 at 11.00 a.m.**

Present:

Councillor D A Marshall (Chairman)

Members of the Committee:

Councillors J Bailey, D Boyes, C Carr, P May, J Shuttleworth, L Thomson and D Stoker (Durham County Council), Callender, Goldsworthy and Green (Gateshead MBC), Mortimer (North Tyneside MBC), Gibson (South Tyneside MBC) and Bell and Walker (Sunderland City Council)

Co-opted Members:

Friends – Mr A Ashburner

Apologies:

Apologies for absence were received from Councillors Blakey, Farry, Gittins, Iveson, Marshall, Naylor, Todd, Wilkinson, Wilson, Wright (Durham County Council) Dixon, Kerr, Maxwell (South Tyneside MBC), Errington, Foster, Kelly, Richardson, J B Scott, J Scott, Speding, Wilson (Sunderland City Council), Mr Dix (Friends) and Mrs Stewart, Mr Gray and Mrs Hunter (Development Trust)

1 Minutes of the meeting held on 12 November 2010.

The minutes of the meetings held on 12 November 2010 were confirmed as a correct record and signed by the Chairman.

2 Museum Update

The Joint Committee received a report from the Museum Director giving an update on Museum business (for copy see file of Minutes).

Performance – The Museum had been affected by the poor weather in November and December but had maintained a healthy level of visitor numbers, with the actual year to date figure showing 413,595. The

revised year to date budget figure should read £413,000 and not £329,000 as amended in October 2010.

MLA/Renaissance – a plan had been submitted outlining projects for financial support. The Museum Director pointed out that if funding continues to decrease frontline services will be affected.

HLF Stage 1 approval – final decision to be given in March 2011.

Regional Resource Centre – working with Tyne & Wear Archives and Museums on how to present items in the store to make it part of the visitor experience. Staffing and equipment costs are being funded from HLF. £65,000 is required from the Capital Development Reserve to meet capital costs relating to the construction of new visitor access routes to the open store in the Regional Resource Centre and the construction of collections stores at the Regional Museums Store.

Resolved:-

That section 4 of the report and the proposal to allocate funding totalling £65,000 from the Capital Development Reserve to support costs associated with the creation of an Open Collections Store at the Regional Resource Centre be approved.

3 Annual Audit Letter

The Joint Committee received the Annual Audit Letter for 2009/10 (for copy see file of Minutes).

The Audit Commission commented that good arrangements are in place showing good working between officers at Sunderland City Council and the Museum.

The Chairman thanked all staff involved in the work carried out in relation to the Audit.

4 Exclusion of the Public

Resolved:-

That under Section 100 A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of

business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the said Act.

5 Business and Operational Improvement Plan Capital Project Progress Report

The Committee received a report of the Museum Director detailing variations and changes to the Capital Programme of the Business and Operational Improvement Plan (for copy see file of Minutes).

Members were updated on the executive summary, capital cost plan, funding profile and summary of the capital development programme.

Resolved:-

That the recommendations contained in the report be approved.

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JOINT COMMITTEE OF BEAMISH MUSEUM – 11th March 2011

REPORT OF THE MUSEUM DIRECTOR: RICHARD EVANS

1. Performance for the period 1st February 2010 to 31st January 2011

	Actual Year 2010/11	Revised Budget 2010/11	Previous Year 2009/10
Visitor numbers	422,603	411,175	384,716
Variance (%)		3%	10%
Beamish Museum Ltd & Beamish Museum Trading Ltd income (excluding grants and donations)	£5,342,506	£5,302,045	£5,132,021
Variance (%)		1%	4%

- 1.1 Despite the wintry conditions in November and December, which undoubtedly affected visitor numbers to the Christmas at Beamish event, the Museum has exceeded its revised revenue budget forecast for the 2010/11 year.
- 1.2 The Museum welcomed 422,603 visitors in the 2010/11 year, against a revised budget of 411,175 and the result of 384,716 in 2009/10. It is also worth noting that the original budget for the 2010/11 year was set at 331,000 visitors.
- 1.3 The result for January 2011 was particularly pleasing – with 9,008 visitors against a budget of 2,000. The latest attraction of an ice rink in the Pit Village has proved to be very popular, and it is now planned to extend its operation in 2011 with the rink running from October half-term through to the end of February.

2. Beamish Museum Ltd provisional outturn for financial year 2010/11

- 2.1 A provisional outturn for the financial year to the 31st January 2011 has been produced, taking on board the additional income referred to above, together with all revenue costs incurred by both Beamish Museum Ltd and Beamish Museum Trading Ltd in the 2011/12 financial year.
- 2.2 As a result of an increase in visitor numbers and growth income from catering, Beamish Museum Ltd is expected to generate an operating surplus of **£712,789** in the 2010/11 financial year. It has already been decided to allocate £500,000 of this surplus to the ongoing capital development programme in the Museum. The remainder will be retained in Beamish Museum Ltd’s revenue reserves.

3. Renaissance Support 2011+

3.1 The Renaissance business plan for Beamish submitted to the MLA in January 2011 has been approved, which means Beamish has been allocated funding of £364,256 for the year 1st April 2011 to 31st March 2012. The revenue grant will support staffing costs in the Curatorial, Development and Engagement teams. It is anticipated that staffing costs in the learning and access team previously supported by Renaissance will be financed by a grant from the Heritage Lottery Fund from 2011/12.

Project	Programme Area	Renaissance Funding
Beamish - Celebrating Community Heritage - Supporting schools and community group activities and visit Beamish	Learning & Skills (LS)	52,150
Beamish Communications - Developing digital communications and support for publications	Audience Development (AD)	110,575
Beamish - Business Development - Support for long term planning	Systems Development (SD)	102,081
Beamish - Effective Collections - Support for Curatorial staff		99,450
Totals		364,256

3.2 Two 12 month fixed term posts supported by Renaissance funding in 2011/12 are being advertised in February/March 2011. A Skills Development Officer will help the Museum develop the feasibility of using Beamish as a venue for skills training, including apprentice programmes, partnership with local colleges and the potential for running fee-paying short courses in heritage/traditional skills. A Food Development Officer will support the Head of Engagement and help them develop the local supply chain and the preparation of period and local food and drink across the site, including both period areas and catering outlets.

3.3 The North East Museums Hub will be phased out from June/July 2011, and the functions of the MLA will transfer to the Arts Council (ACE) from 1st April 2012. The future of the Renaissance programme remains uncertain and the funding stream has yet to be confirmed beyond 2011/12. The museums sector is nervous that ACE will not necessarily value or continue to support regional museums as the MLA has previously done. Renaissance funding has already been cut by 15% in 2011/12. It is currently suggested that a new 'challenge fund' will be created from 1st April 2012, using the funding that DCMS previously used to support Renaissance. There may be a risk that this fund could be used to support all cultural organisations in the future and not just museums. Such a change would probably have the effect of dramatically reducing the level of revenue funding that Beamish receives in the future.

3.4 Beamish has been asked to participate in the new 'Cultural Partnership' that Durham County Council is forming to help shape the cultural strategy for the county, and potentially help allocate and channel ACE funding into the area. The Museum is also working with officers responsible for managing the 'Luminere' festival planned for November 2011 and the Durham Book Festival.

Approval sought

The Joint Committee is asked to note the report including the Renaissance business plan for 2011/12 and participation in Durham County Council's Cultural Partnership.

4. Priorities for the next period

- Update the Museum's risk register including its capital programme.
- Complete a review of the capital works programme and cost plan, preparing a progress report for the next BML Board and Joint Committee meeting.
- Continue to monitor performance weekly to maximise income.
- Complete evaluation of Christmas at Beamish and agree budgets/programme for 2011 events.
- Continue to develop catering and retail operational plans for the season ahead.
- Recruit staff for 2011 season, following recommendations from the BML Board.
- Complete new introductory exhibition in the Entrance, including filming and selection of a 'narrator'.
- Organise workshops around the region to support the development of a long term development plan.
- Identify suitable consultants to support the long term plan where and when needed, including finalising research and business planning briefs.
- Manage Entrance Building, Tea Room/Kitchen, access ramp; Fish and Chip shop, Eston Church & Hetton Band Hall dismantling construction projects.

Richard Evans
Director

20th February 2011

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JOINT COMMITTEE – 11th March 2011

REVENUE BUDGET REVIEW 2010/2011 AND DRAFT REVENUE BUDGET
2011/2012

REPORT OF THE DIRECTOR AND TREASURER

1. Purpose of the Report

1.1 The Revenue Budget for 2010/2011 was approved at the meeting of the Joint Committee on 12th March 2010 and a revised budget was approved on 25th June 2010. The purpose of this report is to review the Revenue Budget for 2010/2011 to reflect developments that have occurred since the revised budget was approved and to approve the Draft Revenue Budget for 2011/2012.

2. Revenue Budget 2010/2011

2.1 The main variations are set out below for information and show in overall terms a net reduction in the use of the accumulated surplus of £21,572.

2.2 Line 2: Printing, Stationery & General Office Expenses (£376 increase). Budget provision has been included for the cost of statutory Public Notices in local newspapers advertising the audit of the Statement of Accounts for 2009/2010.

2.3 Line 5: Debt Charges (£20,867 decrease). Members will recall that the Joint Committee agreed to fund the capital cost of the Edwardian Fairground by the use of prudential borrowing facilitated by Sunderland City Council. A Public Works Loan Board (PWLB) loan was subsequently taken out by Sunderland City Council on behalf of the Joint Committee on 15th May 2010 at an interest rate of 3.65%. This represents excellent value for money as comparable interest rates were 4.38% at 1st March 2011. The interest payable would have been approximately £28,000 more over the loan period had the loan been taken out in March 2011.

The loan is to be repaid over 15 years at an Equal Instalment of Principal (EIP) rate. With an EIP rate, an equal amount of principal is repaid each

year along with an amount of interest which declines each year due to the annual loan repayment. Due to the timing of the loan, only one half yearly instalment of principal will fall to be paid within the 2010/2011 financial year. Two half yearly instalments will be paid in each of the subsequent years. The debt charges budget has therefore been decreased by £20,867.

3. Draft Revenue Budget 2011/2012

- 3.1 The Draft Revenue Budget for 2011/2012 has been prepared on the assumption that expenditure will remain broadly similar to that incurred in 2010/2011 except for the revisions outlined below.
- 3.2 Line 4: Central, Departmental and Technical Services (£16,797). It is proposed to reduce this budget by £1,866 to reflect a 10% decrease in the overall annual charges for services provided by Sunderland City Council in its role as Lead Authority. Officers will continue to annually review the service charges taking into account any additional ad-hoc work that is carried out or reductions in the level of services provided.
- 3.3 Line 5: Debt Charges (£65,000). The debt charges budget for 2011/2012 has been increased by £17,530 to reflect the amount of principal that will be repaid in the year.
- 3.4 Line 6: Contributions from Constituent Authorities (£81,189). Confirmation has been received from all of the constituent authorities that their contributions to the Joint Committee for 2011/12 will be as follows:

	£
Durham	45,141
Sunderland	15,903
Gateshead	10,300
North Tyneside	1,420
South Tyneside	<u>8,425</u>
Total	81,189

- 3.5 In order to produce a break-even budget it will be necessary to use £39,908 from the accumulated surplus. The accumulated surplus is projected to be £73,189 after taking into account all of the budget revisions highlighted above.

4. Recommendations

4.1 Members are requested to:

- approve the revised Revenue Budget for the Joint Committee for 2010/2011 shown at Appendix A;
- approve the Draft Revenue Budget for the Joint Committee for 2011/2012 shown at Appendix A.

Richard Evans
Director

Malcolm Page
Treasurer

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REVENUE ESTIMATES

	Original Budget 2010-11 £	Variations since Jun-10 £	Projected Out-turn 2010-11 £	Draft Budget 2011-12 £
Premises Related Expenses				
1 Rents, Rates & Water	20,000	0	20,000	20,000
Supplies & Services				
2 Printing, Stationery & General Office Expenses	3,200	376	3,576	3,800
3 Services	15,500	0	15,500	15,500
4 Central, Departmental and Technical Services	18,663	0	18,663	16,797
Capital Financing Costs				
5 Debt Charges	68,337	(20,867)	47,470	65,000
	125,700	(20,491)	105,209	121,097
Other Grants, Reimbursements & Contributions				
6 Contributions from Constituent Authorities	(103,608)	0	(103,608)	(81,189)
7 Use of (Surplus)/Contribution to Reserves	(22,092)	20,491	(1,601)	(39,908)
	(125,700)	20,491	(105,209)	(121,097)
8 DEFICIT / (SURPLUS) for the year	0	0	0	(0)
9 Accumulated Deficit / (Surplus) B/fwd	(113,617)	(1,081)	(114,698)	(113,097)
Use / (contribution) of Surplus	22,092	(20,491)	1,601	39,908
10 DEFICIT/ (SURPLUS) C/FWD	(91,525)	(21,572)	(113,097)	(73,189)

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**JOINT COMMITTEE OF BEAMISH MUSEUM – 11th March 2011
REPORT OF THE SPECIAL PROJECTS MANAGER & MUSEUM DIRECTOR**

ONGOING REVIEW OF THE BEAMISH COLLECTIONS

1. Introduction

- 1.1 This report is to formally request the de-accessioning or transfer of items currently in the Museum collections. It follows from an ongoing review of the collections, which was last reported to the Joint Committee on 11th September 2009.
- 1.2 Like any healthy museum, Beamish needs not only to continue to collect, but also to periodically review its holdings in the light of future plans and developments; and the ongoing costs of collections care and management.
- 1.3 Most of the items in this report are either badly decayed, duplicated by better examples in the collections or, in the case of some industrial items, contaminated with asbestos and their disposal involves the management and disposal of this hazard.

2. Beamish Museum's Disposals Policy

- 2.1 Beamish operates within the strict policies and guidelines provided by the formal Registration and Accreditation of the Museum. In addition to this we are very clear that we must never, under any circumstances, dispose of any material whatsoever without the absolute confidence that we know three things:
 - i) We know exactly what it is.
 - ii) We know exactly why it was collected.
 - iii) That for the now and future Beamish, the decision that was made in the past to collect is no longer valid or sustainable.
 - iv) That the item is not on loan to the Museum, in which case the Museum will make contact with the owner.
 - v) That in cases where the item is not unconditionally owned by the Museum, the terms of any donation have been checked and consent obtained if necessary.

- 2.2 Under the terms of our Museum Registration Accreditation Standard any item no longer required must be offered firstly, without charge, to other registered museums. Failing this, any monies arising from disposals must be spent for the benefit of our wider collections. This is simple, straightforward and our legal duty.
- 2.3 The presumption must also be to choose sustainability, and to 'trade up' in terms of collections care and development.

3. Review of Industrial Collections

- 3.1 2008-43.1/2/3/4 - Model Water Pumps – approval is sought to dispose of a collection of model water pumps made by Mackley. These items are recommended for disposal as they were made for sales purposes, they are too modern, and not relevant to the displays at the Museum. An alternative home at another institution has been identified.
- 3.2 1976-259.3 - Stationary Steam Engine – approval is sought to dispose of a Reeder stationary steam engine. This item is recommended for disposal as it is in such poor condition that it cannot be economically restored, it is not of local manufacture and as a former technical college item, it has no working history or role in the future of the Museum.
- 3.3 1972-85 - Stationary Steam Engine plus generator – approval is sought to dispose of a Sissons steam engine plus generator. Like the above, this is a common item, of no regional relevance, and is recommended for disposal as it is in extremely poor condition and can be of no further use to the Museum.
- 3.4 1979-330 - Stationary Steam Engine - approval is sought to dispose of a Bellis and Morcombe stationary steam engine in exceptionally poor condition that renders it of no further use to the Museum or any other institution.
- 3.5 2007-213 - Stationary Engine – approval is sought to dispose of a Lister 3 cylinder stationary engine. This item is recommended for disposal as it was not made or used in the north east and it is in such poor condition that it is no longer able to be used or used for parts.
- 3.6 1973-555 - Stationary Engine – approval is sought to dispose of a Crossley stationary engine. This item is recommended for disposal as it is too modern for use at Beamish. It was originally used at Tees Cottage pumping station at Darlington. As this site has now been preserved and opened to the public, they would be interested in re-installing the engine to operate as it did formerly and we wish to return it to them.

- 3.7 **1973-508 - Stationary Engine** - approval is sought to dispose of a Petter twin cylinder stationary engine. This common type of engine, made in Gloucestershire, is recommended for disposal as it is in a derelict condition and could no longer be used as part of the working collection and is not suitable for spare parts.
- 3.8 **1969-25 - Stationary Engine** – approval is sought to dispose of a Crossley stationary engine. This item is recommended for disposal as it is a former science lab engine and as such has no use within the future of Beamish.
- 3.9 **1976-247 and 2007-214 - Stationary Engine** - approval is sought to dispose of a Crossley tandem cylinder stationary engine. This item is in an incomplete and decayed condition. It would be uneconomic to restore this rather than acquire a complete example.
- 3.10 **Miners Lamp Components** - following the opening of the Colliery Lamp Cabin, a review was carried out of the lamp collection and material not to be placed on display. Approval is therefore sought to dispose of the following miners lamp parts and lamps which are in such a poor condition that they can not be used by the Museum for parts or be restored for inclusion in the displays:

1990-273.39 – miners’ lamp parts
 1968-140.24 – Patterson safety lamp, incomplete
 1968-140.31 – wolf safety lamp, poor condition
 1990-273.13 – miners lamp, missing numerous parts
 1968-140.28 – Patterson safety lamp, poor condition
 1990-273.22 – Patterson safety lamp, poor condition, missing parts
 1968-140.33 – Wolf safety lamp, poor condition
 1968-140.32 – Wolf safety lamp, poor condition, missing parts

4. Review of Agricultural Collections

1983-178 Farmhouse Components

- 4.1 Approval is sought to dispose of stone and timbers collected from North Snods Farm. The oldest stones and timbers of this building were collected when its owner decided to demolish it in the early 1980’s. This was before the agricultural lease of Pockerley was terminated and the building restored to become the present award winning centrepiece of the 1820’s display. ‘Snods’ was collected as a possible alternative to Pockerley becoming available for public access and use.
- 4.2 Many features of Snods Farm, such as the mullioned windows, were in such poor condition when they were collected that they would have needed replicating anyway. The finest features of the building were an exceptional

stone fireplace lintel and an early round topped door; both were successfully incorporated in the restoration of Pockerley Hall. The previous Head of Collections decided that much of the remaining timberwork and trusses were unsuitable for retention.

- 4.3 It was possibly never originally intended to recreate the building, but to assist with the building of other structures at the Museum, and this has been fulfilled. Therefore, it is recommended for disposal so that the records can be clarified to reflect the original purpose of the collection. Any remaining useable stonework will be used in Museum projects.

5. Review of Transport Collections

- 5.1 **1973-76 - Diesel Locomotive** – approval is sought to dispose of the diesel locomotive Ruston and Hornsby 88DS. This 1960's shunting engine has previously been used to shunt on the railways system. It was collected as a piece of working plant and should never have been accessioned as a part of the Collections. This item is now recommended for disposal as the design and braking of this locomotive render it unsuitable for use with the newly operational railway at the museum. The locomotive is no longer in working condition and it would be prohibitively expensive to carry out the necessary repairs to the mechanical, transition and air systems.

- 5.2 **1970-316 - Petrol Locomotive** – approval is sought to dispose of the Baguley 0-4-OPM petrol locomotive. Although this item was officially collected in 1968 it did not actually arrive at the museum site until 1990. As it was built in Burton-on-Trent and operated in Manchester and Liverpool until 1968. It is in no way typical or representative of the type of locomotive used within the north east and the reasons for its collection are now inapplicable.

The locomotive is partly dismantled and incomplete and as such it is unlikely to ever fulfil a meaningful role at the museum.

6. Review of Social History and Domestic Collections

- 6.1 Approval is sought to dispose of a number of items from the costume collection, these items are unprovenanced and similar items in better condition are being retained as the core collection. It is proposed to add these items to the handling collection so that they can be used by the Learning and Outreach Team as part of their work.

1977-112 – wedding dress

1971-97 – evening dress

1980-528.14 – purple dress

1972-658.143 – black and white floral dress

1967-578.6 – top hat
1969-121.4 – smoking hat

7. Approval Sought

The approval of the Joint Committee is sought to the deaccessioning and transfer or disposal of the listed items above.

Jim Rees
Special Projects Manager

Richard Evans
Director

2nd March 2011

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JOINT COMMITTEE OF BEAMISH MUSEUM – 11th March 2011

Report on the Management of Woodland for Biomass Heating

Report of the Museum Director – Richard Evans

1. The Museum has been looking at ways to utilise the woodlands that surround Beamish to enhance the sustainability of the site and reduce energy consumption/costs; whilst at the same time developing how the Museum is able to demonstrate period/traditional woodland management to visitors.
2. The review feeds into the development of the Museum's 2012 – 2025 forward plan that is currently being prepared, relating to in particular:
 - The development of typical working farms in the region from the Georgian, Victorian and Edwardian periods; enhancing the way Beamish works with and displays its regional agricultural collection.
 - The ongoing improvement of Beamish's rural life team activities to engage with visitors.
 - The removal of oil and LPG fired heating boilers in the Town and Entrance Buildings; and their phased replacement with new wood-fuelled biomass boilers for heating, starting first with the entrance building boiler.
 - The development of the supply chain of wood chip sourced from woodlands managed by the Museum, using thinnings/arising from woodland management, which is designed to enhance public access, habitat and biodiversity in the woodlands.
 - The potential development of the use of land for education and training, looking for example at the Forest Schools programme and the teaching of traditional woodland craft skills.

- The potential for using the site to harness renewable energy including the generation of electricity from wood fuels; micro-hydro generation plant using the former mill sites; and PV cells on the Regional Resource Centre.
3. Beamish currently has a ring of woodland under its management, which provides both a valuable natural habitat and a shelter belt around the Museum site. The land is owned as a freehold by Durham County Council and then leased to Sunderland City Council acting as the lead authority on behalf of the Joint Committee. The woods are shown shaded orange on the plan attached as appendix A. Beamish Museum Ltd has authority to manage the woodland by virtue of its sub-lease from Sunderland City Council to the charitable company.
 4. The woodlands will provide a valuable source of timber for the proposed biomass development in future years. There is already a need to begin to improve management of the woods and harvest thinnings in order to create a usable biomass fuel in 12 months time.
 5. It is already clear that the Museum will need a greater area of woodland to support its ambitious biomass proposals. These proposals include replacing LPG and oil boilers with a renewable wood fuel heating systems and to also explore electricity generation from wood fuel.
 6. With this in mind, the Museum has been in touch with colleagues at Durham County Council, who have responded very favourably to the suggestion that Beamish might be able to take on the management of a number of woods in the local area. From the officer's point of view, Beamish Museum has the potential to become an exemplar in terms of its use of renewable energy, and at the same time there is an opportunity to improve how woodland is managed for local residents.
 7. The woods that have been under discussion in the local area are marked green on the attached plan in appendix A.
 8. It is not proposed to transfer these woodlands without an assessment of their potential to support the Museum's forward plan and also a review of their liabilities/risks. Any transfer will also be subject to further approval from the Joint Committee.
 9. Subject to approval from the Joint Committee, it is proposed to commission a survey of the woods marked green on the plan attached as appendix A. This

will help Durham County Council officers and Museum staff assess the potential of each wood for biomass fuel, wildlife habitat, biodiversity and community/educational use. The survey will be used identify woodlands that have the most potential and to prioritise the woodland for eventual transfer to the Museum, subject to further approval from the Joint Committee at the appropriate time.

10. Subject to approval in principle to proceed from the Joint Committee on 11th March, it is proposed to liaise with officers at Durham County Council on an ongoing basis regarding the prioritisation of woodland and how best to take their management forward.
11. It is currently felt that ownership of the woodland will be retained by Durham County Council but that the day to day management of the woodland will transfer to the Museum via the Joint Committee's lease. It may be possible for the woodland to be transferred by Durham County Council to the existing lease, which is signed by Sunderland City Council on behalf of the Joint Committee. If not, a separate legal document will need to be prepared.
12. Officers in Durham County Council have indicated that they welcome this initiative, as they think it will improve the management of local woodland for biodiversity and at the same time encourage greater public access.

Approval sought

The Joint Committee is asked to approve the strategy outlined in the above report in principle, including the commissioning of a survey of the woodland owned by Durham County Council marked green in the attached plan, to inform the potential future transfer of the land to the Joint Committee.

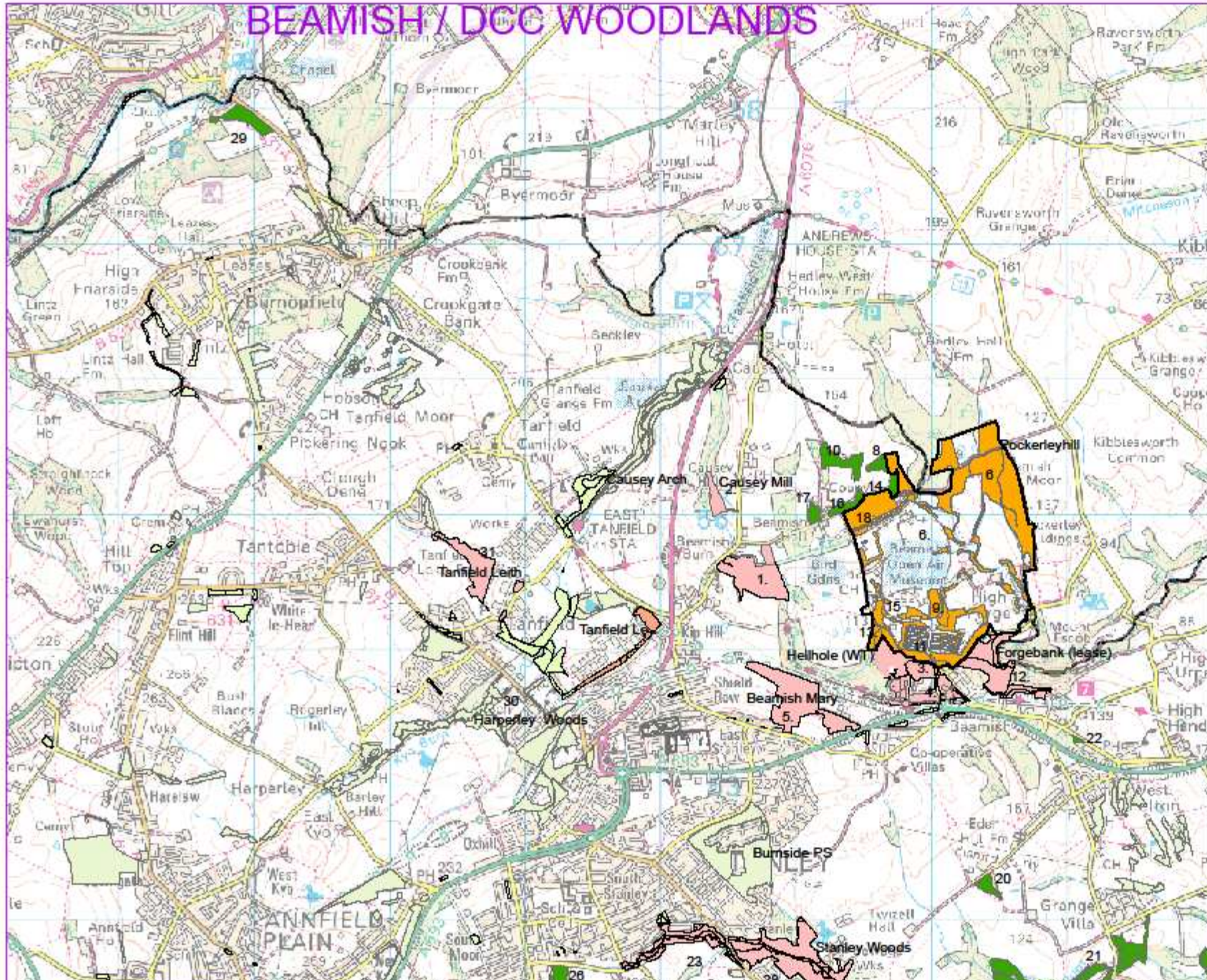
Richard Evans

Museum Director

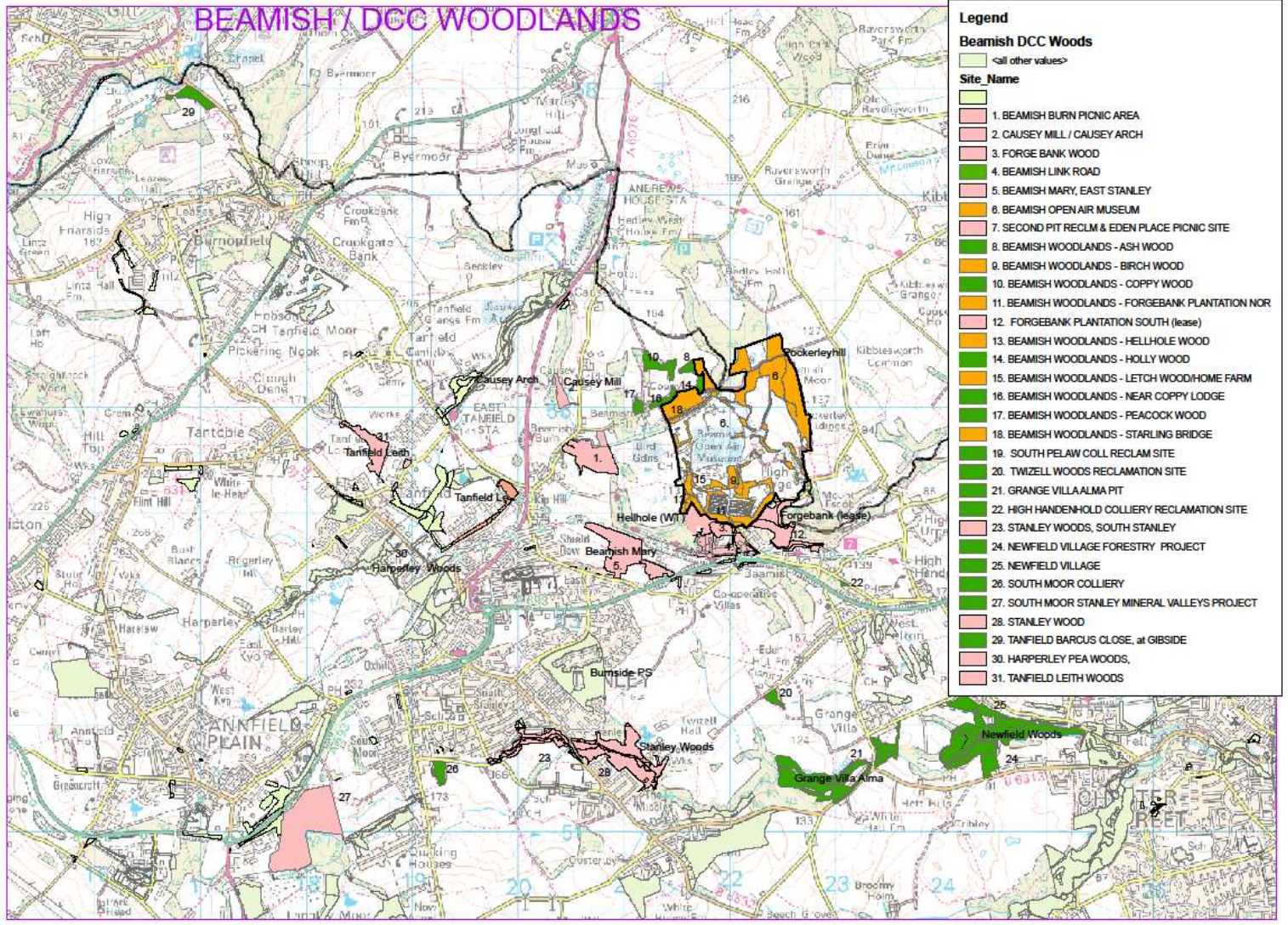
3rd March

Appendix A – Map of woodland in local area

BEAMISH / DCC WOODLANDS



Legend	
Beamish DCC Woods	
	<all other values>
Site Name	
	1. BEAMISH BURN PICNIC AREA
	2. CAUSEY MILL / CAUSEY ARCH
	3. FORGE BANK WOOD
	4. BEAMISH LINK ROAD
	5. BEAMISH MARY, EAST STANLEY
	6. BEAMISH OPEN AIR MUSEUM
	7. SECOND PIT RECLM & EDEN
	8. BEAMISH WOODLANDS - ASH
	9. BEAMISH WOODLANDS - BIRCH
	10. BEAMISH WOODLANDS - CO
	11. BEAMISH WOODLANDS - FO
	12. FORGEBANK PLANTATION S
	13. BEAMISH WOODLANDS - HE
	14. BEAMISH WOODLANDS - HO
	15. BEAMISH WOODLANDS - LET
	16. BEAMISH WOODLANDS - NE
	17. BEAMISH WOODLANDS - PE
	18. BEAMISH WOODLANDS - STA
	19. SOUTH PELAW COLL RECLA
	20. TWIZELL WOODS RECLAMA
	21. GRANGE VILLAALMA PIT
	22. HIGH HANDENHOLD COLLIE
	23. STANLEY WOODS, SOUTH S
	24. NEWFIELD VILLAGE FOREST
	25. NEWFIELD VILLAGE
	26. SOUTH MOOR COLLIERY
	27. SOUTH MOOR STANLEY MIN
	28. STANLEY WOOD
	29. TANFIELD BARCUS CLOSE, a
	30. HARPERLEY PEA WOODS,
	31. TANFIELD LEITH WOODS





JOINT COMMITTEE OF BEAMISH MUSEUM – 11th March 2011

INTERNAL AUDIT OPERATIONAL PLAN FOR 2011/12 – REPORT OF THE TREASURER

1. Purpose of Report

- 1.1 To enable the Joint Committee to consider and comment on the proposed Internal Audit Operational Plan for 2011/2012.

2. Background

- 2.1 The Internal Audit Strategy was approved by the Joint Committee on 13th March 2009. It is considered that the Internal Audit Strategy remains appropriate and therefore is not presented in this report.

3. Recommendation

- 3.1 The Joint Committee is invited to consider and comment on the attached proposed Internal Audit Operational Plan for 2011/2012.

4. Background Papers

- 4.1 None.

BEAMISH MUSEUM

INTERNAL AUDIT OPERATIONAL PLAN FOR 2011/2012

1. Introduction

- 1.1 This document presents the Internal Audit Operational Plan for 2011/2012 including the key performance measures.

2. Resources Available

- 2.1 The internal audit service is provided by Sunderland City Council as the lead authority for Finance. This shared service provides for a wide pool of skills and experience that can be called upon, including IT auditors. The head of internal audit and the service's manager is professionally qualified and all staff are trained to deliver internal audit work to professional standards.

3. Development of the Internal Audit Operational Plan

- 3.1 In developing the coverage of internal audit work it is appropriate to cover the key risk areas of the business over a period of years. The frequency and scope of the work is driven by an assessment of risk in consultation with the Museum Director (as set out in the Internal Audit Strategy). The Operational Plan sets out the work scheduled for the next financial year.
- 3.2 As the internal audit service is required to investigate specific areas of concern or irregularity as and when they arise, a small contingency allowance is made for this.
- 3.3 An allowance is also made for general advice and guidance to be provided on any issues that arise throughout the year.
- 3.4 Where individual audits cannot be undertaken as originally planned (e.g. service no longer provided), attempts will be made to replace the audit with a suitable replacement in consultation with the Museum Director and Treasurer. Where these changes are agreed this shall be considered a variation to this Plan for the purposes of performance reporting.
- 3.5 In addition, unforeseen work can arise due to new areas of business or increased risk which is appropriate to prompt audit work in the year. Therefore, in order to allow some flexibility, a small contingency allowance is also made to enable such work to be undertaken.

4. Planned Audit Work for 2011/2012

- 4.1 The following audits are planned.

4.1.1 Information Governance (12 Days)

Information governance has a particularly high profile currently within the public sector. It is planned to review the arrangements to manage personal, confidential and

sensitive information and records held by the Museum, the security of information and related legal requirements such as compliance with the data protection and freedom of information legislation.

4.1.2 On-line Admissions Income (8 days)

The Museum has improved its facility for visitors to book and make payments on-line. A limited review will be undertaken of the effectiveness of these arrangements and will compliment the audit mentioned above in relation to the protection of visitor's personal information.

4.1.3 Catering Income (8 days)

It is understood that the Museum has been successful in developing its catering facilities and has increased / is increasing the amount of provision and the number of sites that catering is being provided. A small number of days has been provided to ensure that controls in this area continue to be robust.

4.3 Each year the Operational Plan also includes time to review the implementation of recommendations (except low risk) agreed during previous audits.

5. **Audit Reporting**

5.1 At the conclusion of each individual audit a Draft Report and, if necessary, a proposed Action Plan will be forwarded to the appropriate manager. Once agreement has been reached a Final Report (including any Action Plan) will be forwarded to the Museum Director. Where audits highlight issues which need to be brought to the attention of the Treasurer they will be raised as and when necessary.

6. **Performance Management**

6.1 Performance shall be monitored against the Operational Plan and other Key Performance Indicators (KPI's) as set out in Appendix 1. It should be noted that a number of these relate to the entire internal audit function of Sunderland City Council.

7. **Variations to the Operational Plan**

7.1 As stated in paragraphs 3.4 and 3.5 above, in order to allow some flexibility in the work undertaken, a small contingency allowance is made to enable unforeseen requests to be responded to without adversely affecting the delivery of the planned audit work. However, if the contingency allowance has been exhausted an assessment will be carried out to determine whether requests for additional work should be undertaken, based on the impact upon the delivery of the plan and the risks associated with the work requested.

PAUL DAVIES
Head of Audit, Risk and Procurement

MALCOLM PAGE
Treasurer

Internal Audit and Counter Fraud Unit - Overall Objectives, Key Performance Indicators (KPI's) and Targets for 2011/2012		
Efficiency and Effectiveness		
<i>Objectives</i>	<i>KPI's</i>	<i>Targets</i>
1) To ensure the service provided is effective and efficient.	1) Complete sufficient audit work to provide an opinion on the key risk areas identified. 2) Percentage of draft reports issued within 15 days of the end of fieldwork 3) Percentage of audits completed by the target date (from scoping meeting to issue of draft report)	1) All key risk areas covered over a 3 year period 2) 90% 3) 80%

Internal Audit and Counter Fraud Unit - Overall Objectives, Key Performance Indicators (KPI's) and Targets for 2011/2012

Quality

<i>Objectives</i>	<i>KPI's</i>	<i>Targets</i>
1) To maintain an effective system of Quality Assurance 2) To ensure recommendations made by the service are agreed and implemented	1) Opinion of External Auditor 2) Percentage of agreed high, significant and medium risk internal audit recommendations which are implemented	1) Satisfactory opinion 2) 100% for high and significant. 90% for medium risk

Client Satisfaction

<i>Objectives</i>	<i>KPI's</i>	<i>Targets</i>
1) To ensure that clients are satisfied with the service and consider it to be good quality	1) Results of Post Audit Questionnaires 2) Results of other Questionnaires 3) Number of Complaints / Compliments	1) Overall average score of better than 1.5 (where 1=Good and 4=Poor) 2) Results classed as 'Good' 3) No target - actual numbers will be reported

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