

**REPORT OF THE ACTING CORPORATE DIRECTOR, CHILDREN, FAMILIES
AND CULTURAL SERVICES****NOTTINGHAMSHIRE ARCHIVES OPENING HOURS****Purpose of the Report**

1. To seek Committee approval of a change to Nottinghamshire Archives' opening hours following a customer consultation exercise.

Information and Advice

2. A reduction in Archives opening hours following a full service review and public consultation in December 2010 were implemented on 4 April 2011. Part of these changes to Nottinghamshire Archives' hours included its closure on Mondays and an extra hour of opening on Tuesday evenings.

3. Current opening hours are as follows:

Monday	Closed
Tuesday	9.00am – 8.00pm
Wednesday	9.00am - 4.45pm
Thursday	9.00am – 4.45pm
Friday	9.00am - 4.45pm
Saturday	9.00am - 12.45pm
Sunday	Closed

4. Since its implementation and following an assessment to track customer demand, a need has been identified to review the opening hours, in particular the opening pattern on Tuesday evenings.
5. A customer consultation exercise was undertaken from 31 March 2014 to 26 April 2014 with the Friends of Nottinghamshire Archives, the Nottinghamshire Archives User Group and the Nottinghamshire Local History Association. This consultation provided two options and a free text space for comments. Nottinghamshire Archives was closed to the public for refurbishment and extension at the time of the consultation.
6. Option A was to maintain existing opening hours whilst Option B was to close one hour earlier, at 7.00pm on Tuesday evening with opening hours on Wednesday, Thursday and

Friday being extended by 15 minutes until 5.00pm, with Saturday opening being extended by 15 minutes to 1.00pm.

7. Of those who responded 100% were in favour of Option B as detailed below:

Monday	Closed
Tuesday	9.00am – 7.00pm
Wednesday	9.00am - 5.00pm
Thursday	9.00am – 5.00pm
Friday	9.00am - 5.00pm
Saturday	9.00am - 1.00pm
Sunday	Closed

Other Options Considered

8. A number of patterns of opening were considered but data gathered from the previous extensive public consultation, local experiences since April 2011, and use of management information sources informed the proposal as detailed above.

Reason/s for Recommendation/s

9. Following a detailed process of analysis the proposal above is the most cost effective way of meeting customer demand and local operational needs.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

11. There are no additional staffing costs.

Human Resources Implications

12. Staff have been consulted on the need for changes to the opening hours to meet customer demand. Staff have agreed to make minor changes to their timetables and the changes have no impact on terms and conditions.

RECOMMENDATION/S

- 1) That the new opening hours for Nottinghamshire Archives, as proposed in Option B, are implemented with effect from 28 April 2015.

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Constitutional Comments (SLB 07/04/15)

13. Culture Committee is the appropriate body to consider the content of this report.

Financial Comments (SS 13/04/15)

14. The financial implications of the report are set out in paragraph 11 above.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0615