

OFFICER DECISION RECORD 2 FORM

This form should be used to record Officer Decisions which have a financial impact (income/expenditure) between £25k - £100k.

Decision Reference No: AHWB.027.2019 External funding for Curatorial Post, Heritage Doncaster

BOX 1.

DIRECTORATE: Adults Health and Wellbeing

DATE: 01/05/19

Contact Name: Nick Stopforth

Tel. No.: 01302 862693

Subject Matter: External funding for Curatorial Post, Heritage Doncaster

BOX 2

DECISION TAKEN:

To employ an additional post of Curatorial Assistant to work on the collection of the King's Own Yorkshire Light Infantry (K.O.Y.L.I.) regimental museum for the period of 2 years, externally funded by the Army Museums Ogilby Trust.

BOX 3

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

The post of Assistant Museums Officer (Military History) (AMO(MH)) superseded the post of Curatorial Support Assistant in October 2017. Since coming into post in January 2018, the Assistant Museums Officer has identified additional opportunities to increase collections engagement and potential income generation opportunities through digitisation which require better cataloguing of the K.O.Y.L.I. Regimental collection.

The Assistant Museums Officer (Military History) is currently working on the new build museum and library project. The addition of the Curatorial Assistant role will be

key in preparing the K.O.Y.L.I. museum for future digitisation and income generation opportunities, better managing the collection for the benefit of the public who access it, and assist with the new build project through an increase in service capacity.

The key responsibilities of this post will be:

- Reorganisation, sorting and cataloguing the Regimental Museum's photographic collection, including identification of material for digitisation.
- Inventorying our store against current CMS records and making changes, as well as identification of material for digitisation
- Assist with object level cataloguing of previously bulk accessioned ephemera collections, to include identification of material for digitisation
- Assist with creation of catalogues of material for use with family history researchers and to promote material in the collection
- Other duties, where necessary, to include assistance with new build museum project

External funding of £60,479.92 over two years has been committed from the Army Museums Ogilby Trust to fund both the Curatorial Assistant post for 2 years, and the uplift in salary of the Assistant Museums Officer (Military History) to become their line manager for the length of the contract.

**BOX 4
BACKGROUND PAPERS**

/NO (If YES please list and submit copies with this form)

**BOX 5
INFORMATION NOT FOR PUBLICATION:**

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

Name: Gillian Parker Signature: by email Date 01/05/2019

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6
AUTHORISATION:**

Name: Debbie John-Lewis Signatur redaction Date: 08/05/2019

Assistant Director of Communities _____

Does this decision require authorisation by the Chief Financial Officer or other Officer?

/NO

If yes please authorise below:

Name: _____ **Signature:** _____ **Date:** _____

Chief Executive/Director/Assistant Director of _____

Consultation with Relevant Member(s)

Name: _____ **Signature:** _____ **Date:** _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION

Once completed a PDF copy of this form along with any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.