

## **Addendum to Decision 4649**

### **Additional Decision to be Taken**

To accept £12,335 funding from the National Portrait Gallery as part of a skills exchange programme to support a temporary Internship at Apprentice Level.

### **Additional Reasons for Decision**

As a founding partner of the National Portrait Gallery Skills Knowledge and Exchange Programme [SKEP], the Museum Service has also been awarded funds to support a temporary Internship at Apprentice Level. The funds, in the total sum of £12,335. This will permit a trainee to be recruited to work with the Museum team for a fixed period on a temporary contract on the significant portrait collection. The contract will be offered on flexible or part time terms, so the actual duration of the internship will be tailored to the maximum sum available. This will improve access and aim to increase diversity within the workforce for a new entrant to the profession. The post has already been evaluated by the Job Evaluation Team [JE 1000005561] at the appropriate grade.

### **Additional HR Comments**

The Museums and Galleries Service is being granted £12,335 funding from the National Portrait Gallery as part of a skills exchange programme to support a temporary Internship. Nottingham City Council is one of 12 partner organisations benefitting from this funding. This is a new post in the Museums structure and has already been evaluated by the JE team as a B Grade role. Management should determine how many hours per week and the duration of the fixed term contract before going out to advert. (Either 6 months full time, or 12 months part time). The post will be based with the Fine & Decorative Arts Curator team at Whitemoor Court, but will work at Museum sites with collections, including Newstead Abbey, Wollaton Hall and Nottingham Castle, and will also have the opportunity in the course of their internship to connect up to the National Portrait Gallery and be part of the wider network of interns at all partner venues.

One of the objectives of the creation of this Internship is to improve access to diversity in the workforce – a value aligned with both the Arts Council and the National Portrait Gallery. The post holder will gain experience in collections research and management, providing a temporary career path into curator roles. Towards the end of the fixed term contract, management should ensure that the post holder is referred to redeployment in a timely manner.

There is currently no subsequent funding available to extend the post beyond the remit of the NPG funding, however management will consider other funding opportunities as they arise, and complete the relevant decision making paperwork accordingly.

In the longer term, it is recommended that Museums and Galleries management consider establishing more permanent career paths in the structure to help with succession planning for Curator roles (for example, the creation of Assistant Curator roles). This will be in line with their workforce plan, which identifies Curator roles as being single points of failure, and difficult to recruit to. The Internship role will provide the post holder with the opportunity to develop some of the relevant skills, but embedding a 'grow your own' pathway in the long term would be key in ensuring a more robust continuity of the service.

The appropriate recruitment process should be followed to attract candidates using established links with, for example, Leicester University Museum jobs and Nottingham Universities, using inclusive

advertising campaigns to attract candidates with protected characteristics. Successful candidates should receive a robust induction process. A copy of this eDDM can be uploaded to the recruitment portal in place of a business case to recruit.

Comments provided by Emily Jones, HR Consultant.

**Additional Finance Comments**

In conjunction with this project, the Council will include costs of £12,335 for an intern for a temporary period of 6 months. The project manager will ensure that the cost can be contained within the funding envelope, and will put the necessary measures in place to ensure compliance to the grant conditions and affordability.

Comment by Maria Balchin, Senior Commercial Business Partner (Resident Services)

**Addendum approved by Cllr Kotsonis and Frank Jordan, 9 and 10 June 2022 respectively.**