

Northern Ireland Museums Council

Annual Report & Financial Statements

2020/2021

Tha Cooncil o Norlin Airlann
Museums Accoont o Ilka Year

Comhairle Iarsmalann Thuaisceart
Eireann Tuarascail Bhliantuil
& Raitis Airgeadais



Cover image:

Reimage, Remake, Replay

Building digital skills to record collections through photogrammetry at the Tower Museum

Photo: Clodagh Lavelle

Northern Ireland Museums Council

Financial statements for the year ended 31 March 2021

Registered Company Number: NI027735

Charity Registration Number: NIC101873

CONTENTS	PAGE
Members of the Board and professional advisors	1
Non-Executive Director's Report	2 - 3
Report of the Directors	4 - 21
Remuneration and Staffing Report	22 -27
Governance Statement	28 - 36
Membership of the Northern Ireland Museums Council	37 - 38
Report of the independent auditor	39 -43
Statement of financial activities	44
Balance sheet	45
Statements of cashflows	46
Notes to the financial statements	47 - 59

Members of the Board and professional advisors

Directors

Prof. E Crooke (Chair to 28th Feb 2021)
Nora Douds (Chair from 1st Mar 2021)
Mr N Hamilton (Vice-Chair)

Julie Andrews
Sean Barden
Alderman Yvonne Boyle
Jayne Clarke
Anne Dorbie (resigned 17th Oct 2020)
Councillor Rory Farrell
Roddy Hegarty (resigned 31st Jan 2021)
Brona Moffett (appointed 14th Jan 2021)
Robin Morton (resigned 31st Jan 2021)
Helen Perry
Kelly Robinson (appointed 1st Mar 2021)
Nuala Toman (appointed 1st Mar 2021)
Councillor Keith Turner

External Auditor

Northern Ireland Audit Office
1 Bradford Court, Upper Galwally
Belfast
BT8 6RB

Bankers

Danske Bank
Corporate Banking
PO Box 183
Donegall Square West
Belfast
BT1 6JS

Company Secretary

Ms S Stevenson

Registered Office

153 Bangor Road
Holywood
Co. Down
BT18 0EU

Charity Registration Number

NIC101873

Audit & Risk Assurance Committee

Julie Andrews (appointed 18th Aug 2020)
(appointed Chair 17th Nov 2020)
Prof. E Crooke (Observer)
Ms A Dorbie (Chair) (resigned 17th Oct 2020)
Mr R Morton (resigned 31st Jan 2021)
Mr N Hamilton

Grant Committee

Mr S Barden (Chair)
Mr N Hamilton
Mr R Hegarty (resigned 31st Jan 2021)
Cllr K. Turner (appointed 18th Aug 2020)

Business Planning Committee

Ms J Clarke
Prof E Crooke (Chair)
Mr R Morton (resigned 31st Jan 2021)
Ms H Perry

Accounting Officer

Ms S Stevenson *

Principal Office

153 Bangor Road
Holywood
Co. Down
BT18 0EU

Registered Company Number

NI027735

*Ms S McCartan resigned as Company Secretary and Accounting Officer on 31st March 2021 and Ms S. Stevenson took up post on 1st April 2021.

Non-Executive Director's Report

As a consequence of the Covid-19 pandemic the global museum sector has experienced a year like no other. In Northern Ireland, all museums closed in March 2020 with some of those re-opening summer 2020, and with blanket closures across the sector again since the 26 December 2020. At the time of writing, in April 2021, our museums remain closed, but looking forward to re-opening and are undertaking the necessary adjustments to their offer. Furthermore, in the past year staff experienced furlough and, inevitably, some museums have seen staff reductions. Despite these disruptions, while doors were closed, staff who remained in post or returned from furlough, were as busy as ever. It is here that we see the innovation and agility that we should be incredibly proud of and inspired by.

The now well established, NI Museums Council Playful Museums Festival moved to an entirely online offer. Delivered by museums across the region, the festival provided engaging activities enhanced by YouTube videos, with characters Squiggles and Giggles, which families with young children could enjoy at home. Now into its third year, Reimagine, Remake and Replay, an engagement programme for young people, was delivered as a digital programme. In addition, our regular Spilling the Beans and NI Museums Forum, were transferred to online delivery and focussed on how the sector might respond to the challenges of the past year as we look to the future. We continued to develop our support for dementia friendly practice in museums, with the programme Memories, Movement and Museums offered with remote delivery.

Within the sector, peer support and advocacy had a greater role. We were pleased that NIMC could continue to support the sector in new ways. From June 2020 NIMC launched new monthly online Let's Talk events, attended by a total of 124 members, as an opportunity to share news and ideas, promote best practice, and facilitate discussion. Our training programme delivered completely online was offered free to members, as part of our support for the sector. As a result, there was a significant increase in uptake, and training was delivered to a total of 318 participants. In the past year we distributed over £52,000 of funding. We were also pleased to enter into a new 18-month research partnership with Ulster University, exploring the impact of Covid-19 on the museum sector, funded by UK Research and Innovation.


Although the Accreditation Scheme was paused throughout the UK, due to the pandemic, NIMC continued to support its members in advising museums working towards accreditation. We are particularly proud that we secured funding of £44,000 from the Department for Communities Capital Programme Team that has enabled us undertake Access and Inclusion Audits and to fund projects that support Access and Inclusion interventions at 3 local museums. These grants are invaluable in supporting Accreditation and widening access to museums.

Non-Executive Director's Report (continued)

Given the impact of Covid-19, this is a somewhat challenging time to see in a change of both Chairperson Board of Directors and Director of the Council. However, as our introduction has just demonstrated, the organisation is as robust and committed to the museum field as it has ever been. To that end, it has been an honour for Elizabeth to serve as Chairperson, a role now passed to Ms Nora Douds. We would like to thank those Board members who finished their term in 2020/21. This year we said goodbye to Director Sinéad McCartan and welcomed new leadership as Siobhan Stevenson was appointed Interim Director. The board and membership would like to thank Sinéad for her service to the Council.

Professor Elizabeth Crooke
Chair (Retired 28th February 2021)

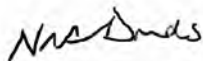
Signed:



Date: 29 June 2021

Nora Douds
Chair (Since 1st March 2021)

Signed:



Date: 29 June 2021

Report of the Directors for the year ended 31 March 2021

The Directors of the Museums Council, for the purposes of the Companies Act 2006, submit their annual report and the audited financial statements for the year ended 31 March 2021.

Northern Ireland Museums Council

The Museums Council was established in 1993 to support local museums (i.e. non-National museums) in Northern Ireland in maintaining and improving their standards of collections care and service to the public and to promote a coherent framework of museum provision.

In pursuit of these aims the Museums Council's main objectives are:

- To assist museums in Northern Ireland to improve standards of collections care;
- To assist museums in Northern Ireland to improve the range and quality of services to the public;
- To improve the status and standing of museums;
- To promote and advance education by supporting and assisting museums and galleries and to encourage the use and enjoyment by the public of museums and galleries in Northern Ireland, and thus advance the arts, culture, heritage and science for the benefit of the public;
- To promote a coherent framework of museum provision in Northern Ireland; and
- To operate efficiently, effectively and economically.

The Museums Council's functions include the following:

- The development and maintenance of links with interested bodies and agencies;
- The provision of information, advice and training to museums across a range of activities such as curatorial practice, collections management, conservation services, marketing and income-generation, etc.;
- To encourage, support and assist educational exploitation of museums;
- Assistance with feasibility studies and carrying out developmental research;
- The disbursement of grants to local museums towards approved projects and specimen purchase; and
- The promotion of Museum Accreditation for local museums.

The Museums Council is registered as a company limited by guarantee and operates in compliance with the Companies Act 2006. It is a registered charity. The Museums Council was funded, in the main, by the Department for Communities (DfC) and as such operates as a Non-Departmental Public Body (NDPB). The Museums Council does not carry out its functions on behalf of the Crown.

With this remit, and through these aims, the Museums Council plays a unique and fundamental role in the delivery of the Northern Ireland Museums Policy, as well as contributing to the current draft Programme for Government, Outcomes Delivery Plan and the Departmental vision and strategic priorities to deliver outcomes / results, which will support people, improve communities and tackle disadvantage. For museums, these aspects become manifest through the protection and enhancement of the cultural assets they hold, and the prioritising of audience engagement programmes.

Report of the Directors for the year ended 31 March 2021 (continued)

The vision of the Northern Ireland Museums Policy is for “a coordinated and sustainable museum sector that develops, preserves and interprets its collections to the highest possible standards; delivers quality services that inspire, educate and engage local, national and international visitors and users; harnesses its strengths and diversity to support economic, social and cultural development in Northern Ireland and a shared and better future.”

During the 2020-21 business year, the Directors delivered Year 3 of the draft Corporate Plan for 2018-21. Our vision is for “A dynamic, inclusive and sustainable museum sector” and our mission is “To champion, develop and support museums”. We have also identified three core values that underpin everything we do – Innovative, Collaborative and Professional. The Board of Directors has identified, with support from the Museums Council’s staff and stakeholders, five strategic themes: LEAD, PROTECT, CONNECT, VALUE and DELIVER.

The Museums Council measured its performance during the 2020-21 with seven Key Performance Indicators outlined below:

NO.	KEY PERFORMANCE INDICATOR	Target	Actual 2020-21
1.	LEAD At least one museum submitting an Eligibility Questionnaire for Accreditation	1	2
2.	PROTECT Administer at least 5 grants to local museums to develop their collections	5	10
3.	CONNECT Deliver 12 training and shared learning events	12	19*
4.	CONNECT Secure 160 participants in training and shared learning events	160	318
5.	CONNECT Non-government income as % of total income	10% (£20.4k)	5%** (£10.9)
6.	VALUE Support at least 10 local museums to connect audiences virtually with museums through digital technologies	10	14
7.	DELIVER Total number of professional development events attended by NIMC staff	4	8

* includes Spilling the Beans and Museum Forum

**As a consequence of the Covid-19, many funding organisations changed their criteria rendering NIMC ineligible for support; instead NIMC acquired £44k through grant funding from DfC.

Report of the Directors for the year ended 31 March 2021 (continued)

Public Benefit Statement

The Museums Council's charitable purpose is to promote and advance education by supporting and assisting museums and galleries and to encourage the use and enjoyment by the public of museums and galleries in Northern Ireland, and thus it advances the arts, culture, heritage or science. The Museums Council supports local museums by:

- Ensuring they maintain recognised standards;
- Assisting them to improve their public facilities;
- Providing financial assistance to support UK Museums Accreditation scheme;
- Providing training;
- Advising on the learning and education programmes;
- Enhancing public awareness of the events at museums;
- Undertaking evaluations and research;
- Delivering strategic, sector-wide programmes; and
- Providing advice, guidance and information in response to queries from the sector and the general public.

Beneficiaries include the people of Northern Ireland, visitors to museums from outside the area and online users of www.nimc.co.uk.

2020-2021 Performance

Theme 1 – LEAD

The Museums Council leads and enables the local museum sector through its activities and by supporting, empowering and collaborating with others to ensure the positive role of museums in society. Our aim is to support and demonstrate that museums make an essential contribution to society.

Museum Accreditation

The Museums Council manages and administers the Museum Accreditation Scheme in partnership with Arts Council England; Museum, Archives and Libraries (a division of the Welsh Government); and Museums Galleries Scotland. Due to the impact of Covid-19 a UK wide decision was taken to pause the Accreditation process until April 2021 (this pause is now extended).

During 2020-21, the Museums Council continued to provide advice and carry out assessments to local museums in Northern Ireland. Currently there are 43 accredited museums in the scheme, 40 of which are local museums, 35 holding 'Full' accreditation and five holding 'Provisional' accreditation.

Support and advice were also provided to museums not currently in the Scheme. There is currently one museum with 'Eligible' status who is working towards 'Full Accreditation'. Eligibility applications were received for two other museums so they can progress to working towards 'Full Accreditation'.

For further information on Museum Accreditation see www.nimc.co.uk/accreditation/

Report of the Directors for the year ended 31 March 2021 (continued)

Digital Connectivity

Website

The Museums Council continued to provide comprehensive information about all accredited museums in Northern Ireland through its website. The site also allows local museums to upload details of their forthcoming events programmes. This service is provided in response to an identified barrier for non-participation in museum activities being a lack of information and awareness about museum events.

E-Newsletters

The Museums Council continued to offer a monthly newsletter which highlights news and activities, and through Facebook, Instagram and Twitter feeds to highlight campaigns on specific dates such as International Museums Day on 18th May 2020.

Museum Beat is circulated to members and publishes information about the Museums Council's news and programmes, museum resources, courses and conferences, grants, CPD and job opportunities, as well as highlighting local museum news, exhibitions and events. During 2020-21, eleven issues of Museum Beat were issued.

The Newsletter has a different target audience and allows the Museums Council to communicate with non-members and a wider range of interested parties who have signed up voluntarily to find out about its activities and the museum sector. In 2020-21, there were eleven Newsletters issued.

Social Media

The Museums Council has three social media channels which it uses to engage with its online audiences - Twitter, Facebook and Instagram.

LET'S TALK

The Museums Council developed a new online forum LET'S TALK for Museums Council Members. It was launched on 23rd June 2020 and the monthly sessions discussed a variety of subjects including contemporary collecting, youth engagement and digitisation. A total of seven sessions attracted 124 attendees.

#MuseumWeek 2020

In May 2020, the Museums Council promoted Northern Ireland wide activity for #MuseumWeek 2020 (11-17 May). The format took the form of a campaign across Facebook, Twitter and Instagram based on the seven themes and hashtags. The themes were to have relevance in the time of Covid-19 and lockdown. Museums, including Ballymoney Museum, Down County Museum, Newry and Mourne Museum, Fermanagh County Museum, Tower Museum, FE McWilliam Gallery and Somme Museum participated in the campaign.

Report of the Directors for the year ended 31 March 2021 (continued)

Theme 2 – PROTECT

The Museums Council enhances the protection of museum collections through regulation, grants and training, and thereby ensuring that collections are better cared for and protected.

Collecting for the Future

In 2019 the Museums Council was successful in obtaining resource to provide a three-year funding programme titled *Collecting for the Future* from the Esmé Mitchell Trust. The Trust operates principally in Northern Ireland and has a particular interest in cultural or artistic objects.

Collecting for the Future focuses on strategically collecting cultural and artistic objects in partnership with museum users and communities.

It supports accredited museums to strategically collect:

- Objects that will enrich and strengthen their collections;
- Objects that enhance new areas of collecting;
- Objects representing the culture and artistic achievements and experiences of this place.

This funding package of £5,000 per annum (£15,000 in total) will enable five accredited museums to apply for up to £1,000 and secure 100% of the total purchase cost if it is less than £1,000; or put the £1,000 towards the purchase of an object of higher value. Over a three-year period, this will support at least 15 purchases enabling museums to develop their collections.

During the financial year 2020-21, six applications were received and five museums benefitted from this funding programme.

Grant Applicant	Purchase	Amount Awarded
Fermanagh County Museum	Artwork by Mavis Thomson – 'Ireland's Totem, Crown of Conciliation – Circle of Hope, 2001'	£1,000
Somme Museum	'Five Weeks before the 1 st July 2016', watercolour, triptych, 2013 by Paul Banning	£1,000
Inniskillings Museum	WWII Military Cross Group of nine medals awarded to Lieutenant Colonel John Filmer-Bennett OBE, MC, Royal Inniskilling Fusiliers	£1,000
Newry and Mourne Museum	A chalk and charcoal drawing of Lord Russell of Killowen by Pierre Verheyden 1843-1919	£1,000
Linen Hall Library	Mairead Corrigan Maguire, by Amanda Dunsmore	£1,000
TOTAL		£5,000

Report of the Directors for the year ended 31 March 2021 (continued)

The Recovery Grant Scheme

Given the exceptional circumstances during the year. The Museums Council suspended its normal grant programme to focus on mitigating the impact of Covid-19. In addition to existing grant funding supported through the core grant from the Department for Communities, The Museums Council secured £5,880 additional funding from the Art Fund.

The Recovery Grant Scheme was created to support local museums adapt existing or develop new ways to connect with audiences. Initially the grant supported costs associated with working at home to ensure an effective business service for the public, funders and all service users. It was revised to include the costs of re-opening in a way that ensured the safety and confidence of staff, volunteers, and visitors while restrictions are still in place when restrictions were eased.

Round 1

- Open to independent museums only.
- 18 museums were eligible.
- Opened on 26 August and closed 11 September 2020.
- Maximum grant £1,500.
- Five applications were received and four were awarded funding.

Applicant	Grant
Armagh Robinson Library	£1,500
Northern Ireland War Memorial Museums	£1,000
Somme Museum	£260
Whitehead Railway Museum	£1,500
TOTAL	£4,260

Round 2

- Revised guidelines
- All accredited museums eligible (40 in total)
- Maximum grant £1,000.
- Opened 1 October; closed 30 October 2020
- Nine applications were received and eight awarded funding.

Applicant	Grant
North Down Museum	£900
Mid-Antrim Museum	£517
Ballymoney Museum	£1,000
The Argory (National Trust)	£985
Craigavon Museum Service	£550
FE McWilliam Gallery	£1,000
Coleraine Museum	£980
Castle Ward (National Trust)	£1,000
TOTAL	£6,932

Report of the Directors for the year ended 31 March 2021 (continued)

Supporting Inclusivity - Access & Inclusion Audits

NI Museums Council commenced a programme of Access & Inclusion Audits in 2019-20. The audits enable museums to better understand ethical commitments and legal requirements with regards to access and inclusion. They provide museums with evidence-based data that will ensure informed planning to make access improvements at their museum, as well as helping them to maintain their accredited status.

In the 2020-21 year a further award of £9,950 from the Department for Communities enabled a further nine Access and Inclusion Audits to be commenced. Six of these enabled audits to be carried out for the remainder of the Thirteen organisations identified in the first year of the scheme who were unable to be supported because of lack of resource. A further three were identified through an open expression of interest and subsequent selection process.

The nine museums selected for Access and Inclusion Audits were:

Address House (NT), Down County Museum, Fermanagh County Museum, Springhill (NT), Inniskillings Museum, Milford House Collection, Newry and Mourne Museum, Police Museum, Royal Irish Fusiliers Museum.

Progress with these audits has been impacted by Covid 19 restrictions and further work is required to complete the audits.

Supporting Inclusivity - Access and Inclusion Grants

The Access & Inclusion Audits delivered in February 2020 provided museums with evidence-based data to make access improvements at their museum. Support from the Department for Communities also provided grants for improvements associated with Access and Inclusion Audits. Three grants were awarded.

Venue	Project Title	Funding offer
Castle Ward (NT)	Accessible Pathway Project	£27,700
Causeway Museum Service	Increasing accessibility with audio stations	£1,500
The Argory (NT)	Museum Visitor Access Project	£4,850
TOTAL		£34,050

Advice and Guidance

The Advice and Guidance Service provided by the Museums Council continued to be used during 2020-21. Unsurprisingly, advice and guidance to members and the local museum sector focused on the complexities brought by the pandemic and restrictions. Prominent enquiries focused on training priorities and the need to upskill digitally, grant applications; delivery of virtual engagement projects; participation in the virtual Playful Museums Festival; delivery of online dementia friendly programming; and advice focused on covid response health and safety, and re-opening concerns.

The Northern Ireland Museums Council also established a WhatsApp group to facilitate exchange on issues of concern.

Report of the Directors for the year ended 31 March 2021 (continued)

Theme 3 – CONNECT

The Museums Council facilitates and empowers the local museum sector to connect more people and museums, enabling a more diverse range of audiences to connect, engage and participate with museums.

Reimagine, Remake, Replay

The Reimagine, Remake, Replay Project is focused on connecting young people (ages 16-25) with heritage. The project is funded by the National Lottery Heritage Fund and project partners include the Nerve Centre (lead partner), National Museums NI, NI Screen and the NI Museums Council.

Six local museums are involved:

- Causeway Coast and Glens Museum Service;
- Fermanagh County Museum, Enniskillen Castle;
- Mid and East Antrim Museum Service;
- Newry and Mourne Museum;
- North Down Museum, Bangor; and
- Tower Museum, Derry/Londonderry.

The Reimagine, Remake, Replay project is challenging museums to reflect on their mission and is supporting them to develop capacity, skills and confidence to work with young people. The project has been successful in developing younger audiences for museums and in turn has been changing young people's perceptions of museums, connecting younger people with their heritage and increasing their confidence. One of the main successes of the project so far is its commitment to its youth-led approach. Many of the young people who initially participated in the programme are now leading and facilitating some of the courses for their peers. They have been able to apply their knowledge and extend their skills and experience thereby; embedding the impact of the project.

In light of the pandemic, the project has overcome barriers to connect its audiences to museum collections remotely. The project has adapted delivery for remote learning, developing new and innovative activities that are accessible from home, while still meeting the same underlying values. All programmes remain free and accessible, now reliant on only free software.

Statistics for delivery of the project from April 2020 - March 2021 include:

- **21 creative programmes** delivered - including digital badge programmes in digital design, creative writing and event management;
 - **788 young people engaged** through programmes (405 core/creative & 381 occasional);
 - **111 creative sessions**, producing **271 digital outputs** and **208 items of published content**;
 - **15 youth-led online events** delivered as part of a youth-led online mental health festival;
 - **155 digital badges** were issued;
 - **36 freelance professionals** involved from a wide variety of fields including illustration, art, poetry, psychotherapy, festival management and craft making;
 - **19 paid opportunities** for participants, including facilitation, presenting and design work;
 - **11 heritage staff** involved, including curators, education officers and management.
-

Report of the Directors for the year ended 31 March 2021 (continued)

The project has developed new youth working groups for participants to meet with peers, discuss themes and help feed into wider RRR programming. These include: LGBTQIA, Climate Action, and Mental Health and Wellbeing.

Reimagine, Remake, Replay was named 'Best Museums Change Lives Project' Award at the Museums Association Awards, November 2020, a testament to the success and positive impact of the project.

Annual Training Programme

During 2020-21 the Museums Council annual training programme was delivered online. It was made exclusively for members only and was offered free of charge to offer sectoral support during the pandemic. There were 17 training sessions attended by a total of 213 participants.

The training programme supports opportunities for people to develop new skills and knowledge to benefit their workplace, personal growth, well-being and prospects of employment with the museum, heritage and cultural sectors. An emphasis during 2020-21 was response to restrictions arising from Covid-19 and addressing the need to be flexible and creative in approaches to engaging audiences with museums.

The sessions delivered were entitled:

- Banish that Backlog- Collections Management x2
- Building Resilience and Wellbeing
- Supporting Remote Learning
- Digitisation Basics x2
- Creating Covid Secure Loan Boxes
- Access Workshop
- Acquisition and Accessioning
- Labelling and Marking
- Meaningful Consultation with Families and Children x2
- The Preschool Curriculum
- Creating Family Friendly Interactions x2
- Safeguarding
- Volunteering

Association of Independent Museums Training

The Museums Council ran bespoke training in conjunction with the Association of Independent Museums. These sessions were offered free of charge to support the independent museum sector during the challenges of the pandemic. The sessions focused on Good Governance and Fundraising, and were delivered in June 2020 and were attended by 15 individuals, from the following ten independent museums. Armagh Observatory and Planetarium, Whitehead Railway Museum, Northern Ireland War Memorial Museum, FLAME the Gasworks Museum, Police Museum, Armagh Robinson Library, Downpatrick and County Down Railway, Milford House Collection, Garvagh Museum and Inniskillings Museum.

The forum was attended by 57 people, and generated discussion on social media. Evaluation from the day was very positive.

Report of the Directors for the year ended 31 March 2021 (continued)

Shared Learning Events

In normal times, the Museums Council organises two Shared Learning events annually – Museum Forum and Spilling the Beans. These events offer the opportunity for museum staff and volunteers to share experiences and insights into recent work, consider new developments and explore future directions for the museum sector. Despite the challenges of this exceptional year, both events were moved successfully online, and while networking opportunities were reduced, both events offered a chance for learning, exchanging views and sharing good practice.

Spilling the Beans

The event scheduled for 23 March 2020 at the Irish Linen Centre & Lisburn Museum had to be postponed at short notice because of the developing circumstances with Covid-19.

The event was reorganised to take place on-line on Tuesday, 29 September 2020 and with a revised theme of *Future Museums: Recovery & Renewal*. The event explored what the future holds for museums and offered perspectives from three presenters, two from the local museum community and Sharon Heal, Director of the Museums Association. The event took the form of three short presentations followed by a Q&A and discussion.

The presentations reflected on 2020 and the exceptional circumstances in which museums find themselves. Talks featured discussions on how the pandemic has impacted on the sector and presented challenges both personal and professional. Speakers highlighted the ongoing issues experienced by the museum sector while navigating its way through difficult times, exploring the decisions faced prior to reopening and hope to continue to offer on-line alternatives. The presentations offered perspectives on how museums can remain relevant and accessible.

Spilling the Beans – Online was attended by 43 people and encouraged discussion through online chat. (2019-20 event was postponed).

Museum Forum

The Museum Forum had previously taken the format of a whole-day face-to-face event in one of many local museums or partner organisations. This year it took place on the 23 March and was an entirely online event. The 23 March 2021 marked 12 months since Boris Johnson announced the first lockdown due to Covid-19 in the UK. Museums have been closed, or they have reopened for only a short period during the 2020-21 year. The event therefore focused on *Museums Beyond Covid: Reset, Rethink & Respond*. There were two panel sessions – each with three speakers and followed by a Q&A. As 23rd of March was also a national day of reflection in the UK for the 126,000 people who have lost their lives to Covid-19 over the previous 12 months, a minute's silence was marked at noon.

The programme featured discussions on audiences, tourism, grant funding and policy with insights into how perceptions and practice have changed due to Covid-19, and how museums can continue to respond to the challenges of the pandemic, as well as anticipate and adapt to the “new normal”. There was a focus on recovery, resilience and how museums might grasp the opportunities presented by changes such as the rapid increase in digital transformation and the articulation of the value of cultural institutions to society.

The Museum Forum online event was attended by 62 people. (2019-20 in person event attended by 57 people).

Report of the Directors for the year ended 31 March 2021 (continued)

Collaboration with the University Sector

During 2020-21, the Museums Council continued to develop greater collaboration between the museum sector and third-level organisations participating in research projects and providing a platform to deliver workplace-based learning opportunities for students in the museum sector.

University Student Placements

NI Museums Council hosted a “LET’S TALK University Placements” in August 2020 and acted as the link between the local museum sector and the university sector. NI Museums Council sought Expressions of Interest to host student placements for Queen’s University Belfast, MA Public History and the MA Cultural Heritage and Museum Studies and MA Museum Practice and Management at Ulster University. Eight expressions of interest were received from the local museum sector and eight students attended placements within the local museum sector. One of these placements took place with Museums Council, working across the local museums involved in the Playful Museum Festival. Two placements were hosted by North Down Museum and Milford House Collection. Armagh Observatory and Planetarium, Armagh County Museum and Irish Linen Centre and Lisburn Museum each hosted one placement. The Museums Council also worked with Ulster University to promote opportunities within the local museum sector to the MA Museum Studies students.

Ulster University Research Project

The Museums Council is a partner in the Ulster University project, *Museums, Crisis and Covid-19; Vitality and Vulnerabilities*, funded by UK Research and Innovation. A team of 7 Ulster based researchers are examining how museums have adapted to the impact of Covid-19. It is investigating museum purpose, possibilities for digital adaptation and innovation, and the impact on mental health and wellbeing, as well as the role of museums in community resilience. It will recommend how the NI museum sector can drive best practice in adapting its audience engagement in response to Covid-19. The Museums Council will work closely with project partners to ensure that the project is relevant to the sector and addresses its needs.

Queen’s University, Belfast Research Project

Northern Ireland Museums Council is also partnering with Queen’s University Belfast on a research project to look at Museums, Empire and Northern Irish Identity. The project is an Economics and Social Research Council-funded research project at Queen’s University Belfast, taking place within the Institute of Irish Studies and Centre for Public History. The Museums Council will support project development and engagement with the sector and the public.

Report of the Directors for the year ended 31 March 2021 (continued)

Theme 4 – VALUE

The Museums Council promotes the value of museums and their collections through research, training and audience development activities enabling a wider range of people to value, enjoy and celebrate museums and their collections.

Playful Museums

In February 2021, the fifth annual Playful Museums Festival took place across the local-museum sector. This year the Festival was reimagined in response to the Covid-19 restrictions and was delivered as a virtual/remote event. The Museums Council co-ordinated the social media with the #NIPlayfulMuseums hashtag and allocated grants to seven museums (five taken up) to support their programming development and delivery. NI Museums Council supports local museums working with the under-5s audience through the provision of training opportunities, advice, guidance and through developing partnerships.

Digital engagement- Squiggles & Giggles Project

The Museums Council also managed an online engagement project, Squiggles & Giggles Comes to Playful Museums Festival 2021. This project involved working with five local museums to develop fun and engaging video content targeted at the under 5s audience. These videos can be viewed on the Museums Council YouTube Channel. The local museums used their videos in a variety of ways, for example in virtual workshops for use in preschool settings, with local Sure Starts as well as directly with families in the local area. The five museums involved were: F.E. McWilliam Gallery, Mid-Antrim Museum, Carrickfergus Museum, Irish Linen Centre and Lisburn Museum and Northern Ireland War Memorial Museum.

Liz Weir Comes to Playful Museums Festival 2021

The Museums Council collaborated with the storyteller Liz Weir to create five short story videos aimed at engaging under 5s. These videos were profiled daily during the second week of the Festival and were uploaded to the NI Museums Council YouTube channel. The stories focused on themes relevant to early years and could be easily linked into the collections of the local museums participating in the Festival. The themes were: castles, colour, teddy bears, books and food. These story video represent a resource which could be further developed into workshops for under 5s the parents and carers.

NI Museums Council Placement

A MA Public History student from Queen's University, Belfast undertook their university placement of the Playful Museums Festival project. The student assisted in the co-ordination of the associated social media and in the development of an early-years video and outreach workshop used in a local day-care setting during February 2021. This was supported with a Covid-secure loan box. The placement was managed by the Museums Council's Development Officer.

Participation

The lack of physical events made capturing statistics on attendance difficult. Three museums who traditionally took part in the Festival could not participate due to staff being on furlough, however, Twelve museums took part in the Festival through grant funded activity, the Squiggles & Giggles Project and the social media campaign. Five pre-school or nursery organisations were directly engaged through participation in a virtual workshop. There were two live-stream events reaching 24 under-5s and 20 adults.

Report of the Directors for the year ended 31 March 2021 (continued)

Playful Museums Festival Grants

In addition to the Recovery Grants, NI Museums Council also offered grants for the Playful Museums Festival from its core budget supported by the Department for Communities.

The purpose of these grants was to support the development and delivery of programming as part of the Playful Museums Festival in February 2021.

Grants awarded in 2020-21 are as follows:

Grant Applicant	Project	Amount Awarded
F.E. McWilliam Gallery	Toddler Tuesday Online	£500
Northern Ireland War Memorial Museum	Jeannie The Hen	£450
Ballymoney Museum	From Me to You	£500
Armagh Robinson Library & No 5 Vicars' Hill	A Playful Museum Through a Child's Eyes	£400
Mid Antrim Museum	Explore the Castle	£260
Total		£2,110

* Grants to Newry and Mourne Museum and Craigavon Museum Service were returned due to Covid-19 restriction implications including lack of accessibility of museum premises for filming and the change to remote learning in pre-school settings.

Dementia Friendly Museums Programme

The Museums Council is registered as working to become dementia friendly with the Alzheimer's Society in Northern Ireland. During 2020-21, the Museums Council continued to support the local museum sector in working to become dementia friendly.

The Museums Council chairs a Dementia Friendly Museums Working Group with representatives from the Alzheimer's Society NI and Dementia NI. A meeting was convened in July 2020 and the March 2021 meeting was postponed to April 2021.

The following museums continue to be supported by the Museums Council while they are working to become dementia friendly: Armagh County Museum; Armagh Robinson Library and No 5 Vicars' Hill; Mid-Antrim Museum; Causeway Coast and Glens Museums Services; North Down Museum; Northern Ireland War Memorial Museum; and the Tower Museum.

Report of the Directors for the year ended 31 March 2021 (continued)

During 2020-21 the Museums Council worked with the Alzheimer's Society in Northern Ireland to redesign the Dementia Awareness sessions in the light of the global pandemic and to deliver these virtually rather than face-to-face. The Development Officer undertook refresher training and plans to roll out the virtual delivery of the workshop in 2021-22.

The Dementia Friendly Programme was supported through a coordinated NIMC project rather than through a grant programme during 2020-21. These projects focused on moving the dementia-friendly museums engagement work online. During May-July 2020 three museums were involved in the delivery of the *Love 2 Move* online project. This involved six weekly sessions delivered via Zoom to care-home residents and dementia-support service users in the community. The sessions combined collections-inspired reminiscence with dementia-friendly chair-based exercises from the Love to Move Programme. The museums involved were Mid Antrim Museum, Tower Museum and Northern Ireland War Memorial Museum. They engaged a total of 135 over the 18 sessions.

A second project *Memories, Movement and Museums*, built on the learning from *Love to Move* online project. This involved four local museums: Northern Ireland War Memorial Museum and Mid-Antrim Museum, who were involved in the first online project were joined by Causeway Coast and Glens Museums Service and Armagh Robinson Library and No. 5 Vicars' Hill. Again, a range of care-home residents and those in supported living in the community engaged with the weekly programming. Dementia NI members across Northern Ireland participated as well as Alzheimer's Society service users. In total 340 participated in the 30 online sessions.

Theme 5 – DELIVER

The Museums Council is committed to evaluating and improving the way it works and the quality of service it provides, to ensure a more efficient and effective organisation for its members and stakeholders.

Evaluating our services

During 2020-21, the Northern Ireland Museums Council undertook reviews of existing areas of the business to ensure that we are delivering a quality, relevant and sustainable service. Areas reviewed were:

- Review of Financial Systems and Processes;
- Risk Management Strategy.

The Museums Council also undertook a Training Needs Survey in March 2021 the results of which will be collated in 2021-22. These reviews enable better planning and gathering of evidence-based data to improve our services.

The terms of reference of the Business Planning Committee and Grants Committee were also updated in September 2020.

Report of the Directors for the year ended 31 March 2021 (continued)

The following policies and procedures were updated in 2020-21:

- Fraud and Bribery Prevention Policy;
- Information technology Security Policy;
- Gift and Hospitality Policy;
- Complaints / Customer Feedback;
- Code of Conduct for Board and Staff;
- Safeguarding;
- Procurement Policy;
- Credit Card Policy;
- Raising Concerns;
- Grant Policy;
- Business Continuity Plan.

Review of Organisational Structure

The Museums Council secured funding from the Change Fund to undertake a review of its organisational structure. Business Consultancy Services (Department of Finance) undertook the Review and provided a report to the Board of Directors in March 2020. Options were presented, however, in light of the Covid-19 crisis, next steps were postponed.

Service Level Agreements

The Museums Council has a Service Level Agreement (SLA) with Libraries NI for HR Support Services.

The Museums Council continuously looks to share services which enable it to deliver its business more efficiently and effectively. assurance that:

Volunteer Programme

During 2020-21 the Museums Council hosted a 30-day placement student from Queen's University Belfast, MA in Public History. The volunteer assisted in the delivery of the virtual Playful Museums Festival 2021.

Disability Action Plan

The Museums Council drafted its Disability Action Plan in 2020 which went out to public consultation. Year 2 of the plan has been implemented to included circulating Equality Commission NI training information to staff and the Museums Council Board, as well as delivering an Access and Inclusion Workshop for local museums. The Access and Inclusion Grant Programme and Dementia Friendly Museums Programme were also delivered as part of the plan.

Report of the Directors for the year ended 31 March 2021 (continued)

Governance and Accountability

In line with the requirement and guidance provided, the Museums Council has reported in full on the governance of the company during 2020-21 through the Governance Statement which follows.

The Museums Council operates in a transparent manner, with the website carrying information on the company and the Board of Directors, including the minutes of the board meetings available at www.nimc.co.uk/about-us/governance/ .

As a membership organisation, the Museums Council is responsive to the sector, providing leadership and advocacy to advance its interests. It liaises with the membership during each year and the Board of Directors reported to the Council's membership at the Annual General Meeting held on 29 September 2020.

Statement of Directors' Responsibilities

The Board of Directors has overall responsibility for ensuring that the Museums Council has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- The Museums Council is operating efficiently and effectively;
- It maintains a Fraud Prevention Policy and Response Plan;
- Its assets are safeguarded against unauthorised use or disposition;
- Proper records are maintained, and financial information used by the Council or used for publication is reliable; and
- That the Museums Council complies with relevant laws and regulations.

Company and charity law require the Board of Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs and of the surplus or deficit for that period. In preparing those statements, the Board of Directors has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgments and estimates that are reasonable and prudent;
- Stated whether applicable accounting standards have been followed, subject to any material departures, disclosed and explained in the financial statements; and
- Prepared the financial statements on the going-concern basis.

In preparing the annual report and financial statements of the Museums Council, the Board of Directors has adopted the provisions of the Charities SORP Financial Reporting Standard 102.

Report of the Directors for the year ended 31 March 2021 (continued)

Financial Review

It is the view of the Board of Directors that the Museums Council operated prudently and effectively within the parameters of the financial resources which were available to it. The Board of Directors formally monitors the financial position of the Museums Council at least on a quarterly basis, at its scheduled meetings, the minutes of which are published on the Museums Council's website.

The Museums Council operates without cash reserves and the DfC as the current major funder of the Museums Council, is aware of this position.

The Museums Council operates within the framework of Managing Public Money NI (MPMNI) and, mindful of its requirements, operates on the basis of not drawing down cash resources from its funders in advance of need.

The financial allocation to the Museums Council from the DfC for 2020-21 was £204,000 with a non-resource allocation of £12,000. Subsequently, the Museums Council was awarded further £1,000 to support IT remote working and a capital allocation of £3,000 Covid-19 Supporting Effective Homeworking. The total drawdown for 2020-21 was therefore £220,000.

Plans for the Future

The Board of Directors of the Museums Council has agreed the key components of its planned activity for 2020-21 which aim to address identified statutory obligations, deliver the draft Programme for Government, the Outcomes Delivery Plan, the strategic themes in the draft Corporate Plan for the Museums Council and advance the goals of the Northern Ireland Museums Policy. These activities include the delivery of:

- Guidance and support to local museums regarding the UK Museum Accreditation Scheme;
 - Administering the UK Museums Accreditation Scheme in Northern Ireland;
 - Supporting audience development including increasing the number and diversity of people accessing and engaging in cultural activities;
 - Administer the *Collecting for the Future* grant programme;
 - Support to local museums through grant programmes, where possible;
 - Continuous professional development, skills development, building resilience and capacity for those working and volunteering in the sector;
 - Assistance to local museums in developing learning programmes;
 - Devising plans to address issues concerning collections storage, security, care and documentation, and audience development at local museums;
 - Promoting and increasing awareness of museums and their positive social and economic impact on Northern Ireland 's society;
 - Advancing the Review of Northern Ireland Museums Council's Organisational Structure;
 - Explore opportunities for a new website;
 - Deliver the Disability Action Plan;
 - Progress improvements to the financial systems and processes;
 - A comprehensive guide to the services and activities of local museums across Northern Ireland; and
 - Advice and information to the heritage sector and the public generally.
-

Report of the Directors for the year ended 31 March 2021 (continued)

Personnel matters

The Business Planning Committee oversees the personnel matters of the Museums Council. Employees have been consulted on matters of concern to them by means of regular staff meetings and have been kept informed on specific matters directly by management. The Museums Council has adopted procedures for the annual evaluation of staff performance and appraisal, as well as the upward feedback for senior management and the Board of Directors.

The Museums Council operates several detailed policies in relation to personnel matters including:

- Equal Opportunities;
- Health and Safety;
- Harassment in the Workplace;
- Grievance; and
- Raising Concerns.

The Museums Council's policies are in alignment with those areas covered in the Northern Ireland Civil Service Handbook:

<https://www.finance-ni.gov.uk/articles/northern-ireland-civil-service-handbook>

In accordance with the Equal Opportunities Policy, the Museums Council has long established fair employment practices in the areas of recruitment, selection, retention and training of staff.

Political and Charitable Donations

The Museums Council made no political or charitable donations during the 2020-21 year (2019-20: nil).

Auditors

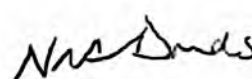
The statutory audit of the Museums Council was undertaken by the Northern Ireland Audit Office's (NIAO) Comptroller and Auditor General.

So far as the Directors are aware, there is no relevant audit information of which the Museums Council's auditors are unaware, and we have taken all the steps that we ought to have taken as Directors in order to make ourselves aware of any relevant audit information and to establish that the Museums Council's auditors are aware of that information.

By order of the Board of Directors



Siobhan Stevenson
Accounting Officer



Nora Douds
Chair

DATE: 29 June 2021

DATE: 29 June 2021

Remuneration and Staffing Report

Remuneration Policy

The pay remit for the Northern Ireland (NI) public sector, including senior civil servants (SCS), is approved by the Minister of Finance. The Minister has set the 2020-21 NI public sector pay policy (September 2020) in line with the overarching HMT parameters. Annual NICS pay awards are made in the context of the wider public sector pay policy. The pay award for NICS staff, including SCS, for 2020-21 has not yet been finalised.

The pay of SCS is based on a system of pay scales for each SCS grade containing a number of pay points from minima to maxima, allowing progression towards the maxima based on performance.

Service contracts

Service appointments are made in accordance with the Civil Service Commissioners' Recruitment Code, which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officials covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commissioners can be found at www.nicscommissioners.org.

Staff Profile, Turn Over, Remuneration (audited) and Sickness Absence

During 2020-21 the Museums Council had 5 staff, 4 on payroll and one seconded in, and as at 31 March 2021 this comprised 5 females (one on a fixed contract and contracted out). The profile of the Directors of the Company at that date was 10 female and 6 male.

Staff turnover for the year 2020-21 was 0% (2019/2020 was 20%).

The staff costs of the Museums Council during 2020-21 was as follows:

	2021	2020
	£	£
Wages and salaries	135,595	164,206
Social security costs	11,722	13,575
Other pension costs	37,631	48,485
	184,948	226,266

No remuneration was paid to the Board of Directors of the company. The total of Board of Directors' expenses reimbursed by the company during the year was £nil (2019-20: £262).

Remuneration and Staffing Report (continued)

Sickness Absence

The number of sick days reported in 2020-21 was 81 days (2019-20: 10). The majority relates to a long-term sickness absence. Short-term sickness rates remain relatively low and below a target of 6.5 days per person.

During 2020-21, the Museums Council had no expenditure on consultancy and had no off-payroll engagements requiring assessment in line with IR35 conditions.

Staff Policies

The Museums Council is committed to the development of its staff and to policies that enable them to contribute to the performance and long-term effectiveness of the organisation.

In particular, the Museums Council:

- follows the Northern Ireland Civil Service Policy that all eligible persons shall have equal opportunity for employment on the basis of their ability, qualification and aptitude for the work;
- gives equality of opportunity when considering applications from disabled persons, in compliance with all existing legislation with regard to disabled employees;
- recognises the benefit of keeping employees informed of the progress of the business and of involving them in the company's performance; and
- regularly provides employees, through meetings and notices, with information regarding the financial and economic factors affecting the performance of the company and on other matters of concern to them.

All of the Museums Council's policies are agreed by the Board of Directors and are accessible to all members of staff.

Salary and pension entitlements

The following sections provide details of the remuneration and pension interests of the senior management of the Museums Council.

Siobhan Stevenson joined the organisation 16 March 2021, however, did not assume Executive responsibilities until 1 April 2021 after Sinead McCartan's departure from the organisation on 31 March 2021.

Remuneration (including salary) and pension entitlements (audited)

	2020-21					2019-20				
	Salary £'000	Bonus payments £000	Benefits in kind (to nearest £100)	Pension Benefits* (to nearest £1,000)	Total £000	Salary £'000	Bonus payments £000	Benefits in kind (to nearest £100)	Pension Benefits* (to nearest £1,000)	Total £000
S McCartan Chief Executive	50-55	-	-	34	85-90	50-55	-	-	19	70-75
S Stevenson Chief Executive	0-5 (45-50 full time equivalent)	-	-	1	0-5 (50-55 full time equivalent)	-	-	-	-	-

**The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation or any increase or decreases due to a transfer of pension rights.*

Remuneration and Staffing Report (continued)

Salary

“Salary” includes gross salary, overtime and any other allowances to the extent that it is subject to UK taxation and any gratia payments.

Bonuses

Bonuses relate to the performance in the year which they become payable to the individual. No bonuses were paid in the year 2020-21 (2019-20 £500).

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue and Customs as a taxable emolument. There were no benefits in kind during the financial year.

Fair Pay Disclosures (Audited Information)

	2020-21	2019-20
Band of Highest Paid Director's Total Remuneration* (£000)	50-55	50-55
Median Total Remuneration* (£)	24,555	27,788
Ratio	2.14	1.88

* Total remuneration includes salary, non-consolidated performance-related pay, and benefits-in-kind. It does not include severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

Reporting bodies are required to disclose the relationship between the remuneration of the highest paid officer in their organisation and the median remuneration of the organisation's workforce.

The banded remuneration of the highest-paid officer in the Museums Council in the financial year 2020-21 was £50,000 – £55,000 (2019-20; £50,000 - £55,000). This was 2.14 times (2019-20; 1.88) the median remuneration of the workforce, which was £24,555 (2019-20; £27,788).

In 2020-21, no employees (2019-20; 0) received remuneration in excess of the highest-paid officer.

Remuneration ranged from £1,916 to £53,518 (2019-20; £23,504 to £54,290).

Remuneration and Staffing Report (continued)

Pension benefits (audited)

	Accrued pension at age 60 as at 31/3/21 and related lump sum	Real increase in pension sum at age 60 and related lump sum	CETV at 31/3/21	CETV at 31/3/20	Real increase in CETV
	£'000	£'000	£'000	£'000	£'000
S McCartan (Chief Executive)	25-30 plus a lump sum of 65-70	0-2.5 plus a lump sum of 0-2.5	564	521	23
S Stevenson (Chief Executive)	0-5	0-2.5	1	0	1

Staff pensions

The Principal Civil Service Pension Scheme (NI) (“PCSPS (NI)”) of which senior management are members, is an unfunded, multi-employer, defined benefit scheme, but the Museums Council is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out as at 31 March 2012. This valuation is then reviewed by the Scheme Actuary and updated to reflect current conditions and rolled forward to the reporting date of the DoF Superannuation and Other Allowances Resource Accounts as at 31 March 2021.

Northern Ireland Civil Service (NICS) Pension arrangements

Pension benefits are provided through the NICS pension schemes which are administered by Civil Service Pensions (CSP).

The alpha pension scheme was introduced for new entrants from 1 April 2015. The alpha scheme and all previous scheme arrangements are unfunded with the cost of benefits met by monies voted each year. The majority of existing members of the classic, premium, classic plus and nuvos pension arrangements also moved to alpha from that date. Members who on 1 April 2012 were within 10 years of their normal pension age did not move to alpha and those who were within 13.5 years and 10 years of their normal pension age were given a choice between moving to alpha on 1 April 2015 or at a later date determined by their age. Alpha is a ‘Career Average Revalued Earnings’ (CARE) arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The rate is 2.32%.

Discrimination identified by the courts in the way that the 2015 pension reforms were introduced must be removed by the Department of Finance. It is expected that, in due course, eligible members with relevant service between 1 April 2015 and 31 March 2022 may be entitled to different pension benefits in relation to that period. The different pension benefits relates to the different schemes eg classic, alpha etc and is not the monetary benefits received. This is known as the ‘McCloud Remedy’ and will impact many aspects of the Civil Service Pensions schemes including the scheme valuation outcomes. Further information on this will be included in the NICS pension scheme accounts which are available at <https://www.finance-ni.gov.uk/publications/dof-resource-accounts>.

Currently new entrants joining can choose between membership of alpha or joining a good quality ‘money purchase’ stakeholder arrangement with a significant employer contribution (partnership pension account).

Remuneration and Staffing Report (continued)

New entrants joining on or after 30 July 2007 were eligible for membership of the nuvos arrangement or they could have opted for a partnership pension account. Nuvos is also a CARE arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The current rate is 2.3%.

Staff in post prior to 30 July 2007 may be in one of three statutory based 'final salary' defined benefit arrangements (classic, premium and classic plus). From April 2011, pensions payable under classic, premium and classic plus are reviewed annually in line with changes in the cost of living. New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining the partnership pension account.

Benefits in Classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For Premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike Classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of Premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per Classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally provided risk benefit cover (death in service and ill health retirement).

Active members of the pension scheme will receive an Annual Benefit Statement. The accrued pension quoted is the pension the member is entitled to receive when they reach their scheme pension age, or immediately on ceasing to be an active member of the scheme if they are at or over pension age. Scheme Pension age is 60 for members of **classic, premium, and classic plus** and 65 for members of **nuvos**. The normal scheme pension age in alpha is linked to the member's State Pension Age but cannot be before age 65. Further details about the NICS pension schemes can be found at the website www.finance-ni.gov.uk/civilservicepensions-ni.

All pension benefits are reviewed annually in line with changes in the cost of living. Any applicable increases are applied from April and are determined by the Consumer Prices Index (CPI) figure for the preceding September. The CPI in September 2020 was 0.5% and HM Treasury has announced that public service pensions will be increased accordingly from April 2021.

Employee contribution rates for all members for the period covering 1 April 2021 – 31 March 2022 are as follows:

Scheme Year 1 April 2021 to 31 March 2022

Annualised Rate of Pensionable Earnings (Salary Bands)		Contribution rates – All members
From	To	From 1 April 2021 to 31 March 2022
£0	£24,199.99	4.6%
£24,200.00	£55,799.99	5.45%
£55,800.00	£153,299.99	7.35%
£153,300.00 and above		8.05%

Remuneration and Staffing Report (continued)

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the NICS pension arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2015 and do not take account of any actual or potential benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period. However, the real increase calculation uses common actuarial factors at the start and end of the period so that it disregards the effect of any changes in factors and focuses only on the increase that is funded by the employer.

Compensation for Loss of Office

There were no compensation payments paid for loss of office in year (2019-20 nil).



Siobhan Stevenson
Accounting Officer
DATE: 29 June 2021

Governance Statement for the year ended 31 March 2021

Introduction

As Accounting Officer for the Museums Council, it is my responsibility to ensure that a sound system of governance and internal control is maintained that supports the Museums Council in pursuing its overall aims and objectives, which are predicated upon the Northern Ireland Executive's draft Programme for Government, the Outcomes Delivery Plan, the Northern Ireland Museums Policy, and upon various priorities of the Department for Communities.

Remit

The Museums Council was established in 1993 by order of the Minister for Education and is constituted as a company limited by guarantee (without share capital) and has charitable status. As such it operates under the Companies Act 2006 and associated subsequent legislation. The Museums Council is not a Statutory Agency and does not carry out its functions on behalf of the Crown. However, for policy and administrative purposes, the Museums Council is classified as a Non-Departmental Public Body of the Department for Communities, through which it received most of its funding.

Government has approved the Museums Council's overall aim of supporting local museums in Northern Ireland in maintaining and improving their standards of collections care and services to the public and to promote a coherent framework of museum provision.

Compliance with Corporate Governance Code

The Museums Council, in so far as it is relevant for a NDPB, complies with the Corporate Governance Code.

Governance Framework

The Museums Council is in compliance with the Code of Good Practice 2013, issued by the Department of Finance (DoF), concerning corporate governance in central government departments. While the Code does not apply to NDPBs, the Museums Council operated within its principles during the financial year 2020-21.

The Museums Council is governed by a Board of Directors comprising between seven and fifteen members. Board members serve on a voluntary basis and are normally appointed for a period of three years. Directors are drawn from various bodies and constituencies as follows:

- The Minister of the DfC has the right to nominate three Directors;
- Local Government Councils that operate an Accredited Museum have the right to nominate three Directors;
- The Northern Ireland Regional Museum Curators Group has the right to nominate three Directors;
- The Independent and service museums have the right to nominate two Directors;
- Queen's University, Belfast and Ulster University have the right to nominate one Director;
- National Museums Northern Ireland may nominate one Director; and
- Other Directors may be co-opted.

The Board of Directors report to the Museums Council membership at the Annual General Meeting, which is held in September each year.

Governance Statement for the year ended 31 March 2021 (continued)

The Role of the Board of Directors and Governance Framework

The Board of Directors has the corporate responsibility for ensuring that the Museums Council effectively and efficiently fulfils its aims and objectives while being mindful of its statutory authority and obligations. To this end, the Board of Directors:

- Establishes the overall strategic direction of the Museums Council within the determined policy and resources framework;
- Monitors the performance of the Museums Council as it pursues its aims and objectives;
- Observes the highest standards of propriety, particularly in relation to corporate governance and the stewardship of public funds;
- Operates within the limits of its statutory authority and any delegated authority agreed with the DfC, and in accordance with any other conditions relating to the use of public funds;
- Takes account of the views and opinions of the Northern Ireland Museums Council membership in devising the work of the Museums Council;
- Takes account of any guidance issued by the DfC when reaching its decisions;
- Establishes a committee structure, including an Audit and Risk Assurance Committee, to assist in carrying out the work of the Museums Council; and
- Appoints, and monitors, the performance of the Museums Council's Accounting Officer.

In carrying out these functions the Board of Directors usually meets four times a year, during March, June, September and December. During 2020-21 these meetings were held remotely due to the Covid-19 pandemic restrictions.

The Directors of the Board do not receive remuneration for their service to the Museums Council.

A system of internal control is maintained which includes the formulation of policies and procedures relating to: fraud prevention, raising concerns and the requirements of the Bribery Act 2010; financial planning, performance and procurement; the freedom of information and data management; and, risk management, business planning and performance. These, and other associated matters, are scrutinised by the Museums Council's Board of Directors at each of its meetings and are the focus of discussions at the bi-annual accountability meetings held with the DfC.

In addition, the Museums Council retains the services of the Internal Audit Service, Department for Communities to provide internal audit services, with external audit being undertaken by the NIAO.

The aim of the system of internal control is to manage the risks to a reasonable level, rather than seek to eliminate all the risks the Museums Council faces in undertaking its remit and duties.

Governance Statement for the year ended 31 March 2021 (continued)

The Work of the Board of Directors and its Committees

Mindful of its statutory obligations, the Board of Directors delegates the operation and monitoring of the governance framework to management, together with the day-to-day operation of the Museums Council. However, it reserves particular matters for decision by the Board of Directors, including issues of corporate strategy; key strategic objectives and targets; major decisions involving the use of financial and other resources; and personnel issues including key appointments and standards of conduct. At each of its meetings the Board of Directors receive a report on the management and operation of the Museums Council from the staff.

The Board of Directors may decide to delegate, where it has power to do so, responsibility for specified matters to its Committees or individual members. The decisions and recommendations of Committees are recorded and presented to a meeting of the full Board of Directors for ratification or note.

Currently the Museums Council's Board of Directors has three Committees, each having a Terms of Reference agreed by the Board:

- **Audit and Risk Assurance Committee** – deals with the strategic processes of audit, risk, control and governance.
- **Business Planning Committee** – focuses upon the corporate planning, business planning processes, monitors the staff appraisal process and deals with strategic human resource matters.
- **Grant Committee** – assesses the requests for grant assistance. (Decisions on the allocation of the Council's Acquisition Fund is delegated to the Chair.)

Corporate governance training for the Board of Directors took place in March 2019. Training will be repeated in 2021.

In order to manage any conflicts or potential conflicts of interest the Chair of each Committee asks those present at the start of each meeting if they are conflicted with any of the agenda items. Using this process, reported conflicts are noted in the minutes.

The Board of Directors

The Board of Directors of the Museums Council normally serve a three-year term, which for several of the current Directors runs until the 2022 Annual General Meeting of the company.

During the year under review, the Board of Directors formally met on four occasions, with the Committees meeting at intervals between the Board meetings. The table below provides an overview of members' attendance at meetings of the Board of Directors during 2020-21, with the number of attendances being set against the total number of meetings which the member could have attended.

Governance Statement for the year ended 31 March 2021 (continued)

Directors	Board of Directors	
	Actual	Possible
Julie Andrews	3	4
Sean Barden	4	4
Alderman Yvonne Boyle	1	4
Jayne Clarke	4	4
Elizabeth Crooke	4	4
Nora Douds	1	1
Anne Dorbie	2	2
Cllr Rory Farrell	3	4
Neil Hamilton	4	4
Roddy Hegarty	1	3
Brona Moffett	1	1
Robin Morton	3	3
Helen Perry	4	4
Kelly Robinson	1	1
Nuala Toman	1	1
Cllr Keith Turner	4	4

Each year the Board of Directors agree a Business Plan which sets out the actions, targets and the allocation of resources to be delivered in support of the Museums Council's aims, the draft Programme for Government, Outcomes Delivery Plan and the Northern Ireland Museums Policy. The draft Business Plan is submitted to the DfC no later than the 31 January each year.

The Museums Council's Board of Directors did not receive any Ministerial Direction during 2020-21.

Standing agenda items for the quarterly meetings of the Board of Directors include written reports from the Chief Executive on the performance against the Business Plan targets, the financial performance, and governance compliance. The minutes of the meetings of the Board of Directors are made public through the Museums Council's web site <https://www.nimc.co.uk/about-us/governance/>

Notable aspects of the business conducted by the Board of Directors during 2020-21 included reviewing the Museums Council's governance documents, updating the organisation's policies, approving grant support for museums and consideration of the Review of Organisational Structure.

The Committees

The Museums Council's Audit and Risk Assurance Committee (ARAC) met on four occasions during the year. The ARAC meetings are also attended by representatives of the Museum Council's internal and external auditors. The ARAC activities included the review of various policies and procedures and the active management of corporate risks through the scrutiny of the Corporate Risk Register at each meeting. It also noted progress made in addressing the recommendations of auditors.

The Grant Committee met five times to assess the applications received from museums for support. This reflects the increasing funding pressure on a grant programme.

The Business Planning Committee met four times to consider business planning matters.

Governance Statement for the year ended 31 March 2021 (continued)

The table below provides an overview of members' attendance at Committee meetings during 2020-21, with the number of attendances being set against the total number of meetings which the member could have attended.

Audit and Risk Assurance Committee		
	Actual	Possible
Anne Dorbie (Chair) – resigned 17 th Oct 2020	2	2
Julie Andrews (Chair) –appointed 18 Aug 2020	3	3
Elizabeth Crooke (Observer)	3	4
Neil Hamilton	4	4
Robin Morton – resigned 31 st Jan 2021	3	3
Business Planning Committee		
	Actual	Possible
Jayne Clarke	3	4
Elizabeth Crooke (Chair)	4	4
Robin Morton – resigned 31 st Jan 2021	4	4
Helen Perry	4	4
Grant Committee		
	Actual	Possible
Sean Barden (Chair)	5	5
Neil Hamilton	5	5
Roddy Hegarty – resigned 31 st Jan 2021	1	4
Cllr Keith Turner – appointed 18 Aug 2020	4	4

Independent Assurance

In March 2021 the Northern Ireland Museums Council's Audit and Risk Assurance Committee (ARAC) considered the final *Internal Audit Annual Report 2020-21* received from the Department for Communities, Internal Audit Service who undertake NI Museums Council's Internal Audit.

The report provides an overall satisfactory opinion. Satisfactory opinions were provided for the areas of Grants; Financial Management and Budgetary Control; and Accreditations, however, a limited opinion was attributed to Business Continuity Planning and Disaster Recovery Arrangements. There was one Priority 1 recommendation; that *Management should conduct a full review of their Business Continuity Planning documentation with a view to making these more comprehensive, to ensure that the organisations Business Continuity Planning meets best practice standards.*

The Comptroller and Auditor General certifies the Museums Council's accounts and provides an opinion on the financial statements and whether they have been properly prepared in accordance with UK Generally Accepted Accounting Procedures. A *Report to Those Charged with Governance* was also issued by the Northern Ireland Audit Office.

Governance Statement for the year ended 31 March 2021 (continued)

Operation and Performance

Business Planning

During 2020-21 the Museums Council delivered a Business Plan that was structured around the corporate strategic themes – LEAD, PROTECT, CONNECT, VALUE and DELIVER.

The Business Plan contained a range of Key Performance Indicators (KPIs) for the Museums Council. By the end of the year under review, six out of seven KPIs were considered to be completed.

The one KPI not fully completed was:

KPI 5 – **CONNECT** – Non-government income as % of total income

The target was 10%, and approximately 5% was achieved. Due to Covid-19, many funding organisations changed their criteria rendering the Museums Council ineligible. The Museums Council did acquire an additional £44,000 of additional funding through Department for Communities Access and Inclusion Fund most of which was administered in grant funding.

Risk Management

The Museums Council identifies and evaluates risks to its business through its ARAC. The ARAC received a quarterly risk assessment at each of its meetings, which identified the risk, how it was being manifest and managed, and an action plan for addressing the identified threat. Significant risks are escalated to the Board of Directors as and when it is deemed necessary.

The Corporate Risk Register identifies three corporate risks and throughout 2020-21 these risks were continually reviewed, and relevant dates and wording amended in response to mitigating actions. At the Board meeting on 30th March 2021, the corporate risks read as:

Risk 1	There is a risk that recurring reductions in grant-in-aid will mean that NIMC by March 2021 will operate at a deficit and is unsustainable as an independent organisation.
Risk 2	There is a risk that recurring reductions in grant-in-aid will severely reduce services to NIMC members by March 2021 , resulting in a lack of support from members and the wider NI museum sector.
Risk 3	There is an imminent risk that the ageing NIMC website could collapse at any time resulting in the loss of NIMC's communication link with the public, the local museum sector and other stakeholders.

The Corporate Risk Register is reviewed with the DfC at bi-annual accountability meetings.

Financial Planning

The financial allocation to the Museums Council from the DfC for 2020-21 was £204,000 with a non-resource allocation of £12,000. Subsequently, the Museums Council was awarded further £1,000 and a capital allocation of £3,000. The total drawdown for 2020-21 was therefore £220,000.

Governance Statement for the year ended 31 March 2021 (continued)

Procurement

The Museums Council maintains procedures regarding procurement. It continues to ensure that services and goods are procured in line with Managing Public Money Northern Ireland and related guidance by the Department of Finance.

Prompt Payments

The Museums Council is committed to the prompt payment of bills for goods and services. The target for payment of bills is ten days from receipt of an appropriate and valid invoice. Performance in this regard was monitored throughout the year, which found that, on average, over 91% of the bills were paid within the stipulated timeframe (2019-20; 90%). 96% of payments were paid within the 30 day timeframe (2020-21 99%).

Fraud

The Museums Council maintains policy and procedures relating to fraud prevention. In analysing fraud risk with the Museums Council, general payments, and those relating to grant assistance, were identified as the highest risk elements. One incident of suspected fraud in relation to a third party transaction, was identified during the period and mitigating actions taken (2019-20: nil).

Health and Safety

In line with the Museums Council's Health and Safety policy and procedures, various checks were undertaken during the year. No health and safety issues or concerns occurred during 2020-21. (2019-20: nil).

Conflicts of Interest

The Museums Council maintains a Register of Interests of its Board of Directors and Accounting Officer. Declarations of interest are made and recorded at each meeting of the Board of Directors and its Committees. No associated issues arose during the year.

Gifts and Hospitality

The Museums Council has a policy relating to gifts and hospitality. No gifts or hospitality were registered during the 2020-21 year (2019-20: nil).

Freedom of Information and Data Management

The Museums Council received one request under the Freedom of Information Act during 2020-21 and returned a response immediately.

In compliance with the requirements of the Data Protection Act 2018, the Museums Council maintains an associated policy and procedures. The Museums Council is compliant with the GDPR. No issues concerning data loss or personal data related incidents occurred during the 2020-21 year.

Governance Statement for the year ended 31 March 2021 (continued)

Safeguarding Children and Young People

The Museums Council has a Safeguarding Policy Statement. The Museums Council does not require its Board or staff members to undertake or participate in any 'regulated' or 'controlled' activity on its behalf. Consequently, staff members are not required to register with the

Independent Safeguarding Authority under the vetting and barring arrangements. An AccessNI check is performed by new staff members on appointment

Review of Effectiveness

The Museums Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the staff that have responsibility for the development and maintenance of the governance environment, the reports and recommendations of Internal Audit, comments made by the external auditors and other review agencies. In March 2021, an assessment of the Board of Directors performance was undertaken, drawing upon the *Unlocking your Board's full potential – Board Evaluation Questionnaire*, issued by the National Audit Office (NAO). This examined the Board of Directors' understanding of its remit and role, performance management, relationships with key stakeholders, propriety and fraud, project management, risk management and audit. It concluded that performance and effectiveness were satisfactory, that it was compliant with the principles of good practice of Corporate Governance Code, and that the quality of information and data made available to it was accurate and of a distinct and consistently high calibre.

Quality of Information

Based on the control procedures noted and effective implementation of recommendations from internal and external reviews, the Board of Directors is content with the quality of the information and data which it receives.

Significant Control Weakness

The Head of Internal Audit has provided a **Satisfactory** opinion in the 2020-21 Annual Assurance Report. A significant control weakness was identified in the Museums Council's current approach to Business Continuity Planning.

The Museums Council recognises that despite efforts to improve business continuity planning, the current framework does not align to best practice. The Museums Council will seek a range of options to progress this issue, including seeking appropriate advice.

Governance Statement for the year ended 31 March 2021 (continued)

Conclusion

The information provided above gives an understanding of the internal control structure and stewardship of our organisation, gives a sense of the risks and vulnerabilities encountered during the year and how these have been addressed, and from which I conclude that the systems of governance and internal control operated by the Museums Council are satisfactory.



Siobhan Stevenson
Accounting Officer
DATE: 29 June 2021

Membership of the Northern Ireland Museums Council at 31 March 2021

The Museums Council is a membership organisation. There are three categories of member: Museum Member; Supporting Member; and Associate Member. At 31 March 2021, the Council had 92 members (2019-20; 99). Membership on behalf of many museums is held by their parent authority. The name of the museum is shown in brackets, where appropriate.

Museum Members

This class of membership is open to museums in Northern Ireland, which are recognised under the Museum Accreditation Scheme. Museum Members are entitled to advice, information, training and grant-aid.

- Antrim and Newtownabbey District Council (Museum at the Mill and Sentry Hill);
- Ards and North Down District Council (North Down Museum);
- Armagh City, Banbridge and Craigavon Borough Council (Armagh County Museum, Barn Museum, Craigavon Museum Services and F. E. McWilliam Gallery and Studio);
- Armagh Robinson Library and No. 5 Vicar's Hill;
- Causeway Coast and Glens Borough Council (Ballycastle Museum, Ballymoney Museum, Coleraine Museum, Green Lane Museum, Limavady Museum);
- Derry City and Strabane District Council (Tower Museum);
- Downpatrick and County Down Railway;
- Fermanagh and Omagh District Council (Fermanagh County Museum);
- Flame: The Gasworks Museum;
- Garvagh Museum;
- Inniskillings Museum;
- Linen Hall Library;
- Lisburn and Castlereagh City Council (Irish Linen Centre & Lisburn Museum);
- Mid and East Antrim Borough Council (Andrew Jackson Cottage and US Rangers Museum, Carrickfergus Museum and Mid-Antrim Museum);
- Milford House Collection;
- Newry, Mourne and Down District Council (Down County Museum and Newry and Mourne Museum);
- Northern Ireland War Memorial Museum;
- Police Museum;
- Whitehead Railway Museum of Railway Preservation Society of Ireland;
- Royal Irish Fusiliers Museum;
- Royal Ulster Rifles Museum;
- The National Trust (Ardrish House, The Argory, Castle Ward, Florence Court, Hezlett House, Mount Stewart, Springhill);
- The Somme Association (Somme Museum).

Supporting Members

This type of membership is open to district councils in Northern Ireland that operate non-Accredited museums and to those that do not operate museum services. Membership of this category entitles councils to advice, information, training and assistance with feasibility and development studies.

There is currently one Supporting Member – Larne Museum (Mid and East Antrim District Council).

Membership of the Northern Ireland Museums Council at 31 March 2021 (continued)

Associate Members

Membership is open to the national and centrally funded Accredited museums of Northern Ireland, other museums and any agency, commercial company, individual or other body wishing to subscribe. Membership provides access to advice, information and training.

There are currently 51 Associate Members.

The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council

Opinion on financial statements

I certify that I have audited the financial statements of the Northern Ireland Museums Council for the year ended 31 March 2021 under the Companies (Public Sector Audit) Order (Northern Ireland) 2013. The financial statements comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

I have also audited the information in the Report of the Directors' and Remuneration and Staffing Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of Northern Ireland Museum Council's affairs as at 31 March 2021 and of its incoming resources, resources expended and cash flows for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

Opinion on regularity

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Basis for opinions

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate. My staff and I are independent of Northern Ireland Museums Council in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2019, and have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council (continued)

Conclusions relating to going concern

In auditing the financial statements, I have concluded that Northern Ireland Museums Council's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not disclosed in the financial statements any identified any material uncertainties that relating to events or conditions that, individually or collectively, may cast significant doubt about on the Northern Ireland Museums Council's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

The going concern basis of accounting for Northern Ireland Museums Council is adopted in consideration of the requirements set out in the Government Reporting Manual, which require entities to adopt the going concern basis of accounting in the preparation of the financial statements where it anticipated that the services which they provide will continue into the future.

My responsibilities and the responsibilities of the Directors and Accounting Officer with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the annual report other than the financial statements, the parts of the Report of the Directors' and Remuneration and Staffing Report described in that report as having been audited and my audit certificate and report. The Directors and Accounting Officer are responsible for the other information included in the annual report. My opinion on the financial statements does not cover the other information and except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Opinion on other matters

In my opinion:

- the parts of the Remuneration and Staffing Report to be audited have been properly prepared in accordance with the Government Financial Reporting Manual; and
 - the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements
 - the Report of the Directors has been prepared in accordance with applicable legal requirements.
-

The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council (continued)

Matters on which I report by exception

In the light of the knowledge and understanding of the Northern Ireland Museums Council and its environment obtained in the course of the audit, I have not identified material misstatements in the Report of the Directors. I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the parts of the Report of the Directors and the Remuneration and Staffing Report to be audited are not in agreement with the accounting records; or
- certain disclosures of remuneration specified by law are not made; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with the Department of Finance's guidance.

Responsibilities of the Directors and Accounting Officer for the financial statements

As explained more fully in the Statement of Directors' Responsibilities, the Directors and the Accounting Officer are responsible for:

- the preparation of the financial statements and for being satisfied that they give a true and fair view.
- such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
- assessing the Northern Ireland Museums Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to examine, certify and report on the financial statements in accordance with the Companies (Public Sector Audit) Order (Northern Ireland) 2013.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue a certificate that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of non-compliance with laws and regulation, including fraud.

The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council (continued)

My procedures included:

- obtaining an understanding of the legal and regulatory framework applicable to the Northern Ireland Museums Council through discussion with management and application of extensive public sector accountability knowledge. The key laws and regulations I considered included governing legislation, Companies Act 2006 and any other relevant laws and regulations identified;
- making enquires of management and those charged with governance on Northern Ireland Museums Council's compliance with laws and regulations;
- making enquiries of internal audit, management and those charged with governance as to susceptibility to irregularity and fraud, their assessment of the risk of material misstatement due to fraud and irregularity, and their knowledge of actual, suspected and alleged fraud and irregularity;
- completing risk assessment procedures to assess the susceptibility of Northern Ireland Museums Council's financial statements to material misstatement, including how fraud might occur. This included, but was not limited to, an engagement director led engagement team discussion on fraud to identify particular areas, transaction streams and business practices that may be susceptible to material misstatement due to fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition and posting of unusual journals;
- engagement director oversight to ensure the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with the applicable legal and regulatory framework throughout the audit;
- documenting and evaluating the design and implementation of internal controls in place to mitigate risk of material misstatement due to fraud and non-compliance with laws and regulations;
- designing audit procedures to address specific laws and regulations which the engagement team considered to have a direct material effect on the financial statements in terms of misstatement and irregularity, including fraud. These audit procedures included, but were not limited to, reading board and committee minutes, and agreeing financial statement disclosures to underlying supporting documentation and approvals as appropriate;
- addressing the risk of fraud as a result of management override of controls by:
 - performing analytical procedures to identify unusual or unexpected relationships or movements;
 - testing journal entries to identify potential anomalies, and inappropriate or unauthorised adjustments;
 - assessing whether judgements and other assumptions made in determining accounting estimates were indicative of potential bias; and
 - investigating significant or unusual transactions made outside of the normal course of business; and

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my certificate.

The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council (continued)

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Report

I have no observations to make on these financial statements.



*KJ Donnelly
Comptroller and Auditor General
Northern Ireland Audit Office
1 Bradford Court
Galwally
BELFAST
BT8 6RB*

Date 5th July 2021

Statement of Financial Activities

		Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
INCOME & ENDOWMENTS FROM:					
Donations & legacies	3	217,000	56,513	273,513	278,585
Charitable activities	4	-	39,688	39,688	51,853
Other trading activities	5	12,683	-	12,683	13,247
TOTAL INCOME		<u>229,683</u>	<u>96,201</u>	<u>325,884</u>	<u>343,685</u>
EXPENDITURE ON:					
Charitable activities	6	<u>(215,210)</u>	<u>(96,401)</u>	<u>(311,611)</u>	<u>(349,777)</u>
Total Expenditure		<u>(215,210)</u>	<u>(96,401)</u>	<u>(311,611)</u>	<u>(349,777)</u>
NET INCOME/ (EXPENDITURE)	9	14,473	(200)	14,273	(6,092)
TRANSFERS BETWEEN FUNDS		-	-	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>(3,365)</u>	<u>16,781</u>	<u>13,416</u>	<u>19,508</u>
TOTAL FUNDS CARRIED FORWARD		<u>11,108</u>	<u>16,581</u>	<u>27,689</u>	<u>13,416</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

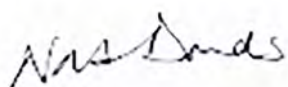
Balance sheet

		2021	2020
	Note	£	£
Fixed assets:			
Tangible assets	12	9,458	9,362
Current assets			
Debtors	13	49,557	4,938
Cash at bank		64,942	70,138
		<u>114,499</u>	<u>75,076</u>
<i>Total current assets</i>			
Liabilities			
Creditors: Amounts falling due within one year	14	(96,268)	(71,022)
			<u>4,054</u>
<i>Net current assets</i>			
		<u>18,231</u>	<u>4,054</u>
<i>Total assets less current liabilities</i>			
		<u>27,689</u>	<u>13,416</u>
Total net assets			
		<u>27,689</u>	<u>13,416</u>
The funds of the charity			
Restricted income funds	15	16,581	16,781
Unrestricted funds	16	11,108	(3,365)
		<u>27,689</u>	<u>13,416</u>
Total charity funds			

It is the view of the Board that an exemption from the audit requirements of Part 16 of the Companies Act 2006 is available under section 482 of that Act, since the company meets the DoF's definition of a non-profit making company and is subject to a public sector audit under the Companies (Public Sector Audit) (Northern Ireland) Order 2013, being an order issued under Article 5(3) of the Audit and Accountability (Northern Ireland) Order 2003. The Board therefore claims this exemption.

The Board of Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts.

These financial statements have been approved by the Board of Directors on 29 June 2021 and signed on its behalf by:



Nora Douds
 Chair

Company registration: NI027735

Statement of Cash Flows

	Note	2021 £	2020 £
NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	22	7,411	28,946
CAPITAL EXPENDITURE			
Payments to acquire tangible fixed assets		<u>(12,607)</u>	<u>-</u>
Net cash outflow from capital expenditure		<u>-</u>	<u>-</u>
INCREASE / (DECREASE) IN CASH	23	<u>(5,196)</u>	<u>28,946</u>

Notes to the financial statements

1. NATURE OF ORGANISATION

The principal activity of the Museums Council is to support local museums in Northern Ireland. The Museums Council is a company limited by guarantee incorporated in Northern Ireland. The Museums Council's place of business is its registered office at 153 Bangor Road, Holywood, Co Down, BT18 0EU.

2. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements also meet the disclosure requirements of the Government Financial Reporting Manual (FReM) and those issued by the DoF in so far as those requirements are appropriate.

Incoming resources

Income is recognised when the charity is legally entitled to, the income after any performance conditions have been met, the amounts can be measured reliably and it is probable that income will be received.

Income from government and other grants, whether 'capital' grants or 'resource' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specific service is deferred until the criteria for income recognition are met.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities includes costs undertaken to further the purposes of the charity. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs and travel expenses which support the charity's activities. These costs have been allocated to expenditure on charitable activities. The basis on which support costs have been allocated are set out in the notes to the accounts.

Notes to the financial statements (continued)

2. ACCOUNTING POLICIES (continued)

Governance costs include those incurred in the governance of the Museums Council and are primarily associated with constitutional, statutory requirements and strategic matters such as audit and accountancy, board expenses and printing financial statements. The salary and related overhead costs pertaining to the Accounting Officer and finance staff are apportioned between charitable activities and governance costs at a rate of 95% and 5% respectively.

Fund accounting

The Museums Council receives various types of funding which require separate disclosure. These are as follows:

- a) unrestricted funds: funds which may be expended at the discretion of management in furtherance of the objects of the Museums Council; and
- b) restricted funds: funds which are earmarked by the donor for specific purposes.

Designated funds

Within unrestricted funds the Museums Council may designate a part of its reserves for particular purposes. Designated funds relate to incoming resources in the current and previous years, which are allocated to fund specific activities in future accounting periods.

Fixed assets

Tangible fixed assets are stated at valuation.

The costs of all fixed assets of the Museums Council are restated annually to reflect their current value using the relevant price indices at the year end (where material). Any revaluation surplus or loss, net of the corresponding adjustment to accumulated depreciation, is credited to the revaluation reserve. However, due to the immaterial nature of the amounts involved no revaluation has been recognised.

The Museums Council has a minimum level for capitalising tangible fixed assets of £1,000, although lower valued items may be pooled and capitalised where they constitute a unit or group.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment	- 33% Straight line
Office equipment	- 15% Straight line
Furniture	- 10% Straight line

Operating lease agreements

Costs in respect of operating leases are charged on a straight line basis over the lease term.

Pension scheme arrangements

Past and present staff of the Museums Council are members of the PCSPS (NI), as set out in Note 10. The scheme is an unfunded, multi-employer, defined benefit scheme. All contributions are charged to the Statement of Financial Activities ("SoFA") as incurred.

Notes to the financial statements (continued)

2. ACCOUNTING POLICIES (continued)

Reserves

The Museums Council receives various types of funding which require separate disclosure. These are differentiated between restricted and unrestricted reserves. Unrestricted reserves represent retained amounts available for discretionary spend on the Council's objectives. Restricted reserves represent retained amounts available for specific projects.

Holiday Pay

A liability is recognised to the extent of any unused holiday pay entitlement which is accrued at the Balance Sheet date carried forward to future periods. This is measured at the undiscounted salary cost of future holiday entitlement so accrued as of the Balance Sheet date.

3. DONATIONS & LEGACIES	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Grants receivable				
DFC grant-in-aid	217,000	3,000	220,000	256,000
DFC Access & Inclusion	-	42,633	42,633	-
National Lottery Heritage Fund	-	-	-	8,000
Esme Mitchell Trust Grant	-	5,000	5,000	5,000
National Lottery Community Fund	-	-	-	9,585
Museum Development UK	-	5,880	5,880	-
	<u>217,000</u>	<u>56,513</u>	<u>273,513</u>	<u>278,585</u>
Total 2020	<u>248,000</u>	<u>30,585</u>	<u>278,585</u>	
4. CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
The Late Shift Ticket income	-	-	-	6,698
Training income	-	-	-	6,748
Nerve Centre income	-	39,688	39,688	38,407
	<u>-</u>	<u>39,688</u>	<u>39,688</u>	<u>51,853</u>
Total 2020	<u>6,748</u>	<u>45,105</u>	<u>51,853</u>	
5. OTHER TRADING ACTIVITIES	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Memberships	12,683	-	12,683	12,947
Other income	-	-	-	300
	<u>12,683</u>	<u>-</u>	<u>12,683</u>	<u>13,247</u>
Total 2020	<u>13,247</u>	<u>-</u>	<u>13,247</u>	

Notes to the financial statements (continued)

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Grants awarded	7,389	38,563	45,952	13,670
Acquisition fund	-	-	-	-
Project costs	15,143	14,950	30,093	22,697
Programme costs	-	-	-	5,974
Evaluation costs	-	-	-	1,200
Equipment and materials	-	-	-	270
Training costs	4,740	-	4,740	5,021
The Late Shift ticket fees	-	-	-	2,314
Travel and subsistence	-	-	-	46
Promotion and brand development	-	-	-	4,870
Membership fees	1,169	-	1,169	809
Staff training	2,131	-	2,131	4,879
Professional fees	-	-	-	21,191
Wages and salaries	102,973	28,702	131,675	162,295
Employer's N.I. Contributions	8,547	2,748	11,295	10,750
Staff pension costs	28,174	8,238	36,412	47,788
Temporary staff recruitment costs	222	-	222	-
Support costs (Note 7)	13,270	3,200	16,470	16,994
Governance costs (Note 8)	31,452	-	31,452	29,009
	<u>215,210</u>	<u>96,401</u>	<u>311,611</u>	<u>349,777</u>
Total 2020	<u>273,482</u>	<u>76,295</u>	<u>349,777</u>	

7. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Insurance	471	-	471	529
Telephone and communications	639	-	639	880
Computer and software	4,841	-	4,841	6,538
Administration costs	-	-	-	-
Repairs and maintenance	-	-	-	26
Printing and stationery	1,990	-	1,990	736
Postage	-	-	-	33
Travel and subsistence	-	-	-	3,153
Bank charges	20	-	20	20
Sundry expenses	234	-	234	1,204
Depreciation	311	3,200	3,511	1,402
Bad debts	72	-	72	-
Professional fees	4,692	-	4,692	2,473
	<u>13,270</u>	<u>3,200</u>	<u>16,470</u>	<u>16,994</u>
Total 2020	<u>16,744</u>	<u>250</u>	<u>16,994</u>	

Notes to the financial statements (continued)

8. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Staff costs	5,567	5,567	5,433
Accountancy fees and internal audit	15,190	15,190	12,950
Audit fees	9,000	9,000	9,000
Board member expenses	-	-	1,018
Company governance costs	1,445	1,445	-
Printing of annual report	250	250	608
	<u>31,452</u>	<u>31,452</u>	<u>29,009</u>
Total 2020	<u>29,009</u>	<u>29,009</u>	

9. NET INCOME

This is stated after charging:

	2021	2020
	£	£
Staff pension contributions	37,631	48,485
Depreciation	3,511	1,402
Auditors' remuneration:		
- audit of the financial statements	<u>9,000</u>	<u>9,000</u>

10. STAFF COSTS

Total staff costs were as follows:

	2021	2020
	£	£
Wages and salaries	135,595	164,206
Social security costs	11,722	13,575
Other pension costs	37,631	48,485
	<u>184,948</u>	<u>226,266</u>

No remuneration was paid to the Directors of the company. The total of Directors' expenses reimbursed by the company during the year was £nil (2020 – £262).

The PCSPS (NI) of which all of the Museums Council's employees are members, is an unfunded, multi-employer, defined benefit scheme, but the Museums Council is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out at 31 March 2012 and details of this valuation are available in the PCSPS (NI) resource accounts.

For 2020-21 employers' contributions of £37,631 were payable to the PCSPS (NI) (2019-20: £48,485) at one of three rates in the range 28.7% to 30.7% of pensionable pay, based on salary bands.

Notes to the financial statements (continued)

10. STAFF COSTS (continued)

Work was completed on the 2016 valuation, based on the position as at 31 March 2016. The outcome of this scheme valuation informed employer contribution rates for 2020-21. Employer contribution rates payable will range from 28.7% to 34.2% of pensionable pay, based on salary bands. This change is primarily due to the reduction in the SCAPE discount rate (as announced at Budget 2018) to 2.4% pa above CPI. The contribution rates are set to meet the cost of the benefits accruing during 2020-21 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account which is a stakeholder pension with an employer contribution. Employer's contributions of £nil (2019 -20; £nil) were paid to one or more of a panel of two appointed stakeholder pension providers. Employer contributions are age related and range from 8% to 14.75% (2019-20; 8% to 14.75%) of pensionable pay.

The partnership pension account offers the member the opportunity of having a 'free' pension. The employer will pay the age-related contribution and if the member does contribute, the employer will pay an additional amount to match member contributions up to 3% of pensionable earnings.

Employer contributions paid to the schemes to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees were £nil (2019-20 £nil). Contributions due to the partnership pension providers at the reporting period date were £nil. Contributions prepaid at that date were £nil. Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement). The contribution for 2020-21 was £nil (2019-20 £nil).

There were no early retirements on ill health grounds (2019-20 nil).

Particulars of employees:

The average number of employees during the year was as follows:

	2021	2020
	No	No
Number of staff	4	5

No employees received remuneration of more than £60,000 during the year (2019-20 – nil).

11. TAXATION

The Museums Council is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

The Museums Council is not registered for VAT.

Notes to the financial statements (continued)

12. TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Equipment £	Furniture £	Total £
VALUATION				
At 1 April 2020	16,449	40	6,484	22,973
Additions	3,607	-	-	3,607
Disposals	-	-	-	-
At 31 March 2021	<u>20,056</u>	<u>40</u>	<u>6,484</u>	<u>26,580</u>
DEPRECIATION				
At 1 April 2020	7,087	40	6,484	13,611
Charge for the year	3,511	-	-	3,511
Eliminated on disposal	-	-	-	-
At 31 March 2021	<u>10,598</u>	<u>40</u>	<u>6,484</u>	<u>17,122</u>
NET BOOK VALUE				
At 31 March 2021	<u>9,458</u>	<u>-</u>	<u>-</u>	<u>9,458</u>
At 31 March 2020	<u>9,362</u>	<u>-</u>	<u>-</u>	<u>9,362</u>

13. DEBTORS

	2021 £	2020 £
Trade debtors	3,219	3,861
Other debtors	92	92
Accrued income	42,633	-
Prepayments	<u>3,613</u>	<u>985</u>
	<u>49,557</u>	<u>4,938</u>

14. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	64,525	25,585
Short-term compensated absences (holiday pay)	2,603	1,431
Taxation and social security	1,285	3,851
Other creditors	258	467
Accruals	<u>27,597</u>	<u>39,688</u>
	<u>96,268</u>	<u>71,022</u>

Notes to the financial statements (continued)

15. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2020	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31 Mar 2021
	£	£	£	£	£
The Late Shift	2,801	-	-	3,923	6,724
A Brush with Nature	3,923	-	-	(3,923)	-
Nerve Centre	-	39,688	(39,688)	-	-
Esme Mitchell Trust	2,307	5,000	(5,000)	-	2,307
Museum Development UK	-	5,880	(5,880)	-	-
Capital Fund	7,750	3,000	(3,200)	-	7,550
DFC Access & Inclusion	-	42,633	(42,633)	-	-
	<u>16,781</u>	<u>96,201</u>	<u>(96,401)</u>	<u>-</u>	<u>16,581</u>

	Balance at 1 Apr 2019	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31 Mar 2020
	£	£	£	£	£
The Late Shift	11,066	14,698	(22,963)	-	2,801
A Brush with Nature	6,320	-	(2,397)	-	3,923
Nerve Centre	-	38,407	(38,407)	-	-
Esme Mitchell Trust	-	5,000	(2,693)	-	2,307
National Lottery Community Fund	-	9,585	(9,585)	-	-
Capital Fund	-	8,000	(250)	-	7,750
	<u>17,386</u>	<u>75,690</u>	<u>(76,295)</u>	<u>-</u>	<u>16,781</u>

The transfer of £3,923 during the year from 'A Brush With Nature' to 'The Late Shift' represents expenditure that was allocated to the incorrect fund in the prior year.

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2020	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31 Mar 2021
	£	£	£	£	£
Unrestricted income funds	<u>(3,365)</u>	<u>229,683</u>	<u>(215,210)</u>	<u>-</u>	<u>11,108</u>

	Balance at 1 Apr 2019	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31 Mar 2020
	£	£	£	£	£
Unrestricted income funds	<u>2,122</u>	<u>267,995</u>	<u>(273,482)</u>	<u>-</u>	<u>(3,365)</u>

Notes to the financial statements (continued)

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Tangible assets	1,708	7,750	9,458	9,362
Net current assets/(liabilities)	<u>9,400</u>	<u>8,831</u>	<u>18,231</u>	<u>4,054</u>
	<u>11,108</u>	<u>16,581</u>	<u>27,689</u>	<u>13,416</u>

18. FINANCIAL INSTRUMENTS

The Museums Council's resources are met through grant-in-aid funding received from the DfC and through grant funding from other sources and from income generated through membership fees and training. The Museums Council does not hold any complex financial instruments. The organisation has no borrowings and relies primarily on DfC grants for its cash requirements. Other than the financial assets and liabilities which are generated by day to day operational activities, the Museums Council holds no financial instruments.

Liquidity Risk

The Museums Council secures funding for all activities in advance of expenditure being committed and it is not therefore exposed to material liquidity risks.

Credit Risk

The Museums Council is not exposed to any material credit risk.

19. GUARANTOR

The Museums Council is a company limited by guarantee and it does not have share capital. The liability of the member is limited to £1 in the event of the company being wound up.

20. ULTIMATE CONTROLLING PARTY

The Board of Directors of the Museums Council Limited is the ultimate controlling party of the company.

Notes to the financial statements (continued)

21. RELATED PARTY TRANSACTIONS

The Museums Council is a NDPB of the DfC from whom it received funding. The DfC is regarded as a related party. During the year, the Museums Council received grant in aid. There were also additional transactions with DfC in relation to Access and Inclusion Funding. £42,633 was received.

The Director of the Museums Council is on secondment from NMNI who invoices the Museums Council on a monthly basis for salary costs.

Grants were awarded to a range of bodies that are represented on the Museums Council's Board of Directors. These can be summarised as follows:

Collecting for the Future (supported by the Esmé Mitchell Trust)				
Grant Applicant	Project	Amount Awarded	Declared Interest of Board Member	Associated Organisation
Linen Hall Library	<i>Mairead Corrigan Maguire</i> , painting by Amanda Dunsmore.	£1,000	Julie Andrews	Linen Hall Library

Recovery Grant (supported by NIMC and the Art Fund)				
Grant Applicant	Project	Amount Awarded	Declared Interest of Board Member	Associated Organisation
Whitehead Railway Museum	Home working equipment and barriers	£1,500	Robin Morton	Whitehead Railway Museum
Mid-Antrim Museum	Develop webinars	£517	Jayne Clarke	Mid and East Antrim Borough Council
Ballymoney Museum	Covid secure handling boxes	£1,000	Helen Perry Ald. Yvonne Boyle	Causeway Coast and Glens Borough Council
Craigavon Museum Service	Dementia Reminiscence Therapy via Zoom	£550	Sean Barden	Armagh City, Banbridge and Craigavon Borough Council
Coleraine Museum	Plantation Coleraine video tour and objects session	£980	Helen Perry Ald. Yvonne Boyle	Causeway Coast and Glens Borough Council

Notes to the financial statements (continued)

21. RELATED PARTY TRANSACTIONS (continued)

Access and Inclusion Grant (supported by DfC)				
Grant Applicant	Project	Amount Awarded	Declared Interest of Board Member	Associated Organisation
Causeway Museum Service	Increasing accessibility with audio stations	£1,500	Helen Perry Ald. Yvonne Boyle	Causeway Coast and Glens Borough Council

Playful Museums (supported by NIMC)				
Grant Applicant	Project	Amount Awarded	Declared Interest of Board Member	Associated Organisation
Ballymoney Museum	From Me to You	£500	Helen Perry Ald. Yvonne Boyle	Causeway Coast and Glens Borough Council
Mid Antrim Museum	Explore the Castle	£260	Jayne Clarke	Mid and East Antrim Borough Council

Five organisations received a number of grants from the Museums Council and the total value is outlined below:-

Grant Applicant	Total Value of Grants £
The Argory (NT)	5,835
Armagh Robinson Library	1,900
Ballymoney Museum	1,500
Mid-Antrim Museum	777
Somme Museum	1,260

Notes to the financial statements (continued)

22. RECONCILIATION OF NET INCOMING RESOURCES TO NET CASH OUTFLOW FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net (outgoing)/incoming resources before transfers	14,273	(6,092)
Depreciation	3,511	1,402
(Increase)/decrease in debtors	(44,619)	32,655
Increase/(decrease) in creditors	25,246	9,981
Decrease in capital creditor	9,000	(9,000)
Net cash outflow from operating activities	<u>7,411</u>	<u>28,946</u>

23. RECONCILIATION OF NET CASH FLOW MOVEMENT TO MOVEMENT IN NET FUNDS

	2021	2020
	£	£
Increase/(decrease) in cash in the period	(5,196)	28,946
Change in net funds	(5,196)	28,946
Net funds at 1 Apr 2020	70,138	41,192
Net funds at 31 Mar 2021	<u>64,942</u>	<u>70,138</u>

24. ANALYSIS OF CHANGES IN NET FUNDS

	1 Apr 20	Cash flows	31 Mar 21
	£	£	£
Cash at bank	70,138	(5,196)	64,942
	<u> </u>	<u> </u>	<u> </u>

25. LOSSES AND SPECIAL PAYMENTS

	2021	2020
	£	£
Bad debt/membership income written off in current year	72	-
	<u>72</u>	<u>-</u>

Notes to the financial statements (continued)

26. GOING CONCERN

In December 2016, the DfC informed the Chair of the Board that the Museums Council would be subject to a broader review of ALB within the DfC. This was further to the 2013 review of Museums Council's ALB status which resulted in its co-location with NMNI at Cultra. The 2016 Review was stalled given the absence of a Minister for the DfC. With the return of the Northern Ireland Executive in January 2020 and the publication of *New Decade, New Approach*, priorities of the restored executive include "... a review of Arm's Length Bodies with a view to their rationalisation".

The DfC has confirmed the budget for the Museums Council for 2021-2022. It is an uplift on 2020-21 (£232,000). This is a welcomed increase and will enable the Museums Council to meet increasing operational costs and to maintain service delivery to the local museum sector.

In light of the factors, these accounts have been prepared on a going concern basis as, in the opinion of the Board of Directors, the Museums Council will continue to operate for the foreseeable future.

27. EVENTS AFTER THE BALANCE SHEET DATE

No events occurred between the balance sheet date and the date on which these financial statements were authorised for issue that require disclosure or adjustment.

ADDITIONAL DISCLOSURES REQUIRED BY FReM

The following page does not form part of the statutory financial statements which are the subject of the independent auditor's report on pages 39 to 43

ADDITIONAL DISCLOSURES REQUIRED BY FReM

The Museums Council as a charitable arm's length body, is required to account for grants-in-aid received under the Charities SORP and accordingly include it within incoming resources in the Statement of Financial Activities.

For all other ALB, the FReM requires grants-in-aid to be regarded as contributions from controlling parties giving rise to a financial interest in the residual interest of the body and hence accounted for as financing i.e. by crediting them to the income and expenditure reserve.

In addition FReM requires grant-in-aid to be accounted for on a cash basis.

Were the Museums Council to prepare its accounts on these bases, the results would be as follows:

Statement of Financial Activities prepared under FReM

	2021	2020
	£	£
Income and endowments from:		
Donations & legacies	53,513	30,585
Charitable activities	39,688	51,853
Other trading activities	<u>12,683</u>	<u>13,247</u>
Total incoming resources	<u>105,884</u>	<u>95,685</u>
Resources expended		
Charitable activities	<u>311,611</u>	<u>349,777</u>
Total resources expended	<u>311,611</u>	<u>349,777</u>
Amount transferred to reserves	(205,727)	(254,092)
Analysis of Reserves prepared under FReM		
Balance at 1 April 2020	13,416	19,508
Grant in aid received in year	220,000	248,000
Net operating cost for year	<u>(205,727)</u>	<u>(254,092)</u>
Balance at 31 March 2021	<u>27,689</u>	<u>13,416</u>



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