

Northern Ireland Museums Council

Annual Report & Financial Statements

2014/2015

**Tha Cooncil o Norlin Airlann
Museums Accoont o Ilka Year**

Comhairle Iarsmalann Thuaisceart
Eireann Tuarascail Bhliantuil
& Raitis Airgeadais



Northern Ireland Museums Council

Financial statements for the year ended 31 March 2015

Registered No: NI 27735

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Directors and advisors

Directors

Mr J Glendinning (Chairman)
Councillor R Burgess (Vice-Chair)

Mr P Barr
Dr R Coulter
Prof E Crooke
Ms R Doherty
Mr C Harkness
Mr R Hegarty
Councillor S Huggett (resigned 24th March 2015)
Mr M King
Councillor O Mercer (resigned 24th March 2015)
Mr R Morton
Ms C Walker

Audit Committee

Mr P Barr
Mr C Harkness
Mr J Glendinning

Grant Committee

Councillor R Burgess
Ms R Doherty
Mr R Hegarty
Councillor O Mercer
Mr R Morton

Planning Committee

Councillor R Burgess
Dr R Coulter
Prof E Crooke
Mr J Glendinning
Councillor S Huggett

Staffing Committee

Councillor R Burgess
Mr C Harkness
Councillor O Mercer

Secretary

Mr C Bailey

Registered Office

6 Crescent Gardens
Belfast
BT7 1NS

Accounting Officer

Mr C Bailey

Principal Office

6 Crescent Gardens
Belfast
BT7 1NS

Directors and advisors (continued)

Professional Advisors

Auditors

Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

Bankers

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

Solicitors

Pinsent Masons
Arnott House
12 - 16 Bridge Street
Belfast
BT1 1LS

Chairman's statement

As will be obvious from the report which follows, 2014-15 has been a particularly demanding year for the Northern Ireland Museums Council, given the prevailing economic environment. And yet, against the background of diminishing financial resources, NIMC has continued to make strides in assisting the local museum sector to develop further.

Such development is founded upon the strong partnership that has been forged between NIMC and our local museums: one that is based upon the knowledge of and commitment to the principle that engagement with museums and their collections enhances the quality of life for all concerned. If further proof was needed in this regard, then one need look no further than the impact of the work we have undertaken through the Museum Engagement Programme, the Community Engagement Initiative bursary programme, our training programme and how we have promoted our museums over the last year.

While the Council was required to meet 'in year' adjustments to the budget, consequent to a reduction in the level of funding received from the Department of Culture, Arts and Leisure, it did so on the basis of ensuring that the impact upon the funding and support we provide to local museums was minimised as far as possible. However, this cut was compensated for through an additional allocation of £19,000 towards the end of 2014-2015. This allowed NIMC to increase its level of grant assistance to our member museums. In 2015-2016 the Department has indicated that we will be operating with a budget that will be 11.2% less than in 2014-2015, indicating the continuing uncertainties within which we operate.

Regardless of this challenging backdrop, the Council remains determined to represent the interest of our museums and our members to the best of its ability. Thus, I take this opportunity to thank my fellow Board members and the NIMC staff for their continued enthusiasm and dedication, for without them we could not meet our responsibilities as effectively as we do. I would like to pay particular tribute to our Director, Chris Bailey, who has continued to guide the Council throughout yet another challenging year.

This is my last report as NIMC Chairman, as my term of office will end shortly. I have served on the Board for the last nine years, the last three as Chairman. During that time I have been heartened by the obvious passion and pride amongst those who work and volunteer in our museums. They achieve an immense amount and, regardless of economic ups and downs and other vagaries, continue to make strides in protecting our common heritage, enhancing access and doing what museums, by definition, do – 'enable people to explore collections for inspiration, learning and enjoyment.'

Finally, it has been a great privilege to serve on the NIMC Board. I have been very proud to serve also as Chair of the Board, and I would like to thank the members who elected me. I wish the Northern Ireland Museums Council, its Board and new Chair every success in the future.



Johnny Glendinning
Chairman

Report of the Directors for the year ended 31 March 2015

The Directors of the Northern Ireland 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 2015.

Northern Ireland Museums Council

The Northern Ireland Museums Council was established in 1993 to support local museums (ie 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 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 a coherent framework of museum provision in Northern Ireland; and
- To operate the Council efficiently, effectively and economically.

The 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.;
- Assistance with feasibility studies and carrying out developmental research;
- The disbursement of grants to local museums towards approved projects and specimen purchase;
- The promotion of Museum Accreditation for local museums.

The Council is registered as a company limited by guarantee, and operates in compliance with the Companies Act 2006. It is a registered charity. The Council is funded, in the main, by the Department of Culture, Arts and Leisure and as such operates as a Non-Departmental Public Body. The Council does not carry out its functions on behalf of the Crown.

With this remit, and through these aims, NIMC plays a unique and fundamental role in the delivery of the Northern Ireland Museums Policy, as well as contributing to the current Programme for Government Priorities and the Departmental priorities of promoting social and economic equality, tackling poverty and social exclusion, through allocating resources across areas of the perceived greatest objective need, and seeking excellence across the culture, arts and leisure sectors. For museums these aspects become manifest through the protection and enhancement of the cultural assets they hold, and the prioritising of programmes, activities and resources with the intent of tackling poverty and social exclusion.

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."

NIMC's work is structurally aligned with the Policy's four strategic priorities, namely;

- Developing Audiences,
- Education and Learning,
- Collections Development, Care, Management and Use, and
- Infrastructure, Investment and Resources.

Report of the Directors for the year ended 31 March 2015 (continued)

2014-2015 Performance

Collections Care, Management and Use

Grant Programmes

The Accredited Museum Grant Programme is open to museums which are recognised under the Museum Accreditation Scheme through which they may seek grant support for projects aimed at enhancing the standards of collections care and management and improving public access to museum collections by way of advancing the goals of the Northern Ireland Museums Policy. The following grants were made during 2014-15:

Armagh Public Library	Catalogue Management System	£1,954.85
Armagh Public Library	Conservation Equipment and Materials	£2,290.70
Carrickfergus Museum	Store Upgrade	£3,223.25
Craigavon Museum Service	Conservation of Giant Irish Deer Skull	£487.50
Down County Museum	Conservation of Documents for Exhibition	£910.00
Down County Museum	Display Cases	£8,106.00
Downpatrick and Co Down Railway	CCTV and Security Upgrade	£2,295.00
Fermanagh County Museum	Portable Collections System	£745.73
Mid-Antrim Museum	Ways of Seeing – Phase I	£4,927.00
Mid-Antrim Museum	Gallipoli Commemoration Programme	£6,750.00
Milford House Museum	Conservation and Exhibition of Items	£1,820.00
Milford House Museum	Branding and Information Boards	£6,500.00
National Trust - Springhill	Prints and Paper Conservation Storage	£1,254.66
Newry and Mourne Museum	Conservation of Archival Items	£3,112.00
North Down Museum	Modes Software	£1,153.75
Police Museum	Conservation Assessment	£495.00
Sentry Hill	Digital Camera	£245.30
	Total	£46,270.74

Acquisition Fund

This Fund is a vital means of helping local museums develop their collections through providing grant assistance towards the acquisition of objects. In so doing the Fund ensures that valued aspects of the common heritage are preserved in perpetuity. During the course of the year, the following grants were made:

Irish Linen Centre and Lisburn Museum	Irish Linen Damask Tablecloth	£500.00
Milford House Museum	Chandelier	£750.00
F.E. McWilliam Gallery & Studio	Study for Princess Macha III	£1,201.20
	Total	£2,451.20

Case Studies

As a primary means of promoting good practice, NIMC gathered information on a variety of projects undertaken by local museums, making it publically available through the web site in the form of ‘case studies’. See www.nimc.co.uk/what-we-do/

Report of the Directors for the year ended 31 March 2015 (continued)

Developing Audiences

Museum Engagement Programme

This pilot programme established proactive partnerships with each of three museums - the Derry Heritage and Museum Service, the Irish Linen Centre and Lisburn Museum, and Newry and Mourne Museum - within in the top six most deprived local Council areas (according to the MDI data) to deliver outreach and learning programmes targeted at people from the ten highest deprivation ranking wards in each area.

Twelve schools from within the Derry City Council area participated in the project. These were selected on the basis that they were part of the extended schools programme, with over 55% of pupils receiving free school meals.

People from 4 communities from within the Lisburn City Council area - Colin Glen, Old Warren, Tonagh and Twinbrook - participated in the project, with c60 community group members, 1,000 people associated with the project attended the WWI exhibition in the museum.

Newry and Mourne Museum's project focused on the heritage of the local area, with participants including; 10 local schools that are part of the extended schools programme, and which have not visited museum to date, and 5 community groups recruited in partnership with Newry and Mourne Senior Citizens Consortium.

The associated evaluation demonstrated that the high level outcomes - that participants will gain greater knowledge of the heritage of their area, and will have engaged with the education and learning services provided by their local museum for the first time – were achieved.

Exhibition support

NIMC provided advisory support to three travelling exhibitions during the course of the year, including the 'Treasures of the Middle Ages' from the State Archaeological Museum Warsaw that was launched at Down County Museum in June 2013, shown at Mid-Antrim Museum in early 2014, and will tour to Tower Museum and Coleraine museum. The Director sat as a member of the RNIB exhibition project team which curated an exhibition on the history of visual impairment in Ireland. Six local museums have expressed an interest in hosting the 'Sense of the Past' exhibition during 2014-15. NIMC staff also provided conceptual support to an exhibition on the history of mental health in Northern Ireland presented by the Belfast Health and Social Care Trust.

Web site and Social Media

Given that 20% of respondents to the Continuous Household Survey stated that "more information about exhibitions or displays" would encourage museum visits, NIMC has built and maintains a 'one-stop shop' web site which covers the events taking place at all museums across Northern Ireland. www.nimc.co.uk

This is supplemented through the public having the option to subscribe to a newsletter which highlights and details museum activities and admission policies.

During 2014-15 the number of organisations subscribing to the newsletter more than doubled, as did the number of 'likes' and 'followers' through Facebook and Twitter.

Report of the Directors for the year ended 31 March 2015 (continued)

Education and Learning

Learning

NIMC continues to work with staff at local museums to raise the standard of the learning and education experiences provided, to develop capacity and to increase awareness of the programmes that local museums offer. The objective in doing so is that museums will have clear and well-structured learning programmes enabling them to engage more effectively with visitors and users, and to support curriculum-based education.

During the course of the year particular assistance was given to three museums in this regard, namely; Carrickfergus Museum, Armagh Public Library and Fermanagh County Museum.

NIMC maintained a publically accessible database of all local museum education programmes related to delivering aspects of the four Key Stages of the curriculum. This information is available at www.nimc.co.uk/schools-and-learning/

Training

The training NIMC provides is a fundamental component in ensuring that the staff and volunteers at museums have access to opportunities for continuous professional development. During 2014-15 the Council presented nine training courses:

- Explore the Stores- a study trip to Armagh;
- Creating Connections – Museums Engaging Older People with Dementia;
- Evaluation workshop;
- ‘Spilling the Beans’ – Museum Case Studies;
- Collections Care Basics – Mount Stewart;
- Autism Awareness;
- Collections Care Basics – Inventory Marking;
- Engaging Audiences – working with adults with learning disabilities;
- Study Trip to the National Gallery of Ireland.

In total 103 museum staff and volunteers attended training, with a 95% satisfaction rating being achieved.

Community Engagement Initiative

Building upon the accomplishment of the Collections Skills Initiative, which trained 24 people, NIMC (in partnership with the National Museums Northern Ireland) was successful in its bid to the Heritage Lottery Fund to deliver another training scheme for people wishing to work in the museum sector.

The Community Engagement Initiative aims to train ten individuals from diverse backgrounds to use museum collections as a tool to connect communities with their heritage. Following a recruitment process ten people began 18 month work-based museum placements in April 2014 and during the course of 2014-15 have attended a formal training programme covering such subjects as Digital Engagement, Evaluation Community Engagement, Learning Theory and Practice, Collections Awareness and Communication and Interpersonal Skills.

Report of the Directors for the year ended 31 March 2015 (continued)

Infrastructure and Resources

Accreditation Standard

NIMC administers the UK-wide Museum Accreditation Scheme for local museums in Northern Ireland, which recognises a museum's achievement in museum governance and organisation, collections management, visitor facilities and user services. By the end of 2014-15, thirty-seven museums were recognised under the revised Accreditation Scheme. In addition, one museum was granted Provisional status, two museums are preparing full applications (having attained Eligible status), two are considering re-joining the scheme and a further six museums have expressed an interest in seeking recognition through the standard.

Museum Forum

The Museum Forum is open to all staff, volunteers and members of governing bodies of local museums in Northern Ireland, to NIMC members and people interested in the themes under discussion. Two meetings of the Forum took place in 2014-15; with attendees investigating the impact of Local Government Reorganisation on museums and collections in July, and in February responding to the NIMC proposal to develop a Northern Ireland-wide initiative with the working title of 'Engaging Children and Young People with Local Museums'. The associated papers are available through the website at www.nimc.co.uk

Advice and Information

The 'on demand' information service provided by the Council continued to be heavily used during 2014-15, with guidance on the setting up a museum, museum accreditation scheme, collections care and management, oral history, loan agreements, management agreements, display cases, research, friends organisations and audience development being to the fore.

Further Guidance Documents were compiled during the year, with information on Learning in Museums – Evaluation, Safeguarding, Measuring Visitor Satisfaction, Engaging Older People Living with Dementia being published on the web site.

Governance and Accountability

In line with the requirement and guidance provided, the Northern Ireland Museums Council has reported in full on the governance of the company during 2014-15 through the Governance Statement which follows.

NIMC operates in a transparent manner, with the Council's web site carrying information on the company and the Board of Directors, including the minutes of the meetings of the Board available at www.nimc.co.uk/about-us/governance/.

As a membership organisation, NIMC is responsive to the sector, providing leadership and advocacy in order to advance its interests. It liaises with the membership during the course of each year and the Board of Directors reported to the Council's membership at the Annual General Meeting held in September 2014. Details of the membership are provided in a separate section which follows.

Report of the Directors for the year ended 31 March 2015 (continued)

Statement of Directors' Responsibilities

The Directors have overall responsibility for ensuring that NIMC 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:

- NIMC 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 NIMC complies with relevant laws and regulations.

Company and charity law requires the 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 Directors have:

- 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 Northern Ireland Museums Council, the Directors have adopted the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice revised 2005 ("SORP 2005").

Financial Review

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

NIMC operates without cash reserves and both DCAL and the Heritage Lottery Fund, as the current major funders of the Council, are aware of this position.

Mindful of the requirements of Managing Public Money NI, the Council operates on the basis of not drawing down cash resources from its funders in advance of need. However, to facilitate business needs NIMC arranged advance payments of the grant from the Heritage Lottery Fund.

Plan for the Future

The Board of Directors of the Northern Ireland Museums Council has agreed the key components of its planned activity for 2015/16, which aim to advance the goals of the Northern Ireland Museums Policy and address the identified Statutory and Public Policy Obligations and Departmental Priorities. These include the delivery of:

- An initiative in conjunction with local museums to provide outreach and education programmes to people from areas of high deprivation;

Report of the Directors for the year ended 31 March 2015 (continued)

- Support to local museums through two grant programmes – the Accredited Museum Grant Programme and the Acquisition Fund;
- The Community Engagement Initiative, to train 10 individuals in the skills for undertaking public engagement work as a prelude to a career in museums;
- Guidance and support to local museums regarding the revised Museum Accreditation Scheme;
- Advice and information to the heritage sector and the public generally;
- Continuous professional development for those working and volunteering in the sector; and,
- A comprehensive guide to the services and activities of local museums across Northern Ireland.

In line with its statutory obligations under Section 75 of the Northern Ireland Act 1998, NIMC has an Equality Scheme and Disability Action Plan in place, agreed by the Equality Commission, which sets out how the Council will meet its associated duties. To operate within a reduced budget in 2015-2016, NIMC will be relocating its headquarters to the National Museums Northern Ireland site at Cultra.

Personnel matters

The NIMC Staff Committee oversees the personnel matters of the 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 Council has adopted procedures for the annual evaluation of staff performance and appraisal and for the upward feedback for senior management and Directors.

The Council operates a number of detailed policies in relation to personnel matters including:

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

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

At the end of 2014-15 the Council employed five staff to carry out its business.

Political and Charitable Donations

NIMC made no political or charitable donations during the year.

Auditors

So far as the Directors are aware, there is no relevant audit information of which the Northern Ireland Museum 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 Council's auditors are aware of that information.

Consequent to The Companies (Public Sector Audit) Order (Northern Ireland) 2008, the Council's accounts are audited through the Northern Ireland Audit Office by the Comptroller and Auditor General.

By order of the Board

C Bailey
Accounting Officer

23rd June 2015



J Glendinning
Chairman

23rd June 2015



Remuneration Report

Remuneration Policy

The remuneration of all staff within NIMC is set with reference to the Northern Ireland Civil Service Payscale. The Minister for Finance approved a restructured SCS pay settlement broadly in line with the Senior Salaries Review Board report which was commissioned in 2010. The commitment to a Pay and Grading Review for SCS was the second phase of the equal pay settlement approved by the Executive.

Service contracts

Civil 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.

Salary and pension entitlements

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

Remuneration (including salary) and pension entitlements (audited)

	2014-2015					2013-2014				
	Salary £'000	Bonus payments £000	Benefits in kind (to nearest £100)	Pension Benefits* (to nearest £1000)	Total £000	Salary £'000	Bonus payments £000	Benefits in kind (to nearest £100)	Pension Benefits* (to nearest £1000)	Total £000
C Bailey Chief Executive	50-55	0	0	12,000	60-65	50-55	0	0	12,000	60-65
Band of Highest paid Officer's Total Remuneration	50-55					50-55				
Median Total	£28,500					£25,804				
Ratio	1.84					1.02				

**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.*

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 are based on performance levels attained and are made as part of the appraisal process. Bonuses relate to the performance in the year which they become payable to the individual. There were no bonuses paid during the financial year.

Remuneration Report (continued)

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.

Pension benefits (audited)

	Accrued pension at age 60 as at 31/3/15 and related lump sum	Real increase in pension sum at age 60 and related lump sum	CETV at 31/3/14	CETV at 31/3/15	Real increase in CETV
	£'000	£'000	£'000	£'000	£'000
C Bailey Chief Executive	15 – 20 Plus lump sum of 45 - 50	0 – 2.5 Plus lump sum of 0 – 2.5	313	340	10

Staff pensions

The Principal Civil Service Pension Schemes (NI) (“PCSPS (NI)”) of which senior management are members, is an unfunded, multi-employer, defined benefit schemes, but NIMC 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 DFP Superannuation and Other Allowances Resource Accounts as at 31 March 2015.

Northern Ireland Civil Service (NICS) Pension arrangements

Pension benefits are provided through the Northern Ireland Civil Service pension arrangements which are administered by Civil Service Pensions (CSP). 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). These arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. From April 2011 pensions payable under classic, premium, and classic plus are increased annually in line with changes in the Consumer Prices Index (CPI). Prior to 2011, pensions were increased in line with changes in the Retail Prices Index (RPI). New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining a good quality ‘money purchase’ stakeholder arrangement with a significant employer contribution (partnership pension account). New entrants joining on or after 30 July 2007 are eligible for membership of the nuvos arrangement or they can opt for a partnership pension account. Nuvos 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 current rate is 2.3%. CARE pension benefits are increased annually in line with increases in the CPI.

A new pension scheme, Alpha, will be introduced for new entrants from 1 April 2015. The majority of existing members of the NICS pension arrangements will move to Alpha from that date. Members who on 1 April 2012 were within 10 years of their normal pension age will 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 also 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 will be 2.32%. CARE pension benefits are increased annually in line with increases in the CPI.

Remuneration Report (continued)

For 2015, public service pensions will be increased by 1.2% for pensions which began before 6 April 2014. Pensions which began after 6 April 2014 will be increased proportionately.

Employee contribution rates for all members for the period covering 1st April 2015 – 31st March 2016 are as follows:

Scheme Year 1st April 2015 to 31st March 2016

Pay band – assessed each pay period		Contribution rates – Classic members	Contribution rates – Classic plus, premium, nuvos and alpha
From	To	From 1 st April 2015 to 31 st March 2016	From 1st April 2015 to 31st March 2016
£0	£15,000.99	3%	4.6%
£15,001.00	£21,000.99	4.6%	4.6%
£21,001.00	£47,000.99	5.45%	5.45%
£47,001.00	£150,000.99	7.35%	7.35%
£150,001.00 and above		8.05%	8.05%

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 3% and 12.5% (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 0.8% of pensionable salary to cover the cost of centrally provided risk benefit cover (death in service and ill health retirement).

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

Remuneration 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 FD (DFP) 04/15 - Appendix A 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 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

Compensation for loss of office

There were no amounts payable in relation to compensation for loss of office.



C Bailey
Accounting Officer

23rd June 2015

Governance Statement for the year ended 31 March 2015

Introduction

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

Remit

The Northern Ireland Museums Council was established in 1993 by order of the then 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 Council is not a Statutory Agency and does not carry out its functions on behalf of the Crown. However, for policy and administrative purposes, NIMC is classified as an executive non-departmental body (NDPB) of the Department of Culture, Arts and Leisure, through which it receives most of its funding.

Government has approved the 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.

Governance Framework

The Northern Ireland Museums Council is in compliance with the Code of Good Practice 2013, issued by the Department of Finance and Personnel, concerning corporate governance in central government departments. While the Code does not apply to NDPBs, the Council operated within its principles during the financial year 2014-15.

The Northern Ireland 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 constituencies as follows:

- The Minister for Culture, Arts and Leisure has the right to nominate three Directors;
- District 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 and the University of Ulster have the right to nominate one Director;
- National Museums Northern Ireland may nominate one Director;
- Other Directors may be co-opted.

The Board reports to the NIMC membership at the Annual General Meeting, which is held in September each year.

Governance Statement for the year ended 31 March 2015 (continued)

The Role of the Board and Governance Framework

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

- Establishes the overall strategic direction of NIMC within the determined policy and resources framework;
- Monitors the performance of the 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 Department, and in accordance with any other conditions relating to the use of public funds;
- Ensures full compliance with the Code of Practice on Access to Government Information;
- Takes account of the views and opinions of the NIMC membership in devising the work of the Council;
- Takes account of any guidance issued by the Department when reaching its decisions;
- Establishes a committee structure, including an Audit Committee, to assist in carrying out the work of the Council;
- Appoints and monitors the performance of the Council's Chief Executive, who also serves as Accounting Officer.

In carrying out these functions the Board usually meets four times a year, during March, June, September and December. The venue for these meetings alternates between the NIMC Belfast headquarters and a place, usually a museum, outside Belfast. However, from time to time additional meetings of the Board are held to deal with extra-ordinary business.

Board members do not receive remuneration for their service to the Northern Ireland Museums Council.

A system of internal control is maintained which includes the formulation of policies and procedures relating to: fraud prevention, whistleblowing 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 NIMC Board at each of its meetings and are the focus of discussions at quarterly accountability meetings held with the Department of Culture, Arts and Leisure.

In addition, NIMC retains the services of a contracted company to provide internal audit services, with external audit being undertaken by the Northern Ireland Audit Office.

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

The Work of the Board and its Committees

Mindful of its statutory obligations, the Board delegates the operation and monitoring of the governance framework to management, together with the day to day operation of the Council. However, it reserves particular matters for decision by the Board, 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 receives a report on the management and operation of the Council from the staff.

Governance Statement for the year ended 31 March 2015 (continued)

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

Currently the NIMC Board has four Committees, each having a *Terms of Reference* agreed by the Board:

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

The Board

During 2014-15 the NIMC Board formally met on six 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 and its Committees during the year under review, with the number of attendances being set against the total number of meetings which the member could have attended.

	Board		Committees	
	Actual	Possible	Actual	Possible
Patrick Barr	3	6	3	4
Robert Burgess	6	6	2	2
Riann Coulter	4	4	0	0
Elizabeth Crooke	1	6	0	0
Roisin Doherty	3	6	2	2
Johnny Glendinning	6	6	3	4
Clifford Harkness	5	6	3	4
Roddy Hegarty	4	6	2	2
Stephen Huggett	4	6	0	0
Mike King	4	6	0	0
Olive Mercer	6	6	1	2
Robin Morton	6	6	1	2
Carol Walker	3	6	0	0

Each year the Board agrees a Business Plan which sets out the actions, targets and the allocation of resources to be delivered in support of the Council’s aims, the Northern Ireland Museums Policy and Departmental priorities. The draft plan is submitted to the Department of Culture, Arts and Leisure no later than the 31st January each year. The Minister of Culture, Arts and Leisure approved the Council’s 2014-15 Business Plan on 9th June 2014.

The NIMC Board did not receive any Ministerial direction during 2014-15.

Standing agenda items for the quarterly meetings the Board 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 are made public through the Council’s web site www.nimc.co.uk.

Governance Statement for the year ended 31 March 2015 (continued)

Notable aspects of the business conducted by the Board during 2014-15 included the impact of local government reorganisation upon museum services and collections, investigating the engagement of young people with museums, grant support for museums, the DCAL Review of arm's length bodies, and the adjustment of budgets and programmes in light of an in-year budget reduction.

The Committees

The NIMC Audit Committee comprises three Directors and met on four occasions during the year. All Audit Committee meetings are attended by representatives of the Council's internal and external auditors. The Committee reports included the review of various policies and procedures and the active management of corporate risks through the close scrutiny of the Risk Register at each meeting. It also noted progress made in addressing the recommendations of auditors. During the year the Committee reviewed the Council's Fraud and Bribery Prevention Policy and Response Plan, and the Gifts and Hospitality Policy and Procedures. The Committee reviewed its effectiveness using the Audit Committee Checklist, produced by the National Audit Office, concluding that the Committee was performing satisfactorily. In addition the members assessed performance against an assurance template provided by the Department of Culture, Arts and Leisure.

The Grant Committee met in December 2014 and considered the applications received from museums for support through the Accredited Museum Grant Programme. Further applications to this grant programme were considered by the NIMC Board at its meeting held in March 2015.

The Staff Committee and the Planning Committee did not meet during the year.

Independent Assurance

The Comptroller and Auditor General certifies the Council's accounts and provides an opinion on the financial statements and whether they have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, the Government Financial Reporting Manual, and the Companies Act 2006. In July 2014 the Northern Ireland Audit Office provided NIMC with its *Report to those Charged with Governance*. It made two recommendations; one assessed at Priority 1, the other at Priority 3. The Priority 1 recommendation states that "despite approval of the current business plan and budget there continues to be a material uncertainty regarding the longer term future of NIMC in its current form." This references the ongoing Departmental review of its arm's length bodies, and a preferred option to merge the Northern Ireland Museums Council and National Museums Northern Ireland. The Priority 3 recommendation relates to a deferred income balance on a grant received from the Heritage Lottery Fund (HLF), a consequence of NIMC agreeing with HLF to draw down funding in advance in order to have cash available to allow the associated project to operate.

In March 2015 the NIMC Audit Committee considered the *Internal Audit Annual Report 2014-15* received from the Council's Internal Auditors, PricewaterhouseCoopers, which provided a 'satisfactory' rating and made two Priority 2 recommendations, relating to operating effectiveness and contingency to cover staff absence, and the consolidation of procurement procedures. The report also made five Priority 3 recommendations concerning the updating of the NIMC Membership database, the classification of items on the Sage system, the reporting of grants made through the Acquisition Fund to the Board, the timely authorisation of expense claims, and the timely review of the Gifts and Hospitality Policy.

Governance Statement for the year ended 31 March 2015 (continued)

Operation and Performance

Business Planning

During 2014-15 NIMC delivered a Business Plan that was structured around the four pillars of the Northern Ireland Museums Policy - Collections Development, Care, Management and Use; Developing Audiences; Education and Learning; and, Infrastructure, Investment and Resources.

The Plan contained 13 actions. By the end of the year being reported upon 11 were completed, one is ongoing and one target was not met. Details of the achievements made during 2014-15 are set out in the Report of the Directors above.

Risk Management

A register of risks was drawn up in relation to the Business Plan 2014-15. NIMC identifies and evaluates risks to its business through its Audit Committee. The Committee 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 as and when it is deemed necessary.

Significant risks identified and addressed during 2014-15 included:

- The capacity of the Council to deliver on its commitments due to the departure of key staff members. This risk was treated through the satisfactory completion of a recruitment process.
- The Department of Culture, Arts and Leisure continued the review of its arm's length bodies. Having concluded that there is a continuing need for the Council's functions during the first stage of the review, the second stage considered options for delivering the functions. NIMC provided the Department with information relevant to the ongoing review.

Financial Planning

The Northern Ireland Museum Council's key financial target is to operate within the allocated Budget for the year.

Upon Ministerial approval of the NIMC Business Plan for 2014-15, the Department of Culture, Arts and Leisure confirmed the Council's budget allocation at £266,000. In October 2014, in light of the Northern Ireland Executive agreeing that the Department should reduce its expenditure by 4.4%, the budget was reduced to £254,000. In February 2015 the Department of Culture, Arts and Leisure provided additional funding of £19,000. NIMC operated within the stipulated resource ceiling and NIMC drew down £273,000 during 2014-15.

Procurement

The Council maintains particular procedures regarding procurement. In light of the findings of the Council's internal auditors these were reviewed and updated during the course of the year. No issues concerning procurement occurred during the year.

NIMC is committed to the prompt payment of bills for goods and services. The target for payment of bills is 10 days from receipt of an appropriate and valid invoice. Performance in this regard was monitored throughout the year, which found that 100% of the bills were paid within the stipulated timeframe. The comparative figure for 2013-14 was 100%.

Governance Statement for the year ended 31 March 2015 (continued)

Fraud

The Council maintains a policy and procedures relating to fraud prevention. In an analysis of fraud risk, general payments and those relating to grant assistance were identified as the highest risk elements. No fraud investigations were initiated or on-going during 2014-15.

Health and Safety

In line with the Council's Health and Safety policy and procedures various checks were undertaken during the year. No health and safety issues occurred during 2014-15.

Conflicts of Interest

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

Gifts and Hospitality

NIMC has a policy relating to Gifts and Hospitality. No significant gifts or hospitality were registered during the year under report.

Freedom of Information and Data Management

NIMC received two Freedom of Information requests during 2014-15. One concerned grants to four heritage bodies, the other asked for information on the NIMC staff structure and financial contributions to Trades Unions. Both requests were answered in line with established procedures and within the set timeframes. In compliance with the requirements of the Data Protection Act 1998, NIMC maintains an associated policy and procedures. No issues concerning data loss occurred during the year.

Sickness Absence

The number of sick days reported in 2014-15 was 2 days/staff member, against a target of 6.5 days/person. Within the Programme for Government the sickness absence target for the Northern Ireland Civil Service in 2014-15 was 8.5 days.

Review of Effectiveness

The 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 2015 the Chairman of the Board of Directors undertook an assessment of the Board's performance drawing upon the Unlocking your Board's full potential – Board Evaluation Questionnaire, issued by the National Audit Office. This examined the Board's 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 and concluded that it was accurate and of a distinct and consistently high calibre.

Governance Statement for the year ended 31 March 2015 (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 Northern Ireland Museums Council are satisfactory.



C Bailey
Accounting Officer

23rd June 2015

Membership of the Northern Ireland Museums Council at 31 March 2015

The Northern Ireland Museums Council is a membership organisation. There are three categories of member, Museum Member, Supporting Member, and Associate Member. At 31 March 2015 the Council had 83 members (compared with 102 in 2013-14). 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.

- Armagh Public Library
- Ballymena Borough Council (Mid-Antrim Museum)
- Ballymoney Borough Council (Ballymoney Museum)
- Banbridge District Council (F. E. McWilliam Gallery and Studio)
- Carrickfergus Borough Council (Andrew Jackson & US Rangers Museum and Carrickfergus Museum)
- Coleraine Borough Council (Coleraine Museum)
- Craigavon Borough Council (Craigavon Museum and Barn Museum)
- Derry City Council (Tower Museum)
- Down District Council (Down County Museum)
- Downpatrick and Co Down Railway
- Fermanagh District Council (Fermanagh County Museum)
- Flame: The Gasworks Museum of Ireland
- Inniskillings Museum
- Larne Museum
- Limavady Borough Council (Green Lane Museum)
- Lisburn City Council (Irish Linen Centre & Lisburn Museum)
- Moyle District Council (Ballycastle Museum)
- Newry & Mourne District Council (Newry and Mourne Museum)
- Newtownabbey Borough Council (Sentry Hill Museum)
- North Down Borough Council (North Down Museum)
- Northern Ireland War Memorial
- Police Museum
- Railway Preservation Society of Ireland
- Royal Irish Fusiliers Museum
- Royal Ulster Rifles Museum
- Strabane District Council (Strabane Museum Service)
- The National Trust (NI) (Ardrress House, The Argory, Castle Ward, Florence Court, Hezlett House, Mount Stewart, Springhill)
- The Naughton Gallery at Queen's
- The Somme Association (Somme Heritage Centre)

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.

- Dungannon and South Tyrone Borough Council
-

Membership of the Northern Ireland Museums Council at 31 March 2015 (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.

- Apprentice Boys Memorial Hall
 - BBC NI Community Archive
 - Bloody Sunday Trust – Museum of Free Derry
 - Coalisland Heritage Trust
 - Dan Winter's House, Loughgall
 - Edenderry Community Museum Project
 - Garvagh Museum and Heritage Centre
 - Grand Orange Lodge of Ireland
 - Headhunter's Barbershop and Railway Museum
 - Healing Through Remembering
 - Lagan Legacy
 - Milford House Museum
 - Monaghan County Museum
 - Mr Adam Bell
 - Mr Charles Watts
 - Mr Declan Forde
 - Mr Ian Wilson
 - Mr Peter Stark
 - Mr Ron Carson
 - Mr Sean Madden
 - Mr Stephen McManus
 - Ms Aine McQuoid
 - Ms Amelia Deehan
 - Ms Ashleigh Kirkpatrick
 - Ms Celestina Sassu
 - Ms Clair Burns
 - Ms Corrie Tubman
 - Ms Cynthia Waddell
 - Ms Donna Gilligan
 - Ms Eleanor Brown
 - Ms Helen Lanigan Wood
 - Ms Mairaid Quinn
 - Ms Pauline Mitchell
 - Ms Rachel Radcliffe
 - Ms Rosemary McNicholl
 - Ms Rosie Moore
 - Ms Sarah O'Farrell
-

Membership of the Northern Ireland Museums Council at 31 March 2015 (continued)

Associate Members (continued)

- Ms Stanislava Stoyanova
 - Ms Steffi Western
 - Ms Susan Kelly
 - Ms Triona White Hamilton
 - National Museums of Northern Ireland (Ulster Museum, Ulster Folk & Transport Museum, Ulster American Folk Park, Armagh County Museum)
 - Ulster New Zealand Trust
 - University of Ulster, Faculty of Arts
-

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

I certify that I have audited the financial statements of the Northern Ireland Museums Council for the year ended 31st March 2015 under the Companies (Public Sector Audit) Order (Northern Ireland) 2013. These comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

Respective responsibilities of Directors and Auditor

As explained more fully in the Statement of Directors' Responsibilities, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit, certify and report on the financial statements in accordance with the Companies (Public Sector Audit) Order (Northern Ireland) 2013. I conduct my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Northern Ireland Museums Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of sufficient accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

I am required to obtain evidence sufficient to give reasonable assurance that the incoming and outgoing resources recorded in the financial statements have been applied to the purpose intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on regularity

In my opinion, in all material respects the incoming and outgoing resources 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.

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

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view of the state of the Northern Ireland Museum Council's affairs as at 31st March 2015 and of its incoming resources and application of outgoing resources and cash flows for the year the ended;
- 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 other matters

In my opinion:

- the part of the Remuneration Report to be audited has 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.

Matters on which I report by exception

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 part of the Remuneration Report to be audited are not in agreement with the accounting records; 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 and Personnel's guidance.

Report

I have no observations to make on these financial statements



K J Donnelly
Comptroller and Auditor General
Northern Ireland Audit Office
106 University Street
Belfast BT7 1EU

1st July 2015

Statement of Financial Activities

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	273,000	190,462	463,462	452,167
Activities for generating funds	3	12,543	–	12,543	12,313
Incoming resources from charitable activities	4	4,400	–	4,400	1,995
Other incoming resources	5	85	–	85	–
TOTAL INCOMING RESOURCES		290,028	190,462	480,490	466,475
RESOURCES EXPENDED					
Charitable activities	6/7	(256,324)	(190,462)	(446,786)	(444,426)
Governance costs	8	(21,916)	–	(21,916)	(19,430)
TOTAL RESOURCES EXPENDED		(278,240)	(190,462)	(468,702)	(463,856)
NET INCOMING / (OUTGOING) RESOURCES FOR THE YEAR	9	11,788	–	11,788	2,619
TRANSFER BETWEEN FUNDS		(34)	34	–	–
RECONCILIATION OF FUNDS					
Total funds brought forward		(11,377)	(34)	(11,411)	(14,030)
TOTAL FUNDS CARRIED FORWARD		377	–	377	(11,411)

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

	Note	2015 £	2014 £
FIXED ASSETS			
Tangible assets	12	576	462
CURRENT ASSETS			
Debtors	13	6,351	4,987
Cash at bank		40,512	20,076
		<u>46,863</u>	<u>25,063</u>
CREDITORS: Amounts falling due within one year	14	<u>(47,062)</u>	<u>(36,936)</u>
NET CURRENT LIABILITIES		(199)	(11,873)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>377</u>	<u>(11,411)</u>
NET ASSETS/(LIABILITIES)		<u>377</u>	<u>(11,411)</u>
FUNDS			
Restricted income funds	15	–	(34)
Unrestricted income funds	16	377	(11,377)
TOTAL FUNDS		<u>377</u>	<u>(11,411)</u>

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 Department of Finance and Personnel'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 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 and signed on its behalf by:



J Glendinning
Chairman

Company registration: NI27735

The notes on pages 30 to 40 form part of these financial statements

Cash flow statement

	Note	2015 £	2014 £
NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	24	20,987	(30,733)
CAPITAL EXPENDITURE			
Payments to acquire tangible fixed assets		<u>(551)</u>	<u>—</u>
Net cash outflow from capital expenditure		<u>(551)</u>	<u>—</u>
INCREASE / (DECREASE) IN CASH	25	<u>20,436</u>	<u>(30,733)</u>

Notes to the financial statements

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

Incoming resources

Incoming resources relate to activities in the UK, and this is stated inclusive of value added tax. Incoming resources are included in the statement of financial activities.

Voluntary income

Voluntary income includes donations, grants that provide core funding and gifts in kind. Voluntary income is recognised in the accounts when the council is legally entitled to the income and the amount can be quantified with reasonable accuracy. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods or where the income is repayable to the donor if it is not used for the purposes provided. Grant-in-aid income from DCAL is normally recognised in the year of receipt.

Income from charitable activities

Training and room hire income included in this category provides funding to support the Council's activities and is recognised when the Council is legally entitled to the income and the amount can be quantified with reasonable accuracy. Such income is only deferred when training or room hire income is received in advance of the event to which they relate.

No amounts are included in the financial statements for services donated by volunteers.

Resources expended

Resources expended are accounted for on an accruals basis and are included in the statement of financial activities for the period to which they relate.

Costs of charitable activities include expenditure associated with the projects undertaken by the council in the furtherance of its charitable objectives.

Governance costs include those incurred in the governance of the 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 Chief Executive and finance staff are apportioned between charitable activities and governance costs at a rate of 95% and 5% respectively.

Fund accounting

The 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 Council; and
 - b) restricted funds: funds which are earmarked by the donor for specific purposes.
-

Notes to the financial statements

1. ACCOUNTING POLICIES *(continued)*

Designated funds

Within unrestricted funds the 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 company 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 Northern Ireland Museums Council has a fixed asset capitalisation threshold of £250.

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 Northern Ireland Museums Council are members of the Principal Civil Service Pensions Schemes (NI) (PCSPS(NI)), as set out in Note 10. The defined benefit scheme is unfunded and is non-contributory, except in respect of dependants' benefits. All contributions are charged to the Statement of Financial Activities ("SOFA") as incurred.

Reserves

Northern Ireland 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.

Notes to the financial statements (continued)

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Grants receivable				
DCAL grant-in-aid	273,000	–	273,000	288,000
Heritage Lottery Fund	–	190,462	190,462	154,217
ACNI Creative Industries Funding	–	–	–	9,950
	<u>273,000</u>	<u>190,462</u>	<u>463,462</u>	<u>452,167</u>

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Memberships	<u>12,543</u>	<u>12,543</u>	<u>12,313</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Training income	<u>4,400</u>	<u>4,400</u>	<u>1,995</u>

5. OTHER INCOMING RESOURCES

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Other incoming resources	<u>85</u>	<u>85</u>	<u>–</u>

Notes to the financial statements (continued...)

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Grants awarded	46,271	8,442	54,713	49,501
Acquisition fund	2,451	–	2,451	2,500
Bursaries	–	127,780	127,780	84,000
Project costs	9,287	–	9,287	18,441
Training	1,296	7,371	8,667	29,206
Wages and salaries	99,501	29,027	128,528	139,882
Employer's N.I. Contributions	6,851	1,757	8,608	12,545
Staff pension costs	24,630	5,805	30,435	24,747
Temporary staff recruitment costs	15,322	–	15,322	15,593
Rent and rates	31,311	–	31,311	35,927
Light and heat	2,073	–	2,073	3,346
Insurance	2,047	–	2,047	1,925
Telephone and communications	3,115	–	3,115	2,843
Computer and software	2,910	–	2,910	5,909
Cleaning	847	–	847	1,010
Repairs and maintenance	1,509	–	1,509	1,739
Printing and stationery	943	–	943	1,238
Books and journals	34	–	34	115
Postage	290	–	290	324
Travel and subsistence	2,875	9,150	12,025	9,781
Bank charges	3	–	3	252
Sundry expenses	245	510	755	367
Membership fees	830	–	830	647
Deprecation	437	–	437	325
Bad debts	767	–	767	15
Promotion and brand development	479	620	1,099	2,248
	<u>256,324</u>	<u>190,462</u>	<u>446,786</u>	<u>444,426</u>

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Charitable activities	209,513	180,182	389,695	376,415
Support costs	46,811	10,280	57,091	68,011
	<u>256,324</u>	<u>190,462</u>	<u>446,786</u>	<u>444,426</u>

Notes to the financial statements (continued...)

8. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£
Staff costs	3,904	3,904	1,015
Accountancy fees	10,204	10,204	11,072
Audit fees	7,000	7,000	7,000
Board member expenses	808	808	343
	<u>21,916</u>	<u>21,916</u>	<u>19,430</u>

9. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2015	2014
	£	£
Staff pension contributions	30,435	24,747
Depreciation	437	325
Auditors' remuneration:		
- audit of the financial statements	7,000	7,000
Operating lease costs:		
- Land and buildings	30,000	35,927

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2015	2014
	£	£
Wages and salaries	132,432	139,882
Social security costs	8,608	12,545
Other pension costs	30,435	24,747
	<u>171,475</u>	<u>177,174</u>

No remuneration was paid to the Directors of the company. The total of Directors' expenses reimbursed by the company during the year was £90.25.

The Principal Civil Service Pension Schemes (NI) ("PCSPS (NI)") of which most of the Council's employees are members, are unfunded, multi-employer, defined benefit schemes, but NIMC 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.

Notes to the financial statements (continued...)

10. STAFF COSTS AND EMOLUMENTS (continued.....)

For 2014-15, employers' contributions of £30,435 were payable to the PCSPS (NI) (2013-14: £24,747) at one of four rates in the range 18% to 25%. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. However HM Treasury has instructed the scheme to cease further work on the March 2010 valuation. A new valuation scheme based on data as at 31 March 2012 is currently being undertaken by the Actuary to review employer contribution rates for the introduction of a new career average earning scheme from April 2015. From 2014-15, the rates will remain in the range 18% to 25%. The contribution rates are set to meet the cost of the benefits accruing during 2013-14 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees could opt to open a partnership pension account which is a stakeholder pension with an employer contribution. Employer's contributions were paid to one or more of a panel of four appointed stakeholder pension providers. Employer contributions are age related and range from 3% to 12.5% of pensionable pay. Employers also match employee contributions up to 3% of pensionable pay. In addition, employer contributions of 0.8% of pensionable pay, were payable to PCSPS (NI) to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees.

Contributions due to the partnership pension providers at the balance sheet date were £0. Contributions prepaid at that date were £0.

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2015	2014
	No	No
Number of administrative staff	<u>4</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2014 – Nil).

11. TAXATION

Northern Ireland Museums Council is recognised as a charity by HM Revenue and Customs under reference XR 38795. Its activities are therefore exempt from taxation.

Notes to the financial statements (continued...)

12. TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Equipment £	Furniture £	Total £
VALUATION				
At 1 April 2014	9,879	1,417	16,844	28,140
Additions	551	-	-	551
Disposals	(3,963)	(172)	-	(4,135)
At 31 March 2015	6,467	1,245	16,844	24,556
DEPRECIATION				
At 1 April 2013	9,717	1,380	16,581	27,678
Charge for the year	340	22	75	437
Eliminated on disposal	(3,963)	(172)	-	(4,135)
At 31 March 2014	6,094	1,230	16,656	23,980
NET BOOK VALUE				
At 31 March 2015	373	15	188	576
At 31 March 2014	162	37	263	462

13. DEBTORS

	2015 £	2014 £
Trade debtors	260	120
Other debtors	467	833
Prepayments	5,624	4,034
	6,351	4,987

14. CREDITORS: Amounts falling due within one year

	2015 £	2014 £
Trade creditors	970	840
Taxation and social security	1,952	3,773
Deferred income	14,746	17,804
Other creditors	17,267	1,345
Accruals	12,127	13,174
	47,062	36,936

15. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014 £	Incoming resources £	Outgoing resources £	Transfer between funds £	Balance at 31 Mar 2015 £
Restricted Fund – HLF	(34)	190,462	(190,462)	34	-

Notes to the financial statements (continued...)

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31 Mar 2015
	£	£	£	£	£
Unrestricted income funds	<u>(11,377)</u>	<u>290,028</u>	<u>(278,240)</u>	<u>(34)</u>	<u>377</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets/ (liabilities)	Total
	£	£	£
Unrestricted Income Funds	<u>576</u>	<u>(199)</u>	<u>377</u>

18. FINANCIAL COMMITMENTS

At 31 March 2015 the Charity had commitments under non-cancellable operating leases as follows:

	2015	2014
	£	£
Land and buildings		
Expiring in less than five years	<u>12,500</u>	<u>30,000</u>

19. FINANCIAL INSTRUMENTS

NIMC does not have financial instruments which would require disclosure in the notes to the financial statements.

20. GUARANTOR

Northern Ireland 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.

21. ULTIMATE CONTROLLING PARTY

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

22. RELATED PARTY TRANSACTIONS

Northern Ireland Museums Council is a Non-Departmental Public Body of the Department of Culture, Arts and Leisure from whom it receives funding. The Department of Culture, Arts and Leisure is regarded as a related party. During the year, Northern Ireland Museums Council had no material transactions with the Department of Culture, Arts and Leisure other than the receipt of payments in respect of funded programmes.

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

Notes to the financial statements (continued...)

22. RELATED PARTY TRANSACTIONS (Continued...)

Accredited Museum Grant Programme

Grant Applicant	Project	Amount Awarded	Declared interest of Board member	Associated Organisation
Down County Museum	Conservation of Document for Exhibition	£910.00	Robert Burgess Mike King	Down District Council Down District Council
Down County Museum	Display Cases	£8,158.00	Robert Burgess Mike King	Down District Council Down District Council
Downpatrick and Co Down Railway	CCTV and Security Upgrade	£2,295.00	Robert Burgess	Down District Council
Fermanagh County Museum	Portable Collections System	£745.73	Stephen Huggett	Fermanagh District Council

Acquisition Fund

Grant Applicant	Project	Amount Awarded	Declared interest of Board member	Associated Organisation
F E McWilliam Gallery and Studio	Study for Princess Macha III	£1,201.20	Olive Mercer	Banbridge District Council
			Rian Coulter	Banbridge District Council

24. RECONCILIATION OF NET INCOMING/(OUTGOING) RESOURCES TO NET CASH OUTFLOW FROM OPERATING ACTIVITIES

	2015	2014
	£	£
Net incoming resources before transfers	11,788	2,619
Depreciation	437	325
Decrease/(Increase) in debtors	(1,364)	2,896
(Decrease)/Increase in creditors	10,126	(36,573)
Net cash outflow from operating activities	<u>20,987</u>	<u>(30,733)</u>

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

	2015	2014
	£	£
Increase/(Decrease) in cash in the period	20,436	(30,733)
Change in net funds	20,436	(30,733)
Net funds at 1 Apr 2014	20,076	50,809
Net funds at 31 Mar 2015	<u>40,512</u>	<u>20,076</u>

Notes to the financial statements continued...)

26. ANALYSIS OF CHANGES IN NET FUNDS

	1 Apr 14	Cash flows	31 Mar 15
	£	£	£
Cash at bank	<u>20,076</u>	<u>20,436</u>	<u>40,512</u>

27. LOSSES AND SPECIAL PAYMENTS

	2015	2014
	£	£
Bad debt written off in current year	767	15
Bad debt recovered	<u>-</u>	<u>-</u>
	<u>767</u>	<u>15</u>

28. ADDITIONAL DISCLOSURES REQUIRED BY FReM

Northern Ireland Museums Council (NIMC), 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 Activity.

For all other arm's length bodies, the Government Financial Reporting Manual (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 NIMC to prepare its accounts on these bases, the results would be as follows:

Statement of Financial Activities prepared under FReM

	Note	2015	2014
		£	£
Incoming resources			
Incoming resources from generating funds		203,005	176,480
Incoming resources from charitable activities	4	4,400	1,995
Other incoming resources	5	85	-
Total incoming resources		<u>207,490</u>	<u>178,475</u>
Resources expended			
Charitable activities	6	450,690	444,426
Governance costs	8	18,012	19,430
Total resources expended		<u>468,702</u>	<u>463,856</u>
Amount transferred to reserves		<u>(261,212)</u>	<u>(285,381)</u>

Analysis of Reserves prepared under FReM

	2015	2014
	£	£
Balance at 1 April 2014	(11,411)	(14,030)
Grant in aid received in year	273,000	288,000
Net operating cost for year	<u>(261,212)</u>	<u>(285,381)</u>
Balance at 31 March 2015	<u>377</u>	<u>(11,411)</u>

Notes to the financial statements (continued...)

29. GOING CONCERN

In December 2010, the Department of Culture, Arts and Leisure (DCAL) initiated a review of its arm's length bodies. The first phase of the review was completed two years later and in December 2012 the Minister of Culture, Arts and Leisure wrote to NIMC stating that there is a continuing need for the Council's functions and that, through a second stage, the most effective and appropriate means of delivering its functions would be examined. In December 2013 DCAL published its interim Arm's Length Bodies Review, 'Delivery Options Analysis Draft Report'. This stated that DCAL's preferred option was the merger of NIMC with National Museums Northern Ireland. A final report has not been received at the date of signing these accounts.

In February 2014 the Department initiated a budget planning exercise for 2015-16. It asked its arm's length bodies, including NIMC, to assume that the Northern Ireland Executive's 2011-15 Programme for Government will be rolled forward into 2015-16, that following the next election, a new Executive will decide on the extent of subsequent budget periods, and that the baseline for the resource allocation in 2015-16 will be the 2014-15 allocation.

As indicated within the Report of the Directors above, NIMC has secured funding from the Heritage Lottery Fund totalling £354,000 for the delivery of the Community Engagement Initiative. This project will continue until February 2016 from HLF.

In light of these factors, these accounts have been prepared on a going concern basis as, in the opinion of the Directors, the Northern Ireland Museums Council will continue to operate until at least 2016.

30. 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.

The Accounting Officer authorised the issue of these financial statements on 2nd July 2015

NORTHERN IRELAND
MUSEUMS
COUNCIL



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Image, front

F.E. McWilliam, Study for Princess
Macha III, bronze, I of III, h. 47cm, 1957.
Purchased with the assistance from the
NIMC Acquisition Fund, The Art Fund &
the Friends of the F.E. McWilliam Gallery.

©Estate of F.E. McWilliam. Photo ©Bryan Rutledge.

Image, above

Drawing of Princess Macha
by Ellie Rose