

2015

Freedom of Information Request

Reference number – 15-009

Information relating to 'private work' in museum and art conservation studios.

I request to know if it is permitted that staff members can carry out 'private work' for personal gain whilst on your premises, particularly in work areas for conservators or technicians. ...

Do you permit work by staff members in this way? Generally was such work permitted in summer 2013 and has such work been generally or widely permitted over the last 5 years? Do you have a policy or approach relevant to this sort of practice and if so was it in place almost 2 years ago in June 2013?

...

Reference no.: 15-009

4 June 2015

REQUEST FOR INFORMATION – *Information relating to ‘private work’ in museum and art conservation studios.*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales (‘the Museum’), I am responsible for responding to your request for information.

I refer to your letter of 08 May 2015, in which you asked for the following information:

I request to know if it is permitted that staff members can carry out ‘private work’ for personal gain whilst on your premises, particularly in work areas for conservators or technicians. ...

Do you permit work by staff members in this way? Generally was such work permitted in summer 2013 and has such work been generally or widely permitted over the last 5 years? Do you have a policy or approach relevant to this sort of practice and if so was it in place almost 2 years ago in June 2013? ...

Response

In responding to your request for information, I will be referring to each element of your request separately.

- *I request to know if it is permitted that staff members can carry out ‘private work’ for personal gain whilst on your premises, particularly in work areas for conservators or technicians. ... Do you permit work by staff members in this way?*

Our staff handbook states: ‘Any member of staff who proposes to engage in any employment commitment outside their contracted working hours must discuss this

with their Head of Department and gain their prior consent which will not unreasonably be withheld.'

- *Generally was such work permitted in summer 2013*

Yes, we hold information relating to one incident in 2013. We do not hold information relating to staff that no longer work for the Museum, and I am therefore unable to provide you with this information.

- *and has such work been generally or widely permitted over the last 5 years?*

I have reviewed the Museum's information holdings and I have not found any information relating to this part of your request, therefore, I am unable to provide you with the information you require.

- *Do you have a policy or approach relevant to this sort of practice...*

Yes, our staff handbook as referred to above.

- *and if so was it in place almost 2 years ago in June 2013? ...*

Yes it was.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks
Director of Finance and Corporate Resources
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/.

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

I apologise that Amgueddfa Cymru cannot assist you with all aspects of your request but if you have any further queries or concerns then please contact me.

Yours sincerely

Elaine Cabuts
Museum Secretary