

**Museums Sheffield & Sheffield Industrial Museums Trust**

**Sheffield Museums Trust**

**Invitation to Tender  
Insurance Brokerage for Sheffield Museums Trust**

**Closing Date: 5<sup>th</sup> February 2021**

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## Invitation to Tender

Sheffield Galleries & Museums Trust, trading as Museums Sheffield Trust, and Sheffield Industrial Museums Trust are coming together to become Sheffield Museums Trust.

The two Trusts are currently insured via independent insurance brokers, offering policies with different levels of cover. However, in moving forward and becoming one organisation, we are seeking an insurance broker to organise and manage insurance for the new Trust.

Both Trusts were formed to care for, manage and share Sheffield City Council's Collections of Heritage assets. The Heritage Collection itself is owned and insured separately by Sheffield City Council. Therefore, this Invitation to Tender is for the new Trust's activities excluding the Heritage collection. Sheffield Museums Trust will become the new custodian of the collection.

This Invitation to Tender will provide information concerning the sites comprising the two existing trusts, an outline of business activities and an introduction to the new trust along with detail of the tender process, procedures and deadlines.

## Museums Sheffield

Museums Sheffield is a charitable trust established in 1998 to manage, develop and share the City of Sheffield's extensive and prestigious collections of art, history and science.

Museums Sheffield manage four sites:

**Acres Hill** is a store house located two and a half miles from the city centre which houses the items in the heritage collection when they are not on display or out on loan.

**Millennium Gallery** is in the heart of the city centre and is home to the Designated Metalwork Collection, the Ruskin Collection and a changing programme of art, craft and design exhibitions.

**Weston Park Museum** is situated a mile from the city centre and surrounded by Sheffield University, parks, housing and hospitals. The museum tells the story of Sheffield with a focus on its social history and natural environment.

**Graves Gallery** has been home to Sheffield's visual art collection since 1934. Positioned above the Central Library in the heart of the city, it showcases Sheffield's outstanding collection of Modern British art with exhibitions, displays and events to inspire everyone.

Museums Sheffield is funded by Sheffield City Council and is an Arts Council England National Portfolio Organisation. It generates income through commercial activity and the support of individuals, sponsors, partners and other funders.

## Sheffield Industrial Museums Trust

Sheffield Industrial Museums Trust is a charitable trust established in 1998 to manage and share the city's industrial heritage, inspiring future generations through education and celebration.

**Abbeydale Industrial Hamlet** is an eighteenth-century industrial works and is home to the last complete surviving crucible steel furnace in the United Kingdom. Once the largest water-powered industrial site on the River Sheaf, the group of Grade I & Grade II listed buildings are a Scheduled Ancient Monument located four miles from the city centre.

**Kelham Island Museum** is the home of objects, pictures and archive material representing Sheffield's industrial story. Situated one mile from the city centre it has interactive galleries, the world-renowned Hawley Collection and one of the few remaining Bessemer Converters in the world.

**Shepherd Wheel Workshop** is a small water-powered grinding workshop approximately three miles from the city centre. Located in the picturesque valley of Porter Brook, the Grade II listed building and Scheduled Ancient Monument is a unique working example of Sheffield's knife grinding industry.

Sheffield Industrial Museums is funded by the Sheffield City Council, Sheffield Hallam University and the Heritage Lottery Fund. It generates income through commercial activity and the support of individuals, sponsors, partners and other funders.

## Business Activities

Both current Trusts, and Sheffield Museums Trust going forward, engage in the same range of business activities.

**Public access to museums and galleries** – sites are open for a range of hours, but most sites are open daily 10am-5pm. The Trust welcomes around 1 million visitors each year.

Buildings are occupied under lease from Sheffield City Council. However, there have been extensive leaseholder improvements over the years.

Our buildings are quite complex – some are listed and some have extensive and critical plant and machinery to maintain environmental conditions. Some of our buildings have been flooded in the past.

**Exhibitions and displays** - the Trust has an extensive programme of exhibitions and displays at all sites. Installation and development of exhibitions includes extensive use of woodworking machinery and access equipment.

**Heritage conservation** – the Trust maintains several industrial heritage assets at our sites, for instance water wheels, and the impressive River Don Engine. Whilst these assets are insured by Sheffield City Council, there is risk in their operation and maintenance to be considered.

**Education and Engagement** – the Trust hosts school workshops and other formal learning opportunities. There is also a continual programme of informal learning opportunities and events – art clubs, life drawing, talks and tours etc. There is an expectation that engagement activity will be increasingly off-site.

**Fundraising** – the Trust engages with private donors and runs public campaigns to raise funds for the Charity.

**Commercial Activities** – the Trust is supported financially by a commercial subsidiary. Commercial activity includes retail, hospitality and events, craft and Christmas markets. There are also two outsourced café operators who operate at 3 of the sites.

## Sheffield Museums Trust

Sheffield Museums Trust will manage the City of Sheffield’s collection starting from 1<sup>st</sup> April 2021.

Bringing together the two Trusts will strengthen the position of Sheffield’s cultural industry at a local, regional and even national level. In coming together, our ambitions are centred around the four following pillars:

**PLACE** – we want the museums, galleries and sites to become an important part of Sheffield and the heart of its communities.

**PEOPLE** – the new Trust shall bring together people through a culture of collaboration and cooperation.

**CREATIVITY** – we want the museums, galleries and sites to be places of inspiration for visitors.

**SUSTAINIBILITY** – our aim is to achieve corporate sustainability and become an organisation that is sustainable in all aspects of its operations.

Sheffield Museums Trust will encompass the seven sites outlined above and their overall commercial activities and functions will remain the same.

The Trust will employ about 110 people, with further support from around 30 casual workers and 200+ volunteers.

## Scope for Tender

Museums Sheffield and Sheffield Industrial Museums Trust are looking to appoint an Insurance Broker for Sheffield Museums Trust.

We are looking for an experienced, reputable and reliable Insurance Broker to enter into a three-year insurance brokerage.

## Expectations

The successful Insurance Broker will assess the existing insurance policies, scope the insurance policies available to the Trust then advise and source a set of comprehensive yet competitive insurance quotes.

The Broker shall perform all services to the highest standards to be expected of an insurance broker, in accordance with best market practice, and with the utmost integrity.

During the three-year brokerage period, the successful candidate will attend to and manage all insurance-related matters to the best of their ability on behalf of Sheffield Museums Trust. This includes facilitating insurance management procedures such as general claims handling i.e. manage claims by and against the Trust.

## Requirements

The new organisation has been formed as a company and charity commission applications will be made very soon. This will change our current insurance requirements. Below is the list of insurance policies we believe to be required:

- Business Travel
- Charity Trustee Indemnity
- Cyber
- Combined Commercial Cover
- Hired in Plant
- Motor Vehicle

These insurance policies need to be effective from 1<sup>st</sup> April 2021.

The list above is not final, and the successful candidate shall use their knowledge and expertise to advise the new Trust accordingly.

## Current Insurance Cover

A list of the existing insurance policies are below.

- Combined Commercial Cover
- Business Travel - UK Travel
- Charity Indemnity
- Cyber - Cyber & Crime
- Motor Vehicle
- Public & Product Excess
- Trustee Liability

<b>Museums Sheffield</b>	
Business Travel	UK Travel
Charity Indemnity	Directors & Offices; Corporate; Employment Practices; Pension Trustees Liability & Crime
Cyber	Cyber & Crime
Commercial Cover	Property / Material Damage; Business Interruption – Theft, All Risks (Worldwide), Money, Assault, Employers' Liability, Public & Product Liability, Commercial Legal Protection
Motor Vehicle	Licensed drivers over 25 years of age

<b>Sheffield Industrial Museums Trust</b>	
Commercial Cover	Property / Material Damage; Business Interruption – Theft, All Risks (Europe), Money, Employers' Liability, Public & Product Liability
Public & Product Excess	
Trustee Liability	Management Liability, Professional Legal, Employment Practices; Crisis Containment, Business HR, H&S Pension Trustees Liability & Crime

The Heritage Collection is owned by Sheffield City Council and the collection items are covered by Sheffield City Council's own insurance policy.

## Timescale for Tender

As the expected period of insurance will be effective from the 1<sup>st</sup> April 2021, the timeline for this process is as follows – please see below.

Start date: Wednesday 6<sup>th</sup> January 2021

Closing date: Friday 5<sup>th</sup> February 2021 at 12noon (GMT)

Announcement of selected Insurance Broker: Friday 12<sup>th</sup> February 2021

Insurance Coverage begins / Effective Date: Thursday 1<sup>st</sup> April 2021

If site visits are required by the successful candidate prior to the effective date please contact us, details below, to make the necessary arrangements.

## Tender Submission Requirements

Tender submissions are preferred through the mytenders.org.uk portal and will also be accepted by e-mail (see contact) below.

The tender response form shall be completed in full and information given should be true to the best of the candidate's knowledge.

For initial shortlisting, interested parties should include the following in their Tender Responses:

- Summary proposal
- Evidence of experience: insurance for organisations, especially insurance coverage for charities and/or museums, galleries etc., including referees
- Last audited financial statements

## Selection Criteria

Selection will be based on the following weighted criteria:

<b>Selection Criteria</b>	<b>Weight</b>
Value for money	50%
Company's reputation & relevant experience	50%

## Contacts

Questions or requests for further information can be made to:

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Please note that your questions and our responses may be made available to all interested parties.