



HARTLEPOOL
BOROUGH COUNCIL
OFFICER DECISION RECORD

Department: Adult and Community Based Services

Division: Preventative and Community Based Services

Date of Decision / Issue of Licence: 20/10/2025

Officer Making Decision: MS G PTAK

Subject / Description &
Reason for Decision:
(for publication)

Hartlepool Art Gallery Opening Hours

Change the closing time of Hartlepool Art Gallery from 5pm to 4pm. This is to enable staff to carry out essential end of day duties securely and in a safe environment without the need to continue providing public access and support during this time.

A recent audit of the art gallery highlighted the need for certain financial tasks to be carried out at the end of each day. It is currently difficult and unsafe to carry out this work while the building remains open to the public. At present, staff are expected to carry out banking procedures and end of day procedures such as building checks, setting up or packing away furniture used by groups and events, W/C inspections/cleaning and general housekeeping while customers may be present. There are usually two members of staff on site from 4-5pm, which means often only one member of staff is at reception while the other is in a different area of the building.

Staff have recorded visitor figures from 31st May – 26th August. During this period 51 people visited between 4-5pm. An average of 0.7 people per day. This is likely to diminish more so in the winter months.

The opening hours of other local museums and art galleries in the area have been reviewed and many of them close at 4pm or 4.30pm as below.

The Dorman – 10am-4pm
Captain Cook Birthplace Museum – 10am-4pm
Discovery Museum – 10am-4pm
Shibley Art Gallery – 10am-4pm
Woodhorn Museum – 10am-4pm
MIMA – 10am-4.30pm
Kirkleatham Museum – 10am-4.30pm
Laing Gallery – 10am-4.30pm

It is therefore considered that this amendment to opening times would bring the gallery in line with other similar attractions in the region.

Type of Decision:

Non Key

Nature of Delegation
Being Exercised:

GD3 To take decisions on behalf of the Authority on all matters where they have managerial or professional responsibilities for their service areas

Alternative Options
Considered & Rejected:

Continuing with current closing times - does not allow for adequate close down processes to be undertaken.
Closing at 16:30 - does not allow for adequate close down processes to be undertaken

Any Declared Register of
Interest:

No

OFFICER WITH THE DELEGATION

NAME: MS G PTAK
POSITION:

IN CONSULTATION WITH...