

## APPENDIX 3(a)

### Agreed Action Plan

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
<b>R1</b>	Steps should be taken to agree the contribution of the acoustic separation costs from Coolsilk.	2	Implemented - This budget pressure has now been absorbed within the agreed contractor's costs.	N/a	N/a	
<b>R2</b>	Risk assessments for Covid-19 adjustments should be completed and shared with NHLF to establish whether Covid-19 uplifts are possible/required.	2	Agreed. Reviews of the base build, exhibition, activities and business plan have now taken place and a number of actions have been identified which can easily be incorporated. This will be an ongoing process in terms of what Covid-related adjustments are required to enable the Museum to adapt as required, and will be managed via the Project Risk Register and regular meetings with the NHLF.	Head of Heritage	Ongoing until the museum opens	

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<b>R3</b>	The business plan should be reviewed and updated in light of Covid-19, and should articulate the various potential scenarios considered so that contingency plans can be prepared in order to react to the future Covid-19 situation.	2	Agreed - Scenarios around the impact of Covid-19 have been considered and a methodology for testing them has now been presented to the Board. This approach will continue as time progresses leading up to the Museum opening in 2022, to ensure that the project is as prepared as possible for whatever the Covid-19 situation may be at that time.	Head of Heritage	Ongoing until the museum opens	
<b>R4</b>	Lessons learned from the Covid-19 experiences from both neighbouring attractions and museums across the country should regularly be considered, so that successful approaches can be implemented.	2	Agreed - This will be achieved via involvement with various groups such as the Lancashire Museum Forum and the Museums Association, as well as learning from the experiences of local attractions.	Head of Heritage	Ongoing until the museum opens	