



Arts Council England

What to think about if your organisation wants to move outside of London

Transfer Programme 2023 to 2025



Easy read booklet
2022

Who we are and what we do



We are **Arts Council England**.



We help people and organisations be creative and make and share culture.



People and organisations can ask us for money to help them with projects and activities.



Some of the organisations we give money to are called **National Portfolio Organisations** or **Investment Principles Support Organisations**. We call them NPOs and ISPOs for short.

About this booklet



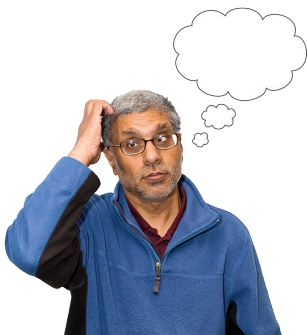
We have some money to give to NPO's or ISPO's who want to move outside of London.



The organisations need to move to another area in England by **31st October 2024**.



If you want some of this money, your organisation can apply to our **Transfer Programme**. You can find out more on our [Transfer Programme webpage](#).



This booklet explains what you need to think about before your organisation applies to our Transfer Programme. It also tells you about websites with helpful information.

What you need to think about

Your plans

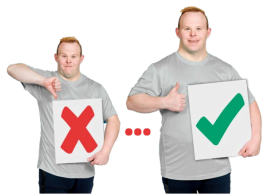


Think about

- your organisation's plans and aims and whether you will still be able to do them



- the way you work and if you will need to change it



- whether a move will give you more chance to grow and make your organisation better



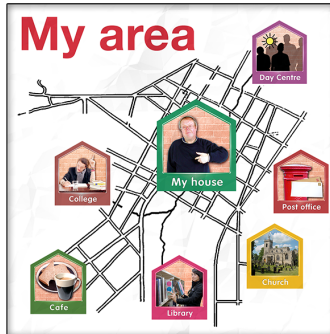
- the **risks** and what you will do to lower them. **Risks** are bad things that might happen



- how you will check the good and bad effects of a move and decide whether a move was a good idea.

What you need to think about

Which place or area to choose



Think about

- what you need in your new area. For example, transport or internet connection



- which area will give you the best support and chance to grow and make your organisation better



- which other organisations are in the area you might move to. This might include organisations you want to work with



- whether you should visit the area you might move to before you decide, and who will do the visits.

What you need to think about

The people who work for you



You need to talk to your staff when you are deciding if you want to move and after you make your final decision.



Think about

- what you will say to your **staff**. **Staff** are the people who work for you. Choose a good person to talk to them. This person might be from another organisation.



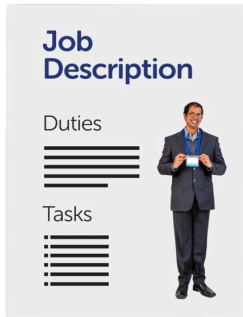
- worries your staff might have and how you can help and support them. For example, they might be worried about how moving would affect their families.



- if you want the staff you have now to work in the new area. Think whether they could work from home or in London instead



- if your staff should visit the new area to help them decide if they want to move there. Think about how long you will give them to decide



- how you will find new staff and get them to join your organisation. Think about the jobs you want them to do and how your new area might affect this



- the staff you have with access needs and how a moving might affect them



- extra training your staff might need



- how your **board** or **oversight group** can support you. Your **board** or **oversight group** are the people who make sure your organisation is managed well.

What you need to think about

Your audiences



Think about

- the **audiences** you might get in your new area. **Audiences** are the groups of people who come to see or experience creativity and culture



- how the audiences you have in London might stay involved with your cultural activities if you move to a new area



- whether you will need to change your cultural activities so your audiences can stay involved



- how you will lower **barriers** to audiences in your new area. **Barriers** stop people who want to be involved.

What you need to think about

Your partnerships



Think about

- your **partnerships** in London and the ones you might make in your new area. **Partnership** are when your organisation works closely with other organisations



- all the types of partnership you might have including with **councils**, schools, communities, **voluntary organisations** and other creative organisations.



Councils run local services.

Voluntary organisations work for free.



- how people and organisations who give you money and support will be affected.

What you need to think about

Your main office

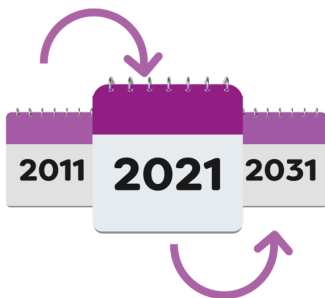


Think about

- whether you will **rent** or buy an office. **Rent** is money you pay to use an office you don't own



- whether you want an office that you use by yourselves or an office that you share with other organisations



- how long you have left on your **contract** for your London office and how this will fit in with your contract for your new office



A **contract** is a written agreement between your organisation and the people who own your office. It says things like how much you pay and how long you can use it for



- whether you will keep an office in London or ask staff who stay in London to work in other places



- the transport choices for people to travel to your new office



- the type of office you want. You might want one you can use for lots of different types of work



- how your new office will support the access and health and safety needs of your staff



- how your new office and the transport people will use to get to it will affect the **environment**. The **environment** is everything around you including the air, water, plants and animals.

What you need to think about

Your communication



Communication means the way you pass information from one place, person or group to another.

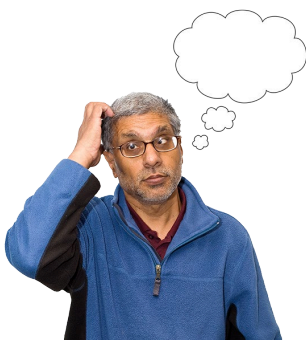


Think about

- the types of communication you will need when you are deciding if you want to move and during your move. This includes communication in your organisation and to other people



- how you might communicate with people in your new area to let them know you are there. This might include local events



- how a move outside of London might affect what people think about your organisation.

What you need to think about

Costs



Think about

- whether your costs will go up or down



- extra costs we might be able to help with and costs we can't help with



We can help with costs for **consultancy**, helping your staff to move area and travel and hotels for meetings about your move.



Consultancy is expert advice.

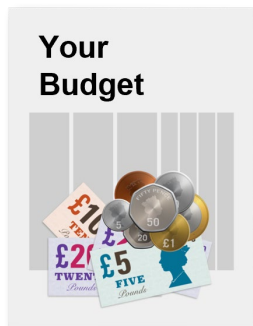


We can't help with some other costs including **redundancy**, an early end to your office contract, **removal companies** and changes to your new office.



Redundancy is when people lose their job because less staff are needed.

Removal companies move the things you own to your new office



- how extra costs might affect your **budget** and **cashflow**



Your **budget** shows your plans and the money you need to do them. Your **cashflow** is how money will come into your organisation and how and when you will spend it.



- whether you will change the money you pay your staff who move to the new area. Think which staff can ask you to pay their travel costs to your new office.

What you need to think about

Your work



Think about

- whether you have the right **resources** in your organisation to be able to move



Resources are things like equipment, people, money, information, staff time and staff skills.

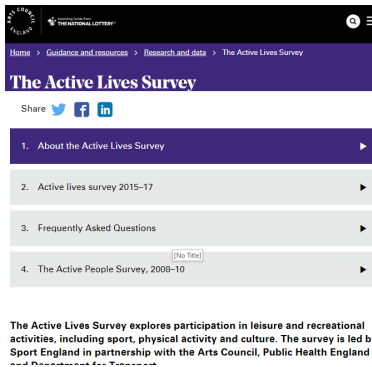


- extra resources you might need



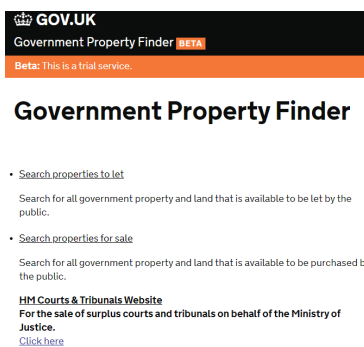
- whether you will be able to carry on all your usual work during your move, just after your move and in the future.

Useful websites



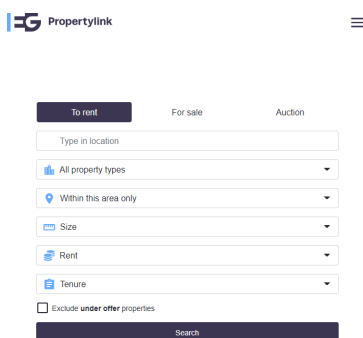
Go to these websites for information about places and audiences

- [The Active Lives Survey](#)
- [The Audience Agency](#)
- [Our Priority Places Data](#)



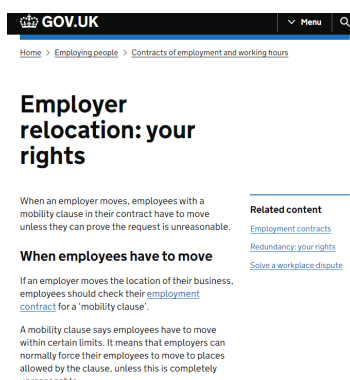
Go to these websites for information about buildings and offices

- [Government property finder](#)
- [EG Property Link](#)
- [Institute of workplace and facilities management](#)
- [RICS Find a Surveyor](#)
- [Office move checklist](#)
- [Building inclusion: Physical access guidance for the arts](#)
- [4 all the UK](#)



Go to these websites for information about staff

- [How to handle relocation of business premises](#)
- [Employer relocation: your rights](#)
- [Acas helpline](#)
- [Culture change toolkit](#)



How to get in touch with us



Call this telephone number

0161 934 4317



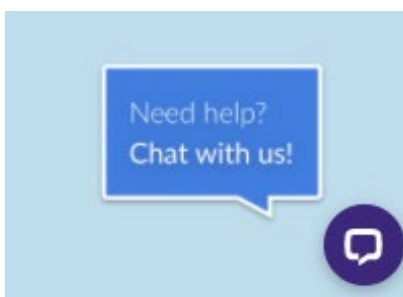
Send an email to this address

enquiries@artscouncil.org.uk



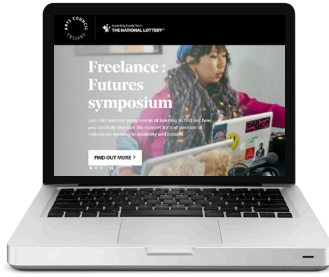
Write to us at this address

**Arts Council England
The Hive
49 Lever Street
Manchester M1 1FN**



Chat with us online

[Access support Arts Council England](#)

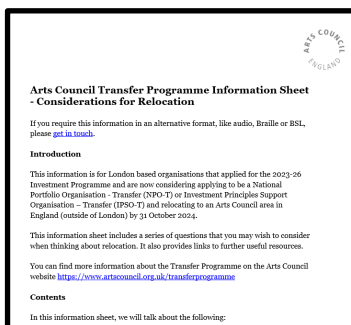


Find out more on our website

www.artscouncil.org.uk

Thank you to A2i for the words

www.a2i.co.uk (reference 35297a)



The full version of this document is called

**“Arts Council Transfer Programme
Information Sheet - Considerations for
Relocation”**