

Committee: Cabinet

Agenda Item

Date: 20 June 2013

12

Title: Museum Management Working Group
(MMWG)

Portfolio Holder: Councillor Howard Rolfe

Key decision: **No**

Summary

1. The Museum Management Working Group (MMWG), comprising representatives from the Council and Saffron Walden Museum Society, meets quarterly to provide direction and guidance for the Museum Service. As with every working group it has no decision making powers.
2. The Museum accreditation is due for renewal. As part of this there has to be a review and updating of a number of policies. These policies have been to the MMWG at various meetings and it was agreed at the MMWG meeting held on 6 February 2013 that they be passed to the Cabinet with a recommendation of approval.

Recommendations

3. The Cabinet is recommended to:
 - a. Approve the Museum Service Forward Plan 2013 - 18
 - b. Approve the Collections Development Policy
 - c. Adopt the amended terms of reference for the Museum Management Working Group

Financial Implications

4. Any financial implications that may arise are within the available budget.

Background Papers

None.

Impact

| | |
|----------------------------|--------------------------|
| Communication/Consultation | No specific implications |
| Community Safety | No specific implications |

| | |
|---------------------------------|---|
| Equalities | An EQIA for each is appended, there are no issues arising |
| Health and Safety | No specific implications |
| Human Rights/Legal Implications | No specific implications |
| Sustainability | No specific implications |
| Ward-specific impacts | No specific implications |
| Workforce/Workplace | No specific implications |

Risk Analysis

| Risk | Likelihood | Impact | Mitigating actions |
|--|--|---|---|
| Failure to approve will result in the removal of accreditation | 1 this document has already been scrutinised by the MMWG | 3 the loss of accreditation would result in a reduction of grants and funding opportunities | MMWG has worked with the Curator over several months to ensure the accuracy and completeness of the documents |

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.