

Committee: Cabinet

Agenda Item

Date: 17 September 2014

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Title: Museum Accreditation Policies

Author: Cllr Vic Ranger

**Item for Decision:
Yes**

Summary

1. As part of the accreditation process for Arts Council England, the following museum policies require Cabinet approval. All these policies have been reviewed by the Museum Management Working Group (MMWG) and all are recommended for approval by Cabinet.

Recommendation

2. That cabinet is recommended to:
 - a. Approve the Collections Development Policy
 - b. Approve the Customer Care Policy
 - c. Approve the Documentation Policy and Plan
 - d. Approve the Environmental Sustainability Policy
 - e. Approve the Learning Policy
 - f. Approve the Care and Conservation Policy and Plan

Financial Implications

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

Background Papers

4. None

Impact

- 5.

Communication/Consultation	Aspects are covered within certain policies, including the Customer Care Policy.
Community Safety	No specific implications
Equalities	An EQIA is appended to this report. There are no issues arising.
Health and Safety	No specific implications

Human Rights/Legal Implications	No specific implications
Sustainability	Covered in Environmental Sustainability Policy
Ward-specific impacts	No specific implications
Workforce/Workplace	These policies support the Museum's Forward Plan which has already been approved by Cabinet.

Situation

6. The Museum Service is in the process of renewing its accreditation with Arts Council England. As part of this work, a number of policies must be either put in place or reviewed and updated.
7. This report presents the third and final tranche of policies that require Cabinet approval. Cabinet has previously approved revised museum policies at its meetings in June and September last year.
8. The Collections Development Policy has been reformatted to meet new Arts Council England requirements but is otherwise unchanged. The Care and Conservation Policy and the Environmental Sustainability Policy are new documents and the remaining policies are revised versions of previous documents.
9. All the policies appended to this report have been reviewed and agreed by the MMWG at its meeting on 18 June 2014. The MMWG comprises district councillors and Saffron Walden Museum Society representatives and provides direction and guidance for the Museum Service. As it is a working group, the MMWG has no formal decision-making powers, which is why these policies require approval by Cabinet.

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
Failure to approve will result in the removal of accreditation	1 - All policies accompanying this report have already been	4 - The loss of accreditation would result in a reduction of	MMWG has worked with the Curator over several months to ensure the accuracy and completeness of

	scrutinised by the MMWG	grants and funding opportunities	the documents
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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.