

Museums					
Policy No	Policy	Action & Resources	Timescale	Partners	Progress 2000 & 2001
R52	To provide the Uttlesford Museum Service in accordance with the District Council Policy and in keeping with MGC Registered status. (Phase II).	<ul style="list-style-type: none"> To conform the objectives of the Saffron Walden Museum as set out in the SW Museum Service Forward Plan 1997-2000 devise the next Plan. <p>Resource: Curator time</p>	Ongoing	UDC SW Museum Society	ACHIEVED/ON-GOING <ul style="list-style-type: none"> Full Registered status maintained. The Museum Strategy Plan 2001-2004 has been produced and approved.
R53	Maintain the service to the public in Saffron Walden Museum through education, exhibits and other services.	<ul style="list-style-type: none"> Continue to undertake and respond to a twice-yearly customer survey. Use Best Value consultation to ensure satisfaction with service. <p>Resource: Curator, Museum staff & UDC time, Cost of undertaking survey work</p>	Ongoing	Curator Customers SWM Volunteers SW Museum Society	ACHIEVED/ON-GOING <ul style="list-style-type: none"> Customer surveys have been revised and are now carried out on a monthly basis. Further specific surveys are being carried out for schools and rural communities using the service. Non visitor survey is being planned with Braintree Museum Service to take place during 2002 to contribute towards the Best Value process.
R54	To provide curatorial and management advice to assist in the provision of existing and future museums in Uttlesford.	<ul style="list-style-type: none"> To continue to provide professional curatorial and management advice to other existing museums & new developments such as the Maltings. <p>Resources: Curator and Museum staff time</p>	Ongoing	Dunmow Museum Society, Fry Art Gallery, Ashdon Village Museum	ACHIEVED/ON-GOING <ul style="list-style-type: none"> Regular advice and support is supplied to the Museums at Great Dunmow and Ashdon and the Fry Art Gallery. Museum staff also respond to requests from elsewhere e.g. Newport's request for advice regarding establishing a local Museum.

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R55	To consider the appointment of a full-time Education Officer.	<ul style="list-style-type: none"> To research and develop a programme for adult education and informal education sessions. To identify funding source for Education Officer. <p>Resource: Education Officer time</p>	Year 1/2 & On-going	UDC SWMS South Eastern Museums Service	<p>ACHIEVED/ON-GOING</p> <ul style="list-style-type: none"> The Education Officer has been working full-time since April 2001 The Museum provides a full programme for Schools in term time plus holiday activities and workshops for all ages. A programme of lectures for adults is to commence in 2002
R56	To consider staff and other resource implications in further developing learning opportunities with educational partners as a part of the Life-long Learning agenda, and to consider the staff resource implications implicit within this recommendation.	<ul style="list-style-type: none"> To develop existing partnerships with Cambridge University, Adult Education & Schools. To identify and network with new partners. <p>Resource: SWMS staff time & Partner time</p>	Year 2 Year 3 & On-going	UDC Cambridge University Adult Education Local Schools	<p>ON-GOING</p> <ul style="list-style-type: none"> The future provision of evening courses is being assessed for 2002/3 in accordance with likely demand. The Museum service is to jointly make archaeological journals available through the Town Library.

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R57	To actively support Government initiatives on education (e.g. National Grid for Learning) and develop the Internet and information technologies to support this.	<ul style="list-style-type: none"> To consider application to New Opportunities Fund to further enhance IT in the Museum Service. To consider the establishment of a SWM website. To consider opportunities and to provide on-line services for Schools etc. <p>Resource: Capital for equipment, revenue to support infrastructure, training, maintenance costs and officer time</p>	<p>Year ½</p> <p>Year ¾</p>	UDC SWMS Schools	<p>PROGRESS MADE</p> <ul style="list-style-type: none"> The service is participating with Museums in Essex on the SEAX project with NOF funding to digitise and publish a sample of the collections on the internet. Considering opportunities for wider use of Saffire in conjunction with IT Section Providing contributions to specialist websites (e.g. flora of Cambridgeshire) on request, and making use of additional marketing opportunities e.g. through BBC educational links
R58	To network with other museums within the District, County and sub-region.	<ul style="list-style-type: none"> Jointly market museums and their services. Investigate demand for touring exhibitions around the district, and the additional resources needed to implement this. To continue to work both formally and informally with other museums. <p>Resource: joint marketing and touring exhibitions will require additional resources.</p>	Ongoing	Other Museums SEMS UDC	<p>ACHIEVED/ON-GOING</p> <ul style="list-style-type: none"> Museum staff have attended events e.g. village events at Stansted Carnival and Great Chesterford Fete, 999 Community Day, Late Night Shopping Talks frequently given to local groups, e.g. local history societies, WIs Stansted Airport Archaeology exhibition panels on offer to Dunmow and other potential venues

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R59	To liaise with other local authority museums on benchmarking and to assist the Council in achieving Best Value and other corporate initiatives.	<ul style="list-style-type: none"> Assess the criteria for MGC registration as Best Value Benchmark and develop appropriate Performance Indicators (PIs). Undertake Annual BV Review. Consider establishing or joining a Museum Benchmarking Club. <p>Resource: Curator & Officer time</p>	<p>Year 2 On-going</p> <p>Year 3 On-going</p>	Other Local Authority Museums	<p>ACHIEVED/ON-GOING</p> <ul style="list-style-type: none"> Local performance indicators have been developed. Benchmarking is proceeding with Museums in Essex. There is no appropriate Benchmarking Club in existence. However the Museum staff are investigating possible Benchmarking partners for specific projects.
R60	To provide museum services to the local residents and communities throughout Uttlesford.	<ul style="list-style-type: none"> Research and evaluate feasibility of a large scale Village Exhibition programme. (Not 'large scale' necessarily!) To promote the Millennium Museums Month in May 2000 by providing 2000 season tickets for Uttlesford residents. <p>Resources: Revenue for both the above & officer time.</p>	Ongoing	Local societies and other community groups Town Councils Parish Councils Uttlesford Museums	<p>SOME PROGRESS MADE</p> <ul style="list-style-type: none"> The development of a Village Exhibitions Programme depends upon demand and adequate resources being obtained to support the programme. <p>ACHIEVED</p> <ul style="list-style-type: none"> 2000 Season Tickets were provided and funded by the Millennium Fund.

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R61	To ensure that the good partnership working between the Saffron Walden Museum Society and Uttlesford District Council continues.	<ul style="list-style-type: none"> To ensure that the SWMS are aware of the content and implications for the Museum of the implementation of the Uttlesford Leisure & Cultural Strategy. <p>Resource: Curator</p>	Ongoing	UDC SWMS	<p>ON-GOING</p> <ul style="list-style-type: none"> The Museum Strategy has been developed following on from the recommendations contained in the Leisure & Cultural Strategy. The SWMS is given updates on work undertaken at its quarterly meetings.
R62	To maintain MGC Registration (Phase II) standards at Saffron Walden Museum, and successfully prepare for Phase III of Registration.	<ul style="list-style-type: none"> To work towards MGC III Registration criteria. Revise Acquisition & Disposal Policy Implement Collections Management Plan. Implement the Documentation Plan. <p>Resource: Curator, Documentation & Exhibitions Officer, Conservation Officer</p>	Ongoing	MGC UDC	<p>ON-GOING</p> <ul style="list-style-type: none"> The Museum is fully registered under Phase II of the Registration Scheme. The Scheme is currently being revised by RESOURCE. <p>ACHIEVED/ON-GOING</p> <ul style="list-style-type: none"> New Strategic Plan includes actions to investigate the development of a new off-site store and Resource Centre The Documentation Plan has been revised and implemented with support from the Museum Society. Acquisition & Disposal Policy to be revised 2002

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R63	To assess the physical capacity of Saffron Walden Museum to continue to meet the ever-growing requirements for education, exhibition and storage.	<ul style="list-style-type: none"> To assess the current and future requirements for physical space at the SWM and to consider options to improve the situation. <p>Resource: Capital and revenue Funding, Curator time, UDC officer time, Member approval</p>	Year 1 Year 3/4	External Funding Agencies (HLF) SWMS UDC	<ul style="list-style-type: none"> See R62.
R64	To provide curatorial and conservation advice to individual residents, village communities and environmental organisations and projects as required.	<ul style="list-style-type: none"> To promote this service by continuing liaison with local museums, talks to local societies, and village exhibitions and the Millennium Museum Month. <p>Resource: Marketing Budget & Officer time</p>	Ongoing		<p>PROGRESS MADE/ON-GOING</p> <ul style="list-style-type: none"> See R58 & 60 Curatorial & conservation advice has been provided to various individuals and local groups, e.g. the Henham Archive. A variety of environmental and wildlife organisations and projects in the district are regularly supported by the Natural Sciences Officer

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R65	To encourage the development of the Museum Service through tourism and arts development initiatives.	<ul style="list-style-type: none"> Contribute towards the development of initiatives via membership of tourism/ cultural Fora. <p>Resource: Curator and Museum staff time (Visitor Services and Education Officers)</p>	Year 1/ & Ongoing	UDC	<p>ACHIEVED/ON-GOING</p> <ul style="list-style-type: none"> The Museum Service participated in the Tourism Forum. The Museum and Arts services jointly provided a Summer Programme of activities.
R66	To undertake market research into new audiences.	<ul style="list-style-type: none"> To undertake market research as part of UDC Best Value service consultation. <p>Resource: Curator, Visitor Services Officer & UDC BV staff</p>	Year 1 Year 3	UDC	<ul style="list-style-type: none"> See R53 - Non User Surveys to be carried out with the Braintree Museum Service during 2002.
R67	To market the Saffron Walden Museum and the Uttlesford Museum Service to new users.	<ul style="list-style-type: none"> Use the Millennium Museums Month as a way of marketing exhibitions, programmes and events e.g. continuous development to the Ages of Man Gallery. To monitor take up on the 2000 free season tickets. 	Year 1 On-going	UDC SWM Other Uttlesford Museums	<p>ON-GOING</p> <ul style="list-style-type: none"> Visits are being monitored to establish the proportion of new and regular visits.

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R68	To continue to undertake customer surveys into the user requirements of the Saffron Walden Museum and the Uttlesford Museum Service.	<ul style="list-style-type: none"> Devise and implement a survey of customers' opinion about the Saffron Walden Museum & Uttlesford Museum Service. <p>Resource: SWM staff & Volunteers</p>	Ongoing	SWM staff & volunteers SWMS	<p>ACHIEVED/ON-GOING</p> <ul style="list-style-type: none"> This is part of the current monthly visitor survey programme.
R69	To produce a feasibility report on Uttlesford Village Exhibitions programme.	<ul style="list-style-type: none"> Consider undertaking a feasibility study either internally or externally. <p>Resource: Cost of feasibility study, Curator and other staff time</p>	Year 2/3	SEMS UDC SWMS	<p>PROGRESS MADE/ON-GOING</p> <ul style="list-style-type: none"> Surveys are being carried out in the rural communities to establish demand for Village Exhibitions to support possible grant application.
R70	To consider a feasibility study into the extension of the Saffron Walden Museum.	<ul style="list-style-type: none"> To commission a feasibility study to assess the current and future requirements for physical space at the SWM and to consider options to improve the situation. <p>Resource: revenue funding, Curator 's time</p>	Year 2 Year 3/4	Specialist Consultant UDC SWMS	<p>PROGRESS MADE</p> <ul style="list-style-type: none"> Actions contained in the Strategic Plan 2001 – 2003.

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R71	To promote Uttlesford to residents and visitors by utilising Saffron Walden and other Museums as an integral part of the marketing strategy.	<ul style="list-style-type: none"> Consider how the Museums fit into the marketing strategy e.g. Life-long Learning, Education, Tourism, Heritage etc. <p>Resource: Curator and Visitor Services Officer time, UDC marketing person</p>	Ongoing	SWM Other museums	<p>PROGRESS MADE/ON-GOING</p> <ul style="list-style-type: none"> The Marketing Strategy will be revisited in 2002/3. Work being done in conjunction with ADO & Tourism Officer to consider joint marketing opportunities
R72	To encourage partner organisations to develop and implement equity policies to achieve greater equity of access to the Museum Service. What is meant by 'equity policies' in this context? (not a term we've used before in Museum documents)	<ul style="list-style-type: none"> Assist other museums in achieving and maintaining MGC Registration (subject to revision of Registration scheme by Resource) Promote social inclusion through the provision of museum services <p>Resource: Curator's and Museum staff time, revenue funding</p>	Year 2 On-going	Other museums	<p>PROGRESS MADE/ON-GOING</p> <ul style="list-style-type: none"> Work being undertaken to advise other museums on museum management. Access issues continue to be addressed as part of the ongoing work in order to comply with the DDA. Providing events programme and other services to meet variety of needs from different customer groups