

Accreditation Timetable

Museum Management Working Group, 14 November 2012, item 6

MMWG, Museum Society Board and Accreditation Timetable Oct 2012 – Jan 2014

Accreditation requirements are scaled according to type and size of museum; Saffron Walden Museum is 'Local Authority Type 2'

Key Plans and Policies will need to be revised and approved by the Council and Museum Society through the Museum Management Working Group (MMWG). There is much other detailed work to be done by officers in preparing for Accreditation, and the list below is not comprehensive – it just summarises the main areas of work.

List of plans and policies required:

Governance documents – includes Management Agreement, Terms of reference for MMWG

Lease for Collections and Buildings (from Museum Society to Council)

Forward Plan including Audience Development

Collections Policy (Acquisition & Disposal)

Linked to:

Documentation Policy and Plan

Documentation Procedural Manual

Care and Conservation Policy and Plan

Emergency Plan (Disaster Plan – in event of disaster such as fire, flood etc)

Environmental Sustainability Policy Statement

Access Policy Statement (commitment to give everyone access to collections and information)

Also required:

Expert Assessment of Security Arrangements

There may be other policy statements and plans which are highly desirable, or else need to be demonstrated in some other way (e.g. as part of Forward Plan or replies to questionnaire):

Learning Plan

Interpretation of Collections (how we make collections available to people, e.g. display policy, research access etc)

	Quarterly	Museum Society	Museum Management	Accreditation:
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	Report for	Board (Management Committee to meet after?)	Working Group to meet within 1 month of Board meeting?	Forward Plan and Policy documents for discussion and approval
Quarter 2 2012/13	July – September	Late October / early November 2012	November 2012	Agree timetable for future meetings and review of all Museum plans and policy documents for Accreditation
Quarter 3 2012/13	October – December	Late January / early February 2013	February 2013	Forward Plan and Governance
Quarter 4 2012/13	January – March 2013	Late April / early May 2013	May 2013	Collections Policy and related issues
Quarter 1 2013/14	April – June 2013	Late July / early August 2013	August or early September depending on holidays	Other Plans and Statements including: Emergency Plan Environmental Sustainability Access Security Arrangements
Quarter 2 2013/14	July – September 2013	Late October / early November 2013	November 2013	Any slippage or other matters arising
Accreditation submission by Christmas 2013 (ultimate deadline 13 January 2014)				
Quarter 3 2013/14	October – December 2013	Late January / early February 2014	February 2014	Report back from Curator on Accreditation submission
Quarter 4 2013/14	January – March 2014	Late April / early May 2014	May 2014	