

<b>Committee:</b>	Museum Management Working Group	<b>Date:</b>
<b>Title:</b>	Report to approve the revised Museum Management Agreement between the Council and Saffron Walden Museum Society Ltd	14 July 2021
<b>Portfolio Holder:</b>	Councillor A Armstrong, Portfolio Holder for Sport, Leisure, Education and the Arts	
<b>Report Author:</b>	Carolyn Wingfield, Curator cwingfield@uttlesford.gov.uk	<b>Key decision:</b> Non key

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## Summary

1. This report accompanies the Museum Management Agreement 2020 which has been revised to incorporate the Museum's off-site store at the Shirehill Depot and other minor updates. Approval for the revised Agreement is requested and is necessary before the Museum's next Accreditation review by Arts Council England, due in 2022, and further applications for National Lottery funding

## Recommendations

2. To recommend that Cabinet approve the revised Museum Management Agreement between Uttlesford District Council and Saffron Walden Museum Society Ltd.

## Financial Implications

3. There are no financial implications directly resulting from the revision of the Museum Management Agreement. Failure to keep governance documents up-to-date could impact on the Museum's eligibility for Accredited status with Arts Council England, which could in turn impact on eligibility for funding from the National Lottery and other sources.

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Museum Management Agreement revised October 2020

## Impact

5.

Communication/Consultation	Saffron Walden Museum Society Ltd has been consulted and has contributed to the revision of the Management Agreement
Community Safety	There are no Community Safety implications
Equalities	There are no Equalities implications
Health and Safety	There are no Health & Safety implications
Human Rights/Legal Implications	There are no Human Rights/Legal implications
Sustainability	The sustainability of the museum service is dependent on the continuing partnership between the Council and Saffron Walden Museum Society Ltd
Ward-specific impacts	There are no ward-specific impacts
Workforce/Workplace	There are no workplace / Workforce specific impacts

## Situation

6. The Council is now the first party named in the Management Agreement, as the organisation which operates Saffron Walden Museum. This is in keeping with the Arts Council's expectations on governance for the Accreditation scheme.
7. Since the last revision of the Management Agreement in 2014, the Museum has quit its former off-site store at the Council's Newport Depot, and acquired a purpose-built storage facility at the Shirehill Depot in Saffron Walden. The Management Agreement has been updated to register this change.
8. The revised Management Agreement includes the new Terms of Reference for the Museum Management Working Group, allowing for five representatives from the Council and five from the Museum Society.

## Risk Analysis

9. There are risks only if the revised Management agreement is not adopted.
- 10.

Risk	Likelihood	Impact	Mitigating actions
Revised Agreement not adopted – former Agreement does not accurately reflect state of affairs and affects the Museum’s next Accreditation review (due 2022) and eligibility for external funding	2	3	Revised Management agreement is adopted

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.