

Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 11 October 2013

**Subject:** Collections Development Plan

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

---

**1. Purpose of report**

- 1.1 To present the museums, archives and the libraries' special book collections draft Collections Development Plan 2013-2018 and to seek approval from the Cabinet that it is fit to be sent out for consultation to wider stakeholders.

**2. Recommendations**

- 2.1 That the draft Collections Development Plan be approved.**
- 2.2 That the draft Collections Development Plan be sent out to wider stakeholders for consultation.**
- 2.3 That the Portsmouth Museums service re-presents the Collections Development Plan to the Cabinet after consultation has taken place.**

**3. Background**

- 3.1 A Collections Development Plan is an essential tool as part of an effective management plan for all of the collections held by the council's museums, libraries and archives services. It states the extent, range and nature of existing collections and governs future acquisition and disposal of collections items. The Plan has been developed to include all the council's collections, reflecting the synergy between their collections.
- 3.2 The Plan guides staff and decisions. It encourages public confidence in the museum as a suitable repository for collections items.
- 3.3 The Collections Development Plan is one of the key documents museums are required to submit to ACE as part of the Accreditation return. The plan incorporates wording required by ACE for the Accreditation Standard as at April 2013 which supersedes the previous accreditation and registration schemes.

- 3.4 The aims of the Accreditation scheme, as laid down by ACE are: to encourage all museums and galleries in the UK to achieve agreed standards in how they are run, how they manage their collections and the experience of users.
- 3.5 Museums are required to reapply every four or so years. It is a continuous process, the Accreditation standards are evolving requirements. They are designed to drive improvement and development within the museum sector so each round demands more of the applicant organisations. The service achieved full Accreditation for all its sites in previous applications, most recently in 2007. Our next application is due in April 2015.
- 3.6 A similar Accreditation scheme is being introduced for archives and will be rolled out over the next three years.
- 3.7 Consultation - In the early stages of formulating this plan, a small-scale consultation exercise was held to involve members of the public in the drafting process. Members of the Museums and Records Society, Archive Interest Group, Alderman Lacey Library Reminiscence Group and volunteers working for the service were asked to consider the draft document and to comment.

All comments were favourable, supporting the Collections Development Plan, most participants stated their appreciation in being included in the process. A very few comments were relevant to the document: more collecting of material from the WW11 period; material relating to the people of Portsmouth and to collect natural science specimens from the Portsmouth area. All these points were already incorporated into the Plan to some extent, which helped to validate part of the direction for future collecting.

Staff from different areas of museums, archives and libraries have been closely involved with drafting the Plan, making contributions and taking an active part in the consultation process.

- 3.8 Further consultation will involve other members of the public and all museums and organisations listed in section 12 of the Plan.

#### **4. Reasons for recommendations**

- 4.1 A Collections Development Plan is a vital tool in a collections management framework. It provides staff with guidance, ensures that council resources are not wasted in undirected collecting, endorsing the principles of 'value for money' and the appropriate management of public funds.
- 4.2 A Collections Development Plan is one of the required documents to support an application for Accreditation for the museum service. If such a document is not submitted, then our Accreditation application will fail. It will also inform the later Accreditation application by archives.

- 4.3 It also is a 'passport' to many services and funding streams from external bodies. Grants from several external organisations demand Accreditation status as a condition for grant-aid. . It also encourages joint working within and between organisations such as when borrowing items from other institutions.
- 4.4 It provides proof that the museum meets a professionally recognised quality standard that serves as an authoritative benchmark for assessing performance and that the museum operates ethically and professionally, promoting public confidence in the service.

**5. Equality impact assessment (EIA)**

- 5.1 A preliminary EIA has been completed.

**6. Legal Implications**

- 6.1 There are no further legal comments other than the comments in the Collections Policy

**7. Finance Comments**

- 7.1 Any costs resulting from the Collections Development Plan will be managed from within existing revenue budgets.
- 7.2 The Museum Service is regulated by the Arts Council England, previously the Museum, Libraries and Archive Council (MLAC). This requires that any income derived from the disposal of items is re-invested for the benefit of the collections.

Failure to adhere to this policy is likely to result in the loss of accreditation for the Museum Service. Accreditation is a 'passport' national standard, without it some funding streams would become inaccessible and the application process for others would be very difficult.

.....  
Signed by:  
**Stephen Baily**  
**Head of City Development & Cultural Services**

**Appendices:**

Appendix A: Collections Development Plan 2013-2018

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Arts Council England Accreditation Standard	Electronic download, Collections Manager's folder on 'w' drive
Smarter Loans, Museums Association	Electronic download, Collections Manager's folder on 'w' drive
Resilient Collections: Hampshire-Solent Alliance Contemporary Collecting Strategy	Electronic download, Collections Manager's folder on 'w' drive
Museums service Acquisitions and Disposal Policy	Electronic download, Collections Manager's folder on 'w' drive
Cultural Services Business Plan	Electronic download, Collections Manager's folder on 'w' drive

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 11 October 2013.

.....  
 Signed by:  
**Cabinet Member for Culture Leisure and Sport**