

Agenda item: 

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

**Date of meeting:** 21 March 2014

**Subject:** Collections Development Policy

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

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## **1. Purpose of report**

- 1.1 To present the museums, archives and the libraries' special book Collections Development Policy (2013-2018) which has been amended to incorporate the feedback received through formal consultation and to seek approval for its adoption.

## **2. Recommendations**

- 2.1 **That the Collections Development Policy be approved.**

## **3. Background**

- 3.1 A Collections Development Policy is an essential tool for the effective management of the council's museum, library and archives collections. It states the extent, range and nature of existing collections and governs future acquisition and disposal of collections items. The policy has been developed to include all the council's collections, reflecting the synergy between them.
- 3.2 The Policy guides staff and decisions. It encourages public confidence in the museum, library or archive as a suitable repository for collections items.
- 3.3 A Collections Development Policy is one of the key documents museums are required to submit to Arts Council England (ACE) as part of the Accreditation return. It is envisaged that such a document will also be required for the Accreditation of Archives with the National Archives and that the policy will be revised and updated accordingly. The policy also requires further development with regard to the management of the Library Special Book collection (please see the CLS CM report titled Portsmouth History Centre and Archive Development, March 2014).

- 3.4 The aims of the Museum Accreditation scheme, as laid down by Arts Council England (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. The policy incorporates wording required by ACE for the Accreditation Standard as at April 2013 which supersedes the previous accreditation and registration schemes.
- 3.5 Museums are required to reapply for Accreditation 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 invitation to apply is due in October 2014 with an expected return date in April 2015.
- 3.6 Formal consultation has taken place since the draft policy was presented to the Cabinet Member in October 2013, including all museums and organisations listed in section 13 of the policy. It has also been submitted to the ACE Accreditation Adviser and adjustments made following her comments.
- 3.7 Substantial changes are the change of the title from 'Plan' to "Policy" and the insertion of a separate section outlining the venues at which museum collections items are displayed and stored. Minor changes to wording have been made in several places at the request of members of staff and the Accreditation Adviser.

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

- 4.1 A Collections Development Policy is a vital tool in a collections management. 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 Policy is one of the required documents to support an application for Accreditation for the museum service. 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 facilitates joint working within and between organisations such as when borrowing items from other institutions.
- 4.4 It provides proof that council services meet a professionally recognised quality standard. This serves as an authoritative benchmark for assessing performance and provides reassurance that we operate ethically and professionally, promoting public confidence in council services.

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

5.1 A preliminary EIA has been completed.

**6. Legal Implications**

6.1 The Collections Development Policy document is required for the accreditation for the museum service and amendment of which (to incorporate wording required by ACE) has been communicated by consultation of key stakeholders. As such, there is no specific legal comment.

**7. Finance Comments**

7.1 Following the Cabinet Member's approval of the recommendations contained in the October report, the draft Collections Development Plan has been sent out to wider stakeholders for consultation and amendment where necessary. The cost of this has been managed from within existing revenue budgets.

7.2 The Collections Development Policy is critical to the operation of the museum, failure to adopt and adhere to this policy is likely to result in the loss of accreditation for the Museum Service without which some funding streams would become inaccessible and the application process for others would be very difficult.

7.3 Going forward the Collections Development Policy will support and inform collection management which will continue to operate from within the approved museum budget.

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

**Appendices:** Appendix A: Collections Development Policy 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	Electronic download, Collections Manager's



Alliance Contemporary Collecting Strategy	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
PAS 197:2009 Code of practice for cultural collections management. British Standards Institution	Hard copy, Collections Manager's Office

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 21 March 2014

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Signed by:

**Councillor Lee Hunt**

**Cabinet Member for Culture Leisure and Sport**