

 Executive – 30th August 2018		Agenda Item No. 6
Title	Adoption of Leamington Spa Art Gallery & Museum Collections Management Framework 2018 – 2023	
For further information about this report please contact	David Guilding, Arts Manager david.guilding@warwickdc.gov.uk Victoria Slade, Collections & Engagement Manager victoria.slade@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive 30 May 2012: Leamington Spa Art Gallery & Museum: submission to Museums Accreditation Scheme Agenda 6B, Minute 7	
Background Papers	Not Applicable	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	947
Equality Impact Assessment Undertaken	No – N/A

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	01/08/18	Andrew Jones
Head of Service	01/08/18	Rose Winship
CMT	07/08/19	Chris Elliott/Andrew Jones/Bill Hunt
Section 151 Officer	07/08/19	Mike Snow
Monitoring Officer	01/08/18	Andrew Jones
Finance	07/08/18	Mike Snow
Portfolio Holder(s)	01/08/18	Cllr Coker
Consultation & Community Engagement		
The following museums were consulted when the Collections Management Framework was developed in 2012: Compton Verney; Coventry Transport Museum; The Herbert, Coventry; Nuneaton Museum & Art Gallery; Royal Regiment of Fusiliers Museum (Warwickshire); Rugby Art Gallery and Museum; the University of Warwick Art Collection; Warwickshire County Record Office; Warwickshire Museum Service. The Framework also reflects ongoing consultation with visitors to the Leamington Spa Art Gallery & Museum via Customer Comments Forms, Comments Books in the art gallery and temporary exhibitions gallery, Event Evaluations Forms, Visitor Survey Questionnaires and with representatives of the Friends of Leamington Art gallery.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

The purpose of this report is to ask Executive to adopt the updated Collections Management Framework 2018 – 2023 in order for Leamington Spa Art Gallery & Museum (LSAG&M) to apply for the renewal of its membership of the Arts Council of England (ACE) Accreditation Scheme.

2. **Recommendations**

- 2.1 That the Executive agrees to adopt the Collections Management Framework 2018 – 2023, attached as Appendices A- D.
- 2.2 That, subject to 2.1, Executive delegates authority to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to authorise future renewals of the Collections Management Framework on behalf of the Council, for the purposes of ACE Accreditation renewal and provided that no significant changes are made to the individual policies.

3. **Reasons for the Recommendations**

- 3.1 The Accreditation Scheme is managed by ACE and sets nationally agreed standards and best practice for museums in the UK. There are currently more than 1,700 museums participating in the scheme across the UK, including LSAG&M which is owned and operated by Warwick District Council.
- 3.2 The aims of the scheme are:
 - a) To encourage all museums and galleries to achieve agreed standards in
 - i. how they are run
 - ii. how they manage their collections
 - iii. the experiences of users
 - b) To encourage confidence in museums as organisations that manage collections for the benefit of society and manage public funds appropriately
 - c) To reinforce a shared ethical and professional basis for all museums
- 3.3 The Accreditation Scheme helps assure governing bodies, users, partners and potential donors that member museums meet national standards for the sector. It indicates that members provide good quality services for visitors and well cared for and accessible collections for the benefit of the public.
- 3.4 It is normally necessary for a museum to have accredited status in order to borrow exhibits from other museums or art galleries, or to create formal partnerships with them. Accredited status is also recognised beyond the sector, and is a major asset when seeking funds provided by public bodies such as ACE and the Heritage Lottery Fund, or from charitable bodies such as the Wellcome Trust or the Contemporary Arts Society.
- 3.5 It is therefore vital that LSAG&M seek to renew its Accreditation in order to maintain the quality of its collections, exhibitions and events programmes, continue its work with other museums and galleries, and to raise external funds.
- 3.6 LSAG&M last successfully gained Accredited status in 2012. The Accreditation was then valid for up to three years. Once a museum has been awarded Accredited status it must prove that it continues to meet the requirements of

the scheme by completing an Accreditation return every two to three years, as required. In the meantime ACE launched a review of the scheme and so it was mutually agreed to defer the LSAG&M return. ACE has now provided LSAG&M with a deadline of September 2018 by which it must submit its Accreditation return or risk losing accredited status.

- 3.7 The Accreditation return requires a varied range of detailed information and supporting documentation, including the LSAG&M Collections Management Framework. LSAG&M's Collections Management Framework comprises of four complementary policies which include:

- a. Collections Development Policy
- b. Collections Care and Conservation Policy
- c. Collections Access Policy
- d. Collections Documentation Policy

Up to date versions of all four policies are appended to this report (**Appendices A – D**)

- 3.8 The previous Collections Management Framework (2012 -2017) was last considered by Executive in May 2012 when it was adopted in full. The Framework has recently been reviewed and there have been no significant changes made to these policies since they were first adopted, other than to update their layout and format. Given their overarching nature, it is also highly unlikely that further substantial changes will be made to these policies. However, ACE stipulates that the Framework's policies must all be formally reviewed at least once every five years.
- 3.9 It is also a requirement of the Accreditation process that the latest version of the Collections Management Framework always be formally adopted by the museum's 'governing body' and that evidence of this be provided as part of the submission.
- 3.10 Provided that there are no significant changes to the substance of the Framework's policies it is proposed that the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, should be allowed to authorise its ongoing renewal on behalf of Council for the purposes of Accreditation. Officers believe that it is unnecessary to seek approval from Executive if nothing within the policies has changed since it was last considered. It is suggested that the Head of Cultural Services, is best placed to use their judgement to decide whether changes to the Framework are significant enough to bring them to the attention of Executive for re-approval.

4. **Policy Framework**

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the way forward for implementing a significant part of one of the Council's Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Maintains the quality of the Council's art and heritage collections, exhibitions and events for enjoyment by communities.	Ensures that the collections are well cared for and preserved for future generations	Ensures that opportunities for funding and partnership are maximised
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The Collections Management Framework is a primary group of policies from which Art section officers take direction	The Collections Management framework ensures that maximum access to the collections is provided to the public and that the collections continue to develop	The Framework ensures that the collections are well cared for (last valued at over £7m).

4.2 Supporting Strategies

None

4.3 Changes to Existing Policies

None

5. Budgetary Framework

- 5.1 There are no financial implications resulting from seeking to renew LSAG&M's membership of the Accreditation Scheme.

6. Risks

- 6.1 Failure to achieve Accreditation would have a potential negative impact as it is likely to impede access to the external grant funding which has in the past supplemented the Council's own funding of the service, especially the exhibitions, events and conservation programmes. As an indication of the amounts at risk, external funding totalling £115,596 was raised between 2012 and 2017.

7. Alternative Option(s) considered

- 7.1 The Collections Management Framework is a key part of the Accreditation return and Leamington Spa Art Gallery & Museum's submission will not be considered by ACE without it being formally adopted by the Council's 'governing body'.
- 7.2 There are no alternatives to Accreditation as this is the only nationally recognised accreditation scheme for museums in the United Kingdom.
- 7.3 Failure to achieve Accreditation would significantly undermine confidence in LSAG&M within the museums sector. It would have a direct impact on LSAG&M's exhibitions and events programme because it would become very difficult to borrow exhibits or partner with other art galleries and museums.
- 7.4 Failure to achieve Accreditation would also impair LSAG&M's ability to raise external funds to supplement the council's own funding of the exhibitions, events and conservation programmes.

APPENDICES:

- a. Collections Development Policy**
- b. Collections Care and Conservation Policy**
- c. Collections Access Policy**
- d. Collections Documentation Policy**