

RUSSELL COTES ART GALLERY AND MUSEUM MANAGEMENT COMMITTEE



Report subject	Approval of Museum Policies Required for Accreditation
Meeting date	22 October 2021
Status	Public Report
Executive summary	<p>This report recommends the adoption of 5 plans and policies governing the operation of the Russell-Cotes Art Gallery and Museum: Forward Plan, Collections Development Strategy, Documentation Policy and Plan, Collections Care and Conservation Policy and Access Policy.</p> <p>Under the Arts Council England (ACE) Museums Accreditation scheme these policies and plans require adoption by the Museum's Governing Body.</p> <p>The Accreditation Scheme is the methodology by which Arts Council England maintains and regulates professional standards across the museum sector and its successful retention is therefore critical to its on-going operation.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>The RCAGM Management Committee approve the plans and policies attached to the report as appendices:</p> <ul style="list-style-type: none"> a) The Forward Plan b) Collections Development Strategy c) Documentation Policy and Plan d) Collections Care and Conservation Policy e) Access Policy
Reason for recommendations	<p>It is the responsibility of the Management Committee to approve the policies which govern the operation of the museum in accordance with Arts Council England Museum Accreditation standards.</p>

Portfolio Holder(s):	Councillor Mohan Iyengar, Portfolio Holder for Tourism, Leisure and Culture
Corporate Director	Kate Ryan, Chief Operating Officer
Report Authors	Sarah Newman, Museum Manager Duncan Walker, Curator
Wards	Not applicable
Classification	For Decision

Background

1. The Accreditation Scheme is the methodology by which Arts Council England (ACE) maintains and regulates professional standards across the museum sector - equivalent to an Ofsted rating for schools. Accreditation status is a mandatory requirement when applying for grants and funding as well inter-museum lending or the Government Indemnity Scheme. Successful retention of the RCAGM's full Accreditation status is therefore critical to its on-going operation.
2. Accreditation requires an applicant museum to adopt a number of key policy documents and plans some of which must have been approved by its governing body. These plans and policies (those both authorised by the RCAGM MC and those simply adopted) govern the RCAGM's activities for the next five-year period and are then subject to review and approval.
3. The Russell-Cotes was last accredited in 2015 and was due for resubmission in 2021, but this has been delayed because of Covid. Even though Accreditation is likely to take place in Spring 2022 at the earliest, the Policies and Plans are overdue for renewal in this cycle.

Recommendation

4. The documents presented for approval are largely updated versions of those adopted for the last, successful, Accreditation application in 2015.
5. The Forward Plan was presented to the Management Committee in 2020 and was noted rather than approved, but needs formal approval. Though in some respects impacted by Covid, it is still valid and progress will be monitored through the Action Plan and Museum Manager reports to the Committee.
6. A full list of the major policy and planning documents required and used by the Museum is available under Appendix 6.

Financial implications

7. There are no financial implications in approving the policies, however once approved and implemented decisions made under the policies will be pursued in accordance with available budget and any financial implications would be reported to the Management Committee as necessary.

Background papers

None

Appendices

Appendix 1 – Forward Plan

Appendix 2 – Collections Development Policy

Appendix 3 – Documentation Policy and Plan

Appendix 4 – Collections Care and Conservation Policy

Appendix 5 – Access Policy

Appendix 6 – Index of Documents