



CABINET REPORT

Report Title	Museum Policy Documents
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	16 October 2019
Key Decision:	No
Within Policy:	Yes
Policy Document:	Yes
Service Area:	Customer and Cultural Services
Accountable Cabinet Member:	Cllr Anna King
Ward(s)	Borough Wide

1. Purpose

- 1.1 The cabinet agree to adopt the updated and revised policies for Northampton Museums and Art Gallery.
- 1.2 Policies to be adopted are
 - Collections Development Policy
 - Care of Collections and Conservation Policy
 - Documentation Policy
 - Access Policy

2. Recommendations

- 2.1 That cabinet agree the adoption of the updated and revised Collections Development Policy; Care of Collections and Conservation Policy; Documentation Policy and Access Policy.
- 2.2 That cabinet note Section 1 Overarching Principles and Section 16. Disposal Procedures in the Collections Development Policy relating to financially

motivated disposals and the undertakings contained therein.

3. Issues and Choices

3.1 Report Background

3.1.1 The policies for approval are:

Collections Development Policy

This policy sets out the rationale for future acquisitions to the collections.

Care of Collections and Conservation Policy

Defines and provides a framework for how we care for our collections with the aim of long term preservation through preventative and remedial means to ensure that the collections are accessible to staff/volunteers and our audiences.

Documentation Policy

Defines and provides a framework for how we document our collections with the aim of recording knowledge of the collections and their use (including commercial) to ensure that the collections are accessible to staff/volunteers and our audiences.

Access Policy

A framework for maintaining and improving access to the Council's museum's buildings, facilities, displays, collections, associated information, staff and knowledge.

3.1.2 Policies are revised and updated from previous policies to reflect changes in professional practice, legislation and policies and procedures from other cognate bodies. This includes undertaking to abide by all Arts Council England and Museums Association policies, procedures and guidelines regarding financially motivated disposals.

3.2 Issues

3.2.1 The policies are revisions and updates of previous policies and have no major implications for the council or Borough or future unitary council.

3.2.2 The Collections Development Policy will need to be reviewed in light of unitary status in April 2021 with respect to geographical boundaries and the position of the museum within the county.

3.3 Choices (Options)

3.3.1 Option 1 – approve the policies

The preferred option is for council to approve the policies as set out in the

appendices. This will enable the museum to apply for museum accreditation.

3.3.2 Option 2 – reject the policies

If the policies are rejected the museum service will not meet the requirements of the accreditation scheme and will be ineligible for museum accreditation. Without accreditation the museum service will be ineligible for Arts Council funding, Heritage Lottery Fund applications and many other significant funding streams.

4. Implications (including financial implications)

4.1 Policy

4.1.1 These policies are updates to existing policies and have no new or further implications for the council.

4.2 Resources and Risk

4.2.1 The Museums Finance and Business Partner has reviewed the policies and there are no significant financial or resource implications.

4.3 Legal

4.2.2 Legal Services have reviewed the policies and there are no legal implications of the policies.

4.4 Equality and Health

4.4.1 The policy has been evaluated under the Council's Equality Impact Assessment procedures.

4.4.2 There are no health implications for the policies.

4.5 Consultees (Internal and External)

4.5.1 Consultees in the development of the policies were museum curatorial staff, Arts Council England advisor, access consultant Access and More; consultation with the public came through results of public consultation through phone interviews, questionnaires and focus groups by the Audience Agency as part of the audience development programme for the new museum development.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 The policies support all aspects of the museums work and therefore contribute towards the following priority outcomes: A Stronger Economy; Resilient Communities; Exceptional Services to be Proud of

4.7 Other Implications

4.7.1 None.

5. Background Papers

5.1 Previous policy documents

Documentation Policy
Care of Collections and Conservation Policy
Collections Development Policy
Access and Learning Policy Statement

6. Next Steps

6.1 Subject to approval by Cabinet, the policies will be adopted. They will then be reviewed every 5 years, with the exception of the Collection Development Policy, which will be reviewed one year into the operation of the new unitary council.

Marion Goodman
Head of Customers and Communities

Appendices

Access Policy
Collections Care Policy
Collections Development Policy
Documentation Policy