

DATE: 24TH OCTOBER, 2017

Executive Board Member:	Portfolio:
Cllr. Peter Hughes Griffiths	Culture. Sport and Tourism

SUBJECT:

**POLICIES TO SUPPORT CARMARTHENSHIRE MUSEUMS'
ACCREDITATION STANDARD RETURN**

Purpose:

To consider and approve revised policies to support Carmarthenshire Museums' Accreditation Standard return.

Recommendations / key decisions required:

Approval of Access Policy Statement 2017-2022
Approval of Collections Care and Conservation Policy 2017-2022
Approval of Environmental Sustainability Policy 2017-2022
Approval of Documentation Policy Statement 2017-2022
Approval of Collections Development Policy 2017-2022

Reasons:

Museums are required to provide evidence that they continue to maintain the Accreditation Standard. An accreditation return for Carmarthenshire Museums is now due and must be submitted by 30 October 2017. The Accreditation Standard requires museums to have a number of approved policies (listed above) that support the organisation's strategic plan.

Museum Accreditation is a National Indicator for Wales – a requirement for section 10(1) of the Well-being of Future Generations (Wales) Act 2015.

Directorate: Communities Name of Head of Service: Ian Jones Report Author: Morrigan Mason	Designation Head of Leisure Museums Development Manager	Tel No. & E Mail Address 01267 228309: IJones@sirgar.gov.uk 01267 228696 MIMason@sirgar.gov.uk 01267 228903
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Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

(If the answer is yes exact details are to be provided below:)

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER DECISION MEETING FOR
CULTURE, SPORT & TOURISM
DATE: 24TH OCTOBER, 2017

SUBJECT:
POLICIES TO SUPPORT CARMARTHENSHIRE MUSEUMS' ACCREDITATION
STANDARD RETURN

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

These policies are revisions of existing policies that received approval in 2013. Evidence that policies are regularly reviewed and formally approved is a requirement of the Accreditation Standard and must be submitted as part of the accreditation return due before 30 October 2017.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

The policies presented here are in draft until formally approved by the governing body. The option to continue with the existing policies (2013-2018) is not recommended because they do not support the current Accreditation Standard nor the aims of the Carmarthenshire Museums Strategic Plan 2017-2022.

These revised and updated policies are informed by the Accreditation Standard and associated guidance documents, reference to similar sector policies and resource materials, and the existing museum service policies. The option for comment is welcomed.

DETAILED REPORT ATTACHED ?

YES – Policies attached

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	NONE	YES	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The policies for approval underpin the Carmarthenshire Museums Strategic Plan 2017-2022, which is informed by Carmarthenshire County Council Corporate Strategy 2015-2020; Well-being of Future Generations (Wales) Act 2015; Carmarthenshire County Council Strategic Equality Plan 2015-2020; and the requirements of Museum Accreditation. The policies address access to collections and associated information, environmental sustainability, collections development, collections care and conservation, and the management of information through appropriate standards of documentation.

3. Finance

While Museum Accreditation is not an essential requirement for some external funding, some in this sector (Welsh Government and its associates) will not consider applications from large local authority museums that fail to meet the Accreditation standard. These revised policies support Carmarthenshire Museums' accreditation return to provide evidence the standard is maintained.

5. Risk Management Issues

The policies that specifically support the Museums Service approach to collections care and management (Collections Care & Conservation Policy, Documentation Policy, and Collections Development Policy) support recommendations relating to acquisition procedures and documentation practices made by Internal Audit. The policies inform onward planning and activity and support the museum service's approach to risk management of Council assets.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

- 1. Scrutiny Committee – N/A**

- 2. Local Member(s) - N/A**

- 3.Community / Town Council – N/A**

- #### 4.Relevant Partners

Phil Wensley, Museum Standards Officer, Museums, Archives and Libraries Division, Welsh Government

- 5. Staff Side Representatives and other Organisations - N/A**

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection