

## Carmarthenshire Museums: Action Plan in response to Internal Audit (January 2016)

<b>Proposed Action</b>	<b>Milestone Tasks</b> <i>(Key tasks that need to be carried out to implement actions)</i>	<b>Responsible Person</b>	<b>Partners to consult / engage</b>	<b>Target Date</b>	<b>Success Indicator</b> <i>(How you can measure / demonstrate that an action is complete)</i>	<b>Progress</b> <i>(Details of progress to date, useful information, barriers encountered etc)</i>
1. Clarify acquisition procedures.	Documentation Procedural Manual due for revision by June 2017 for Museum Accreditation.	Morrigan Mason / Gavin Evans	Standards set by MALD (Welsh Government) and ACE (Arts Council England)	June 2017	Museum Accreditation.	Documentation Procedural Manual revision underway (although currently held by CCC Audit Office).  Whole staff training set for 27 March 2017.  Grant request made to MALD for £4500 to appoint consultant to advise on collections storage and rationalisation to inform future policy.
	Acquisition and Disposal Policy for revision for Museum Accreditation.	Morrigan Mason		June 2017	Museum Accreditation.	
	Communicate procedures through staff training.	Morrigan Mason / Gavin Evans		March 2017	Numbers of staff attending training.	
	Collections rationalisation.	Morrigan Mason / Consultant		June 2017	Rationalisation policy and plan completed.	
2. Collections documentation	Undertake a collections risk assessment to include 'disassociation' (the separation of object from museum record rendering it valueless).	Morrigan Mason / Gavin Evans / Sarah Paul ACR	Accredited conservator / MALD	March 2017	Risk assessment submitted as Appendix to Carmarthenshire Museums Strategic Plan 2017-2022.	<ul style="list-style-type: none"> <li>• Risk assessment completed.</li> <li>• Strategic Plan ready for submission to DMT in April 2017.</li> </ul>
	Digitise all museum object records on to CALM	Morrigan Mason		Funding May 2017. Digitisation	<ul style="list-style-type: none"> <li>• Documentation Assistant post appointed.</li> </ul>	

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	<p>database. Subject to funding for 9 month fixed term post.</p>	<p>Match-funding approval – Ian Jones.</p>		<p>complete by March 2018.</p>	<ul style="list-style-type: none"> <li>Backlog of paper records digitised.</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting confirmation from JD/IJ to apply to risk management for post funding.</li> <li>Awaiting confirmation of match-funding.</li> </ul>
	<p>Photograph all objects and attach images to CALM database for identification.</p>	<p>Gavin Evans / Gwilym Dawe</p>	<p>IT / Cultural Services.</p>	<p>2020</p>	<ul style="list-style-type: none"> <li>Numbers of objects photographed.</li> <li>Number of photographs attached CALM database.</li> <li>Number of images shared on Stordy Digidol.</li> </ul>	<ul style="list-style-type: none"> <li>2-day photography course attended by two staff.</li> <li>Photographic equipment purchased.</li> <li>Additional digital storage space secured.</li> </ul>
	<p>Identify secure electronic back-up system to replace requirement for traditional Accession Register.</p>	<p>Gavin Evans</p>	<p>IT CCC Archives</p>	<p>Jan 2018</p>	<p>New documentation / digitisation procedures in place.</p>	<p>Links with Stordy Digidol development regarding electronic storage capacity.</p>
	<p>Ensure all objects are appropriately labelled.</p>	<p>Conservation Officer</p>			<p>Numbers of object labelled.</p>	<ul style="list-style-type: none"> <li>Conservation Officer JD &amp; PS approved by Job Evaluation.</li> <li>Awaiting approval to appoint to vacant post.</li> </ul>
	<p>Identify a solution to the county's museum collections storage crisis so that locations can be accurately recorded.</p>	<p>Jane Davies / Morigan Mason</p>	<p>Heritage Lottery Fund EBM MALD</p>	<p>2022</p>	<ul style="list-style-type: none"> <li>Museum Accreditation.</li> <li>Risk assessment.</li> <li>Internal audit.</li> </ul>	<ul style="list-style-type: none"> <li>Grant request made to MALD for £4500 to appoint consultant to advise on collections storage and rationalisation to inform future policy.</li> </ul>

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						<ul style="list-style-type: none"> <li>• Collections risk assessment completed.</li> <li>• Carmarthenshire Museum Strategic Plan 2017-2022</li> </ul>
3. Valuation and insurance	<p>Comprehensive risk assessment to identify the particular risks presented by each collection group.</p> <p>Put in place measures to manage risk (emergency planning).</p> <p>Commission security survey of all museum sites and other sites where collections are held, focusing on where there is a concentration of high value items and other identified risks.</p> <p>Collections rationalisation programme.</p> <p>With the information from the above steps draw on internal and external expertise to provide valuations of items of</p>	<p>Conservation Officer</p> <p>Morrigan Mason / Gavin Evans</p> <p>Morrigan Mason / Consultant.</p> <p>Audit, Risk &amp; Procurement</p> <p>Morrigan Mason</p> <p>Conservation Officer / Gavin Evans</p>	<p>MALD CCC Archives Harwell</p> <p>National Security Advisor.</p> <p>MALD</p> <p>Auctioneers. Other museums. Conservators.</p>	<p>Subject to post appointment.</p> <p>June 2017</p> <p>April 2018</p> <p>2020</p> <p>April 2019</p>	<p>Museum Accreditation</p> <p>Report submitted to DMT.</p> <ul style="list-style-type: none"> <li>• Rationalisation Policy and Plan implemented.</li> <li>• Collections better managed.</li> <li>• Numbers of items identified for disposal.</li> </ul> <p>Numbers of items valued.</p>	<ul style="list-style-type: none"> <li>• Conservation Officer JD &amp; PS approved by Job Evaluation.</li> <li>• Awaiting approval to appoint to vacant post.</li> <li>• Participating in South Wales Museums Emergency Planning Network.</li> </ul> <p>Subject to project funding.</p> <p>Grant request made to MALD for £4500 to appoint consultant to advise on collections storage and rationalisation to inform future policy.</p> <p>Existing known valuations added to CALM.</p>

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	<p>high commercial value. Some historical expertise is required because value is linked to provenance. In some cases conservation value is preferable.</p> <p>Agree on an approach to valuing the remainder of the collection.</p>	Morrigan Mason / Julie Standeven			Collections insured.	
4. Loans inward and outward	<p>Documentation Procedural Manual due for revision by June 2017 as part of Museum Accreditation application process.</p> <p>Identify all active loans inward and outward.</p> <p>Confirm values of loans inward and outward.</p> <p>Contact institutions to confirm loan status, insurance cover and update paperwork.</p>	<p>Morrigan Mason / Gavin Evans</p> <p>Gavin Evans</p> <p>Gavin Evans</p> <p>Gavin Evans</p>	<p>Standards set by MALD (Welsh Government) and ACE (Arts Council England)</p> <p>Auctioneers</p> <p>Borrowing institutions.</p>	<p>June 2017</p> <p>June 2017</p> <p>Oct. 2017</p> <p>Oct. 2017</p>	Museum Accreditation	<p>Documentation Procedural Manual revision underway (although currently held by CCC Audit Office).</p> <p>All loans paperwork has been reviewed and recorded on a spreadsheet.</p>