

<b>Subject:</b>	<b>Royal Pavilion and Museums Collections Policies</b>
<b>Date of Meeting:</b>	<b>17 January 2019</b>
<b>Report of:</b>	<b>Executive Director Economy, Environment &amp; Culture</b>
<b>Contact Officer: Name:</b>	<b>Janita Bagshawe</b>
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<b>Wards affected:</b>	<b>All</b>

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to seek approval to adopt policies relating to the management of the Council's museum collections, to be applied by the Royal Pavilion & Museums service (RPM).
- 1.2 Policy, Resources and Growth Committee approved a suite of collections policies at its meeting on 25<sup>th</sup> January 2018 and noted that there were further policies still in development, and that these would be considered for adoption by the Tourism, Development & Culture Committee at a future meeting.
- 1.3 The report gives background relating to the national Accreditation Scheme for museums, administered by Arts Council England.
- 1.4 To comply with Accreditation standards, the report also seeks approval to the updated Collections Development Policy and to comply with guidance from the Department for Digital, Culture, Media and Sport, to an updated Human Remains Policy (both of these policies having been approved in earlier versions by Policy, Resources and Growth Committee at its meeting on 25<sup>th</sup> January 2018).

**2. RECOMMENDATIONS**

- 2.1 That the Tourism Development and Culture Committee adopts the policies attached in the appendices to this report:
  - Loans Policy (new);
  - Rights Policy (new);
  - Digital Preservation Policy (new);
  - Human Remains Policy (updated);
  - Collections Development Policy (updated).
- 2.2 Notes the outcome of the Accreditation process for the RPM notified to the Council in September 2018, and the actions and timetable for achieving full Accreditation.
- 2.3 Delegates authority to the Head of the Royal Pavilion and Museums, in liaison with the Chair of the Tourism, Development & Culture Committee, to transfer and

items to and from the city collections in accordance with the agreed Collections Development Policy for the reasons set out in 3.8 and 3.9 below.

### **3. BACKGROUND INFORMATION**

3.1 The PRG Committee approved the policies for Collections Development, Collection Care & Conservation, Documentation & Information and Human Remains, together with the Documentation Procedure Manual; and RPM access statement at its meeting on 25 January 2018. The policies attached to this report were still under development, or were in need of updating, and are now attached for consideration and recommended for approval.

3.2 The benchmark for collections management practices in the UK is the Accreditation scheme managed by Arts Council England. The scheme is a periodic assessment of practices within the service, and Accreditation is a requirement for public funding of museums.

3.3 Accreditation is aimed at supporting services to:

- achieve agreed standards in how they are run, how they manage their collections and how they engage with users;
- build people's confidence in how museums manage collections in trust for society and how they manage public resources;
- reinforce a shared ethical way of doing things for everyone involved in the running of a museum.

3.4 The RPM was fully accredited in 2013 and was due for review in April 2017. However, owing to delays at Arts Council England, the review was not completed until October 2018. The RPM was awarded Provisional Accreditation, with a period of one year to complete the required actions for Full Accreditation to be achieved.

3.5 The Council's Collections Development Policy had a lifetime of 2013-17 and was therefore current at the time of the planned review in 2017. However, the Council's policy was out of date by the time of the review in 2018, as a new template for Collections Development Policies was introduced by ACE for Accreditation in 2014.

3.6 The required actions to be completed by September 2019, in order to reinstate the RPM's Full Accreditation are:

- A Collections Development Policy on the Arts Council's 2014 template, approved by the relevant Council Committee (which is TDC).
- An updated documentation plan confirming target timescale for completion of all backlog documentation.
- an update on the future management arrangements for RPM.

3.7 The Rights Policy reflects current sector best practice in relation to copyright law. The Digital Preservation Policy provides assurance that the management of digital assets is aligned with the work of our partners in The Keep (East Sussex County Council and University of Sussex), to meet the Archive Accreditation standard and will ensure our digital assets are preserved for the long term.

- 3.8 Museums Collections are actively managed. As the focus of the service changes over time to adapt to changes in the perception of heritage value, museums work together to maintain and build the integrity of collections. Through the years, items have sometimes been incorrectly accessioned while items may also need to be removed from collections where the materials they are made from are worn out or in cases of infestations which risk damaging other items.
- 3.9 Collections documentation is completed on an ongoing basis under the RPM Collections Development Policy. Nationally agreed protocols within the Accreditation standard and the Museums Association Code of Ethics enable museums to transfer and gift items between museums, including Museums which are not accredited. The RPM Collections Policy includes provisions for transferring items following the guidelines of the Museum's Association's Disposal Toolkit, where such transfers meet the following conditions:
- Be informed by an approved collections development policy.
  - Be based on clearly expressed intended outcomes.
  - Demonstrate long-term benefit to the object/s and public use of and engagement.
  - Be carried out with the intention that wherever possible items remain within the public domain.
  - Be agreed by the governing body.
  - Have a documented process carried out to SPECTRUM standards.

#### **4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The recommendations in this report will address the current provisional accreditation of the service to enable the Council to meet the necessary national standard in order to maintain existing funding from ACE, retain the ability to apply for HLF funding and continue to hold the confidence of partners and lenders to exhibitions. They will also enhance public confidence in the services provided by RPM.
- 4.2 The alternative "do nothing" option would lead to Accreditation being withdrawn in September 2019 as the Council would not be able to meet the necessary standards for managing its collections and this would result over time in a decline in funding and a deterioration of the quality and coherence of the city's collections.

#### **5 COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The recommendations in this report concern the Council's adherence to nationally agreed standards for museums practice, the business requirements of the Council and the conditions of funders and the accrediting body (Arts Council England).
- 5.2 The RPM service is committed to consultation with stakeholders and diverse interest groups and incorporates engagement into its approach to collections development. For example, recent initiatives such as *Queer Looks* (a collecting project informed by the perspectives of LGBTQ communities) and *Fashioning Africa* (a collecting project focussed on addressing the absence of post-1960s African fashion and textiles from UK museum collections) have established new approaches which have been recognised nationally. The use of a specially-

created collecting panel to direct the *Fashioning Africa* collecting strategy, which included members of African diaspora communities as well as academic partners, demonstrate how works with “targeted groups to collect strategically in order to make the collection more relevant to those groups” (*Collections 2030*, Museums Association, 2018).

## 6. CONCLUSION

- 6.1 The recommendations in this report support the Council to manage museum collections, held on behalf of the city, appropriately for the benefit of residents and visitors in the long term.
- 6.2 The actions detailed will enable the RPM to meet the Accreditation standard, which is the nationally agreed standard for collections development and care. Accreditation is a condition of some forms of external funding, including Arts Council England funding, which is essential to the continued running of the service.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 Grants and other external contributions (not including fees and charges) contribute approximately £1.380m per year towards the Royal Pavilion and Museums revenue budget. Adoption of the policies recommended in this report is required for compliance with Accreditation standards necessary for eligibility of the majority of this external funding, as well as potential grants towards planned capital projects and other external funding opportunities to support heritage and culture.
- 7.2 The costs of producing and compliance with the policies outlined in this report will be funded from existing resources within the Royal Pavilion and Museums revenue budget.

*Finance Officer Consulted: Steven Bedford*

*Date: 14/12/18*

### Legal Implications:

- 7.2 The policies themselves set out relevant legislation. Loans to and from the RPM will be governed by appropriate written agreements between the parties.

*Lawyer Consulted: Alice Rowland*

*Date: 07/01/2019*

### Equalities Implications:

- 7.3 The collections development policy takes into account the need for collections to be representative of to reflect the diversity of Brighton & Hove’s communities. In order to achieve this, from time to time targeted collecting may be necessary and will be carried out in collaboration with community members.

### Sustainability Implications:

- 7.5 Effective management of the collections is critical to preserving and using our assets for long term public benefit. The Natural Sciences collection contains a wealth of specimens specific to the distinctive landscapes of the city and its surrounds, including flora, fauna and geology. It is a vital data source for scientific study, including areas of current importance, such as climate change, conservation and extinction and habitat destruction and pollution. This can be as diverse as comparing current egg laying dates with those from the past to see how climate change affects bird behaviour (Sussex University, 2015), Studying historic Peregrine DNA to determine current Southern England population genetics (Canterbury University, 2014) and taxonomic research on South American lepidoptera (University of Northampton, 2016).
- 7.6 The Archaeology collections provide evidence of early human activity in this area, including material from Whitehawk Camp, one of the earliest sites of structured human activity in Brighton & Hove. The collection of some 4,000 topographical prints in the Fine Art collection, most of which are of the city and its surrounds, provides an important resource documenting the changes in the environment.

### Any Other Significant Implications:

- 7.7 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Loans Policy (new)
2. Rights Policy (new)
3. Digital Preservation Policy (new)
4. Human Remains Policy (updated)
5. Collections Development Policy (updated).

### **Documents in Members' Rooms**

1. None

### **Background Documents**

1. Report to Policy, Resources and Growth Committee (Royal Pavilion & Museums), 25 January 2018.

