

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	16 July 2015
Title:	Hampshire Cultural Trust Collections Development Policy 2015-2020
Reference:	6724
Report From:	Director of Culture, Communities and Business Services

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1. Executive Summary

- 1.1 The purpose of this paper is to consider and approve the Hampshire Cultural Trust's Collections Development Policy 2015-2020 (Appendix 1) that has been prepared for inclusion in the resubmission of the Chilcomb House (Acc. No. 1167) Accreditation Return.
- 1.2 The decision will confirm approval of the Policy by Hampshire County Council, as one of the owners of the Museum Collection, in order to provide evidence to that effect for Arts Council England (ACE) who is the accrediting body.
- 1.3. This paper seeks to
 - set out the background to Museum Accreditation and the requirement for Hampshire County Council to approve the Hampshire Cultural Trust's Collections Development Policy 2015-2020
 - highlight the key changes to the Policy since it was adapted from the previous Hampshire County Council Arts and Museums Service Collections Development Policy into one which reflects the needs of the Hampshire Cultural Trust.
- 1.4 This report refers to two key documents:
 - The Collections Development Policy 2015-2020 is attached at Appendix 1.
 - The Accreditation Application can be provided in hard copy on request.

2. Contextual information

- 2.1 The Executive Member last considered a report on Museums Accreditation on 25 April 2013 where the aims of the Museums Accreditation Scheme and the importance of retaining Accreditation status for all the eligible Hampshire County Council museums and heritage sites were explained.
- 2.2 In summary, Accreditation is the UK standard for museums and galleries and is managed by the Arts Council in England. It defines good practice and identifies agreed standards, thereby encouraging sensible development. Hampshire County Council museums have achieved the standard since it was first introduced in 1988 with the most recent award having been made in September 2013.
- 2.3 Accreditation is the standard that many funders use to decide whether an organisation is eligible to apply for funding so it is essential that the museums remain Accredited. It is also used as the benchmark by Hampshire County Council and Winchester City Council in their Collection Loan Agreements with the Hampshire Cultural Trust. It is a requirement of the Councils that the Trust ensures the museums and heritage sites now managed by the Trust continue to meet the Accreditation Standard.
- 2.4 The Trust was invited to submit Accreditation Returns for Winchester City Museum and the Westgate Museum by 30 April 2015 and it was agreed with ACE that the Accreditation Return for Chilcomb House would be resubmitted at the same time as a means of formally notifying ACE of the changes to the governance and management of the museums formerly managed by Hampshire County Council Arts and Museums Service.
- 2.5 ACE has advised the Trust that as Hampshire County Council and Winchester City Council own most of the museum collections on loan to the Trust, they should be regarded as governing bodies, as well as Hampshire Cultural Trust, so far as the consideration and approval of the Collections Development Policy is concerned.
- 2.6 The Hampshire Cultural Trust Board of Trustees approved the Collections Development Policy 2015-2020, along with a further four policies that require the Board's approval, and the three returns were submitted on 30 April 2015.
- 2.7 It is now necessary for Hampshire County Council and Winchester City Council to consider and approve the Collections Development Policy and provide evidence to ACE of their approval. Details of this requirement have also been sent to Winchester City Council.
- 2.8 ACE is aware that the two local authorities did not have the opportunity to consider and approve the policies before the Accreditation submission was made.

3. The need for a Collections Development Policy

- 3.1 The Collections Development Policy sets out the principles that will ensure Hampshire Cultural Trust develops the collections in a responsible and ethical manner on behalf of Hampshire County Council and Winchester City Council. It provides clear procedures and decision-making processes

common to all Accredited museums. It provides a basis for open and transparent decision-making and an informed dialogue between the governing bodies, our district and borough partners, other funding bodies and stakeholders.

- 3.2 This Policy applies to material which Hampshire County Council and Winchester City Council own, and Hampshire Cultural Trust accessions into the collections on their behalf. Acquisition is defined as the process of obtaining legal title and ownership to an object with the intention of using it for museum purposes.
 - 3.3 Hampshire Cultural Trust also cares for some collections that are owned by other bodies, including the pre-1991 Gosport Borough Council Collections and those owned by a number of trusts. The owners of these collections will be consulted before any significant changes, including rationalisation of material, are considered, and these changes would not proceed without their agreement.
 - 3.4 The Policy takes into account limitations on collecting imposed by such factors as staffing, expertise, storage and care of collections arrangements by focusing future acquisition on very specific types of material that are needed for very specific reasons such as 'Big Theme' exhibitions and contemporary collecting to maintain the relevance of collections such as ceramics and social history. This is designed to release capacity to focus on the assessment of material that no longer falls within our collecting policy and should enable significant savings in our future storage requirements.
- 4. Hampshire Cultural Trust Collections Development Policy 2015-2020**
- 4.1 The Trust Collections Development Policy 2015-2020 is similar in structure to the version approved by the Executive Member for Culture, Recreation and Countryside in 2013 because both policies use templates provided by ACE. This allows the governing bodies to adopt the most up-to-date legal and ethical framework for collections acquisition and disposal.
 - 4.2 Some changes to the template have been made since 2013. The changes largely reflect changes made to the Museums Association's Disposal Toolkit in 2014 that replaces the widely-used 2008 version. As part of this, additional guidance on financially motivated disposal has been developed and published by UK partners, based on agreed sector ethics, legal advice and Accreditation case law. The idea behind the additional guidance is to provide an ethical framework for museums having difficult discussions around sales from collections. - See more at:
<http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/disposal-museum-collections-guidance/#sthash.avba3Ztp.dpuf>
 - 4.3 The sections of the template that are completed by the museum making the submission have now been changed so that they integrate the content of Hampshire County Council's Collections Development Policy 2013-2018 with Winchester City Council's last policy, which was approved in 2011.
 - 4.4 The key differences for Hampshire County Council are that:

- a) 'Photographs' have been highlighted as a discrete collection for the first time as they are now managed together with Winchester City Council's historic photographs by our new Curator of Digital Collections, who will be integrating them into a new Digital Strategy for the Trust. The wording in paragraph 4.12 has been adjusted to accommodate Winchester City Council's collecting policy. The collecting policy remains unchanged for Hampshire and we will continue to consult with Hampshire Archives and Local Studies if we are offered or are considering acquiring any significant collections of Hampshire photographs. (see paragraphs 3.2 and 4.12)
- b) A paragraph has been added to say that the Trust will only accept bequests on behalf of Hampshire County Council that meet the criteria of the collecting policy and that bequests may be wholly or partly declined (see paragraph 4.14)
- c) A paragraph has been added to say that the Trust cannot guarantee that an object will be on permanent display and will not acquire material subject to this condition. (see paragraph 4.15)
- d) 'Topographical art and portraits that do not align with the collecting policy' has been added to the list of Arts objects that need to be reviewed and rationalised. This brings Hampshire policy in line with Winchester City Council policy on 'themes and priorities for future rationalisation and disposal' of Arts collections. Military uniforms and jigsaw puzzles have also been added to the list . (See paragraph 5.5)
- e) The Leadership Team of the Trust will have delegated authority from the Board of Trustees to approve acquisitions, except where the acquisition may affect the insurance premiums paid by Hampshire County Council or Winchester City Council, require additional investment in storage facilities or is subject to a special condition attached by the person or organisation from whom the item is to be acquired. (see paragraph 9.1.3)
- f) An Acquisitions Report will be presented to the Board of Trustees at least once a year (see paragraph 9.1.4)
- g) Hampshire Cultural Trust will not be required to gain consent from Hampshire County Council and Winchester City Council for the disposal of items forming part of the County Council Collection or City Council Collection which are of low intrinsic significance in the reasonable opinion of the Trust and the disposal of the item is witnessed by an appropriate member of the Trust's museum workforce. This has been added to bring the Policy in line with the 'Collection Loan Agreement relating to the loan of the collections of Hampshire County Council to the Hampshire Cultural Trust', 31 October 2014, paragraph 4.7. (See paragraph 16.6)

5 Finance

- 5.1 No significant financial implications are envisaged with this decision as any collection/acquisition decision will take close account of the potential associated costs. The Trust will be focusing upon minimising such costs in line with its policies and business plan.

- 5.2 On any occasion where the importance or opportunity associated with a major acquisition may incur significant cost, the Trust will not proceed without discussion with the relevant Founding Authority who retain long term ownership of the collections.
- 5.3 The proceeds of any disposal will be retained in the Trust's acquisition budget in line with best practice and any exceptional situations will be managed through the accreditation guidance process.

6 Consultation and Equalities

- 6.1 The draft policy was sent to and comments have been received back from Portsmouth Museums and Visitor Services, Southampton Arts and Heritage, Russell-Cotes Art Gallery and Museum in Bournemouth, Museum of Rural Life in Reading, Hampshire Archives and Local Studies and the ACE Accreditation Technical Advisor. It has also been sent to Dorset Museums Development and St Barbe Museum, Lymington.
- 6.2 Small amendments and additions have been made in response to these comments, including additional references to consultation with Hampshire Archives and Local Studies over the acquisition of photographs. A meeting is to be arranged shortly to discuss how this consultation takes place in future.

7 Future direction

- 7.1 Once obtained the accreditation is valid for a period of 3 years after which a fresh application will need to be made.
- 7.2 At that point further approval will be sought from Hampshire County Council and Winchester City Council as regards the renewed application.

8 Recommendation(s)

- 8.1 That the Executive Member for Culture, Recreation and Countryside:
 - i) approves the Collections Development Policy 2015-2020 that has been revised for inclusion in the Hampshire Cultural Trust's Accreditation Return and that requires the approval of Hampshire County Council as owners of one of the museum collections on loan to the Hampshire Cultural Trust.
 - ii) provides evidence of this approval that can be submitted to Arts Council England (ACE) - a requirement of the Accreditation Return for Chilcomb House (Acc. No. 1167), which is being resubmitted to formally notify ACE of the changes to the governance and management of the museums formerly managed by Hampshire County Council Arts and Museums Service following the formation of the Trust.

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

Hampshire safer and more secure for all:	no
Maximising well-being:	Yes
Enhancing our quality of place:	Yes

Other Significant Links

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Arts and Museums Service – Accreditation Return 2013 and Collections Management Policies for Approval	4698	25.04.2013
Transfer of the Arts and Museums Service to the Hampshire Cultural Trust	5859	03.07.2014

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equality Duty

- 1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;

Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;

Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;

Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equalities Impact Assessment:

Not applicable to the Accreditation Return because the process itself requires that an Access Policy Statement is submitted.

An Equalities Impact Assessment of the Collections Development Policy has been undertaken. The policy will have a positive impact on the equality groups.

2 Impact on Crime and Disorder:

- 2.1 No impact identified.

3 Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?

The Collections Development Policy recognises the need to find a more sustainable storage solution for the collections that both reduces energy consumption and creates a more stable environment that will ensure the objects survive in the best possible condition for future generations

- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

No impact identified.