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**DARLINGTON RAILWAY CENTRE AND MUSEUM  
LOANS POLICY**

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**Responsible Cabinet Member - Councillor Lee Vasey, Leisure Services Portfolio**

**Responsible Director - John Buxton, Director of Development and Environment**

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**Purpose of Report**

1. To seek Council approval for an updated Policy governing the loan of items to and from the museum.

**Information and Analysis**

2. In the normal course of its activities, the museum holds items of historical significance on loan from museums, other organisations and private individuals. Equally, items from the museum's own collections are routinely loaned out to museums, other organisations and on occasions private individuals.
3. It is a requirement of the museum's government-accredited status that a formal Policy is in place to cover these existing arrangements.
4. The **attached** Policy is in accordance with sector Best Practice, as set out in SPECTRUM, the UK Museum Documentation Standard. The Policy sets out the circumstances in which incoming and outgoing loans may be agreed, and covers necessary issues such as insurance, record-keeping and the particular issues associated with borrowed items, such as visiting locomotives, that are intended to be operated at the museum.
5. The Policy places primary responsibility for both decision-taking and the management of loans on the Director of Development and Environment, advised by the Council's senior museum professional, acting on the basis of current delegated authority. There is, however, a requirement that the Director of Development and Environment should approve in advance any incoming or outgoing loan that may prove to be contentious, or any incoming loan that might involve significant financial implications for the Council. Equally, any decision regarding a change in the status of S&DR 0-4-0 No 1 *Locomotion* is noted as being a matter reserved for Cabinet.

**Outcome of Consultation**

6. No consultation was required in the production of this report.

## **Legal Implications**

7. This report has been considered by the Borough Solicitor for legal implications in accordance with the Council's approved procedures. There are no issues which the Borough Solicitor considers need to be brought to the specific attention of Members, other than those highlighted in the report.

## **Section 17 of the Crime and Disorder Act 1998**

8. The contents of this report have been considered in the context of the requirements placed on the Council by Section 17 of the Crime and Disorder Act 1998, namely, the duty on the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. It is not considered that the contents of this report have any such effect.

## **Council Policy Framework**

9. The issues contained within this report do represent an updating of Council policy.

## **Decision Deadline**

10. For the purpose of the 'call-in' procedure this does not represent an urgent matter.

## **Recommendation**

11. It is recommended that Council approve the **attached** Policy.

## **Reasons**

12. This recommendation is supported by the following reasons :-
  - (a) A Loans Policy is necessary to comply with accreditation requirements.
  - (b) As drafted, the Policy covers all necessary issues, complies with sector Best Practice, and delegates authority and responsibility to qualified professionals whilst reserving contentious or financially significant matters to the Director and/or Cabinet.

**John Buxton**  
**Director of Development and Environment**

## **Background Papers**

SPECTRUM: the UK Museum Documentation Standard.  
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