
**HEAD OF STEAM – BUSINESS PLAN 2009 TO 2014
AND COLLECTIONS MANAGEMENT STRATEGY 2012 TO 2017**

**Responsible Cabinet Member - Councillor Nick Wallis,
Leisure and Local Environment Portfolio**

Responsible Director - Richard Alty, Director of Place

SUMMARY REPORT

Purpose of the Report

1. The purpose of this report is to evidence governance of the Head of Steam Museum for Accreditation with the Arts Council.

Summary

2. Accreditation is an essential requirement for the museum to remain registered and able to continue to receive government funding from sources such as Renaissance in the Regions, English Heritage and the Heritage Lottery Fund. The Museums, Libraries and Archives Council was formerly responsible for Accreditation but this was disbanded in 2011 and responsibility was transferred to the Arts Council.
3. The key documents to evidence how the Museum meets the criteria required for accreditation is through the business plan (**Appendix 1**) and the Collections Management Strategy (**Appendix 2**).

Recommendation

4. It is recommended that Members approve the Head of Steam's Business Plan (Appendix 1) and the Collections Management Strategy 2012 to 2017 (Appendix 2), which evidence how Darlington Borough Council manages the museum service.

Reasons

5. The recommendation is supported by the following reasons :-
 - (a) To prove effective and professional management of Darlington's Museum Service so that the museum remains an accredited museum and entitled to future support from the Arts Council (Central Government Body).

- (b) To be eligible for future funding from Renaissance, English Heritage and the Heritage Lottery Fund.
- (c) To ensure that we remain registered and comply with the standards and ethics as set out by the Museums Association.

Richard Alty, Director of Place

Background Papers

Accreditation Scheme for Museums and Galleries in the United Kingdom – Accreditation Standard.

David Tetlow : Telephone 734121
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| S17 Crime and Disorder | There will be limited, if any, impact on crime and disorder as a result of this strategy. |
| Health and Well Being | Museum provision plays a role within the cultural offer in Darlington. |
| Carbon Impact | No impact. |
| Diversity | The Museum programme impacts positively through community engagement. |
| Wards Affected | All wards. |
| Groups Affected | The strategy affects all parts of the community. |
| Budget and Policy Framework | No impact on the Budget and Policy Framework. |
| Key Decision | This is not a key decision. |
| Urgent Decision | This is not an urgent decision. |
| One Darlington: Perfectly Placed | The Museum strategy will contribute to delivering the Health and Prosperous themes within the Sustainable Community Strategy, One Darlington: Perfectly |
| Efficiency | This strategy has no impact on the Council’s efficiency programme. |

MAIN REPORT

Information and Analysis

6. The Museum's Business Plan evidences three key areas that will be scrutinized by the Arts Council. These are as follows:

Organisational Health

7. Organisational Health is a review of the structure of the museum and how it sits within the Council. The review covers the following areas:-
 - (a) Clear statement of purpose
 - (b) Acceptable constitution for the governing body
 - (c) Appropriate management arrangements
 - (d) Effective Forward Planning
 - (e) Secure occupancy of all premises containing collections
 - (f) Demonstration of financial basis
 - (g) Appropriate workforce, in numbers and experience, for the museum's responsibilities and plans
 - (h) Access to professional advice and input to policy development and decision-making
 - (i) Clear and workable emergency plan
 - (j) Organisational approach to environmental sustainability

Collections

8. Accredited museums must prove effective management of the items and buildings within their care. This review looks at the following areas:-
 - (a) Satisfactory arrangements for the ownership of collections
 - (b) Collection development policy
 - (c) Documentation policy
 - (d) Care and conservation policy
 - (e) Documentation plan
 - (f) Care and conservation plan
 - (g) Documentation procedures
 - (h) Expert assessment of security arrangements

Users and their experiences

9. Accredited museums must be welcoming and accessible as evidenced by the following:-
 - (a) Good-quality services and development
 - (b) User-focused experience
 - (c) Effective learning experiences

Outcome of Consultation

10. Consultation has taken place with Arts Council England in the production of the Business Plan and the Collections Management Strategy.