

DERBYSHIRE COUNTY COUNCIL**MEETING WITH CABINET MEMBER, HEALTH AND COMMUNITIES****30 September 2014****Report of the Strategic Director, Health and Communities****BUXTON MUSEUM AND ART GALLERY APPLICATION FOR
ACCREDITATION****1. Purpose of the Report:**

To inform the Cabinet Member, Health and Communities of Buxton Museum and Art Gallery's application to renew its Accreditation with Arts Council England and to seek approval of the relevant museum documents required for Accreditation.

2. Information and analysis:

- 2.1 The Arts Council's Accreditation Scheme is the bench mark of quality for museums, providing evidence that the museum is well governed, has the resources to care for the collections and has a strong understanding of the audience's needs. It is a standard approved by the principal grant agencies including the Heritage Lottery Fund. The standard itself is reviewed at regular intervals and museums must have their status renewed on a regular basis. Buxton Museum and Art Gallery has been accredited since 2000.
- 2.2 The museum is preparing the documents for the Arts Council's Accreditation Panel meeting in the autumn of 2014, and two documents need to be formally endorsed by the Cabinet Member. The first is the Forward Plan for Buxton Museum and Art Gallery. This document sits alongside the County and the Departmental Service Plan. Accreditation requires that it includes a statement of purpose for the museum; the key aims of the museum and specific objectives of the museum to be achieved within the current planning cycle.
- 2.3 The second document is the Collections Management Portfolio which includes the Collections Development Policy, Documentation Policy, Collection Care and Conservation Policy. These documents relate to all the county's museum related collections (and includes collections at Elvaston and Derbyshire School Library Service). It discusses the history of the collections and the processes of acquisition and disposal from the collections. It is the key document in a folio of Collections Management procedures including procedures relating to collection documentation,

loans, the digital strategy, copyright, collection care and emergency planning.

2.4 The accreditation panel requires these documents to be agreed by an Elected Member and a signed copy of the minutes will be required to accompany the application.

2.5 Accreditation requires a series of other documents to be approved including:

- Collection Care and Conservation Policy and Plan
- Documentation Procedural Manual and Action Plan
- Digital strategy
- Environmental Policy Statement
- Learning Policy
- Temporary Exhibition Policy
- Marketing Strategy
- Visitor Access Policy
- Volunteering Handbook

These have been prepared taking into account the relevant Policies and Procedures of Derbyshire County Council.

3. Other considerations:

In preparing this report the relevance of the following factors has been considered: financial, legal, prevention of crime and disorder, equality of opportunity, human resources, environmental, health, property and transport considerations.

4. Background papers:

All the background documents detailed in this paper are available at Buxton Museum and Art Gallery

5. Key Decision:

No

6. Call-in:

Is it required that call-in be waived for any decision on this report?

No

7. Officer's recommendation:

That the Cabinet Member, Health and Communities:

1. Notes the application of Buxton Museum and Art Gallery to renew its Accreditation with Arts Council England
2. Approves the relevant museum documents required for Accreditation.

**David Lowe
Strategic Director
Health and Communities**