

Subject:	Royal Pavilion & Museums: Accreditation, Collections Development and Trust Update		
Date of Meeting:	22 June 2017		
Report of:	Nick Hibberd Executive Director of Economy, Environment & Culture		
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Ward(s) affected:	All		

FOR GENERAL RELEASE

1 PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The purpose of this report is to present three documents for Committee Consideration and approval in the context of the Museums Accreditation Standard administered and approved by Arts Council England.
- 1.2 Accredited Museums are required to reapply for accreditation periodically and provide updates on the policies and documents which form part of the standard. The RPM last reapplied for accreditation in 2013 and has been required to resubmit in April 2017. The update has been submitted except for two refreshed documents which require the approval of EDC Committee these are a current Forward Plan and an Access Policy Statement.
- 1.3 A key document which forms part of the Accreditation standard is the Collections Development Policy (this was approved in 2013). This is a document which was approved in 2013 and remains valid. There is now greater emphasis on collections use and sharing in the museums' sector, and this report briefs the Committee on what 'transfer' means in the context of Collections Development and seeks approval from Committee for the transfer of four items from the collections.
- 1.4 Following the agreement of the Policy Resources and Growth Committee to the establishment of a cultural trust into which the Royal Pavilion & Museums will transfer, this report provides an update on work to date.

2 RECOMMENDATIONS:

- 2.1 That the Committee approve RPM's Interim Forward Plan (Appendix A) and Access Policy Statement (Appendix B), for submission to Arts Council England to support RPM's continuing Accredited status.
- 2.2 That the Committee approve the transfer of three items from the collections to the Sussex Archaeology Society and one item to the British Museum.

- 2.3 That the Committee notes the work undertaken on the establishment of the Cultural Trust.

3 CONTEXT/BACKGROUND INFORMATION

3.1 ACCREDITATION

- 3.1.1 The Accreditation Scheme sets nationally agreed standards for museums in the UK. It defines good practice and identifies agreed standards, thereby encouraging development. It is a baseline quality standard that helps guide museums to be the best they can be, for current and future users.

The Accreditation Scheme aims to:

1. Encourage all museums and galleries to achieve agreed standards in:
 - how they are run
 - how they manage their collections
 - the experiences of users;
2. Encourage confidence in museums as organisations that manage collections for the benefit of society and manage public funds appropriately;
3. Reinforce a shared ethical and professional basis for all museums.

- 3.1.2 The benefits of taking part in the Accreditation Scheme are:

- **Performance:** Accreditation is a quality standard that serves as an authoritative benchmark for assessing performance, rewarding achievement and driving improvement.
- **Profile:** Accreditation raises awareness and understanding of museums, building confidence and credibility both within the governing body and among the public.
- **People:** Accreditation helps museums to improve their focus on meeting users' needs and interests and developing their workforce.
- **Partnerships:** Accreditation helps museums to examine their services and to encourage joint working within and between organisations.
- **Planning:** Accreditation helps with forward planning by formalising procedures and policies.
- **Patronage:** Accreditation demonstrates that the museum has met a national standard, which strengthens applications for public and private funding and gives investors confidence in the organisation.

Without Accredited status, RPM would be ineligible to receive external funding from bodies such as Arts Council England and the Heritage Lottery Fund.

- 3.1.3 A report to the Committee meeting on 20 June 2013 outlined the Accreditation Scheme for the museums sector in the UK and sought and received approval for the documents which the Accreditation standard requires sign off by the governing body.

- 3.1.4 RPM was required to reapply for Accreditation and submit documents by 28 April 2017. The update has been submitted, pending two refreshed documents which

require the approval of RPM's governing body. Plans need to cover a museum's current and subsequent planning year, and ideally within a 3-5 year planning cycle, hence the 2017-20 dates on the papers in Appendix 1 and 2.

3.2 ACCREDITATION RELATED DOCUMENTS FOR COMMITTEE APPROVAL

3.2.1 Interim Forward Plan 2017-20 (Appendix 1): This is an extension of 'Towards 2020: Culture Connects', RPM's Forward Plan for 2013-18. Since its production there have been a number of changes to the context in which RPM operates, the principal one being the establishment of a Cultural Trust into which RPM will move in April 2018. The Interim Forward Plan outlines these changes and the work of RPM prior to the creation of a new business plan for the Trust.

3.2.2 Access Policy Statement (Appendix 2): Formerly an Equality and Inclusion Statement, this document sets out RPM's commitment to BHCC's Equality and Diversity Policy Statement and Strategy, adherence to current law and recognition of best practice to build access to its collections, buildings and services.

3.3 TRANSFERS

3.3.1 The museums sector has seen a major shift in in the last 10-15 years. There is now an understanding that collections should be actively used and appropriately cared. In order to facilitate museums to do this, the Accreditation Standard sets out protocols around making transfers and free gifts to other accredited museums supported by the Museums Association's Code of Ethics. Transfer must:

- 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 – this should be done to SPECTRUM standards (the UK collections management standard that is also used around the world).

3.3.2 On 21 May 2009 the Cabinet Member for Culture agreed to the request by the Ngarrindjeri community to return of items which originated from them. This was an example of a reactive transfer. The paper in Appendix 3 concerns a proposal to proactively transfer four items from RPM's collections.

3.3.3 Below are four items which RPM recommends are transferred to accredited museums. Appendix 3 details the work that has been undertaken to inform this recommendation of transfer. The destination organisations have been fully-consulted and are prepared to accept the objects on the Committee's approval:

Object description:	Accession number:	Proposed transfer to:
Horse trave (i.e. large wooden frame for shoeing carthorses), England 19thC	R5742/103	The Sussex Archaeological Society: Sussex Past (Lewes and various properties)
Two metal cartwheel rim formers, England 19thC	HATMP004419	Ditto
Mummy, Ancient Egypt	R3909	The British Museum, London

3.3.5 In the future following the transfer of the RPM to the Cultural Trust the Board of Trustees will be responsible for ensuring Accreditation standards are met including transfers which it will report as part of its business reporting process with the Council.

3.3.6 Museums also have material such as exhibition props, out-dated storage cases which have to be cleared out from time to time - they may be taking up valuable space in museum spaces and stores and cannot be re-used or recycled within the organisation. Removal of this material from stores does not need to follow the best practice outlined in 3.3.1 above since this material has never been accessioned into the collections - they are not artefacts or specimens taken in to be held in trust for society.

3.4 ESTABLISHMENT OF THE CULTURAL TRUST FOR BRIGHTON AND HOVE

3.4.1 Following the report to Policy, Resources and Growth committee in January 2017, work has progressed in establishing a cultural trust for Brighton & Hove into which the Royal Pavilion & Museums will move.

3.4.2 The most significant progress has been in recruiting trustees and establishing the shadow board. The advertisement for trustees was published on the 12 April and received a number of high quality applications. Interviews were conducted on the 15 May and appointments have since been made.

3.4.3 The shadow board comprises nine trustees, including three councillors and representatives from Brighton Dome & Brighton Festival, and the Royal Pavilion & Museums Foundation.

3.4.4 Work has also begun on a number of other workstreams, most notably in creating the draft heads of terms for the various legal agreements. These will include the transfer agreement, collections loan agreement, funding agreement and property leases.

3.4.5 The immediate next steps are to set up a stakeholder group, appoint a legal team to represent the shadow board and agree how the various support services will be managed between the council and the trust.

- 3.4.6 The project consists of ten workstreams and is overseen by a project board which meet fortnightly. The project is currently on track to transfer the Royal Pavilion & Museums into the trust by April 2018.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

The option of do nothing in relation to Accredited status and the documents required puts the service at risk of not gaining accreditation and therefore will be ineligible for making funding applications and receiving external grants.

An analysis and consideration of alternative options in the case of the items for transfer is given in Appendix 3.

In relation to the Trust the alternative options were presented to PRG in January 2017.

5 COMMUNITY ENGAGEMENT & CONSULTATION

The Forward Plan and Access Policy Statement are both informed by community engagement and consultation. The Forward Plan sets out the ways in which RPM researches and evaluates its work and how this informs its planning process. Appendix 3 sets out the consultation undertaken and supporting the proposal to transfer the four items.

In relation to the Trust, a stakeholder panel is to be established which will have the opportunity to consider items on which the Shadow Board will be required to make decisions. This panel will be drawn from a range of community groups and organisations.

6 CONCLUSION

- 6.1 The documents in Appendix 1 and 2 are essential to RPM retaining its accredited status. Without this status, RPM's future resilience would be in question, as key sources of external funding would be closed to it.
- 6.2 The proposal to transfer four items (is based on sound curatorial grounds, and has been assessed and consulted upon according to established best practice in the sector.
- 6.3 In the future the Accreditation Scheme will provide the Council a means by which to ensure that the new Trust is meeting UK museum standards for organisational health, collections and audiences.

7 FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The cost of updating the Forward Plan and Access Policy Statement has been funded from existing resources within the Culture revenue budget. These documents are required for the Royal Pavilion and Museums service to maintain Accredited Status, which is a requirement to be eligible for external funding sources such as Arts Council England, the Heritage Lottery Fund as well as other charitable trusts and grant giving bodies.
- 7.2 The 2017/18 service revenue budget assumes that 17% of gross expenditure is funded from external grants to a value of approximately £1.250m. The

continuation of external grant funding is therefore important to ongoing service delivery, the implementation of proposals identified in the Service and Financial Strategy, and applying for future external funding opportunities as they arise. The costs of transfer will be met by the organisations.

Finance Officer consulted: Steven Bedford

Date: 24 May 2017

Legal Implications:

- 7.3 The proposal is that the ownership of the items passes to the recipients as outlined.
- 7.4 In relation to the charitable trust, the legal issues were addressed in the report to Policy, Resources & Growth Committee in January and they continue to be addressed as the project progresses.

Lawyer Consulted: Alice Rowlands

Date: 24 May 2017

Equalities Implications:

- 7.5 The Access Policy Statement attached in appendix 2 lays out how RPM contributes to the promotion of equality and inclusion in relation to BHCC's Equality and Diversity Policy Statement and Strategy.

Sustainability Implications:

- 7.6 None directly related to this report. The Trust would be expected to conduct its business in line with environmentally sustainable business practices.

Any Other Significant Implications:

- 7.7 None

SUPPORTING DOCUMENTATION

Appendices:

- 1. Forward Plan
- 2. Access Policy Statement
- 3. Transfer Details

Documents in Members' Rooms

- 1. None

Background Documents

- 1. Collections Development Policy