

**Subject:** Royal Pavilion and Museums Accreditation Documents  
**Date of Meeting:** Thursday 20 June 2013  
**Report of:** The Assistant Chief Executive  
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**Wards Affected:** All

**FOR GENERAL RELEASE/ EXEMPTIONS**

**1. SUMMARY AND POLICY CONTEXT**

1.1 This report outlines the Accreditation Scheme for the Museums sector in the UK. To be awarded Accredited status, Royal Pavilion & Museums (RPM) must complete a body of policies, procedures and plans. Some of these need to be approved by the Economic Development and Culture Committee. These are outlined in this report.

**2. RECOMMENDATIONS**

- 2.1 To note the importance of the Accreditation Scheme for the UK Museums sector.
- 2.2 To approve the following RPM Policies and Plans available in the Members Room, and the dates for review:
- Strategic Forward Plan
  - Sustainability Policy
  - Collections Development policy
  - Collections Documentation and Information Policy
  - Collections Care and Conservation Policy
  - Equality and Inclusion Statement

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS**

**Accreditation Standard**

3.1 Accreditation is the UK standard for museums. It defines good practice and identifies agreed standards, thereby encouraging development. It is a baseline quality standard that helps guide museums with three aims:

- To encourage all museums and galleries to achieve agreed standards in how they are run, how they manage their collections, and the experiences of users;
- To encourage confidence in museums as organisations that manage collections for the benefit of society and manage public funds appropriately;
- To reinforce a shared ethical and professional basis for all museums.

3.2 There are currently just under 1,800 museums participating in the scheme, demonstrating their commitment to managing collections effectively for the enjoyment and benefit of users. The Museum Registration Scheme was established in 1988. Since then it has supported museums across the UK to focus on standards and identify areas for development. In 2004, the scheme was renamed Accreditation to better reflect its purpose. Run by the Museums, Libraries and Archives Council (MLA) until 2011, it is now administered by Arts Council England, who completed a wide-ranging review of the Scheme in 2012 to ensure that it keeps pace with the times.

3.3 The benefits of taking part in the Accreditation Scheme are:

- **Performance:** A quality standard that serves as an authoritative benchmark for assessing performance, rewarding achievement and driving improvement.
- **Profile:** It raises awareness and understanding of museums, so building confidence and credibility both within the governing body and among the public.
- **People:** It helps museums to improve their focus on meeting users' needs and interests and developing their workforce.
- **Partnerships:** It helps museums to examine their services and to encourage joint working within and between organisations.
- **Planning:** It helps with forward planning by formalising procedures and policies.
- **Patronage:** It 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 apply for external funding from bodies such as Arts Council England, the Heritage Lottery Fund and a host of charitable trusts which support the museum sector.

3.4 Accredited Museums are periodically required to review and re-submit their application. RPM last applied in 2005 and was asked by Arts Council England to re-apply by end-April 2013. The application has been submitted, pending approval of various plans and policies, the subject of this report.

#### **4. DOCUMENTS FOR COMMITTEE APPROVAL**

The following documents which are available in the Members Room have been reviewed and refreshed. They do not set out new activities or areas of responsibility, but re-state RPM's existing commitments.

- 4.1 Forward Plan: An earlier version of RPM's Forward Plan was approved at the Economic Development and Culture Committee on 15 November 2012. The version for Accreditation makes explicit certain core activities (for example around collections care) which were implicit in the earlier version, which focused on special projects and specific activities for a given period.
- 4.2 Sustainability Policy statement covers events on council land, the Royal Pavilion & Museums, Hove Town Hall, the Brighton Centre and all city venues owned and run by directly the council.
- 4.3 Collections Development policy: The format of this policy has to follow a template proscribed by the Accreditation Guidance. It replaces RPM's Acquisitions & Disposal Policy approved by BHCC's Culture & Tourism Sub-Committee in June 2005.
- 4.4 Collections Documentation and Information Policy: The format of this policy has to follow an outline suggested by the Accreditation Guidance. Although this policy was required for Accreditation in 2005, approval was not required by the governing body.
- 4.5 Collections Care and Conservation Policy: The format of this policy has to follow an outline suggested by the Accreditation Guidance. Although this policy was required for Accreditation in 2005, approval was not required by the governing body.
- 4.6 Equality and Inclusion Statement: This document is RPM's re-statement on how it is meeting BHCC's Equalities Policy.

#### **5. CONSULTATION**

The Accreditation Guidance, which has been consulted upon nationally, has been followed.

#### **6. FINANCIAL & OTHER IMPLICATIONS**

##### **6.1 Financial Implications**

The funding streams for the RPM in 2013/14 total in excess of £7m as shown in the table below:

Funding 2013/14	£m	%
BHCC net budget	1.763	24%
Commercial income	4.149	56%
Major Grants ACE (RPM)	0.749	10%
ACE (Regional)	0.520	7%
Other grants and trusts	0.251	3%
Total	7.432	100%

The Council funding represents a contribution of approximately 24% with the remainder being funded from commercial income, mainly admissions and retail sales, and grants and contributions. The grants income includes £0.749m which is part of the three year (2012-15) Renaissance grant from Arts Council England. Without Accredited Status, RPM would be ineligible to apply for this Major Grant award, or for the forthcoming joint Heritage Lottery Fund bid with Brighton Dome & Festival Limited and the Royal Pavilion and Museums Foundation and a host of smaller bids to a wide variety of funding bodies who support heritage and culture.

*Finance Officer Consulted: Michelle Herrington*

*Date: 06/06/13*

## 6.2 Legal Implications

The documents outlined above need to be approved by RPM's governing body, the Economic Development and Culture Committee, recorded in the form of a dated committee minute signed by a properly authorised person. There are no adverse legal implications arising from the report.

*Lawyer consulted: Bob Bruce*

*Date: 05/06/13*

## 6.3 Equalities Implications

The documents address equalities issues, from the collections RPM seeks to acquire to the access it provides to its services.

## 6.4 Sustainability Implications

The Accreditation Scheme addresses social, political, financial and environmental sustainability.

## 6.5 Crime & Disorder Implications

Policies relating to broadening access and working with a range of groups support work that increases engagement and learning work. One of the outcomes of this range of work is improving life chances for some of the targeted groups.

Some of the policies also relate to the mitigation of the risk of crime and disorder and the safety and security of the collections.

#### 6.6 Risk & Opportunity Management Implications

RPM must meet UK approved standards for museums otherwise it would be unable to operate and receive national and regional funding and support. It is vital that potential donors are confident that RPM is a suitable repository for their donated items, otherwise key items relating to Brighton & Hove's heritage and its current collections may be lost to the City. Accreditation status is taken into account by funding bodies and potential funding would be lost if RPM was not accredited.

#### 6.7 Corporate / Citywide Implications

The documents reflect the BHCC's role in meeting nationally approved standards and public services.

### **7. EVALUATION OF ANY ALTERNATIVE OPTION(S)**

- 7.1 The option to do nothing would put the service at risk and lead to its potential being unrealised.

### **8. REASONS FOR REPORT RECOMMENDATIONS**

- 8.1 Recommendations are made on the basis of the need to secure Accredited status for RPM. The benefits of taking part in the Accreditation Scheme are set out in 3.3 above. Most critically, Accreditation builds RPM's credibility and authority with the public, donors and supporters, strengthens applications it makes for public and private funding and gives investors confidence in the organisation. All of these are essential in supporting RPM's social and financial sustainability.

## **SUPPORTING DOCUMENTATION**

### **Documents available in the Members Room**

- Strategic Forward Plan
- Sustainability Policy
- Collections Development policy
- Collections Documentation and Information Policy
- Collections Care and Conservation Policy
- Equality and Inclusion Statement