

THURSDAY, 31 JULY 2014

**REPORT OF THE PORTFOLIO HOLDER FOR ECONOMY AND EDUCATION****TAMWORTH CASTLE ACCREDITATION REVIEW 2014****EXEMPT INFORMATION****PURPOSE**

To seek Cabinet approval for the adoption and implementation of documents relating to the 2014 Accreditation review in respect of Tamworth Castle Museum and Collections.

**RECOMMENDATIONS**

1. Approve and adopt the Collections Development Policy, the Care and Conservation Policy and Plan, and the Forward Plan for Tamworth Castle and Museum.
2. Authorise the Director Communities Planning and Partnerships in conjunction with the Portfolio Holder Economy and Education to progress the Castles Museum Accreditation process and make minor changes to the documents if required.

**EXECUTIVE SUMMARY**

Tamworth Castle is an Accredited Museum, and by definition it's core function is to collect, safeguard and make accessible the objects or specimens which it collects and holds in trust for society. The Castle enables local people and all visitors to explore its object collections, for inspiration, learning and enjoyment.

Tamworth Castle's 2014 Accreditation Review requires new documents. The Collections Development Policy, which replaces the previous Acquisitions and Disposals Policy, and the new Care and Conservation Policy and Plan. Tamworth Castle's Forward Plan is now included in this review.

The adoption and implementation of such policies and plans by a governing body of a museum is a requirement of the Accreditation Scheme for Museums and Galleries in the United Kingdom. This Scheme is administered by the Arts Council England and requires that these policies and plans be formally accepted by the governing body of the Museum, in this case Tamworth Borough Council.

At the time of its adoption, the Collections Development Policy represents the aims and objectives of responsible Collections Management at Tamworth Castle. The policy outlines and defines the current object collections and the ways in which we will continue to collect, care for, and manage the material.

It defines the geographical area that we will collect objects from, and the themes/subject matter/type of objects we will collect, as well as the areas where rationalisation needs to take place. It also sets out the guidelines that we must adhere to as an Accredited Museum, to ensure that we act in an ethical manner and to a standard accepted by all Museums in the United Kingdom. It is intended that this policy should be reconsidered at least every five years, and a revised statement brought before the governing body for its agreement. The date for the review is 2019. The Care and Conservation Policy and Plan outline how we care for and maintain the collections that we hold on a daily and ongoing basis. Tamworth Castle's Forward Plan details how we are planning to carry out the various processes to manage the collections.

A copy of the policies and plans are attached, together with the background papers.

## **OPTIONS CONSIDERED**

### **RESOURCE IMPLICATIONS**

There are no resource implications arising from this report

### **LEGAL/RISK IMPLICATIONS BACKGROUND**

The following risks have been identified should the Council not adopt and then implement these policies:

1. Failure to maintain Museum Accreditation Standard Scheme status because of failure to meet the minimum standard for the Collections Management requirements.
2. Loss of Accreditation Standard will mean inability of Castle to qualify for grant aid and awards both nationally and regionally.
3. Loss of awareness that caring for collections are an important and core part of Tamworth Castle's work.  
Accreditation raises awareness and understanding of museums, building confidence and credibility both within the governing body and among the public.
4. Loss of recognition that Tamworth Castle meets approved National Benchmark Standards of Museum work.  
Accreditation is a quality standard that serves as an authoritative benchmark for assessing performance, rewarding achievement and driving improvement.
5. Loss of confidence amongst donors that we are a suitable repository for objects.

### **SUSTAINABILITY IMPLICATIONS**

none

### **BACKGROUND INFORMATION**

See Background Papers listed below and attached.

### **REPORT AUTHOR**

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**LIST OF BACKGROUND PAPERS**

*Accreditation Guidance - An Introduction - Arts Council England 2013*

*Accreditation Guidance - 2 Collections - Arts Council England 2013*

*Disposals Toolkit Guidelines for Museums - Museums Association / Arts Council England 2014*

**APPENDICES**

*Tamworth Castle Collections Development Policy 2014 - 2019*

*Tamworth Castle Care and Conservation Policy 2014*

*Tamworth Castle Care and Conservation Plan 2014 (with Appendices 1 - 5)*

*Tamworth Castle Forward Plan 2014 - 2019*

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