

Report to:	EXECUTIVE
Relevant Officer:	Alan Cavill, Director of Place
Relevant Cabinet Member:	Councillor Gillian Campbell, Deputy Leader of Council (Tourism, Economic Growth and Jobs)
Date of Meeting:	5 th October 2015

COLLECTIONS MANAGEMENT FRAMEWORK 2015-2019

1.0 Purpose of the report:

- 1.1 To adopt the Collections Management Framework. This is the essential method for improving the management of Blackpool's nationally important collections in order to provide consistent public access, high quality preservation and facilitate external funding to maintain and develop them.

2.0 Recommendation(s):

- 2.1 To adopt the Collections Framework 2015-2019 policy documents.

3.0 Reasons for recommendation(s):

- 3.1 A Collections Management Framework is the term used to describe a structured method for improving the way the Council develops, cares for and makes the Council owned collections accessible to the public. It is important because:
- It is a very clear demonstration of and commitment to the long term physical well-being and care of our nationally significant heritage collections and the Council's determination to make these collections accessible for the benefit of local people and visitors to the town.
 - It is important for the future of the Blackpool Museum Project as it demonstrates understanding of and commitment to national standards of care and access for heritage collections.
 - It has the potential to unlock additional funding streams and improves chances of success with external heritage grant applications.
 - It is very much about high quality collections care and management being applied consistently to all Council owned heritage collections.
 - It is essential if the Council is to retain accredited status for the Grundy Art Gallery and achieve accredited status for the new Blackpool Museum (this is the national quality assurance scheme for museums and art galleries)

The outcomes from the Collections Management Framework will be:

- A number of practical plans which will describe how the policies will be implemented in practice
- Better cared for heritage collections
- Higher national credibility for the way heritage is delivered and developed in Blackpool (very important for the Blackpool Museum Project)
- Greater and improved public access to the Council's heritage collections
- A range of benefits for local people which will include - increased civic pride in Blackpool, many different learning opportunities from schools and colleges to informal adult and community learning, increased local knowledge of Blackpool's amazing history, social and emotional well-being through interesting, fun and interactive heritage based engagement activities

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

None – without these policies the Grundy will lose Arts Council for England Accreditation in November.

4.0 Council Priority:

4.1 The relevant Council Priorities are : "Expand and promote our tourism, arts, heritage and cultural offer" and "Deliver quality services through a professional, well-rewarded and motivated workforce"

5.0 Background Information

5.1 Collections Management
This is the approach used to ensure that collections are developed, recorded, cared for and used correctly and legally in line with guidelines, legislation and ethical codes of the cultural sector.

5.2 Accessioned Collections
Presently Blackpool Council has only one formal collection in the Grundy Art Gallery. All the other collections of the Council have yet to be formalised as recognised historic collections and lack the level of protection that provides.

In order to secure future funding to care for and develop these collections for the museum project and other development opportunities they need to be accessioned (the formal register of an historic collection singling items out as unique and protected). This can only be done with the acknowledgment of the Council as the governing body.

5.3 Blackpool Museum

For the Blackpool Museum Project to begin collecting new material, and especially donations from the public there needs to be a remit and understanding of the legal and ethical obligation and an acknowledgement of the Council's accountability to care for and provide access to the material and its associated information which is an essential criteria of Arts Council for England Accreditation.

5.4 Grundy Art Gallery

The Grundy Art Gallery submission to renew its Arts Council for England Accreditation is due in November 2015. The Arts Council updated the standards for accreditation in 2014 and these have been incorporated into these policies. To achieve accreditation in November the policies need to be adopted by the governing body.

5.5 Current Practice

There are already good pockets of practice in each of the individual collections across the Council but there is no consistency or communication across collections. This divided practice means that the Council is offering different services depending on which collection is being accessed, by whom and how.

5.6 The collections covered by this framework are:

- Grundy Art Gallery
- Tower Company Collection
- Cyril Critchlow Collection
- Illuminations Collection
- Tourism Collection
- Local History Collection
- Transport Collection
- Blackpool Museum Project (collections to be developed)

5.7 Does the information submitted include any exempt information?

No

5.8 **List of Appendices:**

Appendix 3a – The Collections Management Framework 2015-2019

6.0 Legal considerations:

6.1 There are various acts and conventions which must be understood in collections management and they are listed in the policies however the key ones for consideration are:

- Local Government Act 1972 – legislation governing the operation of Local Authority Museums.
- Local Government (Access to Information) Act 1985 - provides for information to be made available for public inspection
- Data Protection Act 1998 – protection of personal data which is important in collections records management.
- Freedom of Information Act 2000 – legislation governing the public right to know
- Copyright, Designs and Patent Act 1988 - legislation covering intellectual property rights

7.0 Human Resources considerations:

7.1 The John Ellerman Foundation has funded the post of a Collections Manager for three years. This essentially has funded the implementation of setting standards, planning for the future and rolling out good practice.

7.2 The adoption of these policies will mean a planned approach to upskilling in the collections teams. The Collections Manager will be responsible for this.

8.0 Equalities considerations:

8.1 A full Equality Analysis has been completed and the general result is that the policy only serves to improve overall community cohesion in increasing access and development of the collections. Equality and inclusion aims will be addressed in the plans that will deliver this agenda and will be properly considered where expanding existing or opening up new avenues of access to collections.

9.0 Financial considerations:

9.1 The implementation of these policies will be achieved through existing resources and funding or through the sourcing of external funding. All policy intentions that may create a financial burden have been qualified in the text to demonstrate that they will occur within resources.

9.2 There is an acceptance in the sector that collections cannot take a financial priority in the Council's budget. The policies reflect how the Council can incorporate good

practice into the existing structure without cost and that the Council is committed to a cycle of improvement which in itself will support the Council's ability to develop collections management with external funding.

10.0 Risk management considerations:

10.1 There are certain risks to not adopting this policy:

1. The Grundy Art Gallery will not receive Arts Council for England Accreditation jeopardising future funding and damaging the reputation of the Gallery and the Council in the sector
2. It might spread the perception that the Council lacks commitment to Blackpool's heritage which could impact the museum project.
3. Potential funding available to care for the collections will be limited
4. Without a consistent standard of collections management and accountability the long-term preservation, access to and income generation potential of the collections will be affected

11.0 Ethical considerations:

11.1 The proposed policy here is in line with the Council's aims and priorities. It is supporting the current ambition to promote heritage and deliver the Blackpool Museum Project. Additionally the council ethical principles of respecting equality and supporting health and wellbeing by recognising the opportunities for personal enrichment the collections provide are embedded in the heart of the policy. It values openness and gives the public a clarity of the Council's aims for its collections.

11.2 Sector ethical guidelines that have supported the drafting of this framework:

- Code of Ethics for Museums – International Council of Museums 2006
- Code of Ethics for Museums – Museum Association 2008
- Spoilation of Works of Art during the Nazi, Holocaust and World War II period, DCMS, 1999
- Combating Illicit Trade: Due diligence guidelines for Museums, Libraries and Archives on collecting and borrowing cultural material, DCMS 2005

12.0 Internal/ External Consultation undertaken:

12.1 Individual consultation has taken place with:

- Heather Morrow, Head of Heritage
- Carolyn Primett, Head of Arts
- Richard Parry, Curator Grundy Art Gallery
- Emma Heslewood, Curator Blackpool Museum Project
- Tony Sharkey, Local and Family History Librarian

Drafts were then circulated for comment to stakeholders and comments received have been considered against Council priorities and industry standards and been incorporated where appropriate.

The extensive engagement the Museum Project has undertaken with the public has informed the framework, particularly in the identification of themes for collection development and the potential sourcing of volunteers to work on the collections.

External stakeholders involved in the policy development include:

- National Fairground Archive
- Lancashire Museums
- Museums Development Northwest

13.0 Background papers:

- 13.1
- *PAS 197:2009 Code of Practice for cultural collections management*
 - [MA Code of Ethics, 2008](#)
 - [Benchmarks in Collections Care 2.0](#)
 - *PD 5454:2012 Guide for the storage and exhibition of archival materials*
 - *Bizot Group Green Protocol*
 - *Equality Analysis*

14.0 Key decision information:

- 14.1 Is this a key decision? No
- 14.2 If so, Forward Plan reference number:
- 14.3 If a key decision, is the decision required in less than five days? No
- 14.4 If **yes**, please describe the reason for urgency:

15.0 Call-in information:

- 15.1 Are there any grounds for urgency, which would cause this decision to be exempt from the call-in process? No
- 15.2 If **yes**, please give reason:

TO BE COMPLETED BY THE HEAD OF DEMOCRATIC GOVERNANCE

16.0 Scrutiny Committee Chairman (where appropriate):

Date informed: N/A Date approved: N/A

17.0 Declarations of interest (if applicable):

17.1

18.0 Executive decision:

18.1

18.2 Date of Decision:

19.0 Reason(s) for decision:

19.1 Date Decision published:

20.0 Executive Members in attendance:

20.1

21.0 Call-in:

21.1

22.0 Notes:

22.1