

NOTICE OF MEETING

CABINET MEMBER SIGNING

Friday, 23rd August, 2019, 2.30 pm - Civic Centre, High Road, Wood Green, N22 8LE

Members: Councillors Kaushika Amin

1. FILMING AT MEETINGS

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2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items will be considered under the agenda item where they appear. New items will be dealt with under item 6 below).

4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

5. MUSEUM ACCREDITATION STATUS (ARTS COUNCIL ENGLAND) FOR BRUCE CASTLE MUSEUM (PAGES 1 - 56)

Bruce Castle Museum houses the local history museum and archive collections for the London Borough of Haringey. This report seeks approval of the museum's updated policies and forward plan, in line with the Accreditation standard for UK museum practice and development. This is required in order for the museum to maintain its accredited status with the Arts Council England's (ACE) Museum Accreditation Scheme.

6. NEW ITEMS OF URGENT BUSINESS

To consider any items of urgent business as identified at item 3.

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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Thursday, 15 August 2019

Title: Museum Accreditation status (Arts Council England) for Bruce Castle Museum

Report authorised by : Charlotte Pomery, Assistant Director, Commissioning

Lead Officer: Deborah Hedgecock, Curator, Bruce Castle Museum
deborah.hedgecock@haringey.gov.uk 020 8808 8772

Ward(s) affected: All

**Report for Key/
Non Key Decision:** Non-Key

1. Describe the issue under consideration

- 1.1 Bruce Castle Museum houses the local history museum and archive collections for the London Borough of Haringey.
- 1.2 This report seeks approval of the museum's updated policies and forward plan, in line with the Accreditation standard for UK museum practice and development.
- 1.3 This is required in order for the museum to maintain its accredited status with the Arts Council England's (ACE) Museum Accreditation Scheme.
- 1.4 A museum in the scheme is invited to be reappraised for Accreditation every 5 years, to ensure it still meets the agreed UK standard.
- 1.5 Bruce Castle Museum has undergone an assessment by the ACE Accreditation Assessor. The recommendation is to give full accredited status to the museum at the ACE Accreditation panel's next meeting, subject to providing evidence of approval of the updated policies and forward plan.

2. Cabinet Member Introduction

N/A

3. Recommendations

- 3.1 That the Cabinet Member for Corporate and Civic Services approves the following policies for Bruce Castle Museum:
 - a. Appendix 1: Forward Plan 2019 – 2022;
 - b. Appendix 2: Collections Development Policy 2019 - 2024;
 - c. Appendix 3: Documentation Policy 2019 – 2024;
 - d. Appendix 4: Care and Conservation Policy 2019 - 2024;
 - e. Appendix 5: Access Policy 2019 – 2024.
 - f. Appendix 6: Equalities screening tool

4. Reasons for decision

- 4.1 The Arts Council England sets nationally-agreed standards for museum practice in the UK, to encourage and inspire confidence of the public and funding organisations and governing bodies.
- 4.2 Museums can obtain accredited status if they comply with those standards following a rigorous review and assessment by the Museum Curator of all aspects of the museum's service areas and practice.
- 4.3 Guidance and further information about the scheme for the UK Museum Accreditation Scheme is given on the ACE website:
<https://www.artscouncil.org.uk/accreditation-scheme/about-accreditation#section-4>
- 4.4 Accredited status brings advantages. For example, only accredited museums are eligible for:
 - a. A range of funding programmes operated by the Arts Council that are only open to museums that are part of the Accreditation Scheme and are approved as a fully accredited museum. For example, Bruce Castle Museum has been in receipt of an Arts Council grant for the past 4 years for the Museums and Schools funding programme. All ACE grant schemes for museums are listed on their website: <https://www.artscouncil.org.uk/sites/default/files/download-file/ACPG%20-%20Museum%20projects%202019.pdf>.
 - b. Additional small grants schemes that are only eligible to accredited museums includes those overseen by the Museum of London Regional Development Team; these grants support development of museum collections, services, staff and volunteers: <https://www.museumoflondon.org.uk/supporting-london-museums/development-grant-programmes>
 - c. Other external funding bodies also seek advice from the Arts Council and the Museum of London Regional Development Team as to whether a museum is accredited or not when considering grant applications, e.g. the National Heritage Lottery Fund.
 - d. Free professional specialist advice and support is available from the Museum of London Regional Development Team, with the support of related grants: <https://www.museumoflondon.org.uk/supporting-london-museums/specialist-support>
- 4.5 The Accreditation review of the museum has been assessed by the ACE Museums Accreditation Assessor for compliancy with the scheme. They can then advise if a museum can be recommended to the Accreditation Panel for full status.
- 4.6 The appended policies and forward plan are compliant with the standards for accreditation as they have been checked and agreed by the ACE Accreditation Assessor.
- 4.7 To complete the Accreditation reassessment process, once recommended by the ACE Museums Accreditation Assessor for full status, the museum must provide evidence that such policies have been formally approved by the Council in

accordance with the executive's decision-making powers. Guidance on the standard that shows that approval is required by the governing body of the museum is given in this example: https://www.artscouncil.org.uk/sites/default/files/download-file/Accreditation_Standard_Nov2018_0.pdf

- 4.8 Therefore, approval of these policies is required to enable the museum to maintain its accredited status and continue to access the funding, advice and support outlined above.
- 4.9 Bruce Castle Museum's vision is to *"provide cultural and learning opportunities to inspire, educate, create and provide enjoyment to all. Through culture, we seek to bring together people with different backgrounds, transcending barriers, and celebrating difference"*. This reflects the Council's Borough Plan 2019-23, in particular:

Priority 3: Place

A place with strong resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green

Outcome 11: 'A culturally engaged place', to foster strong and diverse cultural activities.

5. Alternative options considered

- 5.1 To do nothing. This is not recommended because, without approved policies, the museum will be unable to maintain its accredited status. Therefore, it would lose the funding, advice and support outlined above. This would place at risk the prospect of Bruce Castle Museum continuing as a museum.
- 5.2 To approve modified policies. This is not recommended because the appended policies comply with the requirements of the Arts Council England's Accreditation Scheme and can put the accreditation process at risk, given the policies and Forward Plan have been checked and agreed by the ACE Accreditation Assessor, who is recommending full accreditation status is given at the next ACE Accreditation Panel in September. The policies and Forward Plan also reflect the objectives of Bruce Castle Museum, in line with the Council's Priority 3. The Bruce Castle Steering Group is working towards a major external funding bid for Bruce Castle and Park; without Accreditation, this could put this project at risk in receive external funding for development.

6. Background information

- 6.1 Bruce Castle Museum houses both the local history museum collections and the official archive for the London borough of Haringey. Haringey Council owns, manages and funds the museum and archive service at Bruce Castle.
- 6.2 The museum is within a Grade 1 listed 16th century manor house, surrounded by 20 acres of parkland. The museum's collections cover most aspects of local history for the area, and date from prehistory to the present day. The museums' exhibitions tell the story of Haringey's rich heritage and its vibrant communities.

- 6.3 The museum opened in 1906 under Tottenham Urban District Council. In 1965, the museum became the local history museum for the London borough of Haringey, following the merger of its predecessor authorities of Tottenham, Wood Green and Hornsey. In October 2006, the museum reached its centenary anniversary. In 2016, it celebrated 110 years as a museum.
- 6.4 Since September 2015, the museum service is a joint service with Haringey Archive service and forms part of Haringey's Commissioning Directorate. It is responsible for managing operations in the building, delivering the service and caring for the borough's historical collections, enabling visitors from Haringey and outside the borough to enjoy and learn from this valuable educational resource.
- 6.5 The Council's Corporate Property Services, through the Corporate Landlord Team, is responsible for the overall management of the building's maintenance and budgets related to its maintenance. There is an outsourced Facilities Management Service, operated by the company Amey, which undertakes repairs and maintenance.
- 6.6 Bruce Castle Museum has held accredited status since 1994, with its status being renewed in 2001 and 2006. The Arts Council England has since taken over the management of accreditation and is in the process of re-assessing museums' accredited status.
- 6.7 Accredited museums have to provide annual reports (introduced in 2018) to the Museum of London Regional Development Team and are invited to provide fuller 'Accreditation returns' once every three to five years. Returns are part of the quality assurance process of the Accreditation Scheme, to provide an opportunity for participating museums to demonstrate they continue to meet the UK Standard.
- 6.8 It is estimated that of the 2,500 museums in the UK, 1,700 are accredited. Accredited status indicates that a museum has achieved the nationally-approved standard in management, collections care and providing public engagement and access through the delivery of information and visitor services.
- 6.9.1 The policies to be approved are key documents for the purposes of accreditation. The Arts Council places great emphasis on having a Forward Plan, a Collections Development Policy, a Documentation Policy, a Care and Conservation Policy and an Access Policy.
- 6.9.2 The presence of these adopted policies will enable the Museum to show planning for future exhibitions, events and educational activities with the community, give assurance to the public in providing access to collections and information, and will enable the service to apply for future funding schemes, such as the National Heritage Lottery Fund and other heritage funding organisations.

7. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

7.1 Finance

7.1.1 The report seeks approval for 6 policies to allow the museum to maintain the necessary accreditation.

7.1.2 These policies do not pose any additional financial burdens and implications on the council. However, failing to gain accreditation will result in loss of grant and other external funding for the museum which will in turn present additional financial burdens to the council.

7.2 Procurement

7.2.1 Strategic Procurement notes the contents of this report and will work with services as required to deliver the plans and policies.

7.3 Legal

7.3.1 The Council has the power to provide and maintain museums and do all things as may be necessary or expedient for or in connection with the provision or maintenance thereof (s.12 Public Libraries and Museums Act 1964). This includes the approval of a museum's policies, as is requested in this report.

7.4 Equality

7.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

7.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

7.4.3 An Equalities Screening Tool has been completed to provide details on any equalities implications of this decision. The Equalities Screening Tool is appended to the report [Appendix 6].

7.4.4 The Equalities Screening Tool states the Public Sector Equalities Duty and reflects any equalities issues arising and mitigating factors, along with any key themes from service user figures from data.

8. Use of Appendices

- Appendix 1: Forward Plan 2019 – 2022;
- Appendix 2: Collections Development Policy 2019 - 2024;
- Appendix 3: Documentation Policy 2019 - 2024;
- Appendix 4: Care and Conservation Policy 2019 - 2024;
- Appendix 5: Access Policy 2019 - 2024;

Appendix 6: Equalities screening tool

9. Local Government (Access to Information) Act 1985

N/A



Accreditation

Bruce Castle Museum
Haringey Council

Forward Plan 2019-2022

Version	Version 1.0
Officer Lead	Deborah Hedgecock Curator (Museum & Archive Manager) 020 8808 8772
Date produced	March 2019
Next Review Date	July 2024
Approved at Cabinet Lead Member signing	23 August 2019

Bruce Castle Museum (Haringey Archive and Museum Service) Forward Plan 2019 – 2022

CONTENT

- 1 Introduction
- 1.1 Background
- 2 Statement of Objectives
- 2.1 Vision and values
- 2.2 Museum's Mission Statement and Key Aims
- 3 Position Statement from 2015-18
- 3.1 Key achievements from 2018
- 4 Promotional Events and Activities
- 5 Main projects for 2020-24
- 6 Action Plan of Proposed Initiatives for 2019-2020

1. Introduction

This *Forward Plan* will run for the period 2019 – 2022. It will be reviewed on an annual basis, in line with the Council's Corporate Priorities. This plan will be formally reviewed, revised and will be brought to the Cabinet Member for Civic Services, who has responsibilities for Culture (including Bruce Castle), as their remit to be signed off at end of July/ beginning of August 2019.

1.1 Background

Bruce Castle Museum houses both the local history collections and archives for the London borough of Haringey. The museum is within a Grade 1 listed 16th century manor house, surrounded by 20 acres of parkland. The museum's collections cover most aspects of local history for the area, and date from prehistory to the present day. Our exhibitions tell the story of Haringey's rich heritage and its vibrant communities.

The museum opened in 1906 under Tottenham Urban District Council, and was originally the local museum for Tottenham. In 1965, the museum became the local history museum for the London borough of Haringey, following the merger of its predecessor authorities of Tottenham, Wood Green and Hornsey. In October 2006, the museum reached its centenary anniversary. In 2016, it celebrated 110 years as a museum.

Since September 2015, the museum service is a joint service with Haringey Archive service and forms part of Haringey's Commissioning Directorate. It is responsible for managing operations in the building, delivering the service and caring for the borough's historical collections, enabling visitors from Haringey and outside the borough to enjoy and learn from this valuable educational resource.

The Council's Corporate Property Services, through the Corporate Landlord Team, is responsible for the overall management of the building's maintenance and budgets related to its maintenance. There is an outsourced Facilities Management Service, operated by the company Amey, which undertakes repairs and maintenance.

Bruce Castle Museum became a Museums & Galleries Commission Fully Registered Museum on 18 May 1994. The museum successfully re-registered under Phase 2 of the Scheme in 2001. The museum achieved Accreditation status with the Museums, Libraries and Archives Council (MLA) in November 2006 in the first phase of the new Accreditation Scheme for Museums in the United Kingdom. Accreditation has been maintained with the MLA and is being reassessed by its successor, the Arts Council England for the period 2015-2019.

Since 2008-2009 the Curator has been the curatorial advisor for the Markfield Beam Engine and Museum in Markfield Park, South Tottenham. MBEAM was restored with the park as part of a Heritage Lottery Funded project in 2009-10.

2. Statement of Objectives

2.1 Vision and values

“ Our vision is to provide cultural and learning opportunities to inspire, educate, create and provide enjoyment to all. Through culture, we seek to bring together people with different backgrounds, transcending barriers, and celebrating difference “

- To comply with our duty of care to preserve and make available the heritage of Haringey, including archives and artefacts;
- To work with partners and audiences to create an engaging educational and learning offer for people of all ages and backgrounds, especially young people, that celebrates our communities and unique heritage in Haringey
- To take forward plans to develop funding bids to engage and preserve our heritage, including major funding bids to support the development of Bruce Castle Museum;
- To seek funds in a more entrepreneurial way to support the provision of excellent cultural opportunities.

Our values:

- Enjoyment for all our visitors and users
- Creating inspirational learning experiences/opportunities for all ages
- Communication of our message and awareness of what we do
- Celebrating and valuing the unique history of the Haringey area
- Excellence in research, interpretation and care of our collections
- Partnerships with community groups, schools and other sector providers and organisations

This links to the **Council’s priorities in the Borough Plan 2019-2023 (which replaces the Corporate Plan 2015-18):**

- **Priority 1: Housing**

A safe, stable and affordable home for everyone, whatever their circumstances

- **Priority 2: People**

Our vision is a Haringey where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential

- **Priority 3: Place**

A place with strong resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green

- **Priority 4: Economy**

A growing economy which provides opportunities for all our residents and supports our businesses to thrive

Of particular relevance, is:

Priority 4, Outcome 11 ‘A culturally engaged place’

Foster strong and diverse cultural activities

- 1 Support a range of events in the borough, from sport at White Hart Lane and music festivals in our parks, through to activities in our libraries and community-led arts and culture in venues across the borough.
- 2 Safeguard and strengthen the borough’s cultural heritage by effectively managing, investing in, and encouraging access to our heritage assets, museums, and libraries.

- 3 Protect and promote creative and cultural activity and infrastructure that enables people to gain skills and employment in creative industries and increases investment into the borough.
- 3 Support cultural organisations to attract more people to their offer so that there are more opportunities for everyone to connect to the arts and culture in the borough.
- 4 Celebrate what is distinctive about Haringey so that our residents are inspired to take part in the great culture on their doorstep and attract visitors from across London and beyond to join us.

2.2 Bruce Castle Museum's Mission Statement

Bruce Castle Museum will work with local people and other partners to collect, record and care for Haringey' unique cultural heritage and to promote the understanding and enjoyment of that heritage through access and education for all:

Key aims

1. To acquire cultural material of relevance to Haringey's past, present and future.
2. To manage the collections and the museum to relevant local, regional and national standards.
3. To make accessible the building, collections and associated information by means of exhibitions, publications, events, education and outreach work.
4. To be relevant, responsive and accessible to all members of the community.
5. To care for Bruce Castle Museum and to develop it further as a valued community resource.
6. To contribute to the quality of life of Haringey's residents including a contribution to the regeneration of the Tottenham area.

3. Position Statement

A summary review of the period 2015-2018 from the Museum's last Forward Plan has continued to focus on the significant and profound changes within the Council, due to the austerity measures and severe cuts to council funding. This again continued to impact on the Museum Service which currently operates (with the Archive Service combined) on 7 posts (equal to 5FTE positions), a permanent loss of 3.5 posts.

From September 2015, the service moved permanently into the Commissioning Directorate, under the direct management of the Head of Service for Early Years Help & Culture.

Despite this impact of cuts and implementation of budgetary savings on delivering council services, there has however been a major significant investment and works on the fabric of the building of Bruce Castle by the council, with £450,000+ expenditure of Capital Works over the period 2017-2018. This has enabled important works to be undertaken to upgrade and repair the building's roofs, windows, electrics and heating system, as well as its fire alarm and emergency lighting systems, for improved compliancy for health and safety.

The impact of 18 months of building works – both internally and externally - over 2017-18 was major. The works did continue for far longer than was originally planned and envisaged. Within the building, electrical works did force some areas of the building to be out of action for short periods of time, sometimes at short notice, with some storage areas, particularly for the archive stores, being inaccessible for much longer periods. This meant there was a need for notices advising the public of works and any impact on access to posted on the council website and in the building.

There was inevitably a direct impact on not only physical access to collections – both for research via the archive searchroom and exhibition spaces – but also on our event and exhibition programme, and income generation, with events such as our vintage fair (which not only was a great community event, but also provided a good income) not going ahead; although not all room hire was lost, additional room bookings and a number of weddings had to be turned away given

the works and appearance of the building. As the building was clad with a complex structure of scaffolding on all facades with work carried out on each one in turn, and given the unpredictability of some of the other works undertaken, consideration was needed for ensuring that visitors had a safe as well as enjoyable experience when visiting or using the building.

Schools continued to visit during the time and the building contractors were helpful in working around these planned visits. However, two temporary exhibition rooms were out of action for far longer than was anticipated as stored collections had to be moved temporarily for protection so that storage areas could be accessed for internal works and repairs, and to avoid the risk of damage to collections; planned exhibitions were postponed until it was easier to access the spaces and return collections to their stores.

With the loss of heating for 4 months over the winter and a temporary heating system installed for that period, additional thought about managing services was needed. Considering all of these works, the number of events was reduced during this time so that building work could continue to go ahead, and our programme and promoting of the events could be managed better and in a safe and welcoming way.

The Bruce Castle Steering Group for the development of Bruce Castle has also continued to meet, with more meetings taking place between October 2017 – January 2018, during the period of a second consultation for an Options Appraisal by consultants Barker Langham. After May 2018, under the new role of Cabinet Member for Civic Services with responsibilities for Culture (to include Bruce Castle) in its remit, some members of the Steering Group met with council officers from July 2018 onwards, with the result of £20 million being allocated in Capital Works (2019-2023) for the development of Bruce Castle to match-fund a Heritage Lottery Fund bid. This was approved by Cabinet, subject to a robust business plan for this major heritage museum and archive development at Bruce Castle. This will be led by the Cabinet Member for Civic Services who will initiate new meetings for the Bruce Castle Steering Group to take this forward.

3.1 Key achievements from 2018

Although there has been ongoing change and uncertainty within the council and its services and there was also a great impact on our services because of the major building work programme being carried out, Bruce Castle Museum can nonetheless be proud of its achievements; we can commend the staff's on-going commitment to maintaining and improving our services for local people in Haringey and raising the profile of our shared heritage. Key achievements in 2018 include:

3.1.2

During 2017-18 the Museum Service participated with Haringey Archive and London Metropolitan Archives on developing a major new project to be funded by the Heritage Lottery Fund to celebrate, catalogue and record **Haringey's BAME LGBTQ heritage**. The bid for a grant of £90,000 was successful in 2018. Since the project launch in the summer of 2018 and the appointment of a Community Project Officer by LMA, at Bruce Castle there has been a BAME LGBTQ+ Special Interest Group established which meets every 4 weeks; there have also been a number of events including talks, a contribution to the Local History Fair and a short exhibition using Haringey's significant and nationally-important LGBTQ collections to showcase a call out to artists to be inspired to create new artworks to reflect this heritage to be added to the collections at Bruce Castle.

3.1.3

The Museum's priority of working on **heritage projects with young people**, continues with the Arts Council England funded Museums and Schools programme, with the Education Officers delivering another year of successful schools engagement with the programme, reaching out to new schools and those schools that do not always prioritise or have access to cultural, art and

heritage engagement or have the opportunity to visit museums. Education Officers for the Museum and Archive Service has also been re-appraising its educational and learning offer for schools and developed new workshops in response to schools and their needs to meet the National Curriculum. Additional aims have been identified and feature in the Action Plan for 2018 to make improvements, especially to embed the black history offer into the main core schools programme.

3.1.4

Each year the Museum and Archive Service has continued to deliver an annual exhibition and associated events programme for adults, families, schools and children launched in **Black History Month** in October. In 2018, we welcomed a grant from the Fellowship of St John for £11,500 to develop and deliver an exhibition and related event programme based on a private collection of rare Black Georgian portraits. The exhibition '**Black Georgian Londoners: People, Portraits and Perceptions**' has been popular with schools and the public, and has been extended to 30 June 2018 (from its original run to March 2018), and is important to demonstrate the depth of the history of the black presence and community over centuries, given the recent Windrush Generation scandal.

3.1.5

Since 2014, we have responded to developing local exhibition and events projects with different partners, as well as school workshops at the museum, to support the **First World War Centenary Programme**. There have been a number of projects and exhibitions in the borough, with the Museum and Archive Service as partners. In 2018, **Haringey First World War Peace Forum** delivered their Heritage Lottery Funded project about conscientious objectors in Haringey with a new sculpture installed as an exhibition with related events. In addition, the Museum worked with Members Services to install the 4 Victoria Cross Paving Stones in the borough, funded by the DCLG.

3.1.6

Following the overwhelming response to the talk and all-day networking at our annual Local History Fair in 2018 by the international group of artists Alt Gar Bra researching and delivering an exhibition about the Gestetner Factory heritage in Tottenham, we welcomed a great artistic interpretation and exhibition in September 2018. '**The Art of the Gestetner**' used items from the significant and beautifully-designed in-house magazines from the Gestetner Archive (Haringey Archive collection), alongside the Museum collection of Gestetner machines, tools and photographs, as well as political art and fanzines on loan from individuals and organisations. The project and exhibition was well-received with the artists going on to deliver a 3-day conference at the University at Westminster about mimeographs and Gestetner stencils, as well as an invitation to take part in a V&A Late in March 2019.

3.1.7

2018 saw the 100th commemorative year of (some) women obtaining the vote for the first time in 1918. In response a programme of talks, art activities for adults (including the **100 Banner Project**) and young people, as well as an exhibition '**Inspiring Women of Haringey: A Suffragette in the Family**' was curated by the museum working with the art group Collective Exchange. An important and rare collection of family suffragette artefacts was kindly loaned to the Museum by the Spong family of Muswell Hill, who still live in the area. From May 2018, with the additional council Cabinet role representing Gender and Women for the borough, this was an important exhibition and programme for the council, which prompted a celebration of Women's History Month programme, with additional activities delivered by the archive and museum service at Bruce Castle, which were all well-received.

3.1.8

The Museum and Archive Service has contributed to **Regeneration programmes**. In 2018, this saw the end to the Museum's leading role for the Council in delivering the Activity and Heritage Engagement Plan with local schools and community groups for the £1.4 million Heritage Lottery Fund Townscape Heritage Project for North Tottenham). The project ended with a celebratory exhibition and event, attended by the HLF, which reflected the diverse heritage and community contribution in the North Tottenham area, especially around Northumberland Park and the new Tottenham Hotspur Stadium. The legacy of the project has created a group of Heritage Champions who are still pleased to work with the museum and archive on other projects and ventures beyond the life of the HLF project that they initially volunteered and received training for, with some creating their own heritage walks around the area.

3.1.9

We have also continued to work with the Council's Culture Officer to **support Haringey artists** and art and crafts in the borough in developing proposals and exhibitions at Bruce Castle and elsewhere, inspired by the museum and archive collections and/ or the local environment.

3.1.10

The Museum and Archive Service has maintained its **contemporary collecting practice** and added significant **acquisitions to the collections** through different heritage projects and/or collaborations with artists. Recent additions of note include the acquisition of the sculptural work on women and war called 'Shelley' by the local sculptor Al Johnson (also a member of Haringey First World War Peace Forum); also added was a new portrait print of the local Queer LGBTQ+ artist Sadie Lee, created by Sarah Jane Moon (2018); oral history collections from the North Tottenham Heritage project.

3.1.11

The Museum and Archive continue to work with **Art UK**, where our oil painting collection has part of the online catalogue for many years; in 2018 the **sculpture collection** at Bruce Castle was photographed by Art UK with catalogue entries researched and added to by the curator and archivist (the sculpture collection has recently been added online in February 2019). Part of our watercolour collection has now been added to **The Watercolour World** online catalogue, which has recently been launched, with more to be added in due course. And **London Screen Archives** at Film London continue to work with us on films being digitised for preservation purposes.

4

Promotional Events and Activities

There are a number of regular events throughout the year that the museum responds to and tries to incorporate as part of its event and education programme. Most of these are in partnership with the Archives Service at Bruce Castle. These events typically attracts a significant number of visitors. In addition to Women's History Month for the borough, and national Windrush Day, other initiatives we observe are:

- **Festival of Archaeology** – family activity events are themed to coincide with this initiative held in July each year.
- **Open House London Weekend** – a weekend of public tours of the building in September each year to celebrate architecture and allows community involvement.
- **Black History Month** – in October each year.
- **Holocaust Memorial Day** – every 27 January this is recognised with an annual commemorative event in the museum and around the memorial garden in the park.
- **Haringey Local History Fair** – organised in February, this popular event features a programme of talks highlighting experts in their field, local history and community initiatives to reflect the borough; community groups, specialists and local history societies are able to have stalls to promote their areas of interest. Around 400 people attend and is a key opportunity for meeting and developing new audiences. The 2018 Fair was acknowledged as one of the best attended fairs ever, but only to be outstripped by the 2019 fair, where the

Chief Executive of Haringey Council wrote to the archivist and curator to acknowledge the work that went into it.

In addition, there is a regular programme of our **evening and lunchtime talks**, on themes to include the history, art and heritage of the people and communities of Haringey; the evening programme is developed in partnership with the Friends of Bruce Castle. This allows an opportunity for staff to develop talks which can be delivered at the archive and museum and elsewhere for different groups; it also allows local people undertaking their own research to share their findings by giving talks and perhaps to inspire others to discover more about their local history

5. Main projects for 2020-24

The Council has committed £20 million Capital funding, approved by Cabinet in December 2018, to match-fund a future National Heritage Lottery Fund bid for the major redevelopment programme for Bruce Castle. During 2019, there is a community engagement consultation in the form of focus groups and an online survey in June and July 2019. The Bruce Castle Steering Group will lead on this and is made up of the Cabinet Lead for Culture and local councillors, the Friends' groups for the museum, archive and park, and council officers from the Museum and Archive Service, Conservation, Commissioning (as the lead for the Directorate), Culture and Arts, Tottenham Team and Regeneration, Conservation, Planning and Parks.

2020 is also a significant anniversary for one of Bruce Castle's special collections – the painting collections for Beatrice Offor. Community groups, academics and the museum will be working together to inform an exhibition and possible publication to accompany the exhibition, supported with a grant from by the Friends of Bruce Castle and additional external funding. In addition, there will be the 75th anniversary of VE-Day Commemorations as well as the 150th anniversary of the Education Act 1870, introduced by William Forster, of the local Tottenham Quaker family.

It is anticipated that further work will be made with the Windrush Day programming for 2020, as well as the council's support of a programme for Women's History Month and Black History Month. The year also sees the end of the National Heritage Lottery Funded project for collecting and exhibiting BAME LGBTQ+ material for the borough. It is due to end in October 2020, but might be extended to January 2021, with a celebratory exhibition at the end as well as catalogued collections added to the museum and archive collections at Bruce Castle. It is also expected that LiFT Festival will be returning to Bruce Castle to deliver their bi-ennial festival project 'Balthazar's Treasure' for young people, building on the successful pilot project of the game in 2019.

Further details will be added to the Forward Plan as they come about.

6 Action Plan of Proposed Initiatives for 2019-2020

Key Service Aim 1			Responsibility of		
To acquire cultural material of relevance to Haringey's past, present and future			Curator and Archivist		
Action	Partners	Timetable	Outputs	Resources	Staff
Haringey Vanguard Project: To work with Haringey Archive, London Metropolitan Archives and the Community Engagement Project Officer to collect BAME LGBTQ+ for the collections at Haringey	Archive Service LMA Haringey Vanguard project officer	Ongoing until 2020	Acquire important collection relating to the BAME LGBTQ+ communities of Haringey, adding to existing collections and creating a significant specialist archive and museum collection overall. Hold events, exhibitions and provide Special Interest Group events to allow opportunities for acquiring collections.	NLHF/ HLF funded project Within existing resources -officer time	Archivist Curator Haringey Vanguard project officer (HLF/NLHF funded)
Support and/ or work with different community groups / heritage organisations/	Community groups within Haringey Artists	ongoing	Agree to take in/ collect any material relevant to Haringey as a result of these projects to	Within existing resources -officer time Plus any additional costs to be	Curator Archivist Culture Officer

artists in their applications to the HLF and / or Arts Council to carry out heritage/ arts projects.	NLHF/ HLF Arts Council Archive Service Culture Officer		become a community resource.	reflected in any funding bids by community groups	
Key Service Aim 2			Responsibility of		
To manage the collections and the museum to relevant local, regional and national standards.			Curator		
Action	Partners	Timetable	Outputs	Resources	Staff
To maintain Accredited status with Arts Council	Arts Council Haringey Council Museum Development Officers (at Museum of London)	ongoing	Achieve Full Accredited status	Council officer time	Curator (all staff and volunteers)
To continue to work towards maintaining the Sandford Heritage Award for Education – new award expected in 2020	Sandford Heritage Trust Local schools Friends of Bruce Castle Haringey Archive Service	ongoing	Maintain status of Sandford Heritage Awardee	Council Officer time	Education Officer Curator

<p>To continue to work with Markfield Beam Engine Museum and Trust as curatorial advisor, to find additional sources of funding for activities, making the Beam Engine and other collections accessible</p>	<p>MBEAM Trustees Haringey Parks</p>	<p>Ongoing</p>	<p>Advise on MBEAM's aim to seek accreditation status. Provide cataloguing training</p>	<p>Existing officer time Volunteer time</p>	<p>Curator MBEAM Trustees</p>
<p>To work with Film London to catalogue and digitise selected films from BCM collections (HLF funding with Film London) and to acquire additional material about Haringey</p>	<p>London Screen Archives (Film London) Birkbeck College</p>	<p>ongoing</p>	<p>Identify films Appeal for more films from the public Address Clearance Rights Promote films as part of Museum event programme Training opportunities for Museum and Archive staff</p>	<p>Museum's own event programme Museum volunteers Staff time at BCM and LSA</p>	<p>Curator Archivist</p>

<p>To work with the Art UK and The Watercolour World to add digitised watercolours to online resource; follow up on any additional information for newly added sculpture collections</p>	<p>Art UK online Catalogue The Watercolour World online resource</p>	<p>ongoing</p>	<p>Identify all items of within collections eligible for projects</p>	<p>Curator's time (within existing resources) Art UK The Watercolour World Volunteers' support</p>	<p>Curator</p>
<p>Ensure appropriate staff and volunteer training is given</p>	<p>Museum and Archive staff Volunteers Interns on placement</p>	<p>ongoing</p>	<p>Identify appropriate training through appraisal process for staff and volunteers</p>	<p>Through the internal council training offer Through funded programmes Through the Museum of London Regional Development Team Training programme</p>	<p>All staff and volunteers</p>
<p>Develop and maintain a volunteer team to assist with work on collections management and care</p>	<p>Museum and Archive staff Volunteers Interns on placement</p>	<p>ongoing</p>	<p>Respond to and recruit from work experience schemes and requests for experience as appropriate</p>	<p>Staff time (within existing resources)</p>	<p>All staff and volunteers</p>

Key Service Aim 3			Responsibility of		
To make accessible the building, collections and associated information by means of exhibitions, publications, events, education and outreach work.			Curator, Archivist and Education Officer		
Action	Partners	Timetable	Outputs	Resources	Staff
Programme and funding for free programme of Family Activities, and other educational resources	Friends of Bruce Castle Haringey Archive Service	and ongoing	Create programme with FoBC and special activities for weekend and during school holidays.	£4,500 total each year	Education Officer Curator Friends of Bruce Castle Curator volunteers
Work with the Jewish Museum (as lead partner) to deliver the Museums and Schools Programme (Arts Council project)	Jewish Museum Barking and Dagenham Arts Council A New Direction Local schools	Until 2020	To engage with local schools who are not currently coming to Museum (or not recently been) Set target for number of additional schoolchildren/schools engaged Develop additional educational resources	£14,000 – Arts Council funding	Education Officer Curator

<p>Deliver an exhibition and associated events programme on Robert W Paul, early film pioneer from Haringey</p>	<p>Ian Christie, Professor of Film and Media History</p> <p>Birkbeck College, University of London</p>	<p>April – July 2019</p>	<p>Exhibition</p> <p>Talks and events</p> <p>Graphic novel produced for schools</p> <p>Family Activities and Reminiscence Café are themed to focus on the exhibition and film</p>	<p>Funding from Birkbeck for project</p> <p>Council staff time (within existing resources)</p>	<p>Guest curator: Ian Christie</p> <p>Curator</p> <p>Archivist</p> <p>Education Officer</p> <p>Volunteers</p>
<p>Deliver an exhibition and associated events programme on Hoffman Foundation for Autism Art Project and national competition</p>	<p>Ian Wilson, Art specialist, Hoffman Foundation</p> <p>Hoffman Foundation</p>	<p>March – June 2019</p>	<p>Exhibition</p> <p>Films and events</p> <p>SEN School visits</p> <p>Prizegiving event</p> <p>Painting sales</p>	<p>Funding from Hoffman Foudnation and sponsors for frames and prizes</p> <p>Council staff time (within existing resources)</p>	<p>Guest curator: Ian Wilson</p> <p>Curator</p> <p>Archivist</p> <p>Education Officer</p> <p>Volunteers</p>

Deliver two exhibitions and associated events (including a projection on the building) programme for Windrush Day 2019 onwards, as part of the borough's programme	Windrush Day Programme – museum and archive collections at Bruce Castle	June – October 2019	Exhibitions Projection Talks Reminiscence cafe	Council staff time (within existing resources) Windrush Day Grant Tottenham Grammar School Foundation	Curator
Deliver an exhibition and associated events programme on Tania Pascoal's watercolour paintings of local views going through regeneration	Tania Pascoal, local BAME artist	August – October 2019	Exhibition Painting sales	Council staff time (within existing resources)	Curator Artist
Deliver an exhibition and associated events programme featuring photographic portraits of allotment holders from diverse	Local photographer – Danilo Murru Allotments Forum	July - September 2019	Exhibition Event for Allotment Forum	Funding from artist Council staff time (within existing resources)	Curator Artist

communities in Tottenham					
Key Service Aim 4			Responsibility of		
To be relevant, responsive and accessible to all members of the community.			All staff		
Action	Partners	Timetable	Outputs	Resources	Staff
Identify funding opportunities and partnerships to develop heritage projects working with young people and volunteers	Schools Haringey Youth Service Local youth organisations Friends of Bruce Castle Funding bodies LiFT Festival	ongoing	Heritage projects – responding to approaches from the community and artists to develop heritage projects Work with LiFT festival on their funded project to develop a virtual game around the Tottenham area	Staff time within existing resources LiFT Festival artists	Curator Archivist LiFT Festival artists

For Windrush Day Borough Programme and Black History Month: to install a Windrush Generation exhibition and deliver an associated project 'Windush Legends and Legacy: Celebrating the Windrush Generation'	BCM Archive Service Friends of Bruce Castle Local BAME elders Windrush Day Grant Haringey Council	June – October 2019	Launch exhibition and an associated event programme in June 2019, marking Windrush Day on 22 June with a special all-day event	Windrush Day grant Other funding applications currently in progress Council officer time (within existing resources)	Curator Archivist
Deliver 'Land Beneath our Feet Project' – the 1619 map project: exhibition, schools programme and events	BCM Archive Service Friends of Bruce Castle Haringey Ward Funding Awards for All (National Lottery Community Fund)	July 2019 to March 2020	Launch exhibition, deliver programme of community activities, develop and deliver school workshops, develop and print new tree trail activity booklet	Haringey Ward Funding Awards for All (National Lottery Community Fund)	Bruce Castle staff Friends of Bruce Castle Volunteers
Improve permanent exhibitions spaces, add extra resources where possible,	Education Officer Curator	Ongoing in 2019	Improve and develop the family offer in the Inventor Centre, and add to	Staff time Explore potential additional funding	Education Officers Curator

especially for families and schools; promote the offer via family-targeted social media and websites			Toy displays Create and market 'Family Sundays' – joint offer of craft in activity room (6 – 10 yrs) and resources in gallery spaces (under 8s)	resources	Facilitators for activities
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Key Service Aim 5			Responsibility of		
To care for Bruce Castle Museum and to develop it further as a valued community resource.			Curator, Head of Service and Assistant Director		
Action	Partners	Timetable	Outputs	Resources	Staff
To take forward plans to develop a major Heritage Lottery Fund bid in relation to the restoration of Bruce Castle Museum and its services	Haringey Council Officers' Steering Group Haringey Council Ward Councillors and Lead Cabinet Member National Lottery Heritage Fund Historic England Friends of Bruce	ongoing	Steering Group Progress community consultation/ engagement for bid development	Within existing resources – officer time Potential resources identified from Capital Funds	Curator Archivist All staff Assistant Director of Commissioning Head of Service Council Officers' Steering Group

	Castle Community groups and schools				
To support and work towards achieving 'Green Flag' status for Bruce Castle Park	Haringey Parks; Friends of Bruce Castle Groundwork	ongoing	Judging in July Theme Family Activities programme to incorporate Park in Summer event planning	Within existing resources – officer time Friends of Bruce Castle grants	All staff
To develop the room hire/ weddings business schools in order to gain additional income for Bruce Castle Museum.	Haringey Council Community groups	Ongoing	to increase income generation and marketing opportunities	Within existing resources	Curator Archivist Education Officer Head of Service
Key Service Aim 6			Responsibility of		
To contribute to the quality of life of Haringey's residents including a contribution to the regeneration of the Tottenham area			All staff		
Action	Partner	Timetable	Outputs	Resources	Staff
To continue the monthly Reminiscence café programme and the Down Memory Lane sessions	Local elders Volunteers Friends of Bruce Castle	ongoing (monthly)	Programme of monthly sessions on different topics	Reminiscence boxes Photographs Existing staff time	Curator Deputy Curator Volunteers

				to support	
				Volunteer support	
To take part in Open House London weekend for the borough; to get more buildings involved in Haringey and especially Tottenham	Design and Conservation Tottenham Civic Society Other heritage buildings	September– annually (ongoing)	Add more to offer at BCM – specialist talks – in addition to the	Within existing resources – staff time	Curator
To work with Highgate Wood, Friends of Highgate Wood Roman Kiln and consultants to develop a NLHF bid for a project to return Highgate Roman Kiln to wood and install a visitor centre	BCM Highgate Wood (City of London) Friends of Highgate Roman Kiln Local schools Other community groups	2019 – bid submission November 2019	Work with consultant	Heritage Lottery Funding (via FoRHK and City of London)	Curator Education Officer



Accreditation

Bruce Castle Museum
Haringey Council

Collections development policy 2019-2024

Version	Version 1.0
Officer Lead	Deborah Hedgecock Curator (Museum & Archive Manager) 020 8808 8772
Date produced	March 2019
Next Review Date	January 2024
Approved at Cabinet Lead Member signing	23 August 2019

Name of museum: *Bruce Castle Museum*

Name of governing body: *Haringey Council*

Date on which this policy was approved by governing body: *23 August 2019*

Policy review procedure: The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: *2024*

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

Bruce Castle Museum will work with local people and other partners to collect, record and care for Haringey's unique cultural heritage and to promote the understanding and enjoyment of that heritage through access and education for all.

Key aims will be:

1. To acquire cultural material of relevance to Haringey's past, present and future.
2. To manage the collections and the museum to relevant local, regional and national standards.
3. To make accessible the building, collections and associated information by means of exhibitions, publications, events, education and outreach work.
4. To be relevant, responsive and accessible to all members of the community.
5. To care for Bruce Castle Museum and to develop it further as a valued community resource.
6. To contribute to the quality of life of Haringey's residents including a contribution to the regeneration of the Tottenham area.

1.2. Bruce Castle Museum and the governing body Haringey Council will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, Bruce Castle Museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. Haringey Council (the governing body) therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5. Bruce Castle Museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take

into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. Bruce Castle Museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body Haringey Council or responsible officer is satisfied that the Bruce Castle Museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons

2. History of the collections

- 2.1 Bruce Castle was purchased by Tottenham Urban District Council in 1892. It opened as a museum in 1906, following the borough's acquisition of the Roberts Collection – a natural history collection of 4,500 items. Local donors added curiosities and archaeological finds to the museum collection.
- 2.2 The museum closed in 1916, due to war-time economies, and the museum's collections were shown for a period in the local libraries. In 1927 Bruce Castle re-opened to the public. The original exhibits had been augmented by material from the 1926 'British Empire' exhibition at Wembley. The new displays included natural history, geology, archaeology, ethnography and local history. The overall theme at this time was 'World history for everyone'. There was an extensive education loan service, and some objects were collected specifically for this purpose.
- 2.3 In 1927 the museum accepted a major loan collection. The Union of Postal Workers (now the Communication Workers Union) placed its Morten Collection of postal history material on loan at Bruce Castle. The museum began to collect postal history material itself from that time.
- 2.4 From 1938-1945 the building was turned over to wartime use and Ministry of Information exhibitions; the collections were put in store. Re-opening after the war, during the 1950s a decision was taken to rationalise the museum's collections, restricting the area covered to local Tottenham history and postal history. Much of the original collection was disposed of, by sale, gift or transfer to the library loan service. Records of these disposals are incomplete.
- 2.5 In 1965 the London borough of Haringey was created with the merger of Hornsey, Wood Green and Tottenham, following local government reorganisation. The new borough's archives and local history service was centralised at the former Tottenham Museum at Bruce Castle. The focus of the collections from that time became the history of Haringey and postal history. In 1984 the Curator became the officer in charge of a combined Museum and Archive Service.
- 2.6 Another museum - that of the Middlesex Regiment Association - was housed at Bruce Castle Museum from 1969. This collection was transferred in 1992 by the Association to the National Army Museum.
- 2.7 Significant acquisitions in the fine art collections include the Beatrice Offor Collection (35 oil paintings and a sculpture) in 1926; two 17th century oil paintings, one of Bruce Castle

(rediscovered in 1992 and conserved in 2001), the other showing the young sons of 2nd Lord Coleraine of Bruce Castle and their black servant c.1675 (acquired in 2002); three Victorian oil paintings of the Hill family of Bruce Castle by Pre-Raphaelite artist Arthur Hughes and three by his nephew Edward Robert Hughes (various dates acquired from 1949 and 1950s); the George Kenner Watercolour Collection of First World War German civilian internee portraits (acquired 2006); the John Bonny Collection of topographical oil paintings (acquired over a period of time 1950s-1960s); and the series of portraits of Holocaust survivors living in Haringey by Silvia Gayler (acquired 2010) and part of the series 'Portraits for Posterity' project - Holocaust survivors of Haringey photographs by Matthew Writtle (acquired 2017).

3. An overview of current collections

3.1 Today, Bruce Castle Museum's collections cover most aspects of local history and community history for the area comprising the London borough of Haringey, and date from prehistory to the present day. The scope of the collections covers social and working histories, fine and decorative arts, archaeology, photographic and film collections and oral history.

3.2 Our special collections include the following subjects which are of regional and/ or national significance:

- Bruce Castle history
- Sir Rowland Hill and the Hill family
- Alexandra Palace
- The Prince of Wales Hospital
- Early photography of George Shadbolt
- Beatrice Offor Paintings
- Edward Robert Hughes and Arthur Hughes paintings
- William Heath Robinson Drawings
- George Kenner First World War Paintings
- Postal History
- Collections relating to Holocaust Survivors in Haringey
- LGBTQ+ Haringey collections
- Haringey Anti-apartheid Movement
- Trade Union banners
- JAP motors collections
- Gestetner factory collections
- Harris Lebus furniture factory collections
- Priscilla Wakefield, 18th century Quaker and feminist

3.3 The museum's collection strengths are as follows:

3.3.1 Costume and textiles – a medium sized textile collection, including a good Victorian women's costume collection.

3.3.2 Fine art – about 1,600 items, including local topographical prints, drawings, watercolours, and portraits.

3.3.3 Social history – a medium sized collection including both items related to the Haringey area and unprovenanced items.

- 3.3.4 Local photographs – a fine and extensive photographic collection, covering many aspects of local history from 1860 to the 2000s, including the rare and early prints of Shadbolt, and a collection of photographs by significant African Caribbean photographers from the 1980s.
- 3.3.5 Lantern slide collection – a large collection of lantern slides, including local topographical views, magic lantern slide shows and optical toys, and the collection of the North Middlesex Photographic Society
- 3.3.6 Film collection – a small and growing film collection in 16mm and VHS formats, mostly digitised as part of the London Screen Archives programme
- 3.3.7 Oral history – a small and growing collection in audio, digital and film formats (with transcriptions)
- 3.3.8 Postal history – the museum’s own collection of postal history includes 20,000 items, and is of national importance. The original Morten loan collection (deposited in 1927) is 8,000 items strong.
- 3.3.9 There are small geology, archaeology and applied art collections.

4. Themes and priorities for future collecting

- 4.1 Bruce Castle Museum’s future collecting policy will reflect and be responsive to the priority areas of the Council’s Corporate Priorities for the London borough of Haringey. Our collecting activities will identify perceived gaps and strengths in the existing collections and address community-defined priorities and assessed by the Review Significance Grid. To give direction to collecting and to ensure the use of newly acquired material, the collecting policy will draw on Bruce Castle Museum’s mission statement and aims. We will work strategically to collect with community involvement
- 4.2 It is anticipated that the following collecting themes will be prioritised:
- Oral history testimony, photographs and film (videos and DVDs) relating to Haringey in the latter part of the 20th century onwards.
 - Artefacts, archives, oral history testimony, photographs and film (videos and DVDs) representing the experiences of our diverse communities in Haringey, especially black and ethnic minority populations, past and present.
- 4.2 Due to lack of specialist staff, acquisition funds, limited storage space and the duplication of collections at Bruce Castle Museum and other London museums, the following collections will not be added to, except where the material makes a dramatic difference to the coherence of the existing collection:
- geological and biological material (see also for reference paragraph 11);
 - postal history material (with the exception of material of strong local significance);
 - archaeological material (see also for reference paragraph 12), with the exception of casual or chance finds in the Haringey area; Archaeological archives from development controlled excavations will be stored at the London Archaeological Archive Research Centre [LAARC] at the Museum of London. Arrangements are in place for Bruce Castle

Museum to borrow any archaeological material connected with Haringey, to ensure our local communities can benefit and have access to relevant finds;

- general social history material, fine and applied art and costume without a very strong association with Haringey and unless it meets the criteria outlined in 4.1 above.
- domestic or industrial objects that duplicate items in this or other collections; we will only collect 20th century domestic or industrial items if they are reflective of the local area (having been made/ produced in Haringey), if they are under-represented in London museum collections, if they have a strong personal association, or relate to an under-represented community.

5. Themes and priorities for rationalisation and disposal

- 5.1 Bruce Castle Museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

6 Legal and ethical framework for acquisition and disposal of items

- 6.1 Bruce Castle Museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

- 7.1 Bruce Castle Museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
- 7.2 Specific reference is made to the following museum(s)/organisation(s):

- For possible subject overlap – The British Postal Museum & Archive (for postal history material); Museum of London (for archaeological and social history material); National Army Museum (for Middlesex Regiment collections); the Tottenham Experience (the new Tottenham Hotspur Football Museum – relating to football collections and possible duplication with THFC collections); Alexandra Palace (for material specifically relating to the Palace and their collecting priorities); Markfield Beam Engine and Museum, Tottenham.
- For possible subject or geographic overlap with neighbouring boroughs – Enfield Museum Service; Hackney Museum; Vestry House Museum, Waltham Forest; Islington Museum.

8 Archival holdings

- 8.1 As Bruce Castle Museum holds archives, including photographs and printed ephemera, Haringey Council (as its governing body) will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (3rd ed., 2002). It is recognised that Haringey Archives Service is the appropriate recipient of written records for the borough.

9 Acquisition

- 9.1 The policy for agreeing acquisitions is:
- 9.2 Bruce Castle Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless Haringey Council (the governing body) or a responsible officer is satisfied that Bruce Castle Museum can acquire a valid title to the item in question.
- 9.3 Bruce Castle Museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.4 Bequests and gifts shall only be accepted on the basis that any conditions are approved by Haringey Council, and in all cases reference will be made to the limitations on collecting as specified in the policy. Haringey Council as the governing body shall reserve the right to refuse any offer of material.
- 9.5 Haringey Council will not normally accept material on loan unless for the purposes of temporary exhibition or copying, or where the item is of exceptional interest to the museum. Any loan will be agreed in writing by the lender and the museum, including allocation of responsibilities for insurance and transport arrangements and shall be for a specified fixed-term only, renewable in writing. The use of term 'permanent loan' shall be avoided and items will not be accepted on this basis.
- 9.6 Due to the nature of the museum's activities, the museum may occasionally acquire certain items that are not intended to be retained for the permanent collections. These items may be used as educational or school handling collections.
- 9.7 In regards to clause 9.6 in the case of such material, documentation will clearly show the intended use of the object and donors will be made aware of this possibility at the time of entry and informed as soon as a decision has been made regarding the material. These objects will be recorded separately outside the main accession record and shall not be treated as part of the permanent collection since their intended use implies that preservation cannot be guaranteed.
- 9.8 Acquisitions outside the current stated policy will only be made in exceptional circumstances, and then only after proper consideration by Haringey Council itself, having regard to the interests of other museums.
- 9.9 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the

Dealing in Cultural Objects (Offences) Act 2003, Bruce Castle Museum will reject any items that have been illicitly traded. Haringey Council the governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 As Bruce Castle Museum holds, but does not intend to acquire, human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, Bruce Castle Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 Bruce Castle Museum will not acquire archaeological material (including excavated ceramics) in any case where Haringey Council (the governing body) or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because Bruce Castle Museum is:

1. acting as an externally approved repository of last resort for material of local (UK) origin
2. acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases Bruce Castle Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. Bruce Castle Museum will document when these exceptions occur.

14 Spoliation

14.1 Bruce Castle Museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

- 15.1 Bruce Castle Museum's governing body Haringey Council, acting on the advice of the museum's professional staff, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. Bruce Castle Museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 Haringey Council (the governing body) will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, Bruce Castle Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body Haringey Council only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Bruce Castle Museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of Haringey Council, the governing body of Bruce Castle Museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the

first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, Bruce Castle Museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by Haringey Council from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13 Bruce Castle Museum will not dispose of items by exchange.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, Haringey Council (the governing body) may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of Bruce Castle Museum's workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Bruce Castle Museum's Collection Development Policy 2019 - 2024 replaces previous versions of the Acquisition and Disposal Policy: 2015-2020; 2006-2011 (reviewed in 2012); 2001; 1998; 1994; 1992

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Accreditation

Bruce Castle Museum
Haringey Council

Documentation policy
2019-2024

Version	Version 1.0
Officer Lead	Deborah Hedgecock Curator (Museum & Archive Manager) 020 8808 8772
Date produced	March 2019
Next Review Date	July 2024
Approved at Cabinet Lead Member signing	23 August 2019

Documentation Policy

Name of museum: Bruce Castle Museum

Name of governing body: Haringey Council

Date approved by governing body: 23 August 2019

Date to be reviewed: annual internal review – July 2020

Date to be renewed: July 2024

Policy Statement

Bruce Castle Museum is committed to looking after the historical collections in its care. Improving access and widening the use of them is a primary concern. To achieve this we need to have effective documentation of our holdings. This will help ensure the security and management of our collections, and enable increased access to them. Good documentation underpins a wide range of activities and so we will use the resources available to us in-house and seek external support, whenever appropriate, in order to improve it.

Aims

This policy aims for Bruce Castle Museum to fulfil its responsibilities in relation to security, management and access of collections through:

- Improved accountability for collections by recording details of all accessions and subsequently documenting them in further detail, as appropriate.
- Striving towards best practice for all our collections information whilst maintaining (at least) minimum professional standards in documentation procedures and collection information.
- Continuing to develop higher standards of documentation through a programme of enhanced documentation, such as cataloguing, as appropriate.
- Extending access to collection information to the workforce and beyond, primarily via online dissemination, wherever possible.
- Strengthening the security of the collections through location and movement control and other documentation.
- Ensuring the long-term sustainability of data and other information generated by Bruce Castle Museum about its collections through rigorous procedures, backups and other media obsolescence strategies.

Context

This policy should be read in conjunction with Bruce Castle Museum's Forward Plan, Documentation Plan and Documentation Procedural Manual. It will be reviewed every five years or following any significant change.

Accountability

Bruce Castle Museum is committed to recording and maintaining at least the minimal level regarding its collections documentation, in order to identify and locate items (for which Bruce Castle Museum is legally responsible for, including loans), and to backup these records as appropriate.

Standards

Bruce Castle Museum's documentation policy and plan follows the museum's Accreditation standards for documentation including SPECTRUM (the UK's Collection Management standard), and guidance such as provided by Collections Link. Bruce Castle Museum will meet the minimum standards (at least) for the SPECTRUM primary procedures of Object Entry; Acquisition; Loan in; Loan out; Location and movement control; Cataloguing and Object exit.

Ethics and legislation

Bruce Castle Museum complies with the Data Protection Act, Freedom of Information Act and any additional legislation relevant to the storage of data and information. It also follows the Museum Association's Code of Ethics.

Security of Collections information

Bruce Castle Museum takes the security of its information very seriously. This includes the information contained in the collections themselves as well as the information it holds about them in hard copy and digital form. Security refers to both the physical security of the information and data and its long-term preservation.

Electronic records are stored, backed-up and made secure by Haringey Council. Bruce Castle Museum's data (including all collections management data) sits on the Council's main central file storage facility

Bruce Castle Museum's collection management systems hold all the electronic documentation regarding collections. This data is held in the CALM museum and archive catalogue integrated system. In use since 2010, this system has improved both efficiency and accessibility.

Bruce Castle Museum also follows additional security of its key records, such as Accession Registers, by providing and keeping securely off-site a security copy.

Keeping records up to date

Paper and electronic records, and the security copies of them, are regularly checked to make sure that they are not becoming obsolete. Bruce Castle Museum will ensure that documentation is kept up-to-date and readable.

Access to collections information

Bruce Castle Museum is committed to ensuring that following documentation procedures and maintaining documentation standards allows access to information for users, to include staff, researchers and other users.

During the period of this policy the plans for documentation include:

- Improving accessibility by sharing data more widely through other online resources/portals, as appropriate (such as Art UK, London Screen Archives, The Watercolour World, Exploring 20th Century London).
- Development of an improved documentation system and increased user accessibility through the use of CALM and CALMView.
- Standardising data and terminology across the breadth of our collection.

- Ensuring all collections have documentation at minimum SPECTRUM standard such as accession records, numbering , labelling and marking, location and movement control, loans and exit (if appropriate) records.
- Continuing an enhanced Documentation Programme for collections which aims to bring documentation standards (for collections, or parts of) up to their optimal level of documentation depending on type, user requirements and available resources.



Accreditation

Bruce Castle Museum

Haringey Council

Collections Care and Conservation
policy 2019-2024

Version	Version 1.0
Officer Lead	Deborah Hedgecock Curator (Museum & Archive Manager) 020 8808 8772
Date produced	March 2019
Next Review Date	July 2024
Approved at Cabinet Lead Member signing	23 August 2019

Care and Conservation Policy

Name of Museum: Bruce Castle Museum

Name of Governing Body: Haringey Council

Approval date: 23 August 2019

Review date: annual internal review – July 2020

Renewal date: July 2024

Purpose

Bruce Castle Museum is committed to its duty of care for the borough's historical collections. This policy sets out the Council's policy on the care and conservation of these collections and defines an overall framework that Bruce Castle Museum adopts to ensure collections are cared for to appropriate professional museum standards, and at the same time balancing the needs of access and long-term preservation of the collections.

The purpose of Bruce Castle Museum's Care and Conservation Policy is to set a framework for:

- the preservation of the borough's historical collections in the care of the Heritage Service
- preventative and remedial conservation of the collections
- the safe use of and access to collections, within the limits of the museum's resources.

Introduction

Caring for the collections is a fundamental duty for all museums. This policy includes a combination of preventive and remedial conservation measures, designed to ensure long-term preservation:

- **Preventive conservation** covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures.
- **Remedial conservation** involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.

This policy will guide the work Bruce Castle Museum does in the field of collections care and conservation. This policy should be seen in conjunction with the Collections Care and Conservation Plan for the collections at Bruce Castle Museum. This policy should also be read in conjunction with the Forward Plan, Salvage Plan, and any other policies or plans affecting the collection and the museum.

Ethics and legislation

This policy is also guided by ethical guidelines and legislation for this area of museum work, such as:

- Museum Association Code of Ethics
- Health and Safety at Work etc. Act 1974
- COSHH Regulations 2002

Standards

Care of collections: standards and aims

Bruce Castle Museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, SPECTRUM or other approved standards within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, or to modify the buildings.

All decisions to carry out conservation will be guided by the responsibility to maintain physical, historical and aesthetic integrity of the objects.

The care of the collections is the responsibility of everyone who works in, volunteers with or visits Bruce Castle Museum.

Bruce Castle Museum will:

- continue to ensure that best practice professional and ethical standards are met and will use SPECTRUM and *Benchmarks in Collections Care* for guidance, as well as standards laid down by ICOM (International Council of Museums), Icon (Institute of Conservation), and the V&A Ethical Checklist:<http://www.vam.ac.uk/content/journals/conservation-journal/issue-50/appendix-1/>
- create a care and conservation plan in order to address areas that need to be improved
- detail operational guidelines concerning the procedures to be followed for documentation in the documentation procedural manual
- ensure that all preventive conservation measures are guided by Bruce Castle Museum's Environmental policy statement and balance the needs of object care against environmental impact.

Preventive conservation

Bruce Castle Museum aims to advise on and monitor appropriate storage and display conditions to ensure a stable environment and conditions in which deterioration and damage to objects are limited as far as possible.

Bruce Castle Museum will ensure it carries out preservation in relation to the Nine Agents of Decay:

1. Direct Physical Forces
2. Thieves, Vandals and Displacers
3. Fire
4. Water
5. Pests
6. Contaminants
7. Light
8. Incorrect Temperature
9. Incorrect Relative Humidity (RH)

This can be assured by:

- advising on safe handling, transport, packing and display of objects and loans
- advise on and carry out conservation as requested
- advising on storage conditions, materials and methods
- identifying hazards in collections
- condition checking objects

- implementing Benchmarks in Collection Care surveys
- maintaining a salvage plan as an appendix to emergency plans for Bruce Castle Museum

And by monitoring and maintaining:

- documentation
- the environment (relative humidity, temperature, light)
- integrated pest management (managing threat from pests)
- housekeeping, to include conservation cleaning of objects on open display as well as storage areas
- standards for loans
- display conditions and materials used
- store conditions and materials used
- providing reports on these functions

Remedial conservation

Bruce Castle Museum aims to provide and undertake remedial conservation treatments to provide stability and longevity to objects while allowing their interpretation and maintaining their integrity.

Conservation treatments will employ techniques and materials that, to the best of current knowledge, will neither endanger the object nor impede future treatment or the retrieval of information through scientific examination.

The museum will check the suitability of conservators chosen to work or advise on the collections. Where remedial conservation is contracted out, conservators accredited by the Institute of Conservation (ICON) will normally be selected to carry out or supervise remedial treatment of objects. Treatments may be carried out on Bruce Castle Museum's premises by less experienced conservators under the supervision of the collections staff if applicable.

Bruce Castle Museum assures this by undertaking the following:

- examination prior to acquisition
- assessment of the physical condition of objects
- advising on suitability for display and loans
- advising on safe handling, transport, packing and display of objects and loans
- providing condition reports for objects
- providing loan reports
- undertaking further research where required
- overseeing and undertaking conservation treatments
- advising on further action and the level of interventive treatments where required

Establishment of priorities for treatment

Conservation priorities will be established on the basis of Bruce Castle Museum's strategic aims and the delivery of its programmes, as well as through audits and surveys (for example through managing the documentation backlog or through a collections review).

These priorities will inform the care and conservation plan in order to make best use of available resources.

Documentation

Bruce Castle Museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

Preliminary examination and actual treatment of an object will be recorded on the digital collections management system, in that object's history file, and in any other appropriate locations.

The documentation policy, plan and procedural manual outlines the creation and management of all documentation including care and conservation.

Access to collections

Bruce Castle Museum recognises that there is a requirement to maintain a balance between the need of the public to have access to the objects in the collection and the preservation of those objects.

Bruce Castle Museum staff train volunteers who handle the collections in the course of their work. No untrained personnel handle items from the collection.

Researchers, members of the public or other visitors accessing the collections for whatever purpose will be briefed on how to handle the items they are using, and will be supervised at all times.

Collections staff undertake to further their own knowledge and experience of care and conservation by attending training, reading best practice articles and advice, and by seeking external opinions of specialists at regular opportunities.

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Accreditation

Bruce Castle Museum Haringey Council

Access policy 2019-2024

Version	Version 1.0
Officer Lead	Deborah Hedgecock Curator (Museum & Archive Manager) 020 8808 8772
Date produced	March 2019
Next Review Date	July 2024
Approved at Cabinet Lead Member signing	23 August 2019

Access Policy

Name of museum: Bruce Castle Museum

Name of governing body: Haringey Council

Date approved by governing body: 23 August 2019

Date to be reviewed: annual internal review – July 2020

Date to be renewed: July 2024

Policy Statement

1. Purpose

The access policy should be reviewed on a yearly basis. The policy informs all museum and archive staff at Bruce Castle Museum, other Council officers and elected Members. Its purpose is to be used as a tool within the Forward Plan for the Service.

2. Introduction

2.1 Haringey Council is committed to ensuring that the needs and aspirations of all sections of its wide and diverse community positively influence service delivery. Bruce Castle Museum (Haringey Archive and Museum Service) fully supports this commitment and to the principles and guidance laid out in Haringey Council's Equal Opportunities Policy, and related documents.

2.2 The Policy takes account of The Museum Association's 'Code of Practice for Museum Governing Bodies' and the 'Code of Conduct for Museum Professionals', together with the former MGC's Guidelines on Disability for Museums and Galleries in the United Kingdom' and the Resource Disability Portfolio (now Arts Council England and its Equality Action Plan Guidance).

2.3 This Policy will uphold the statutory requirements of the Equality Act 2010.

3. Aims and objectives

3.1 The overall aim of the policy is to ensure that access in its broadest sense is central to the planning, delivery and evaluation of its services. **Promoting equality and inclusion through fair and accessible services**

3.2 Haringey Archive and Museum Service is committed to ensuring that its services promote equality and are accessible, inclusive and fair to all, including those with: disabilities; from different communities with varied cultural backgrounds; of all ages from small children to elders; and those with special educational needs. The Service is therefore working to overcome the main barriers to access in the following ways:

Barrier	Museum and Archive Service Aim
Organisational	<ul style="list-style-type: none"> • Ensure that all staff continue to be trained in customer care, equalities and disability awareness
Physical	<ul style="list-style-type: none"> • continue to develop physical access to buildings and facilities in its care, including their approaches, interiors and facilities. • all information to follow best-practice guidelines in terms of colour contrasts, typefaces, font sizes, etc.
Sensory	<ul style="list-style-type: none"> • plan interpretation to broaden access for people with sensory impairments (in both special exhibitions and when refreshing or redeveloping permanent displays). Eg audio interpretation, sign language and Braille, objects to touch and handle, smells boxes • ensure publicity information is accessible to a broad audience
Intellectual	<ul style="list-style-type: none"> • ensure information can be conveyed at different levels by layering interpretation and including panels, objects, open display objects to investigate and hands-on activities and trails, thereby suiting different learning styles and interests • use plain English in all written interpretation and communications • use lively and engaging interpretation wherever appropriate, to share our stories with a wider range of people
Social and cultural	<ul style="list-style-type: none"> • ensure a range of subjects in the special exhibitions and events programmes to appeal to a broad spectrum of visitors • plan at least one project per year which is community-centred • develop/ sustain community links • a collections development policy that reflects the present communities of Haringey • reflect people from different cultural backgrounds / communities and disabled people in the collections, interpretation, event planning and publicity material
Financial	<ul style="list-style-type: none"> • maintain free entrance • maintain affordable shop products and refreshments

4. Consultation and evaluation

Haringey Archive and Museum Service will:

- 4.1 Consult other users through surveys, comments forms etc, and non-visitors, through focus groups
- 4.2 Make sure that we identify specific needs and barriers through consultation and respond appropriately
- 4.3 Monitor the visitor make-up to measure this policy's effectiveness in attracting a broader profile of visitors as well as increasing numbers.
- 4.4 Evaluate projects and exhibitions to ensure they meet their access targets
- 4.5 Ensure full compliance with the Council's Equality Impact Assessment (EIA) procedure to ensure that we give due regard to the impact and potential impact on all people in developing and delivering services

5. Implementation of the Policy

- 5.1 All the Museum and Archive staff will be made aware of this policy, which will be included in induction packs for new members of staff.
- 5.2 Access issues will continue to be key to the planning and delivery of all special exhibitions
- 5.3 Monitoring of the policy will be undertaken by Haringey Archives & Museum Service Management Team to ensure that all parts of the Service are aiming to meet the requirements agreed in this policy.
- 5.4 Comments, whether suggestions or complaints, will be responded to by a representative of the Management Team. Copies of the comment and response will be circulated to all staff.
- 5.5 Companies who undertake work for the Service will be selected and contracted in accordance with the Council's Procurement Strategy.
- 5.6 The policy will be made available to any member of the public who requests a copy.

Equality Impact Assessment Screening Tool

1	Lead officer contact details: Deborah Hedgecock, Curator – Bruce Castle Museum (Haringey Archive and Museum Service) 020 8808 8772 deborah.hedgecock@haringey.gov.uk			
2	Date: 12 August 2019			
3	<p>Summary of the proposal: The purpose is to approve and sign the main museum management and policy documents in order to comply with the requirements of the Arts Council England’s Museum Accreditation Scheme and to maintain accredited status for Bruce Castle Museum (this happens approximately every 5 years, at the invitation of ACE to be reassessed for the accreditation process). ACE sets the nationally-agreed standards for museum practice in the UK, to encourage and inspire confidence of the public and funding organisations and governing bodies.</p> <p>The policies will not have any negative impact on equality. They will have a positive impact in elements highlighted in the museum’s Forward Plan, supporting the strategic priorities and outcomes for the Borough Plan.</p> <p>Achieving accredited status shows a commitment to broadening access to communities and information, and service use. The dedicated Access Policy demonstrates a commitment to that aim.</p> <p>Policies are reviewed annually.</p>			
Response to Screening Questions		Yes	No	Please explain your answer.
a) Type of proposal				
4.	Is this a new proposal or a significant change to a policy or service, including commissioned service?		No	The approval of policies and forward plan is in response to a reassessment of the museum and to improve services, as part of the accreditation process (following the UK standards set for museums) which happens approximately every 5

				years.
5.	Does the proposal remove, reduce or alter a service or policy?		No	Where relevant, only the legislation references in the text that museums operate under is updated (if there are any changes).
6.	Will there be a restructure or significant changes in staffing arrangements? Please see the restructure pages for guidance for restructure EqlAs .		No	n/a
7.	If the service or policy is not changing, have there been any known equality issues or concerns with current provision. For example, cases of discrimination or failure to tackle inequalities in outcomes in the past?		No	There are no known issues. The proposal will have a positive impact as it shows a commitment to improve access to information and services and providing opportunities for engagement for all residents at the museum, with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities.
b) Known inequalities				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		No	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities. For example, from the most recent evidence of service user data available, it is known that (of those people completing the survey), 35% of users describe themselves as from a BAME background and 6% of all users declared they had a disability; this proposal to approve working policies and the forward plan for the museum will have a positive

				impact on BAME communities and for those with a disability, as it will ensure that the programming of exhibitions and events reflect BAME communities and includes opportunities and services for those with disabilities. Feedback and monitoring will help inform future programming of activities and opportunities for projects.
9.	<p>Is the service targeted towards particular disadvantaged or vulnerable residents?</p> <p><i>This can be a service specifically for a group, such as services for people with Learning Disabilities. It can also be a universal service but has specific measures to tackle inequalities, such as encouraging men to take up substance misuse services.</i></p>		No	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities and through monitoring and feedback ensures that services are supportive and relevant to users of the services, including minority and disadvantaged groups.
10.	<p>Are there any known inequalities? For example, particular groups are not currently accessing services that they need or are more likely to suffer inequalities in outcomes, such as health outcomes.</p>	Yes		The museum strives to include and promote services to any under-represented minority groups amongst our residents (as above). The policies and plan in this proposal are there to support work to engage with and promote the work of the museum and its services to as wide a community as possible. As above, the Museum is committed to providing positive opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities; from monitoring and feedback we can respond and improve services where highlighted.
11	<p>If you have answered yes to at least one question in both sections a) and b), Please</p>		No	There was only one response 'yes' at question 10, and a full answer provided above.

	complete an EqIA.			
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