

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