

DECISION-MAKER:	CABINET		
SUBJECT:	COLLECTIONS DEVELOPMENT POLICY 2024-2029		
DATE OF DECISION:	29 October 2024		
REPORT OF:	COUNCILLOR FIELKER LEADER OF THE COUNCIL		
<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director – Growth & Prosperity	
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STATEMENT OF CONFIDENTIALITY			
N/A			
BRIEF SUMMARY			
<p>The purpose of this report is to request that the Museums & Archives Collections Development Policy (in Culture & Tourism Division) is formally adopted by Cabinet. It forms a key component of Arts Council England’s (ACE) national Accreditation Scheme which requires the governing body to approve and adopt the policy.</p> <p>The Collections Development Policy (CDP) sets out the governing framework and criteria for developing the maritime, archive, local history, archaeology and fine art collections and the process of acquisitions and disposal over the next five years.</p>			
RECOMMENDATIONS:			
	(i)	To approve the Museums and Archives Collection Development Policy 2024–2029 (see Appendix 1) within the Culture & Tourism Division, as the collections development and acquisition and disposals policy for artefacts and material held in trust for the public by Southampton City Council (SCC).	
	(ii)	To approve delegated authority to the Head of Service to revise the policy if required, following consultation with the Cabinet Member.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	A Council approved Collections Development Policy is an essential requirement of ACE’s Accreditation Scheme for Museums. A separate Accreditation scheme governing archives is administered by The National Archives. Without Accreditation, Council eligibility for funding from ACE, National Lottery Heritage Fund and other lottery, trust and foundation grant-giving sources would be significantly restricted.		
2.	The CDP will guide the work of the Culture & Tourism team where it is required to rationalise current holdings or add new material to its collections that reflect the identity of a modern, diverse, inclusive city. Culture & Tourism provides public access to these important learning resources, using them to		

	engage and inspire residents and visitors to the city through exhibitions, events, learning programmes and national and international loans.
3.	The Policy provides a robust framework in any scenario in which collections may need to be rationalised, managed and relocated to alternative premises arising from considerations around assets and potential regeneration in the city. The approach to Asset Development and Disposal Programme (ADDP) was set out in the Cabinet and Council Report in March 2024. The CDP also provides assurance to Members and the public that national standards are employed.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
4.	The alternative options considered were to retain the existing approved Council Collections Development Policy 2018-2023 or to have no policy at all. These options were rejected because the current policy has expired and: <ul style="list-style-type: none"> (i) An up-to-date policy is required to secure Accreditation status and to reflect our public offer and engagement programmes. (ii) In anticipation of any potential relocation of collections to more suitable facilities, then a robust policy is required to adhere to national standards and guidelines. (iii) Accreditation and the CDP unlocks access to external funding streams as part of minimum standards and provides reassurance to residents that we are caring for collections within the resources available.
DETAIL (Including consultation carried out)	
5.	<p>ACE runs the national Accreditation Scheme which is the UK industry standard for museums and galleries. It seeks to ensure “museums manage their collections properly, engage with visitors, and are governed appropriately by encouraging all museums and galleries to meet an agreed standard in:</p> <ul style="list-style-type: none"> - How they’re run - How they manage their collections - How they engage with their users” <p>Ordinarily a review takes place every 5 years when accredited organisations are invited to submit an Accreditation return to ACE. The Council last retained its Accreditation in 2018 on adoption of the previous iteration of the CDP. During the pandemic the scheme was paused which has created a backlog in the system. The Service anticipates that it will be invited to submit an Accreditation return in 2024/2025 and into 2025/26.</p> <p>Given the scale of detailed work, alongside SCC’s organisational and service capacity, a programme of work has been developed to deliver this over the next 12 months. The CDP is a key document that requires formal adoption hence beginning this process now. Other areas of work, which will be updated via appropriate governance routes, include audience development planning, approaches to environmental sustainability, venue accessibility audit, review of documentation, collections care and conservation plans and policies (see Appendix 2).</p>
6.	The CDP sets out the parameters in terms of the responsibilities of the governing body, the principle of sound curatorial reasons for the acquisition and disposal of collections, the presumption against financially-motivated

	(i.e. sale) disposal and due diligence with regard to valid title for acquisitions whether by purchase, gift, bequest or exchange.
7.	<p>To retain Accreditation, SCC must ensure it applies ACE's standard guidelines. These state that the governing body may only consider financially-motivated disposal of collections in exceptional circumstances and it can be demonstrated that the following conditions have been met:</p> <ul style="list-style-type: none"> • the disposal will significantly improve the long-term public benefit derived from the remaining collection • the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit) • the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored • extensive prior consultation with sector bodies has been undertaken • the item under consideration lies outside the museum's established core collection
8.	<p>The CDP describes the history and evolution of the collections held in trust by SCC and an overview of the current collections which includes two nationally important (Designated) collections. The collections cover the following areas:</p> <ul style="list-style-type: none"> • Archaeology (Designated) • Fine Art (Designated) • Maritime & Local History • Archives including oral history
9.	<p>The Fine Art Collection is specifically governed by the terms of the Chipperfield Bequest, in which Members are Trustees of the Bequest which includes sustaining the collections and the purpose-built Art Gallery building. To avoid potential conflicts of interest and to ensure the terms of the Bequest are adhered to, the Chipperfield Advisory Committee provide oversight and guidance to the Council.</p>
10.	<p>It also outlines future collecting priorities and the themes and priorities for rationalisation and disposal, referring to the professional and ethical framework that guides this process and authorisation process for agreeing acquisitions. This gives due consideration to other legislative and regulatory frameworks such as guidance on dealing with human remains, biological and geological material and UNESCO 1970 Convention on Illicit Import, Export and Transfer of Ownership of Cultural Property (and subsequent ratifications).</p>
11.	<p>The CDP recognises SCC's responsibility to work within the parameters of the Museum Association's Code of Ethics when considering acquisition and disposal.</p> <p>www.museumsassociation.org/campaigns/ethics/code-of-ethics/</p>
12.	<p>The CDP has been developed in consultation with the Council's curatorial team and wider museums team and the Chipperfield Advisory Committee. Wider stakeholders are identified for consultation as part of the acquisitions and disposal process and reference is made to the Collections Development Policy of other museum and heritage organisations.</p>
13.	<p>This Policy will be essential in guiding Culture & Tourism in taking forward its work as part of strategic business and operational planning and wider Council initiatives including masterplanning and regeneration, and</p>

	destination and tourism development. The Division plays a crucial role in supporting the Council's Corporate Plan particularly around Prevention and the Growth and Prosperity agendas, as well as regional and sub-regional economic, skills and cultural plans.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
14.	<p>There are ongoing capital and revenue implications for the storage and long-term care of the collections held in trust for the city. The controllable revenue budget for Museums & Archives set for 24/25 is £1.84m which is included within the Culture & Tourism Division (Growth & Prosperity Directorate) budget of £3.66m.</p> <p>This budget includes the cost of facilities, proactive and remedial conservation and retaining the relevant skills and expertise to support those activities, alongside the costs of making these accessible to the public through venues (SeaCity Museum, Tudor House and Art Gallery), lifelong learning programme, events and exhibitions and loans to other public institutions locally, regionally, nationally and internationally.</p>
15.	There is a £3m capital allocation in the current Medium Term Financial Strategy allocated to the refurbishment of the Art Gallery Roof, with a grant investment of £2.23m secured from the Department for Culture, Media and Sport's Museum Estate Development Fund, administered by Arts Council England. The Art Gallery was eligible for this grant funding as a direct result of Accreditation.
16.	The Policy itself will not have a material impact on those existing financial obligations. However, it sets the standards by which the Council operates and cares for the collections it holds. Supporting these standards will require ongoing resource commitment from the Council. Future budget considerations around reducing these resources will need to consider the ability of the Council to the meet the Policy, sustain this provision and meet Accreditation standards.
<u>Property/Other</u>	
17.	The Policy assumes the Council will continue to provide safe, secure and appropriate storage for the range of the collections held in trust by the Council for residents. The Council's Strategic Asset Management Plan, the Service's (Arts & Heritage) Asset Management Plan and the ADDP report highlighted the opportunities for improving the storage of the city's nationally and regionally significant collections. There are likely to be implications for the location of current storage facilities arising from considerations around assets and potential regeneration in the city which will need to be borne in mind.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
18.	Pursuant to the Public Libraries and Museums Act 1964, a local authority may provide and maintain museums and art galleries within its area and may do all such things as may be necessary or expedient for or in connection with the provision of maintenance thereof.

19.	The Chipperfield Advisory Committee is an advisory committee to Council pursuant to section 102(4) of the Local Government Act 1972, with terms of reference which include the provision of reports to Council (as Trustees) as necessary and at least annually in relation to the use of the Trust's collection, patronage, use of works loaned to other organisations, details of purchases made, and work of the academy.
<u>Other Legal Implications:</u>	
20.	Items owned by the Chipperfield Trust must be kept and maintained in accordance with the terms of the Trust's Scheme. Any other items held by the Art Gallery must be held in accordance with any conditions or agreements that may apply to those individual items. A failure to do so may result in legal or regulatory action being initiated by interested parties. The Governing Document was a Will proved on 26th July 1916 and was amended by scheme changes sealed 12th September 2012.
21.	The Charity is a Trust, with Southampton City Council Elected Members as the sole corporate trustee.
22.	On election to the Council, all Southampton City Councillors become a Trustee of the Chipperfield Bequest (Art Gallery) Trust.
23.	A Collections Development Policy is a requirement of Arts Council England, which is the strategic public body tasked by the DCMS to develop and implement national museums policy and to distribute DCMS museums funding to non-national museums. Items owned by the Council on trust must be kept, maintained and disposed of in accordance with the terms of the relevant trust's Scheme. A failure to do so may result in legal or regulatory action being initiated by interested parties.
RISK MANAGEMENT IMPLICATIONS	
24.	<p>Risk - Failure to comply with the Accreditation Scheme's national standards and ethical framework may result in reputational issues for SCC and consequent impact on the ability to attract external funding.</p> <p>Mitigation – Policy developed in line with the Accreditation Scheme template and guidelines, which sets out clearly the governance process for acquisitions and disposal. Cabinet/ Council aware of its obligations.</p>
25.	<p>Risk – Reduction of resources to Culture & Tourism Division are likely to impact on its ability to comply with Accreditation, the terms of Bequests and duty to care for the collections on behalf of residents and ability to support the Prevention and Growth and Prosperity agendas of the Council.</p> <p>Mitigation – Culture & Tourism represented as part of a range of strategies, including the Corporate Plan. Developing sustainability plans as part of the Medium Term Financial Strategy including increasing income generation, seeking internal and external freedoms to support sustainability and secure external funding to support project delivery where resources permit.</p>
27.	<p>Risk – Lose the curatorial and conservation expertise to support collections care and the Exhibitions and Learning team to support public access due to sustained underinvestment in these teams and stringent income streams.</p> <p>Mitigation – Manage workloads and programmes, add value through external fundraising, support wellbeing of teams, review as part of Directorate redesign and resourcing.</p>

POLICY FRAMEWORK IMPLICATIONS	
28.	Corporate Plan (update 2024), Cultural Strategy 2021-2031, Destination Management Plan 2021-2031, Festivals and Events Strategy 2023, Economic Strategy 2021-2031

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Collections Development Policy 2024-2029
2.	Accreditation Development Programme

Documents In Members' Rooms

1.	N/A
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
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Data Protection Impact Assessment

Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
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Other Background Documents

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1. None	