

## **SCOTTISH BORDERS COUNCIL/LIVE BORDERS MUSEUMS & GALLERIES COLLECTIONS DEVELOPMENT POLICY 2018-2023**

**Report by Executive Director**

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### **EXECUTIVE COMMITTEE**

**13 February 2018**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 This report proposes some amendments to the current SBC Museum and Gallery Collections Development Policy 2014-19 and its subsequent redrafting as the Collections Development Policy 2018-23. Although the responsibility for managing the Council's heritage and art collections passed to Live Borders in 2016 the ownership of these collections remains with Scottish Borders Council. The parameters for collecting and the procedures for disposing of material to and from the collections therefore require to be set and approved by Scottish Borders Council based on comment and advice received from Live Borders Museums & Galleries Manager.
- 1.2 Under the terms of the Arts Council England's (ACE) UK Museum Accreditation Scheme (administered in Scotland by Museums Galleries Scotland (MGS)) - a Museum and Gallery is required to have in place an approved Collections Development Policy to cover the acquisitions and disposals of material into and from its permanent museum object and art collections. Having such a policy in place is a recognised and accepted indicator of good museum practice and management.
- 1.3 Live Borders Museums & Galleries is in the process of reapplying for Museum Accreditation and is therefore required to present an updated Collections Development Policy that has been approved by Scottish Borders Council. The current Collections Management Policy was approved by Scottish Borders Council on 21 January 2014 and was due to run until 2019. However, since its approval there have been minor changes made to the model policy issued by ACE as representing best practice and which need to be adopted. In addition, the new policy needs to acknowledge the change in management arrangements for the museum and art collections that have taken place since management of the permanent collection was devolved to Live Borders in March 2016. In line with the ACE Museum Accreditation Standard requirements, these changes have been incorporated in the policy which has now been renamed Scottish Borders Council/Live Borders Museums & Galleries Collections Development Policy 2018-2023.

- 1.4 The revised Policy is attached as Appendix 1 and the necessary changes, which are relatively minor, are detailed in section 3.

## **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive Committee approves the amended Scottish Borders Council/Live Borders Museums & Galleries Collections Development Policy 2018-2023.**

### **3 COLLECTIONS DEVELOPMENT POLICY 2018-2023**

- 3.1 The acceptance of an item into the Museums and Galleries permanent collection implies an obligation to properly care for the item. The Service does not have the resources or the premises to accept everything that is offered. It is therefore important to define areas and priorities of collecting, and by default, areas where the Museums & Galleries will not collect. This allows Curatorial staff to care for items accessioned already in the collection and to collect or dispose strategically within Policy guidelines.
- 3.2 The attached Policy (Appendix 1) follows the approved style and precise wording laid down by Museums Galleries Scotland and ACE and which are required as part of the Museums Accreditation application process. The model policy has previously been approved by the Council and has consistently been adopted by the Museum and Gallery Service as the framework underpinning its own policy.
- 3.3 Changes to revised Museums & Galleries Collections Development Policy:
- (a) Replace references to Scottish Borders Council Museums and Galleries Service with Live Borders Museums & Galleries.
  - (b) Replace references to Scottish Borders Senior Curator with Live Borders Museums & Galleries Manager.
  - (c) Add reference to The Jim Clark Trust and its separate collecting activity and loan collection, in relation to The Jim Clark Museum development.
  - (d) In relation to Archives: Add reference to respective collecting remits of Live Museums & Galleries, Live Borders Archives and the Local Studies Collection.
  - (e) Add reference to Live Borders Libraries & Information Services', Historic objects, sculpture and artworks collections and consultation with Live Borders Museums on respective acquisitions, disposals or collecting remits.
  - (f) Add reference to the proposed Great Tapestry of Scotland (GTS) development project in Galashiels.
  - (g) Add reference to The Great Tapestry of Scotland Trustees, the Great Tapestry of Scotland Trust's separate collecting, commissioning and Loan activities.
  - (h) Add reference to Live Borders Museums & Galleries collecting activities to facilitate a separate handling collection specifically for use in reminiscence loan boxes and school loan boxes.
  - (i) Add reference to Live Borders Museums & Galleries remit for Curatorial management of Common Good historic object Collections and Common Good works of art, assisting SBC Officers and Common Good Committees regarding good practice for acquisitions or disposals of historic collections or works of art.
  - (j) Add reference to SBC consulting with Live Borders Museums & Galleries, on annual reviews or updates to the Collections Development Policy during 2018-23.

- 3.4 In line with current guidelines this policy will be reviewed on an annual basis, in consultation with Live Borders Museums & Galleries Manager and the Director of Managed Services and any significant changes requiring SBC approval will be brought before the Council. The full policy will otherwise need to be reconsidered by the Council no later than 2023.

## **4 IMPLICATIONS**

### **4.1 Financial**

There are no costs attached to any of the recommendations contained in this report but note risk 4.2(a).

### **4.2 Risk and Mitigations**

- (a) If the amendments to the existing Collections Development Policy are not approved it is unlikely that Live Borders Museums and Galleries will achieve an award of Full or Provisional Accreditation. In turn this could affect eligibility for grant aid, partnership opportunities and the allocation of Treasure Trove archaeological material from the Finds Disposal Panel.
- (b) The Policy reduces the risk of uncoordinated or unplanned collecting.
- (c) The Collections Policy and the Management Agreement with Live Borders ensures that management responsibility on collecting and disposals is devolved to Live Borders' Museums & Galleries Manager, who is professionally qualified and experienced in the protocols, standards and ethics required for collections management. The final decision on disposal of any items from the collections will require to be ratified by Scottish Borders Council.

### **4.3 Equalities**

Equalities Impact Assessment has been carried out on earlier versions of this policy and there were no adverse equality implications. The minor changes to the policy will not impact on this assessment.

### **4.4 Acting Sustainably**

There are no economic, social or environmental effects.

### **4.5 Carbon Management**

There are no effects on carbon emissions.

### **4.6 Rural Proofing**

It is not anticipated that there will be any adverse impacts on the rural area from the proposals contained in this report.

#### 4.7 Changes to Scheme of Administration or Scheme of Delegation

- (a) There are no changes to be made to either the Scheme of Administration or the Scheme of Delegation. The Management Agreement with Live Borders includes the Collections Development Policy, which references delegated authority where Live Borders' Museums and Galleries Manager may:
- Undertake appropriate collecting for museums and galleries by purchase, donation, transfer or loan agreement, in line with Policy and resources.
  - Recommend on disposals, in line with the Policy and the Museums Association's Code of Ethics, in relation to the permanent museum and art collections held in stewardship by Scottish Borders Council.

### 5 CONSULTATION

- 5.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR and the Clerk to the Council have been consulted and their comments have been incorporated into the final report.
- 5.2 Live Borders: the Museums & Galleries Manager has co-authored this report and it has been approved by the Director of Business Services.

#### Approved by

**Philip Barr**  
**Executive Director**

**Signature .....**

#### Author(s)

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#### Background Papers:

SBC/Live Borders Management Agreement, March 2016  
Scottish Borders Council Museums & Galleries Collections Development Policy 2014-19  
Arts Council England - UK Museums Accreditation Standard and Guidelines  
The Museums Association Code of Ethics (Collecting and Disposals)  
Museums Galleries Scotland – Applying for Accreditation

**Previous Minute Reference:** Executive Committee 21 January 2014

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