

Norfolk Joint Museums Committee

Item No.

Report title:	Collections Review and Rationalisation Programme 2015-18
Date of meeting:	27 October 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services

Executive summary

As part of its strategy to review service needs and reduce costs Norfolk Museums Service (NMS) has an ongoing Collections Review & Rationalisation programme whereby collections are reviewed on a regular basis, and those which are not suitable for future display or study needs may be found alternative homes.

The programme follows best practice as advised by Arts Council England's Museums Accreditation Standard and the Museums Association's Code of Ethics standards of which have been incorporated into the NMS Collections Development Policy. The outline of which is noted in Appendix 1

Recommendations:

Committee Members are asked to consider and approve the rationalisation of:

- **Items from Great Yarmouth and Gressenhall listed in Appendix 2**

1. Proposal

- 1.1. This report asks Committee Members to consider and approve the rationalisation of museum collections identified by staff as falling outside of NMS' Collections Development Policy.

1.1 Background

- 1.1.1 NMS' ongoing Collections Review & Rationalisation Programme assesses collections for their relevance and cultural significance. Those that are not suitable for the future display or study needs of NMS may be found alternative homes, usually retaining them within a publicly-accessible domain. This is done with the aim of:

- Reducing NMS' accommodation needs to the minimum necessary for the safe and accessible storage of collections, in order to reduce the financial and staffing burden of collections care
- Ensuring that all collections are accessible and used on a regular basis for the benefit of the public
- Improves the care of the collections it retains
- Ensuring that those collections which are not key to the mission of NMS are cared for and made accessible by other organisations

The methods by which collections are rationalised are set out in Appendix 1.

The programme was considered and approved by the Norfolk Joint Museums & Archaeology Committee on 14 January 2011.

2. Collections review programme

- 2.1. The objects listed in Appendix 2 are from the Gressenhall and Great Yarmouth collections and recommended for rationalisation by the methods proposed against each object.
- 2.2. The objects listed have been scrutinised and approved by NMS' internal Rationalisation Committee on 23 February and 5 August 2017 respectively which comprises the Chief Curator, the departmental Curator, Collections Development Manager, Collections Documentation Officer, the Senior Conservation Officer and the Registrar. Every effort will be made to find these objects a home in another museum or cultural institution. The objects were approved for rationalisation by their respective Area Museums Committee 11 and 19 July 2017.

3. Resource implications

3.1. Finance

- 3.1.1 The Review & Rationalisation Programme is fully funded through Arts Council England's Major Partner Museums funding. There are no other revenue implications.

4. Other implications

4.1. Equality Impact Assessment (EqIA)

- 4.1.1 The NMS Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment.

These assessments help the Service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief and sexual orientation.

- 4.1.2 This review of collections aims to improve accessibility. Principles of representation and equality will guide the selection of objects for rationalisation, which will all be offered in the first instance to other Accredited museums.

4.2 Health and Safety implications

- 4.2.1 The rationalisation programme will improve health and safety conditions for staff by removing risks inherent in overcrowded stores.

5. Section 17 – Crime and Disorder Act

- 5.1 NMS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. NMS provides services that are accessible to local people, encourage participation in cultural activities by people who are at

risk of offending, engage offenders through a range of cultural projects, assist schools in improving pupil attainment and deliver opportunities to increase the number of people who are in education, employment or training.

Through these and many other projects the NMS is using its resources to contribute towards reducing crime and disorder in Norfolk.

6. Recommendation or action required

6.1 The Joint Museums Committee is asked to consider and recommend for rationalisation:

- the Norwich Social History items listed in Appendix 2

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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