

Report of	Meeting	Date
Director of Leisure and Cultural Services	Executive Decision Meeting with the Executive Member for Health, Leisure and Well Being	01/08/07

ASTLEY HALL FORWARD PLAN/ACQUISITION AND DISPOSAL POLICY

PURPOSE OF REPORT

1. To approve the Astley Hall Forward Plan and Acquisition/Disposal Policy in order for the Museums Libraries and Archives Museum Accreditation Application to be submitted.

RECOMMENDATION(S)

2. That the Forward Plan and Acquisition/Disposal Policy be approved and submitted with the Astley Hall Museum Accreditation Application.

EXECUTIVE SUMMARY OF REPORT

3. A Forward Plan and Acquisition/Disposal Policy for Astley Hall is required as part of the Hall's accreditation application. The Plan outlines what will be achieved over the next five years. The plan contains more detail for the first year than the rest. However, it will be reviewed annually and updated. The Acquisition and Disposal Policy outlines the criteria for receiving items and releasing parts of the collection.

REASONS FOR RECOMMENDATION(S)

4. That the Astley Hall Forward Plan and Acquisition and Disposal Policy be approved in order to apply for Museum Accreditation Purposes.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. Not to produce a Forward Plan and Acquisition and Disposal Policy. This would present the following risks;
 - If Accreditation or Provisional Accreditation are not achieved Astley Hall will not be eligible for most streams of funding from HLF or from Museums, Libraries and Archives
 - The museum/art gallery will be unable to loan exhibitions or objects from other museums
 - The reputation of the Hall may also suffer as a result of not gaining this status, as it should demonstrate that we maintain basic standards within the Museum.

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Improved access to public services	
Improving equality of opportunity and life chance		Develop the character and feel of Chorley as a good place to live	3
Involving People in their Communities	3	Ensure Chorley is a performing organisation	

BACKGROUND

7. People expect more of museums today. The new standard has been developed by MLA and the museum community to keep pace with these expectations. It now gives greater emphasis to the needs and interests of those who use museums - or who might be encouraged to do so in the future. Accredited museums must adhere to published minimum standards in how they care for and document their collections, how they are governed and managed, and on the information and services they offer to their users. The Scheme encourages innovation and improvement through the use of other materials and resources produced by MLA relating to the care of collections, access, learning, inclusion and diversity. These materials provide support and guidance in meeting and exceeding the current standards.
8. Accreditation recognises the importance of collections and effective collections management as the foundation for everything that museums strive to do. Without adequate collections care and documentation, the potential of museums to extend access to new audiences, encourage learning and inspire people's creativity would, eventually, be lost. Accreditation also addresses the needs of museum visitors. It requires that all museums provide:
- opportunities to use, enjoy and learn from the collections
 - an assurance that the collections, including donated items, are held in trust for society
 - information about the museum, its collections and its services
 - a commitment to consultation with users, to ensure that future developments and changes take account of their needs and interests
 - appropriate visitor facilities or details about facilities nearby.

Purpose of the Forward Plan

9. A Forward Plan is required for Accreditation, including a statement of purpose, key aims, specific objectives and spending plan. This plan has been written with specific objectives for the next year, after this period the objectives aren't as specific in order to take into account the Park and Coach House as there will be a degree of flexibility required.

The plan sets out what the aims of the Hall are and how we are to develop over the next year in terms of standards and involvement and engaging with our local communities. The key tasks in the Plan feature in the Directorate's Business Improvement Plan.

Purpose of the Acquisition and Disposal Policy

10. For Accreditation purposes Museums must have in place a suitable policy which deals with all Acquisitions and Disposals to the collections. This policy states what the museum aims to actively collect and accept via gifts and bequests and those items which will not be accepted due to strains on resources or storage. Each year members of the public offer objects which are either replicated within the collection or that can not be stored or indeed displayed on a permanent basis. As the Hall only has a finite amount of storage space it is essential that only those objects that are significant historically are accepted into the collections.
11. The policy also states what is already in the collection at present to give an overview of what we have in storage and on display. It is essential that we have this policy in place so that the collection is expanded in a rational manner and in order to rationalise any collections we currently house that may in the future be disposed of according to the relevant guidelines.

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Director's comments are included:

Finance	3	Customer Services	
Human Resources		Equality and Diversity	
Legal			

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- The museum/art gallery will be unable to loan exhibitions or objects from other museums
- The reputation of the Hall may also suffer as a result of not gaining this status, as it should demonstrate that we maintain basic standards within the Museum.

COMMENTS OF THE DIRECTOR OF FINANCE

13. The Director of Leisure and Cultural Services has assured me that the actions in the Plan will be delivered within the existing budget. The only exception to this is repairs and maintenance works to the Hall itself. These works will be costed and then prioritised along with the rest of the Council's buildings. Any variations to this will be reported to Members.

JAMIE CARSON
DIRECTOR OF LEISURE AND CULTURAL SERVICES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise McCall	5929	23 July 2007	