

Agenda



Cabinet Member for Leisure & Culture

Date: Thursday, 21 May 2015
Time: Time Not Specified
Venue: MeetingLocationNot Specified
To: Councillors M Whitcutt

Item		Wards Affected
1	<u>Collections Development Policy - Newport Museums and Heritage Service</u> (Pages 3 - 16)	All Wards
2	<u>Collections Review - Museums and Heritage</u> (Pages 17 - 22)	All Wards
3	<u>Fees and Charges - Newport Museums and Heritage Service</u> (Pages 23 - 26)	All Wards

This page is intentionally left blank



Report

Cabinet Member for Skills & Work and Newport LIVE

Part 1

Date: May 2015

Item No: 1

Subject Collections Development Policy – Newport Museums and Heritage Service

Purpose To seek Cabinet Member approval of the Collections Development Policy

Author Barbara Bartl

Ward General

Summary The report describes the Collections Development Policy – formerly known as Acquisitions and Disposal Policy – for the Museums and Heritage Service. It highlights significant amendments and changes to the existing policy. Formal approval by the governing body is a requirement to retain full accreditation status under the Museums Accreditation scheme.

Proposal The Collections Development Policy is approved.

Action by Head of Regeneration, Investment and Housing

Timetable Immediate

This report was prepared after consultation with:

- Open Learning and Heritage Manager
- Museums and Heritage Service staff
- Head of Finance
- Head of Law and Regulations
- Head of People and Business Change

Signed

1. Background

- 1.1 A Collections Development Policy provides an agreed framework for Museums and Heritage staff to make ethically sound decisions on the acquisition of museum objects and rationalisation of existing collections. Based on nationally shared principles, it supports the planned approach to collections management. The proposed policy is attached as **Appendix 1**.

2. Museum Accreditation

- 2.1 Newport Museum and Art Gallery is a fully accredited museum under the Museums Accreditation Scheme. The scheme was first launched in 1988. Then known as Registration Scheme for Museums and Galleries, it was revised several times and rebranded Accreditation Scheme in 2004 to ensure its continuing relevance to museums and their users. The scheme is now administered by the Arts Council England in partnership with CyMAL, the Welsh Government's department for Museums, Archives and Libraries in Wales. Its overall aim is to define good practice, identify agreed standards for museums in the UK and encourage organisations to develop and improve. A published standard – last revised in 2011 – sets out the requirements museums must meet to gain or maintain accreditation status. The focus is on the following three areas:

1. Organisational health
2. Collections
3. Users and their experiences

- 2.2 The Welsh Government has expressed a commitment to use the Accreditation Standard as a benchmark which underpins its policy for museums set out in the Museums Strategy for Wales published in 2010.

3. Reasons for the Proposal

- 3.1 To ensure accreditation standards are maintained, an up-to-date Collections Development Policy must be in place. This policy was formerly known as Acquisition and Disposal Policy but renamed in the current Accreditation Standards to emphasise that collections are not static entities and require developing to fulfil their purpose.
- 3.2 The current process of acquisition and collections rationalisation is based on the Acquisition and Disposal Policy approved by the Cabinet Member for Leisure and Continuing Learning in 2009. The need to review this policy is due to significant changes in internal collecting criteria in particular with regard to Tredegar House and the art collections. Furthermore, a 5-yearly review of the policy is a requirement for Museum Accreditation to ensure that recent legal changes and changes in professional ethical guidelines are reflected in the document. The proposed policy is attached in Appendix 1.

4. Changes to the Policy

4.1 Scope

The Collections Development Policy focuses on the collections at Newport Museum and Art Gallery. The Newport Medieval Ship timbers and the associated archaeological archive are considered to be a part of the archaeology collections of the Museum and Art Gallery and as such not addressed separately.

- 4.2 Management responsibility for Tredegar House and Park was transferred to the National Trust for Places of Historic Interest or Natural Beauty in March 2012 under the terms and conditions of a lease agreement with Newport City Council. All collections directly relating to Tredegar House and all other material on display at the House at the time of management transfer are on long-term loan to the National Trust for the duration of the lease. Therefore the Collections Development Policy only applies to a limited extent.

4.3 General Principles for Collecting

General principles for collecting apply to all subject areas and future collecting efforts. Material must be linked to Newport, has display or significant research potential and be well contextualised. With the exception of oral histories, material born digitally will not be collected. The size of objects as well as the implication for available resources must also be considered.

4.4 Changes to Subject Specific Criteria

Archaeology: Human remains will only be collected where older than 100 years, appropriately contextualised and as part of an archaeological archive. A need for a license under the Human Tissue Act 2004 does not arise from this.

4.5 Social history: film, photographs and purely archival material will not be collected. Offers will be directed to appropriate depositories such as the National Screen and Sound Archive of Wales or relevant County archives.

4.6 Art: works of art, in addition to having artistic merit and representing the best of what is available, must also link to Newport through the subject depicted or the artist. The general principles for collecting mentioned above apply to works of art offered to the Museum.

4.7 Tredegar House: The Museum will not collect material directly relating to Tredegar House, the estate or the Morgan family as long as the lease agreement with the National Trust is in place. The National Trust will collect material significant to the House according to its Collections Development Policy which is currently being developed. Once management responsibility of Tredegar House falls back to Newport City Council, material collected by the National Trust will be offered to the Museum.

4.8 Collections rationalisation

It is widely recognised that the rationalisation of collections forms an integral part of responsible collections management but must not be undertaken for the prime purpose of generating income. The process of rationalisation is based on a thorough review of objects and collections and follows ethical guidelines and recommendations developed by the Museums Association. Decisions to formally remove items from the collections must be informed by the highest standards of expertise and take into account all legal and other requirements. Assessment criteria include the relevance of an object for the interpretation of Newport's history, its provenance and context, its potential for display or implication for resources.

5. **Financial Summary:**

5.1 There are no financial implications arising from the approval of the Collections Development Policy.

6. **Risks:**

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Loss of full accreditation status	M	L	Develop a robust policy which complies with accreditation requirements and is approved.	Museums Officer (Collections & Premises)

7. Links to Council Policies and Priorities

- 7.1 This policy forms part of a collections management framework and links to the Care of Collections Policy (2013). Accredited status helps individuals and communities enrich their lives by taking part in cultural activities and ensuring their museum experiences meet a range of recognised standards. This policy contributes to Newport City Council's mission of improving peoples' lives and helps realise the strategic priority of identifying Newport as a learning city.

8. Options available

- 8.1 To approve the proposed policy and maintain accreditation status.
- 8.2 To not approve the proposed policy and risk the loss of accreditation status. This would impact on the public profile of the Museums and Heritage Service and on access to grant funding from organisations such as CyMAL and the Federation of Museums and Art Galleries of Wales.

9. Preferred Option and Why

- 9.1 The preferred option is the approval of the proposed Collections Development Policy to ensure high standards service delivery are maintained as well as access to grant aid.

10. Comments of Chief Financial Officer

- 10.1 From the information included within the report there are no financial implications arising from the approval of the Collections Development Policy.

11. Comments of Monitoring Officer

- 11.1 There are no specific legal issues arising from the Report. The Collections Policy meets Accreditation standards and updates the previous Acquisitions and Disposal policy, to reflect current arrangements following the transfer of Tredegar House and relevant collections to the National Trust.

12. Staffing Implications: Comments of Head of People and Business Change

- 12.1 There are no human resources implications in this report.

13. Comments of Cabinet Member

The report is approved for consultation.

14. Comments from Non-Executive Members

None received.

15. Background Papers

- Draft Collections Development Policy [2014] – not available to the public;
- Accreditation Scheme for Museums and Galleries in the United Kingdom: Accreditation Standard, October 2011 – available to the public, <http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/> (accessed 16/9/2014);
- A Museums Strategy for Wales 2010-2015, Welsh Assembly Government 2010 available to the public <http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/museums/strategy/?lang=en> (accessed 16/9/2014)

Dated: 14 May 2015

APPENDIX 1

**NEWPORT MUSEUMS AND HERITAGE SERVICE
NEWPORT CITY COUNCIL**

COLLECTIONS DEVELOPMENT POLICY

2014

Date of Cabinet approval:

Date of review:

1. Relationship to other relevant policies/plans of the organisation

- 1.1. Statement of purpose is:
- 1.2. Newport Museums and Heritage Service comprises of Newport Museum and Art Gallery (hereafter referred to as the Museum), the Medieval Ship Project and the Newport Transporter Bridge. The Collections Development Policy incorporates collections at Newport Museum and Art Gallery and – to some extent – the collections at Tredegar House and Park currently on long-term loan to the National Trust for Places of Historic Interest or Natural Beauty (hereafter referred to as the National Trust). The Newport Medieval Ship and associated archaeological archive and finds are considered part of the archaeological collections of Newport Museum and Art Gallery and as such are not addressed separately. The Museum holds archival material and some objects relating to the Transporter Bridge but the Bridge itself is not covered by this policy.
- 1.3. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.4. By definition, the organisation has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.5. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.6. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.7. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.8. The museum will not undertake disposal motivated principally by financial reasons.
- 1.9. The Collections Development Policy will be published on the website of Newport Museums and Heritage Service and reviewed from time to time, at least once every five years.
- 1.10. CyMAL: Museums Archives and Libraries Wales will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

2. History of the collections

- 2.1. The history of Newport Museums and Heritage Service is entwined with the history of Newport Museum and Art Gallery. The Museum was founded in 1888. It was transferred to the present building in 1968. In its early years the Museum collected under a broader policy and displayed miscellaneous material and curiosities from all over the world. However in the 1950's and 1960's a more local policy was adopted and much of the non-local material was disposed of, often by transfer to other museums. Since then the Museum's collections have grown maintaining the concentration on items of local significance. The Newport Medieval Ship timbers and associated artefacts discovered in 2002 are a significant addition to the collections of the Museum.
- 2.2. Tredegar House is one of the most significant late 17th Century houses in Britain and was home to the Morgan family, later Lords Tredegar. The estate includes stables, an Orangery, out buildings and formal gardens. Most of the house contents were dispersed in 1951. As a result the majority of the existing collections have been acquired since its purchase by the council in

1974. In March 2012 Newport City Council has entered a lease agreement with the National Trust for the duration of 50 years. The collections relating to Tredegar House and the Morgan family as well as objects on display at the House at the time of management transfer are on long-term loan to the National Trust for the duration of the lease agreement.

3. An overview of current collections

3.1. Archaeology

The archaeology collections of the Newport Museum and Art Gallery include:

- Prehistoric material from areas of former Gwent most notably the Severn Estuary;
- Roman material mostly from the Roman sites of Caerwent and Caerleon, Mill Street;
- Medieval material representing mostly castles and abbeys and the Newport Ship;
- Collection of local and non-local prehistoric flints;
- Associated archive material.

Since the 1980s the archaeology collections have been substantially increased in size. Material originated from excavations carried out on historic monuments on behalf of Cadw; excavations prior or as part of new developments; fieldwork by staff; and donations and purchases from members of the public. The bulk of the material comes from the City of Newport and other areas of former Gwent.

3.2. Social History

The social and industrial history collections include objects, photographs, film, printed material, costume, textiles and oral history relating to the social and industrial history of Newport and areas of former Gwent. Themes covered by the collections include:

- Domestic life
- Trade and commerce
- Local industries
- Transport and engineering
- Education
- Religious and civic life
- Politics and suffrage
- Ethnographic material

Key collections include the Chartist collection – a collection of lithographs, broadsheets, weapons and silver; the banner collection – a collection of religious, women's suffrage movement and trade union banners; and the Transporter Bridge Archive – negatives and photographs showing the construction of the bridge, engineering plans and construction details.

The museum holds a small number of ethnographic items from all over the world. Most of this material was collected in the late 19th or early 20th Century. Although much material was disposed of in the 1950's and 1960's about 350 items remain. Much of the material is recorded in publications and through the ethnographic survey undertaken some years ago. Occasionally items are used in exhibitions, displays or workshops.

3.3. Fine and Decorative Art

The art collections include:

- 19th and 20th Century oil paintings, drawings and prints;
- A small number of sculptures;

- Decorative ceramics including Staffordshire and Wemyss ware, studio ceramics and commemorative ware.

The fine art collections mainly include works by British artists but have focussed on works and artists relating to Wales or more locally relevant material since the appointment of a specialist curator in the 1970s. Large collections such as the Iris Fox bequest of decorative ceramics and John Wait's teapot collection make up the bulk of the decorative arts collections.

3.4. Natural Sciences

The following subject areas are represented by the natural sciences collections:

- Zoology
- Geology
- Palaeontology
- Botany (to a lesser extent)

The natural sciences collections are primarily local, with some exceptions, such as the Coleoptera collection which mostly derives from Essex. The institution also cares for a quantity of foreign material mostly acquired in the earlier years of the museum's history. Whilst much of the miscellaneous material is of significant scientific importance and popular interest, the major element of the collection remains the local material. Due to changing conservation attitudes and problems of storage the emphasis since the 1980s has been less on collecting specimens than on recording their existence in Gwent.

3.5. Tredegar House

Since March 2012 the National Trust manages Tredegar House. Newport City Council has leased the House to the Trust for the duration of 50 years. All collections directly related to Tredegar House, the estate or the Morgan family and all other material on display at the House at the time of the transfer are on long-term loan to the National Trust for the duration of the lease.

The collections include:

- Social history
- Photographs
- Archive material
- Paintings and drawings
- Decorative art
- Sculpture
- Furniture and furnishings

Social history material is largely confined to objects used in the House and associated buildings. Covering the period from approximately 1600 to 1950, most objects relate to a life 'Below Stairs'. Agricultural items reflect the activity of the Home Farm and Estate.

The photographic collection contains images of the House – internal and external – as well as estate buildings, associated buildings, the Morgan family, servants, estate workers and guests, events that took place at Tredegar House and other relevant places.

The archive collection consists of estate documents, memorabilia associated with the Morgan family, their servants and estate workers and records of the work carried out on the House. Parts of the collection relate to the period when the House became a boarding school and later St. Joseph's comprehensive.

The oil paintings, watercolours and drawings on display in the House include over-mantel paintings, portraits relating to the Morgan family, pictures of servants, estate workers and livestock bred by the Morgan family.

The Collections include portrait busts of members of the Morgan family and garden sculptures. Ceramics relating to the Morgan family, in particular dinner services and other appropriate pieces are collected.

Textiles consist of tapestries, window curtains, wall and bed hangings, floor coverings, table and bed linen. While the tapestries originate from the 18th Century and are on loan, a majority of soft furnishings are reproductions and classified as props.

3.6. Education Collections

Certain material has been and will be collected specifically for educational use. This includes use for demonstrations, workshops and handling by school pupils. It is anticipated that much of this material will get damaged or lost. As such it forms a separate collection, independent of the accessioned collections of the Museums and Heritage Service. This collection is generally referred to as 'education collection' and is the responsibility of the Museums Officer (Public Access).

4. **Themes and priorities for future collecting**

4.1. General principles

4.1.1. Potential acquisitions must be of relevance for the interpretation of Newport's history;

4.1.2. Material must have potential for display;

4.1.3. Material must be well contextualised;

4.1.4. The impact of potential acquisitions on available resources including storage and conservation requirements must be considered. Under normal circumstances, large objects or extensive collections will no longer be accepted.

4.1.5. Material born digitally will not be collected with the exception of oral histories (see 4.3.3.).

4.1.6. Material will only be collected where a valid title of ownership can be obtained.

4.2. Archaeology

4.2.1. Future collecting will focus on the acquisition of material from the geographical area administered by the City of Newport. Material from the historic County of Gwent will only be acquired when it relates directly to existing archives and collections and in consultation and agreement with other museums collecting in the relevant area.

4.2.2. Archives from archaeological excavations and fieldwork are only accepted where standards outlined in the *Procedures for the Deposit of Archaeological Archives to Newport Museum & Art Gallery* are met. These procedures were developed with reference to the *National Standards for Wales for Collecting and Depositing Archaeological Archives* and relevant guidelines developed by the Archaeological Archives Forum.

4.3. Social History

4.3.1. Future collecting will focus on items of significance to the people and industries of Newport. Material with no or tenuous links to the city will not be collected.

- 4.3.2. Future collecting will aim to ensure that the collection reflects Newport's diversity.
- 4.3.3. Oral histories will be collected where processed as recommended by the Oral History Society and accompanied by a full transcript.
- 4.3.4. Film will no longer be collected. The existing collection has been deposited in the care of the National Screen and Sound Archive of Wales. Offers of film will be directed to the Archive.
- 4.3.5. Photographs will no longer be collected unless they relate directly to existing collections or objects in the collections. Offers should be directed to Gwent Archives.
- 4.3.6. There will be a predisposition to direct offers of purely archival material to Gwent Archives.
- 4.3.7. Newport Museum and Heritage Service will continue to care for the existing ethnographic collection but not add to it.
- 4.4. Art
 - 4.4.1. Future collecting will focus on works with links to Newport either through the subject of a work or the artist.
 - 4.4.2. Selection will be based on artistic merit and material should represent the best of what is available.
 - 4.4.3. Contemporary works will only be collected where above criteria are satisfied and the general principles for future collecting outlined in Section 4.1. are met.
 - 4.4.4. The Art Gallery is committed to its historic collections of decorative arts. However, no further material will be added to these collections.
- 4.5. Natural Sciences
 - 4.5.1. Newport Museums and Heritage Service will continue to care for its historic collections under relevant policies, however all natural sciences collections are now closed. No further material will be added.
- 4.6. Tredeggar House
 - 4.6.1. The management of the collections at Tredeggar House falls to the National Trust as long as the loan agreement is in place. Terms and conditions of the Chattels Loan Agreement between the National Trust and Newport City Council apply.
 - 4.6.2. The Museum will not pursue the acquisition of material relating to Tredeggar House, the estate or the Morgan family nor will it seek to initiate the disposal process for material on loan to the National Trust without agreement. Offers of relevant material will be directed to the National Trust.
 - 4.6.3. The National Trust will seek to collect items as outlined within the *Instruction: Acquisition and Disposals - Contents of Properties* (will clarify exact name of doc with Emily). Objects acquired while the lease agreement between the National Trust and Newport City Council is in place, are owned by the National Trust.
 - 4.6.4. Objects relating specifically to Tredeggar Houser, the estate or the Morgan family are of special significance to the interpretation of the House and its history. When the lease agreement comes to an end and management passes back to Newport City Council relevant objects collected by the National Trust will therefore be offered to the Museum. There is however no obligation on the Museum to accept the objects.

5. Themes and priorities for rationalisation and disposal

- 5.1. The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2. The procedures used will meet professional standards (see Section 15). The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3. Reviews are to be undertaken on an object-by-object basis or on discreet collections of objects.
- 5.4. General principles and criteria to be considered include:
 - 5.4.1. An object's/collection's relevance for the interpretation of Newport's history;
 - 5.4.2. An object's/collection's provenance and contextual information;
 - 5.4.3. An object's/collection's potential for display;
 - 5.4.4. An object's/collection's condition and impact on resources.
- 5.5. The Museum stores material in two off-site locations which are not under its direct control and need to be vacated. This will lead to a significant decrease in available collections storage space particularly for large objects. The rationalisation and potential disposal of material stored in those locations is a priority for the period covered by this policy.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1. The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

- 7.1. The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

8. Acquisition

- 8.1. The Museum will only acquire material where relevant collecting criteria as set out in Section 4 are met.
- 8.2. The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 8.3. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

9. Human remains

- 9.1. As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

10. Biological and geological material

- 10.1. The museum will not acquire any biological or geological material but continue to care for its historic collections.

11. Archaeological material

- 11.1. The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 11.2. In Wales the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners and Justice Act 2009).

12. Exceptions

- 12.1. Any exceptions to the above clauses will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin;
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin.
- 12.2. In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

13. Spoliation

- 13.1. The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

14. The Repatriation and Restitution of objects and human remains

- 14.1. The disposal of human remains will follow the procedures in the 'Guidance for the care of human remains in museums'.

15. Disposal procedures

- 15.1. All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 15.2. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 15.3. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- 15.4. When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 15.5. The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 15.6. A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 15.7. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 15.8. If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites.
- 15.9. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 15.10. Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from CyMAL: Museums Archives and Libraries Wales.
- 15.11. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 15.12. The museum will not dispose of items by exchange.
- 15.13. If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 15.14. It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

- 15.15. Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 15.16. Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 15.17. The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.



Report

Cabinet Member for Skills & Work and Newport LIVE

Part 1

Date: May 2015

Item No: 2

Subject **Collections Review – Museums and Heritage**

Purpose The purpose of this report is to seek Cabinet Member Leisure and Culture approval for curatorial staff to initiate the process to remove some objects identified in this report from the permanent collections of Newport Museums and Heritage Service in accordance with the Service's Collections Development Policy 2014.

Author Barbara Bartl Museums Officer (Collections and Premises)

Ward General

Summary Newport Museums & Heritage Service currently manages its collections based on guidelines set out in the Acquisition and Disposal Policy 2009. A new Collections Development policy is currently under consideration. Both policies set out a framework for collecting decisions and seek to focus on material that demonstrates a link to the locality of Newport. However collecting has not always been so focussed and we manage a number of objects with little connection to Newport or its history. Curatorial staff have identified a number of objects which are of no local, historic or other significance for Newport's collections which they now wish to remove from the permanent collections.

Proposal **To permit curatorial staff to initiate the process to remove identified objects from the permanent collections in accordance with the Acquisitions and Disposal Policy 2009 and the proposed Collections Development Policy 2014.**

Action by Head of Regeneration, Investment and Housing

Timetable Immediate

This report was prepared after consultation with:

- Museums & Heritage Officer
- Curator
- Curatorial Support Officer
- Head of Finance
- Head of Law and Regulations
- Head of People and Business Change

Signed

1. Background

1.1 Newport Museums and Heritage Service meets its responsibility to future generations by ensuring that its collections are well managed and sustainable. The Service recognises the Museum Association's position that ethically managed rationalisations of collections form part of a museum's long-term collections policy.

1.2 The Museums Association is a membership organisation providing services to and reflecting the interests of museums and those who work for and govern them. It expects all its members to uphold and promote the Code of Ethics for Museums (2008) and follow its underpinning principles. The Code of Ethics supports the responsible de-accessioning of items so long legal and ethical requirements are met. The term de-accessioning refers to the removal of objects from a museum's collections. Collections rationalisation is supported by the Museums Association if:

- The organisation is legally able to do so;
- It is carried out within the framework of a collections policy;
- It is undertaken on the advice of a range of staff and agreed by the governing body;
- It is carried out with the intention of keeping items in the public domain;
- It is carried out with public interest and benefit in mind.

2. Reasons for the proposal

2.1 Newport Museums and Heritage Service manages its collections based on guidelines expressed in the Collections Development Policy 2014. While current collecting is very focussed on links of objects with the locality of Newport and its communities, this was not always the case in the past. Hence some objects do not have any direct relevance for the interpretation of Newport's history and are of no other value or significance to the collections. Some items lack any related information, such as provenance details, and/or are in bad condition. Curatorial staff would therefore like to remove some selected items from the collections and de-accession them guided by a framework devised by the Museums Association. The framework will ensure that the process is informed by the highest standards of expertise and takes all legal and other circumstances into consideration. Furthermore, it strongly favours the transfer of objects to other museums or public institutions to retain items in the public domain. It is only after due consideration of alternative methods, that objects are destroyed.

2.2 The objects listed below have been identified for de-accessioning by curatorial staff.

	Number	Description	Reason for de-accessioning
1	NPTMG:1955.106	Carson Toone (Warminster) cheese press, windlass type	Not relevant for interpretation of Newport's history; not manufactured locally; Cwmbran provenance.
2	NPTMG:1956.73	Roasting tin	Not relevant for interpretation of Newport's history; Poor condition (heavily corroded) and poor provenance ('used in Monmouthshire').
3	NPTMG:1976.154	Butter table	Not relevant for interpretation of Newport's history; Blaenau Gwent provenance.
4	NPTMG:1975.218	Corbett (Shrewsbury) cheese press	Not relevant for interpretation of Newport's history; not manufactured locally; Chepstow provenance.
5	NPTMG:1971.155.1	Blacksmith's forge	Not relevant for interpretation of Newport's history; Blackwood provenance.
6	NPTMG:1984.144.1-7	Jiffy washing machine and relating documents	Not relevant for interpretation of Newport's history; Originally

			obtained for the Museum's School Service but accessioned in 1984; Blackwood provenance.
7	NPTMG:1989.340	Washing machine with reciprocating motion;	Substantial parts non-original; not relevant for interpretation of Newport's history; Vale of Glamorgan provenance.
8	NPTMG:1989.334.2-4	3 of 4 timber baulks found in situ during excavations at the entrance of Bellport enclosed dock; believed to have been a part of the original coffer dam to hold the river whilst the excavation proceeded.	All four timber baulks are very similar and no detailed records relating to their discovery or location in the ground are available; one of the timber baulks to be retained as an example; three others to be laser scanned prior to disposal.
9	NPTMG:1990.62	Dean washing machine with ACME wringer	Not relevant for interpretation of Newport's history; not manufactured locally; Caerphilly provenance.
10	TEMP:2006.1341	Washing Machine, B.T. Brothers Ltd. (London)	No further information; un-provenanced; not manufactured locally; incomplete and in poor condition (heavily corroded)
11	TEMP:2006.1344	Wooden bench	No further information and in very poor condition (extensive woodworm damage and rotten).
12	TEMP:2006.1347	Dishlex dishwasher, mid-20 th Century	Not relevant for interpretation of Newport's history; Neither manufactured nor collected locally; Poor condition (heavily corroded in parts).
13	TEMP.2006.1353	Library Reader	Not relevant for interpretation of Newport's history; No further information; un-provenanced (likely to be from Newport's library service).
14	TEMP:2006.1360	Blackboard	Poor condition (waterlogged wooden frame, rotten); No further information; un-provenanced.
15	TEMP:2006.1362	Butter churn, W. Waide (Leeds)	Not relevant for interpretation of Newport's history; No further information; un-provenanced.
16	TEMP:2006.1387	Wooden table	Poor condition (Leather peeling from top, woodworm damage); no provenance information.
17	TEMP:2006.1377.1-2	Sheet metal clock faces	Poor condition (dirty and corroded); no further information; un-provenanced.
18	TEMP:2006.1385	Fender for boat	No further information; un-provenanced
19	TEMP:2006.1386	Fender for boat	No further information; un-provenanced
20	TEMP:2006.1388.1&2	Pre 1950 library trolleys.	No further information; un-provenanced; likely to be from Newport's library service. .
21	TEMP:2006.1392	Circular table with pulleys.	No further information; un-provenanced.

22	TEMP:2006.1393.1&2	1940-50s kitchen units x 2.	No further information and in poor condition (extensive woodworm damage).
23	TEMP:2006.1398	Sign from mine, 'Search Yourself'	No further information; un-provenanced.
24	TEMP:2006.1400	Cast iron Victorian fireplace.	No further information; un-provenanced.
25	TEMP:2006.1401	Cast iron Victorian fire grate.	No further information; un-provenanced.
26	TEMP:2006.1402	Natmar Company garment marking machine	Poor condition (heavily corroded); No further information; un-provenanced.
27	TEMP:2006.1403 & TEMP:2006.1408	1930s style table and 5 chairs.	No further information; un-provenanced.
28	TEMP:2006.1406	19 th /20 th Century concrete corbel x 2.	No further information; un-provenanced.
29	TEMP:2006.1414	Top of 19 th Century Welsh dresser.	Incomplete item; No further information; un-provenanced.
30	TEMP:2006.1426 & TEMP:2006.1427 (likely to be NPTMG:1966.24.1-2)	Two 19 th Century doors no provenance.	Poor condition and poor provenance.
31	NPMTG:1952.4/R354	Reproduction/poster; <i>Fishing Village</i> by Peggy Wickham	Not signed or limited edition; part of larger collection of reproductions of works of art collected in 1950s for loan purposes
32	NPTMG:1952.136/R441	Reproduction/poster; <i>Poultry Yard</i> by Jan Havicksz Steen	Not signed or limited edition; part of larger collection of reproductions of works of art collected in 1950s for loan purposes
33	NPTMG:1957.102/R857	Reproduction/poster; <i>Adoration</i> by Cerge Dela Tour	Not signed or limited edition; part of larger collection of reproductions of works of art collected in 1950s for loan purposes
34	No number	Reproduction/poster; <i>The Kiosk St Tropez</i> by John C.R. D'oyly	Not signed or limited edition; part of larger collection of reproductions of works of art collected in 1950s for loan purposes

3. The benefits expected

- 3.1 The transfer of objects to other museums or relevant public organisations will impact positively on their use and accessibility. The disposal of identified objects from the permanent collections would free up resources such as valuable storage space. These could be redistributed to enhance the care and interpretation for objects which are of immediate relevance for Newport's collections and communities.

4. Legal impacts

- 4.1 Newport Museums and Heritage Service can only dispose of items it legally owns. The method of entry and current status of all items identified in this report will be investigated thoroughly before any action is taken.

5. Timescales

- 5.1 The process of de-accessioning would be initiated immediately.

6. Any staffing issues

6.1 There are no staffing issues.

7. Financial Summary

7.1 The costs associated with disposal will be negligible and will be met from the Museum & Art Gallery budget

8. Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Disposal of items not owned by NCC	M	L	The disposal framework develop by the Museums Association will be applied which includes a thorough investigation of an object's acquisition method and current status.	Museums Officer (Collections & Premises)
Negative publicity for Museums & Heritage Service and NCC	M	L	Application of the disposal framework ensures that all disposals are carried out in an ethical manner and with support of the Museums Association.	Museums Officer (Collections & Premises)

9. Links to Council Policies and Priorities

9.1 The disposal of selected objects outside the current remit of the Service enables the more efficient management of the collections and ensures their relevance for current and future purposes. All disposals will be carried out in accordance with Newport Museums and Heritage Service's Collections Development Policy 2014.

10. Options available

10.1 Retain the material and use valuable resources on its care and storage.

10.2 Initiate collections rationalisation process.

11. Preferred Option and Why

11.1 The preferred option is to initiate the process of disposal to ensure Newport's collections remain relevant and sustainable. This would increase the use of and access to the objects and/or free up resources for the benefit of Newport's core collections.

12. Comments of Chief Financial Officer

12.1 Given the financial challenge that the Council currently faces, and will continue to face for the foreseeable future it is important that the Council assets are carefully managed. Lack of attention to the sustainability of the collections and the immediate relevance for Newport's communities will have an impact upon the limited resource that is currently available to store the collections.

12.2 The costs associated with the disposal of the items identified above are likely to be negligible and will be met from within existing budget provision.

13. Comments of Monitoring Officer

13.1 The proposed removal of these items from the permanent collections is in accordance with the Council's Acquisitions and Disposal policy, given that they have no significant historical connection with the area. However, the Council can only dispose of items that it legally owns.

14. Staffing Implications: Comments of Head of People and Business Change

14.1 There are no human resources implications in this report.

15. Comments of Cabinet Member

15.1 Cabinet Member has approved the report for consultation.

16. Comments of Non-Executive Members

None received.

17. Background Papers

Collections Development Policy 2014
Newport Museums and Heritage Service
(Appendix 1, available to the public on request)

Code of Ethics for Museums, Museums Association, 2008
<http://www.museumsassociation.org/ethics/code-of-ethics> (accessed on 14/10/2014)

Dated: 14 May 2015



Report

Cabinet Member for Skills & Work and Newport LIVE

Part 1

Date: May 2015

Item No: 3

Subject Fees and Charges – Newport Museums & Heritage Service

Purpose The purpose of this report is to seek Cabinet Member approval for the proposed charging structure for the chargeable services provided by Newport Museums & Heritage Service for the financial year 2015/16.

Author Museums and Heritage Officer

Ward General

Summary The report sets out the range of services that Museum and Heritage Service provides on a charged-for basis. The report sets out price rises that are recommended for these activities.

Proposal To approve the prices for charged for activities as set out in this report.

Action by Head of Regeneration, Investment and Housing

Timetable Immediate

This report was prepared after consultation with:

- Head of Finance
- Head of Law and Regulations
- Head of People and Business Change

Signed

1. Background

- 1.1 The Museum and Art Gallery and the Newport Ship Project provide a range of services that are charged for. The Museum and Art Gallery provides images of objects and works of art from the collection. These are generally for private use and are supplied as a digital image. Occasionally the request is for commercial use and these attract a higher charge to reflect usage rights.
- 1.2 The Curator at the Newport Ship project is occasionally asked to provide consultancy and training service. These activities are charged for on either an hourly or daily rate.
- 1.3 The Ship project also occasionally rents its FARO digitising arm, but this is only on a very occasional basis.
- 1.4 In previous years the project has also rented out storage tanks space, however now the project has moved to a much smaller premises this will no longer be possible so this charging category can be disregarded.

Museum & Art Gallery income - Various			
Educational Publications UK Rights	£16.00	£17.00	6%
" " World Rights	£32.00	£33.50	5%
Commercial Publications & Websites UK Rights	£32.00	£34.00	6%
Commercial Publications & Websites World Rights	£65.00	£70.00	8%
Publication Jacket, Covers & Homepages UK Rights	£75.00	£80.00	7%
Publication Jacket, Covers & Homepages World Rights	£155.00	£165.00	6%
Television Flash Fees UK Rights	£75.00	£80.00	7%
Television Flash Fees World Rights	£150.00	£160.00	7%
Digital Image 300 dpi	£5.50	£6.00	9%
Ship Project			
Staff Consultancy & Training services Hourly Rate	£35 per hour	£37.00	6%
Staff Consultancy & Training services Day Rate	£250 per day	£260.00	4%
Faro Arm Rental	£70 per day	£73.00	4%

- 1.5 Museums in Wales set their own rates for reproduction charges. Our charging structure follows that set by the National Museum of Wales although individual prices might vary.

2. The benefits expected

- 2.1 The price increases will make a modest contribution to the overall budget for the Museums and Heritage Service.

3. Legal Implications

- 3.1 There are no legal implications as the Council has the right to vary charges of this nature

4. Timescales

4.1 The new prices can be implemented immediately for maximum benefit

5. Staffing issues

5.1 There are no staffing implications associated with this decision.

6. Financial Summary

6.1 Income earned through photography and consultation services does not follow a regular pattern and it is not possible to predict the amount of income earned in the way in the coming financial year

7. Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Potential income not realised if prices not raised	L	L	Prices raised across all categories of charged for activities	Open Learning and Heritage Manager.

8. Links to Council Policies and Priorities

8.1 A key outcome of the “Fairer City” strand in the corporate plan is for the Council to maximise its resources. Ensuring that charged-for activities are priced at reasonable level will contribute to this goal.

9. Options Available

9.1 There are two options to consider; one is to apply a price rises across all categories of charged for activities or prices at the current level.

10. Preferred Option and Why

10.1 The preferred option is increase the prices of charged for activities across all categories.

11. Comments of Chief Financial Officer

11.1 The range of increases suggested within the report are in line or go beyond the requirements within the Councils Medium Term Revenue Plan at 4%.

12. Comments of Monitoring Officer

12.1 The Council has a discretionary power to impose reasonable charges in respect of the Museums Service under the Public Libraries and Museums Act 1964. In addition, the Council has a general power to charge for discretionary services under Section 93 of the Local government act 2003, provided that this is on a cost-recovery basis only. The proposed increases are considered to be reasonable, although any “consultancy” services being provided by staff should only be on the basis of spare capacity and reflect the cost to the Council of providing the services, as there is no power to trade and make a “profit” out of these services.

13. Staffing Implications: Comments of Head of People and Business Change

13.1 There are no direct Human Resources implications contained within this report.

14. Comments of Cabinet Member

14.1 Cabinet Member has approved the report for consultation.

15. Comments of Non-Executive Members

None received.

16. Equalities Impact Assessment

15.1 N/A

Dated: 14 May 2015