

Committee Name and Date of Committee Meeting

Council – 24 May 2023

Report Title

York and Lancaster Regimental Museum Collections Management Policy

Is this a Key Decision and has it been included on the Forward Plan?

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

This report sets out the updated Collections Management Policy for the York and Lancaster Regimental Museum.

The York and Lancaster Regimental Museum is a registered charity which is managed by Rotherham Museums, Arts and Heritage Service on behalf of the sole trustee Rotherham Metropolitan Borough Council. The Policy forms part of the key evidence base which enables the service to achieve Museums Accreditation from Arts Council England. Without Museum Accreditation, the Museums, Arts and Heritage Service cannot apply for funding to the Arts Council of England (ACE) and will not be able to continue participation in the Arts Council of England National Portfolio Organisation (NPO) programme, which represents an investment of £250,000 per year for the next three years.

Recommendations

That Council

1. Approves the York and Lancaster Regimental Museum Collections Management Policy (2023).
2. Approves the delegation to the Assistant Director of Culture, Sport and Tourism in consultation with the Cabinet Member for Social Inclusion for any future

changes or new versions of the York and Lancaster Regimental Museum Collections Policy.

List of Appendices Included

Appendix 1 York and Lancaster Regimental Museum Collections Management Policy

Appendix 2 Equalities Screening & Analysis Part A & Part B

Appendix 3 Carbon Impact Assessment

Background Papers

Rotherham Cultural Strategy 2019-2026

Rotherham Health & Wellbeing Strategy 2018-2025

York and Lancaster Regimental Museum Development Policy 2016

York and Lancaster Regimental Museum Care and Conservation Policy 2016

York and Lancaster Regimental Museum Documentation Policy 2016

York and Lancaster Regimental Museum Charity Commission Scheme 2001

Consideration by any other Council Committee, Scrutiny or Advisory Panel

N/A

Council Approval Required

Yes

Exempt from the Press and Public

No

York and Lancaster Regimental Museum Collections Management Policy

1. Background

- 1.1 This report outlines updates and amendments to the York and Lancaster Regimental Museum Collections Management Policy, which is a key document for the Museums Accreditation process via Arts Council England.
- 1.2 Museums Accreditation will also enable the York and Lancaster Regimental Museum to secure external funding, through Arts Council England and other funders, for the development and care of the collection. Although relating to the collection the accreditation is applied to a specific venue where the collection can be displayed, in this case Clifton Park Museum. As part of the accreditation process the service must demonstrate appropriate policies and procedures to support the care of collections.
- 1.3 Full Museums Accreditation lasts for five years and the York and Lancaster Regimental Museum was last accredited on 25th February 2016. However, due to backlogs within Arts Council England caused by the Covid-19 pandemic, the application process for renewal has been delayed and is expected in 2024. The service is working to ensure all policies and procedures are current, fit for purpose and embedded within the service delivery plan in preparation for the next application window.

2. Background

2.1 Strategic Context

- 2.1.1 The Collections Management Policy aims to ensure that the York and Lancaster Regimental Collection is well-managed and can be accessed and enjoyed by people at all stages of their lives. The York and Lancaster Regimental Collection enables the Museums, Arts & Heritage service to develop a range of activities and programmes from talks to workshops which utilise the objects in the collection to inspire learning, share stories, and improve the mental health and wellbeing of residents from across the borough.
- 2.1.2 Throughout 2018 partners from across the culture, voluntary and community sectors came together to collectively develop a new Cultural Strategy for Rotherham, which was adopted by a number of organisations, including Rotherham Council in June 2019. The strategy has an overarching mission to “get more people, more active, creative and outdoors more often” leading to increased participation and engagement. Museum collections are used to create exhibitions, workshops and outreach activities which all contribute to this mission.

2.2 The York and Lancaster Regimental Museum

- 2.2.1 The York and Lancaster Regimental Museum (which is the owner of the collection) was established in 1985 following the transfer of the collection from the Headquarters of the York and Lancaster Regiment at Endcliffe

Hall, Sheffield, to Rotherham Metropolitan Borough Council's Museums Service. The York and Lancaster Regimental Museum charity was formally established in November 2001, when the collection of the York and Lancaster Regimental was transferred from the Regimental Association Trust. The collection had previously been on long-term loan from the Regimental Association Trust. Rotherham Metropolitan Borough Council is the sole trustee of the York and Lancaster Regimental Museum and therefore the custodian of its collection.

2.2.2 The York and Lancaster Regimental Museum collection holds more than 3,900 objects and 11,000 photographs, archives and ephemera which are managed by the Rotherham Museums, Arts and Heritage service. The majority of the collection focuses on the York & Lancaster Regiment from its inception in 1881 to disbandment in 1968. Material from these periods covers the Boer War and the First and Second World Wars. The recruitment for the regiment included Sheffield, Barnsley and Rotherham.

2.3 Collections Management Policy

2.3.1 Guidance on Museums Accreditation states that the Collections Management Policy should clearly set out how the service will develop, document, and look after its museum collections. The Museum Collection Policy which governs how the Council manages and cares for its own collections was updated and adopted on 13th January 2023. As the York and Lancaster Regimental Museum collection does not belong to the Council it requires its own Collections Management Policy which is based upon the agreed aims and objectives set out within its governing statement.

2.3.2 The updated York and Lancaster Regimental Museum Collections Management Policy sets out key areas for the management of the collection which include:

- Acquisition and disposal of collection
- Key themes for future collection which include:
 - Only items relating to the period prior to 1881 and post Second World War period, especially National Service, will form part of the collection.
 - The York and Lancaster Regimental Museum will not acquire objects simply as assets. Items will only be collected if they can tell a story particularly of individuals who served with the Regiment, or that will complement or fill a gap in the existing collections and knowledge.
- Repatriation and restitution of objects
- Standards for the care and maintenance of the collection
- Standards for the documentation of the collection
- Procedures and standards relating to loan of collection objects

3. Options considered and recommended proposal

3.1 Do Nothing

- 3.1.1 The current policy was adopted in 2016 as part of Museums Accreditation and has not been updated in light of the current guidance for Museums Accreditation or the changes to the service in terms of its refreshed mission and stronger focus on community engagement and participation.
- 3.1.2 To 'Do Nothing' would risk the loss of Museums Accreditation as the policies would not be fit for purpose. In losing accreditation the service could jeopardise the new National Portfolio Organisation (NPO) funding from Arts Council England, having a financial impact of £750,000 over the next three years.

3.2 Adopt the Collections Management Policy

- 3.2.1 The Collections Management Policy appropriately reflects the current mission and values of the York and Lancaster Regimental Museum.
- 3.2.2 The policy will enable the service to retain its Museums Accreditation and fully participate in the Arts Council England NPO Programme. Although an offer has been received from Arts Council England of £750,000 for the service and the communities it serves over the next three years, the process of due diligence checks will take place over the next three months to ensure that the appropriate policies are in place to support delivery.
- 3.2.3 This is the recommended option.

4. Consultation on proposal

- 4.1 In developing the Collections Management Policy, consultation has taken place with Arts Council England as well as the Council's Equalities, Asset Management and Climate Change Teams. Consultation and benchmarking has also taken place with Museums Development Yorkshire and other local authority museum services across South Yorkshire to ensure that the policy is in line with best practice nationally.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The York and Lancaster Regimental Museum Collections Management Policy is being presented for adoption by Council on 24th May 2023. Should the policy be approved, it will be adopted with immediate effect.
- 5.2 The Head of Creative Programming and Engagement and Museums, Arts & Heritage Manager will have overall accountability for the implementation of the policy and the supporting Collections Management Plan working closely with the Collections and Exhibitions team within the service.
- 5.3 Museums Accreditation inspection is expected to take place early 2024 but the timeframe has not yet been announced.

6. Financial and Procurement Advice and Implications

- 6.1 The Museums Arts and Heritage service operates on an approved net budget of £436,895 (Gross £594,175). There is no separate budget for managing the York and Lancaster Regimental Museum. By having a compliant Collections Management Policy, the service can better avail itself of funding opportunities from within the wider sector.
- 6.2 There are no direct procurement implications arising from the recommendations detailed in this report.

7. Legal Advice and Implications

- 7.1 There are no direct legal implications arising from the recommendations within this report.

8. Human Resources Advice and Implications

- 8.1 There are no direct human resources implications arising from this report.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The York and Lancaster Regimental Collection is accessible to the public through a gallery at Clifton Park Museum and an annual events programme associated with Remembrance Sunday.

10. Equalities and Human Rights Advice and Implications

- 10.1 An Equalities Impact Screening, Assessment and Action Plan can be found at Appendix 2.
- 10.2 The Equalities Action Plan sets out a series of measures for improving equalities at two levels of implementation:
- Museums, Arts & Heritage – service level, ensuring that equalities, diversity and inclusion is embedded at all levels of the service
 - York and Lancaster Regimental Collection – utilising the Collections Management Policy to improve inclusivity and relevance of the objects within the care of the service

11. Implications for CO₂ Emissions and Climate Change

- 11.1 A Carbon Impact Assessment can be found at Appendix 2.
- 11.2 The key implication for CO₂ Emissions and Climate Change is related to the storage of the collection, which is currently in Bailey House, Rotherham. This collection continues to grow and further consideration is required on ensuring there is long term space for this collection in one store. In addition, a Decarbonisation report has been carried out on Bailey House, which

included a review on heating systems, and identifying emission improvements including insulation in the building.

12. Implications for Partners

- 12.1 There are no direct implications for partners as the policy relates only to those collections wholly owned by York and Lancaster Regimental Museum of which Rotherham Metropolitan Borough Council is the sole trustee.

13. Risks and Mitigation

- 13.1 Inappropriate storage for museum collection:
The Collections Management Policy enables the service to begin the process of auditing collections to ensure they are well managed at Bailey House store.
- 13.2 Lack of inclusion within and access to the collection:
The Museums, Arts & Heritage Service acts as a custodian of the York and Lancaster Regimental Collection on behalf of the York and Lancaster Regimental Museum charity. Through its programme of exhibitions, events, and educational activities it will ensure that the collection is developed to become representative of communities from across the borough and that greater access for engagement with the collections is made available both within museum and community settings. The Equalities Action Plan contained at Appendix 2 provides mitigation for this risk.

Accountable Officer(s)

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This report is published on the Council's [website](#).