

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

RECORD OF OFFICER EXECUTIVE DECISION

Date of Decision:	28.01.26
Title:	Rotherham Museums Collections Management Policy for Clifton Park Museum
Decision Maker: (Including Job Title)	Polly Hamilton, Service Director for Culture, Sport and Tourism.
Details of Specific Delegation or Delegation contained in the relevant Sub-Scheme of Delegation.	23 January 2023 Cabinet Meeting Minutes Resolved: 2. That Cabinet approved 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 Collections Policy. Minute 106 refers.
Decision:	The Service Director, Culture, Sport and Tourism approves the revised Collections Management Policy 2026-2029.
Reasons for the Decision:	A new Collections Management Policy is required for the Rotherham Museums, Arts & Heritage Service. The Policy forms part of the key evidence base which enables the service to achieve Museums Accreditation from Arts Council England. The service recently achieved a Museum Accreditation renewal in December 2025, and the updated Collections Management Policy was a required area for development. Without Museum Accreditation, the Museums, Arts and Heritage Service cannot apply for further funding to the Arts Council of England (ACE) and will risk funding from the Arts Council of England National Portfolio Organisation programme, which represents an investment of £250,000 per year for the next two years.
Details of alternative options considered and rejected:	Do Nothing – The current Collections Management Policy is up for renewal January 2026. To do nothing would risk the recent awarded Museum Accreditation which is dependent on showing progress against the identified areas for improvement. Museum Accreditation is a requirement for NPO funding from Arts Council so would have a financial impact of £500,000 over the next two years.

	Adopt the Collections Management Policy – The reviewed policy appropriately reflects the current mission and values of the Museums, Arts & Heritage service and its commitment to ensuring community voice and influence within its activities. It responds to and implements the recommendations from the recent Museum Accreditation panel and ensures that plans are in place for the safe and appropriate care of collections for future generations.
Conflicts of interest declared by any Cabinet Member consulted by the decision maker which relates to the decision:	None
Dispensations Granted: (If any)	None
Conflicts of interest declared by the Decision Maker if they sit as a Cabinet appointed representative to an outside body which relates to the decision:	None
Dispensations Granted: (If any)	None
Reports or parts of reports relevant to the decision being taken:	<ul style="list-style-type: none"> • Rotherham Museums Collections Management Policy for Clifton Park Museum Report • Appendix 1 Museums, Arts & Heritage Equalities Screening Assessment Part A and B • Appendix 2 Collections Management Policy Carbon Impact Assessment • Appendix 3 Rotherham Museums, Arts and Heritage Collections Management Policy 2026-2029

I certify that this is a true record of the executive decision to:

Adopt the Collections Management Policy – The reviewed policy appropriately reflects the current mission and values of the Museums, Arts & Heritage service and its commitment to ensuring community voice and influence within its activities. It responds to and implements the recommendations from the recent Museum Accreditation panel

and ensures that plans are in place for the safe and appropriate care of collections for future generations.

I confirm that in making this decision, due regard was given to the seven principles of public life.

Signed by the Decision Maker:

A handwritten signature in black ink, appearing to read 'P. Hamilton', with a stylized flourish at the end.

Dated: 28.01.2026

Name: Polly Hamilton

Job Title: Service Director, Culture, Sport and Tourism