EXECUTIVE SUMMARY:

To present to Members the revised Elmbridge Museum Access Policy 2017 – 2022.

This report requests members’ approval of the updated museum policy to be submitted as part of Museum Accreditation in April 2017.

RECOMMENDATION:

THAT THE UPDATED POLICY AS CONTAINED WITHIN THIS REPORT BE APPROVED.

REPORT:

1.1 This policy is a requirement for retain Museum Accreditation, which is now due for submission to Arts Council England (ACE) in April 2017. Accredited museums are invited to provide 'Accreditation returns' once every three years. Returns are part of the quality assurance process of the Accreditation Scheme, to provide an opportunity for participating museums to demonstrate they continue to meet the Standard.

1.2 Accreditation is the UK standard for museums and galleries. It defines good practice and identifies agreed standards, thereby encouraging development. It is a baseline quality standard that helps guide museums to be the best they can be, for current and future users.

1.3 The Accreditation Scheme aims to:
- Encourage all museums to achieve agreed standards in how they are run, how they manage their collections, and the experiences of their users;
- Encourage confidence in museums as organisations that manage collections for the benefit of society and manage public funds appropriately;
- Reinforce a shared ethical and professional basis for all museums.

1.4 To be Accredited, museums must make sure that they meet all relevant legal, ethical, safety, equality, environmental and planning requirements, and be committed to forward planning to improve the service for users.
1.5 The policies are key documents for the purposes of ACE accreditation scheme. All policies have already been approved at the Cabinet Meeting, 15 March 2017 except Elmbridge Museum Access Policy enclosed in this report.

1.6 The **Elmbridge Museum Access Policy** Statement aims to set out the conditions under which Elmbridge Museum will provide and develop access to its collections to achieve its mission and key ambitions. It explains how access is provided and developed and the rationale for the choice of provision. Please refer to ‘Appendix F’.

1.7 Elmbridge Museum believes that all people have a fundamental right to engage with, use and enjoy the service, and aims to provide the widest possible access to the museum’s collections.

1.8 Elmbridge Museum aims to provide equal access to the Civic Centre, to the museum collections, to our learning service, to the local studies research room and to museum information. Elmbridge Museum considers that physical, sensory, intellectual, cultural, emotional and financial barriers prevent full access, and our aim is to remove these barriers where possible.

**Financial implications:**

None for the purpose of this report.

**Environmental implications:**

None for the purpose of this report.

**Legal implications:**

None for the purpose of this report.

**Equality implications:**

None for the purpose of this report.

**Risk Management implications:**

There is a risk that Elmbridge Museum may lose its accreditation status if this policy is not approved or adhered to. This is a critical part of us being recognised as a Museum that achieved a nationally approved standard in management, collections care and delivery of information and visitor services. Also, it will enable the Museum to apply for any future funding schemes.
Community Safety implications:
None for the purpose of this report.

Background papers:
None for the purpose of this report.

Enclosures/Appendices:

*Elmbridge Museum Access Policy 2017 – 2022*

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