
Report To:	Inverclyde Council	Date:	2 December 2021
Report By:	Interim Head of Legal & Democratic Services	Report No:	DS/LS/093/21
Contact Officer:	Diane Sweeney	Contact No:	01475 712147
Subject:	Watt Institution Collections Policies – Remit from Education & Communities Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council, as Trustees of the Watt Institution, to note the decision made by the Education & Communities Committee relative to the approval of the McLean Museum Collections Policies.

2.0 SUMMARY

- 2.1 The Education & Communities Committee at its meeting on 2 November 2021 considered a report by the Corporate Director Education, Communities & Organisational Development seeking approval of a Collecting Policy for Inverclyde Archives and the Watt Library and an updated Collections Development Policy for the McLean Museum and Art Gallery. A copy of the report to the Education & Communities Committee is attached as Appendix 1.
- 2.2 The Education & Communities Committee decided the following:
- (1) That approval be given to the McLean Museum and Art Gallery Collections Development Policy in order to meet the requirements of the Arts Council England Accreditation Scheme;
 - (2) that approval be given to the Inverclyde Archives and Watt Library Collecting policy; and
 - (3) that the decision be referred to the next meeting of the Inverclyde Council for noting as Trustees of the Watt Institution.

3.0 RECOMMENDATION

- 3.1 The Trustees are asked to note the decision of the Education & Communities Committee relative to the Watt Institution Collections Policies.

Anne Sinclair
Interim Head of Legal & Democratic Services

Report To:	Education & Communities Committee	Date:	2 November 2021
Report By:	Corporate Director Education Communities and Organisational Development	Report No:	EDUCOM/41/21/AW
Contact Officer:	Alana Ward, Service Manager	Contact No:	01475 712330
Subject:	Watt Institution Collections Policies		

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval for an updated Collections Development Policy for the McLean Museum and Art Gallery and a Collecting Policy for Inverclyde Archives and the Watt Library.

2.0 SUMMARY

2.1 The Collections Development Policy for the McLean Museum and Art Gallery has been updated. The adoption and implementation of such a policy by the Inverclyde Council, the governing body of the McLean Museum and Art Gallery, is a requirement of the Arts Council England (ACE) Accreditation Scheme which sets nationally agreed standards for museums in the UK.

2.2 This policy is intended to replace the Collections Development Policy approved by the Education and Communities Committee in November 2016 and supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the collections of the museum. There have been no substantial changes made to the policy and those revisions that have taken place are for reasons of brevity and clarity only. The revised Museum Collections Development Policy can be viewed at: <https://bit.ly/2021MCDP>

2.3 In addition, the Committee is asked to approve a Collecting Policy for Inverclyde Archives and the Watt Library. Although all three services are housed within the Watt Institution, the terms of the Museums Accreditation Scheme require that library and archive collecting policies should be separate to that of the museum. The Inverclyde Archives and Watt Library Collecting Policy can be viewed at: <https://bit.ly/2021IAWLCP>

3.0 RECOMMENDATIONS

3.1 It is recommended that the Committee:

- approves the McLean Museum and Art Gallery Collections Development Policy to meet the requirements of the Arts Council England Accreditation Scheme;
- approves the Inverclyde Archives and Watt Library Collecting Policy; and
- refers the decision of the Committee to the next meeting of the Inverclyde Council for noting as Trustees of the Watt Institution.

4.0 BACKGROUND

- 4.1 The adoption and implementation of a Collections Development Policy for the McLean Museum and Art Gallery by the Inverclyde Council, the governing Body of the McLean museum and Art Gallery, is a requirement of Arts Council England (ACE) Accreditation Scheme for museums in the UK.
- 4.2 The McLean Museum and Archive currently enjoys Accredited Status within the Scheme and seeks to retain this status as it is a benchmark standard which attracts Government funding. Museums that do not meet the standard do not receive Government grants.

5.0 PROPOSAL

- 5.1 It is considered good practice to review collections development policies every 5 years. The current Collections and Development Policy was approved by the Education and Communities Committee in November 2016.
- 5.2 This policy supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the collections of the museum. There have been no substantial changes made to the policy and those revisions that have taken place are for reasons of brevity and clarity only. The revised Museum Collections Development Policy can be viewed at: <https://bit.ly/2021MCDP>
- 5.3 In addition, the Committee is asked to approve a Collecting Policy for Inverclyde Archives and the Watt Library. Although all three services are housed within the Watt Institution, the terms of the Museums Accreditation Scheme require that library and archive collecting policies should be separate to that of the museum. The Inverclyde Archives and Watt Library Collecting Policy can be viewed at: <https://bit.ly/2021IAWLCP>

6.0 IMPLICATIONS

6.1 Finance

There are no known financial implications arising from this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

6.2 Legal

The Interim Head of Legal Services comments that, as the Watt Institution is held and administered by the Council as Trustees, any recommendation of this Committee will require to be referred to the Trustees of the Watt Institution for noting.

6.3 Human Resources

There are no known Human Resources implications arising from this report.

6.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

X	YES
	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

The Watt Institution is a key part of Inverclyde's tourism, culture and heritage offer, providing services to visitors and residents of Inverclyde.

7.0 CONSULTATIONS

7.1 None

8.0 BACKGROUND PAPERS

8.1 None