

**Notice of meeting of
Learning & Culture Overview & Scrutiny Committee**

To: Councillors Reid (Chair), Fitzpatrick (Vice-Chair), Scott, Cunningham-Cross, Levene, Jeffries, Brooks and Taylor. Mrs R Barber (Co-opted Statutory Member) and Mrs P Widdowson (Co-opted Statutory Member)

Date: Wednesday, 13 June 2012

Time: 4.30 pm

Venue: The Guildhall, York

AGENDA

- 1. Declarations of Interest** (Pages 1 - 2)
At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.
- 2. Minutes** (Pages 3 - 10)
To approve and sign the minutes of the meeting held on 30 April 2012.
- 3. Public Participation**
At this point in the meeting, members of the public who have registered their wish to speak on an item on the agenda or an issue within the committee's remit can do so.

Anyone who wishes to register or who requires further information is requested to contact the Democracy Officer for this meeting, details of whom are listed at the foot of this agenda.

The deadline for registering to speak is 5.00pm the working day before the meeting, in this case 5.00pm on Tuesday 12 June 2012.

**4. York Museums Trust Scrutiny Review - (Pages 11 - 78)
Interim Report**

This report provides an update on the ongoing scrutiny review of York Museums Trust, and asks the Committee to agree a method for progressing the review and a timeframe for its completion.

5. Draft Workplan Including List of Proposed Topics for 2012/13 & Associated Documents (Pages 79 - 84)

Members will be asked to consider a draft workplan for the forthcoming year including a list of proposed topics for 2012-13 and associated documents.

6. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy officers named above).

For more information about any of the following please contact the Democracy Officers responsible for servicing this meeting, as listed above.

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

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Further information about what's being discussed at this meeting

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The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	LEARNING & CULTURE OVERVIEW & SCRUTINY COMMITTEE
DATE	30 APRIL 2012
PRESENT	COUNCILLORS REID (CHAIR), CRISP, CUNNINGHAM-CROSS (VICE-CHAIR), BROOKS, FITZPATRICK, JEFFRIES, LEVENE AND TAYLOR
APOLOGIES	COUNCILLORS WATSON

53. DECLARATIONS OF INTEREST

At this point in the meeting Members were asked to declare any personal or prejudicial interests they might have in relation to the business on the agenda or any other general interests they might have within the remit of the Committee. The following was reported:

- Regarding York 800 discussed in item 5 Cllr Taylor declared a personal non prejudicial interest as he is an Employee of York City Screen.
- Regarding the Queens visit discussed in item 5 Cllr Levene declared a personal non prejudicial interest as he is a Member of Republic and regarding Libraries discussed in items 5 and 6 he declared another personal non prejudicial interest as he is an Employee of Social Enterprise Yorkshire and the Humber.

54. MINUTES

RESOLVED: That the minutes of the meeting of the Learning and Culture Overview and Scrutiny Committee held on 21 March 2012 be approved and signed by the Chair as a correct record subject to the following changes:

- Cllr Jefferies was not at the meeting and sent her apologies
- In minute point 50 middle of the second paragraph the word parcel should read unparcel.

55. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

56. YORK MUSEUMS TRUST (YMT) COLLECTION MANAGEMENT SCRUTINY REVIEW - FEEDBACK FROM TASK GROUP'S VISIT TO STORAGE FACILITIES

The Committee received a verbal update from the Task Group members on their findings from their visit to the York Museum Trusts (YMTs) storage facilities. The Task Group were given a tour of the storage facilities at the Castle Museum, Art Gallery, Yorkshire Museum and three of the four external storage facilities by the Head of Collections Management.

The Group confirmed that all the storage facilities were very well managed and varied greatly as different collections required different types of care. Some collections had been re-homed in modern storage facilities to ensure they were stored in the appropriate environment and manner.

The Task Group stated that in their view, the tour had been a worthwhile exercise as it had helped them gain a thorough understanding of the logistical storage issues faced by YMT at each site. They were pleased to discover the Trust were well on with cataloguing the various collections and had started recording items online. They were made to feel very welcome and all questions were thoroughly answered. The Task Group Members were looking forward to completing the tour by visiting the Fulford Cross storage facility on 3 May 2012.

It was agreed that once the Task Group had carried out their final visit, they would hold an informal meeting to discuss and agree their findings. They would also consider whether YMT had achieved appropriate collections management standards, in line with the Collections Loan Agreement & Collections Management Protocol agreed in 2002, in order to answer the question raised in the remit for the review. The Task Group agreed to report back to the Committee at the first formal meeting in the new municipal year.

RESOLVED: i. That the update be noted.
ii. That the Task Group report back their findings at the next formal meeting of the Committee

REASON: Progress the work of the Review.

57. ATTENDANCE OF THE CABINET MEMBER FOR LEISURE & CULTURE - END OF YEAR UPDATE & 2012/3 PRIORITIES

The Cabinet Member for Leisure, Culture and Social Inclusion attended the meeting and gave an update on her portfolio area which included:

Neighbourhood Management

The Cabinet Member confirmed she had undertaken the review of the Neighbourhood Management Unit and was actively working on providing Councillors with a clear channel to report any ward issues as currently Members had far too many options. This new model would allow a more effective and efficient way of working by streamlining staff time and allowing Members to take the lead on any Ward issues and budget proposals.

In answer to Members questions it was confirmed that:

- herself and Chief Officers were currently considering a new structure for the Neighbourhood Management Unit.
- officers would be available to support Members when considering different ways of engaging residents.
- Members were currently receiving group briefing sessions on the new model and further sessions could be arranged if Members felt this was needed.
- a handbook would be produced to support members to move the project forward.
- details of future ward committee dates would be announced and delivered as an insert inside the Your Voice publication.

EFLG – Diversity and Inclusion

It was verified that EFLG stood for Equalities Framework Local Government.

Leisure and Culture

The Cabinet Member highlighted some activities she had been involved in such as:

- Launching York 800 civic celebrations
- The Queens visit
- Mystery Plays in York Museum Gardens
- Hamilton Panthers Football Club fundraising events for new facilities
- City of Quilters Festival
- Chocolate Festival
- Holocaust Memorial Day
- Olympic Torch Relay
- Illuminate York
- York Wheel
- Arts Development 2012 Conference
- West Offices Art Work

In answer to Members questions, they were informed that:

- the Holocaust Memorial event stayed within the allocated budget.
- officers would confirm how much the consultants and the artists had been paid for the art work in West Offices.¹
- the Council would only contribute a minor budget to cover things such as barriers and stewards when the Olympic Torch was in York. The core costs were not funded by the Council.
- Hamilton Panthers Football Club was still continuing to raise funds to either build a new or improve the current club house.
- officers would confirm the budget that was set for the Queens visit and produce an estimate of costs the City gained from the visit.²

Cultural Collaboration – Blackpool

The Cabinet Member stated that around £15,000 worth of savings had been made as a result of the collaboration, and she would be meeting the Police and the social inclusion manager from Blackpool Council to investigate how they tackle hate crime.

Parks and Open Spaces

Members noted that improvements had been made to many parks and open spaces within the City and that £15,000 had

been awarded to Bootham Allotments to allow new lots to be opened.

Libraries

Members were informed that:

- the cafe's at York and Acomb Explore Centres had been refurbished and takings were up by 25%
- a reading cafe in Rowntrees Park would be open in the Summer.
- free WI-FI was available in all libraries.
- Acomb Explore Centre had received a 'Good Place to Come' award.
- the Archive bid was on going and stage 2 would be starting soon.

In answer to Members questions it was confirmed that:

- costs had been saved by the use of less relief staff and natural staff wastage.
- officers would confirm what criteria the Explore Centre passed to be successful in achieving the 'Good Place to Come' award.³

After a brief discussion it was suggested that 'Libraries in the Community' would make a good Scrutiny topic.

Children and Young People

The Cabinet Member stated she had been working on delivering:

- Local Democracy Sessions in schools.
- The Shine Magazine.
- The Open Change Champion Event alongside the Police.
- The Local Government Chronicle Award.

Reviews and Challenges

The Cabinet Member confirmed:

- she had reviewed the York Theatre Royal's Service Level Agreement (SLA) and had suggested they focus on engaging more older citizens.
- she was currently reviewing the SLA's for Visit York and the York Museums Trust.
- she had been appointed to the Regional Arts Council.
- the Community Stadium application would go to the Main Planning Committee in May.

In answer to Members questions the Cabinet Member:

- confirmed that both herself and the Leader were a member of the Visit York Board and would be working together on tourism.
- noted that the Literature Festival needed supporting and other smaller festivals in York had to keep progressing to encourage further tourism.
- verified she had read and took on board the comments and recommendations made in the Markets Scrutiny Review and confirmed it was still an active project.
- stated that at this stage, no plan B existed in regard to the planning application for the proposed new Stadium at Monks Cross.

Members thanked the Cabinet Member for her update.

RESOLVED: That the update be noted.

REASON: To ensure that Members are kept informed of work within the remit of the Committee.

Action Required

1. Inform Members how much the consultants and artists had been paid for the art work in West Offices CC
2. To inform Members what budget was set for the Queens visit and an estimate of costs the City gained from the visit CC
3. Confirm what criteria the Explore Centre passed to be successful in achieving the 'Good Place to Come' award. CC

58. LEARNING AND CULTURE OVERVIEW AND SCRUTINY COMMITTEE DRAFT WORKPLAN FOR 2012/13

Members considered the committee's draft work plan for the municipal year 2012-13 and proposed a possible future topic on 'How to make local Libraries work in the Community' for consideration at a forthcoming Scrutiny Work Planning Event.

Members were encouraged to forward any other suggestions to the Scrutiny Officer.

RESOLVED: That the draft workplan for 2012-13 be noted.

REASON: To progress the work of the Committee.

Cllr Ann Reid, Chair

[The meeting started at 6.20 pm and finished at 8.00 pm].

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Learning & Culture Overview & Scrutiny Committee
Report of the Assistant Director IT & Governance

13 June 2012

York Museums Trust Scrutiny Review – Interim Report

Summary

1. This report provides an update on the ongoing scrutiny review of York Museums Trust, and asks the Committee to agree a method for progressing the review and a timeframe for its completion.

Background to the Formation of York Museums Trust

2. In 2002 City of York Council entered into a partnership agreement with the newly constituted York Museums Trust (YMT) in order to ensure the long-term stability and prosperity of the City's museums and collections. The background to the decision to create YMT (a company limited by guarantee with charitable status) was the need to turnaround the business performance of the museums which had been losing an average of 37,000 visits every year over the previous ten years and were costing an extra £120k each year.
3. In July 2002, the Executive agreed to transfer operation of the museum service to the York Museums and Gallery Trust (YMT). By that date, YMT had already been formed, by a group of York citizens, as a company limited by guarantee with charitable status, governed by a board of trustees comprising a chair and ten to twelve members including two Councillors, a nominee of the Yorkshire Philosophical Society (YPS), and an individual nominated by the unions in consultation with the staff. YMT also has a trading company which covenants all profits back to the parent charity.
4. The key principles of the transfer were:
 - YMT would manage the Art Gallery, Castle Museum, St Mary's Church, and the Yorkshire Museum and Gardens.
 - The Council would retain ownership of the buildings and collections. It would loan these to YMT through formal agreements. In the case of those assets that are subject to existing trust deeds the Council would be the custodian trustee and YMT the managing trustee.
 - TUPE would apply to the transfer of staff.

- YMT would continue to provide the residents of York with free entry to the main collections.
 - Agreements between the Council and YMT would ensure that the Council's expectations and outcomes would be met.
5. The key agreements that govern the legal relationship between YMT and the Council are as follows:
 6. **The Memorandum of Association** describes the Trust, its reasons for existing and its charitable objects. It is based on a standard model and is intentionally broad in order to give the Trust all necessary powers to be able to function as an independent organisation.
 7. **The Articles of Association** prescribes how YMT operates as an organisation. With regard to the appointment of trustees, they state that in every notice for an annual general meeting, the Board shall set out its requirements for the skills, qualities and experience which it needs from its members. The notice shall state the extent to which those requirements are met by those Trustees continuing in office and those retiring and intending to re-offer themselves for election.
 8. In exercising their powers to nominate, appoint, reappoint, elect, re-elect, approve and dismiss Trustees, both the members and trustees shall seek to ensure that the Board of Trustees is representative of the local community and users of the services and facilities offered by the Company, and also comprises persons with a broad range of skills who are likely to contribute to the Company's success. The specific way that YMT would carry out its business was also covered in a Partnership Delivery Plan (PDP). In 2005 the PDP was updated. The current PDP (shown at Annex A) sets out what YMT and the Council have agreed will be delivered, the targets YMT will reach and the reporting arrangements.
 9. **The Funding Agreement** sets out how the Council funds the Trust.
 10. **The Transfer Agreement** formally transferred to YMT the activity of providing museum and gallery services together with the staff and the assets.
 11. **The Leases**- Separate leases were agreed in respect of the Art Gallery, the Castle Museum, St Mary's Castlegate Church, the Fulford Cross store and the Birch Park store. The term was originally for 25 years from 1 August, 2002 and the rent was a peppercorn. However, when the YMT applied for Heritage Lottery Funding the HLF insisted on a longer term of lease so members agreed 35 year leases. A licence was granted for the Darnborough Street store which was subsequently surrendered by YMT. YMT subsequently entered into a lease in its own right for the James Street store.

12. **The Collections Loan Agreement** provides for a loan period of 25 years and sets out the Trust's obligations. Although the leases were changed to 35 years, the collections loan agreement remained at 25 years. In reality this only really affects the Art Gallery collection because the Yorkshire Museum collection is part of the Yorkshire Museum and Gardens Charity and the Castle Museum collection is part of the Kirk Deed. A collections management protocol forms a schedule of the Funding Agreement and sets out how the collections are to be managed. YMT collects only on behalf of the Council. In 2005, YMT drafted an Acquisition and Disposal policy for 2005-6 which was meant to be replaced in 2006 with a more considered policy. As yet, this work has not been undertaken and the temporary policy remains in place.
13. **The Scheme for the Yorkshire Museum and Gardens Charity:** The Yorkshire Museum and Gardens were originally owned and operated by the Yorkshire Philosophical Society (YPS). In 1960 the YPS formed a charity, the Yorkshire Museum and Gardens Charity, vesting the assets to York City Council as sole trustee. The scheme governing the charity provided for the Council to administer the assets but gave the YPS a significant oversight role within the management arrangements. Trusteeship subsequently passed to North Yorkshire County Council. When it returned to City of York Council (CYC) in 1996, the Council attempted to fulfil the terms of the scheme through its newly formed, unified museums service. This caused significant tension with the YPS. It was clear that a new scheme was needed.
14. Once YMT was up and running a new scheme for the Yorkshire Museum and Gardens Charity became imperative. Unfortunately it took 7 years to negotiate this new scheme with the YPS and the Charity Commission during which time YMT had to operate the assets under a licence from CYC.
15. Under the new scheme the Yorkshire Museum and Gardens Charity forms part of York Museums Trust for the purposes of registration and accounting. This means that YMT only have to file a single set of accounts rather than a separate set for YMT and the Yorkshire Museum and Gardens Charity respectively.
16. **The Kirk Deed:** The Charity Commission required this be updated and therefore a revised version has been in place since 9 October 2009.

Background to Review

17. In November 2011, this Committee received a topic assessment report for a scrutiny topic proposed by Councillor Watson, together with the background information above on the formation of the Trust and its performance.

18. In January 2012, the Committee received a further briefing paper providing information on the Trust's relationship with the council and the structures in place, and the original Executive report from July 2002 setting out the purpose of the Trust.
19. Based on the information provided at both those meetings, Members agreed it would not be appropriate to scrutinise the work of the Trust and their internal processes as suggested in Cllr Watson's topic registration form. However, having taken into account all the information, Members agreed to proceed with a scrutiny review based on the following remit:
'To determine whether YMT have achieved appropriate collections management standards in line with the Collections Loan Agreement and Collections Management Protocol agreed in 2002'.
20. In March 2012, the Committee received information and a presentation from the Commercial Director at York Museums Trust which identified that:
 - CYC is a custodian trustee and YMT is a managing trustee for most but not all of the collections. In the case of the Art Gallery collections they simply belong to CYC and are loaned to YMT.
 - There are over 1.5 million objects in the hugely varied collections
 - The different collections require different types of care. Some collections will naturally decay over time e.g. the biological collection. These require specialist care to delay their decay. Other collection types will retain their current condition if stored and displayed in an appropriate manner.
 - YMT have set themselves a number of priorities:
 - a. To store the collections in an appropriate environment and manner
 - b. To document each collection
 - c. To develop each collection
21. As part of their review, the Committee agreed to look at YMT's progress in achieving the above priorities

Information Gathered

a) Storage

22. The Committee agreed a Task Group of Cllr Watson, Cllr Fitzpatrick and Cllr Taylor to carry out a visit to view the storage facilities at the Castle Museum, Yorkshire Museum and Art Gallery, and at YMT's four external

sites, in order to assess the conditions in which the collections were being kept.

23. In 2002, the storage facilities required urgent attention due to the poor conditions many of the collections were being stored in on-site. Many have subsequently been re-homed in modern storage facilities at external sites around the city.
24. On 18 April 2012, the Task Group were given a tour of the storage facilities at the Castle Museum, Art Gallery and Yorkshire Museum by the Head of Collections Management who has been in post for the past seven years and has seen the improvements put in place by YMT during that time.
25. Castle Museum
The Task Group was shown the numerous collections stored on-site:
 - Decorative Arts – stored in built-in locked wooden cupboards along a staff corridor (some tissue wrapped for additional protection), with larger pieces stored on high shelves above the cupboards covered in cloth.
 - Special Ceramics - stored in a locked room off a public corridor. Within the room, items are stored in locked modern storage cupboards with Perspex in the doors. These cupboards were fairly expensive but ideal for purpose as the contents can be easily identified without the need to unlock/open the cupboards. Other large and unusually shaped items e.g. decorative glass walking canes were laid on cloth covered table tops, and other smaller items were stored in coded boxes.
 - Military (Uniforms, Accessories & Weapons) – stored in number of adjoining rooms, accessed via a locked door off a public corridor. Room 1 containing swords and sabres stored on purpose built racks. Room 2 contained military uniforms hung from rails (Crimean war through to World War II). Room 3 was a box store for accessories (boxes coded to assist in identification of contents). Room 4, accessed via a locked metal door marked 'Explosives' behind which was a locked metal gate, contained handguns, muskets, machine guns, cannon balls etc. The handguns were laid in wooden drawer units and the larger firearms stored on racks.
 - Scientific instruments - the Task Group was shown where a mezzanine level above a staff corridor behind Kirkgate had previously existed, on which the collection had been stored. The only access to the storage space had been via a pull-down ladder which was far from ideal. However the collection had recently been moved to allow the

mezzanine level to be removed and the staff corridor to be re-designed to become a new back alley display as part of the Kirkgate exhibition.

26. Members acknowledged the serious logistical exercise to move the collections in and out of storage based on the programme of planned exhibitions. They recognised the difficulties of carrying out that process, particularly before the introduction of purpose built external storage facilities when more had been stored at the museum in cramped conditions.
27. Art Gallery
As part of their tour of the Art Gallery's storage facilities, the Task Group received information on YMT's forthcoming reconfiguration of the Art Gallery which had been planned in order to address some of the building's limitations. For example:
- The picture store - the room contained over 1000 easel paintings stored in racks based on theme and size, with protective rubber sheeting between frames. The room also contained packing crates used to transport pieces borrowed by the Art Gallery or lent out. The Task Group learnt that pictures have continued to be stored in that room even though it is not ideal, due to the huge air handling units in situ. YMT acknowledged that although that provided a suitable environment in regard to temperature and humidity, it was not ideal due to the possibility of water damage to the art work should the machinery break. The Task Group was informed that the opportunity to improve the current situation would come as part of the planned re-configuration of the art gallery when the machinery is due to be repositioned on the roof of the building. The plan also includes the installation of a new racking system to allow better access to the easel paintings.
 - Upstairs store room - containing 15,000+ works on paper stored in 252 boxes, together with a wall full of book shelves for reference books etc. A lot of the works on paper being stored are topographical by both local and nationally known artists. The contents of each box are stored based on subject e.g. Bootham Bar and the individual pieces are separated by tissue paper. Individual pieces are put on display to complement the exhibited themes on display in the Art Gallery.
 - Studio Ceramics - the Task Group learnt that YMT holds the best collection of studio ceramics outside of the V&A, but they do not currently have enough space in the museums to display it all. As part of the Art Gallery re-configuration, the plan is to have a large room on the first floor where the whole Decorative Arts collection can be displayed together.

- Social History store - also due to be improved as part of the Art Gallery re-configuration.

28. Yorkshire Museum

The Task Group visited two store rooms in the basement accessed via a staff only area:

- Geology Room - containing racking for large pieces and wooden cabinets / drawer units containing small more fragile pieces, protected by foam surrounds.
- Archaeology Room – containing metal shelving units used to store mostly geology pieces now. Items stored in boxes and wooden drawer units.

29. Both rooms were monitored for temperature and humidity with a Curators work area between the two rooms which had previously also been used for storage before the transfer of some of the archaeological collection to the external storage facility at Birch Park.

30. The Task Group were also informed of a High Security Room where Bronze and Iron Age jewels and coins were stored.

31. The Task Group noted there was no sprinkler system fitted at the Art Gallery due to the damage water would cause to the art work on display and in storage. Instead there were fire extinguishers positioned around the building which if needed, would be used with extreme care in order to prevent/limit damage to the art work where ever possible.

32. Many of the items held by YMT are referenced in national research which helps build up their worth and the Museums' standing within the Museum world. The Task Group were informed that it is common practice within the museum world not to take out insurance for collections held by the owning museum, basically because most items would be considered priceless as they could not be replaced if damaged/ruined. However, it is common practice for Museums to insure pieces they are borrowing from others in case they are damaged whilst in their possession or in transit. There is also Government indemnity for borrowed items although national security standards must be met to receive that indemnity.

33. External Storage Facilities

On 24 April 2012, the Task Group toured the four external storage sites used by YMT. They were informed that all the items moved from the Museums out into external storage, had been documented first. They also noted that:

- a) The buildings at each of the external sites were alarmed and there was no signage to indicate their ownership and/or what they are being used to store.
- b) YMT employed a collections cleaner who regularly visited all of the external sites to carry out housekeeping to prevent/delay deterioration of the stored items (hoovering and dusting at both Birch Park and James Street and sweeping pathways clear at the other sites).
- c) YMT staff regularly checked for signs of infestation - special care was taken to identify wood worm etc so that it could be treated. Pest traps were set and the presence of beetles and moths was monitored. Also, YMT fumigated and/or froze items where appropriate, before putting them in storage.

34. James Street External Storage Site

Built in the late 1980s, James Street is the main repository of the Castle Museum, and considered by YMT to be a well performing store. It provided a nice environment (no damp and some heating) to store pieces from the social history collections previously stored at the Castle Museum. The main storage space contained a mezzanine level to make the most of the space within the unit. Items were organised and stored in social history categories e.g. personal life, work life etc. There was a hanging store for costumes and textiles and some were stored in large boxes stacked on shelves. There were also some bicycles and many pieces of furniture, some of which appeared to be in a state unsuitable for display e.g. a chaise longue with ripped upholstery.

35. Riccall Grange External Storage Site

There were 4 purpose built storage units occupied by YMT at Riccall Grange. The facilities were used by YMT as a deep storage facility for items unlikely to be put on display and for large items which had previously been stored elsewhere.

36. The units were big and the conditions good. The first two units had background heating to prevent frost, and was partly racked out with steel shelving. They were being used to store finer large pieces from the Castle Museum e.g.:

- A Butchers Wagon (Cross Purveyors) donated by Cross family who have the butchers shop in the Market.
- A steam fire engine and a number of fire tenders

- A number of marble fire surrounds
- A selection of hand tools
- An old motor vehicle
- A 1897 steam car
- The world famous traditional gypsy caravan which used to be on display in the 1960s gallery at the Castle Museum and has now been in storage for 3yrs



- A large printing press and pieces of old shop fittings and internal fittings from a bank, left over from fitting out Kirkgate, in the Castle Museum

37. Most of the items were covered to keep them as dust free as possible. They have an issue with cluster flies at the site due to its countryside location, but thankfully they don't eat into things, but it does result in a lot of dead flies.



38. The other two units had no heating and had been fitted out with 6m high racking. The units contained items from the Yorkshire Museum and the hutments (behind the Art Gallery) e.g.:

- A number of sarcophagi
- A roman oven
- Large pieces of stone from St Marys Abbey
- A gravestone for a local Major's horse



39. Some of the items weighed 1-2 tonnes and needed placing in situ by forklift.

40. The Task group noted there was room to store much more out at Riccall Grange, and were pleased to hear that YMT planned to move more items out there from Birch Park to enable better use of that more centrally located storage site.

41. Birch Park External Storage Site

Built in the late 1980s, Birch Park was being used to store items from the Yorkshire Museum's archaeological and natural science collections. The natural science pieces were stored in large walk-in wooden boxes. The individual items were either boxed or in small display cases, stored on roller racking e.g.:

- Dinosaur bones
- Bird skeletons
- Butterflies & shells
- Stuffed animals
- Remains of extinct species

42. Above the wooden boxes on a mezzanine level, the Task Group were shown a large storage area with racking containing large pieces of stone. The weight of the stone was an issue and so YMT had already shipped

some of the larger pieces out to Riccall Grange. All of the stone except for around 200 North Yorkshire pieces had come from buildings / sites across the city e.g.:

- St Mary's Abbey
- A roman archway
- The Minster



43. The Task Group learnt that work was continuing to sort the items and to move some of the less impressive pieces out to Riccall Grange. YMT felt this would provide them with sufficient space to reconstruct some of the building parts e.g. the roman archway, so that they were available to view and more accessible to researchers etc.

44. There was also shelving for Roman, Medieval and Saxon pottery e.g. bowls, jars, urns etc.



44. And drawer units containing Neolithic pieces e.g. hand axes, inlaid in to foam surrounds for their protection.



45. Elsewhere in the unit on the first floor, there was a large room containing the remaining pieces of the Gordon Baldwin collection (currently being exhibited at the Art Gallery), together with other large ceramic pieces.



46. There were also a significant number of boxes containing pieces waiting to be recorded.



47. On the ground floor, there were a number of smaller rooms containing pieces from the Decorative Arts Collection stored in metal cupboards with Perspex doors to enable easy viewing of the contents. The pieces had all been documented and the shelves were labelled.

48. Fulford Cross External Storage Site

The Council bought the site in the 1970s with the intention of extending the Castle Museum experience by shipping visitors down the river to the site to visit an outdoor venue where large pieces could be put on display. This idea never came to fruition, but the Council retained the site for use as an external store. The Task Group found the building to be run down. Made of asbestos-like material with a corrugated roof, the Task Group were informed that the roof and building were not waterproof, and that rain runs down the slope of the land leading to the building and under the door. For that reason stored items have tended to be sat on pallets to provide some protection from the water. To date, the building has never been affected by the river flooding.

49. Before their visit, the Task Group was informed that the store was only used to keep robust pieces such as agricultural equipment and other large/ industrial pieces.



50. However on inspection, the Task Group was surprised at some of the contents stored there. For example:

- Shop fittings
- A triumph car



- Wooden furniture
- 3-piece suite
- A wheelchair & Perambulator

- A Hearse
- Ornate railings & lampposts



- A collection of bicycles
- A number of handcarts & horse-drawn carts

51. Although there were two walk-in wooden boxes providing some protection from the elements for a minimal number of small items, the Task Group noted that most of the items in store at Fulford Cross were unprotected and nothing had been done to delay their further decay.



b) Documentation

52. At the meeting in March 2012, the Commercial Director provided information on the Documentation Plan. The Committee noted that the plan contained an official estimate of the time required to carry out full documentation of the collections, of 170yrs. Also that YMT set annual targets to progress this work. *The Task Group have requested information on the specific targets set by YMT and the progress they have made against them.*
53. During their tours, the Task Group learnt that the fine art collection and most of the archaeology and science collections are now documented. Whereas, the Social History collection is so large and varied it remains a challenge. A revised plan on how long it will take to document the social history collection is being drawn up for the Arts Council re-accreditation process, with a deadline of 2013.
54. On their visit to the Castle Museum, the Task Group learnt that cataloguing is not necessarily done by collection - sometimes it is project based. In the case of the decorative arts collection, a record of the contents of each store cupboard is kept. As and when individual items are taken from the cupboards for use in specific displays e.g. wine glasses on a dining table setting in a Victorian room, YMT catalogue everything used in the display. Over time through this approach, the cataloguing of a collection grows. If items are missing from the cupboard the next time the contents are checked, they are marked down as not present on that specific date. Cataloguing is checked against previous

records and auditors make random checks. This method of cataloguing and recording is commonplace within the Museum world.

55. The Task Group were reassured to learn that in November 2011, Veritau (internal audit service) looked at the issues around documenting the collections and gave substantial assurance that the right controls and working methods etc were in place, and were good. *The Task Group have asked to see the Veritau report.*
56. Three quarters of the collections are now represented on the YMT database system. YMT's aim is to make all the existing data available to the public including, allowing digital access. Funding has been sourced to make this happen. The Task Group was informed that all the curators are involved in the documentation work and some of the collections assistants have previously been. Plans for the future include involving the volunteers (50/60 volunteers) in that work.
57. The Task group learnt that at Birch Park, YMT welcomed help from students and volunteers to record, number, photograph and repack collection pieces, and placements for 15/16 yr olds were being offered through schools.

c) Development of the Collections

58. Throughout their tours, the Task Group learnt how the various collections have continued to grow through donations and YMT purchases. Also, that each collection has a specific collecting policy. For example:
 - The firearms collection has been added to through gun amnesties. Police advise Museums of the weapons handed in, and Museums can then request specific pieces to add to their collection.
 - Bequests from local families - In some cases a particularly fine piece of furniture will be bequeathed by a family to the Museum together with a number of other pieces. In the past, it has been common practice for YMT to accept a bequest in total, in order to attain the fine piece but this has left them with the problem of storing the rest. Over time, this has contributed to the storage problems outlined in paragraphs 34 & 49 above, and paragraphs 59-62 below.
 - When an old (traditionally fitted out) shop has closed down, the museum has taken the opportunity where appropriate to acquire stock and the shop fittings for future use within the Kirkgate display at the Castle Museum. The shoe shop display in Kirkgate was created in this way. However, the storage of such items prior to them being brought

back into use remains an issue, as detailed in the analysis section below.

- Excavations in and around the city also add to the collections. For example, the Hungate excavation is expected to provide a number of items which if suitable, may be added to the archaeological collections.

59. Education

During their tours, the Task Group received information on the educational provision provided by YMT at Birch Park and of their plans to provide more opportunities for visitors to access Birch Park. Currently researchers can visit the store and YMT are involved in a joint piece of work with English Heritage and DAT. However, YMT would like to increase their offer to schools and local history groups so that they can visit the store to view and learn about the collections. This would become easier to facilitate once more items have been documented and moved. YMT made no charge for the viewing of items in storage for educational purposes

Analysis

60. Having visited all of the storage sites, the Task Group identified a number of issues for further investigation.

61. Limited Free Storage Space

The Task Group recognised there was little available storage space at the Museums, Art Gallery, Birch Park, James Street and Fulford Cross. They therefore queried whether there had previously been other storage sites used by YMT which had since been disposed of either by themselves or the Council, and the reasons for their disposal.

62. They learnt that there were several other stores that had come to YMT when it was formed, which had subsequently been deemed unsuitable for use. These were:

- An old maltings building on Darnbrough Street - used to store material very much like that at Fulford. It had only ever been a temporary store (taken on originally by the Castle Museum) and was let to YMT on a short-term licence. The building was in a very poor and unsecure state with birds getting in, and so YMT decided to clear it. Some of the objects at Fulford came from Darnbrough Street at that time. The Council covered YMT's removal costs when it was vacated during 2006/7 because the then Housing Department required its return.

- A couple of storage containers – They were cleared at the same time as Darnbrough Street with the collections moving to James Street. Those units were expensive to rent and impractical as YMT had to pay a fee each time they wanted to access to the contents. *The Task Group have asked where the containers were located and how long they were rented for.*
- Marygate Annexe - This was cleared of archaeology objects at the end of 2011. The building was in a very poor state (repeated acts of vandalism and unauthorised access) and the collections and staff that looked after them were both deemed at risk.
- St Marys lodge – Used to store the biology boxes now stored at Birch Park. The basement rooms where the boxes had been stored were very damp and the conditions were unsuitable for the type of material, especially over winter. Access for staff and researchers was also very limited.

63. Fulford Cross is therefore the last of the inherited poor stores for YMT to tackle.

64. Poor Condition of Some Stored Items

The Task group noted there were many items stored at the external storage sites that were unlikely to ever go out on display due to their poor condition. For example, at James Street there were many pieces of furniture which were in a dilapidated state and not fit for display e.g. a chaise longue with ripped upholstery. YMT confirmed they would not choose to repair such items as the use of the materials available today, would de-value the items and make them unsuitable for display. The Task Group recognised that at some point YMT would need to decide whether those items should remain in storage or should be disposed of.

65. Based on what they saw at Fulford Cross, the Task Group agreed that the items stored there would definitely have decayed less quickly had they been stored elsewhere. Or, if the same care had been applied as they had witnessed at the other storage sites e.g. bubble wrapping, protection from the weather, temperature controlled etc. For example, they learnt that some internal wooden shop fittings recently placed in storage at Fulford Cross had been brought back out and reconfigured for use in the new chemist shop within the extended Kirkgate exhibition. The Task Group recognised that this would not have been possible had those fittings been in storage at Fulford Cross for any length of time, due to the adverse effects of the poor conditions.

66. The Task Group questioned the decision making process for deciding which items should be stored at Fulford Cross and therefore left

unprotected. Having expressed their concern about this, the Task Group agreed that in their view, a majority of the items at Fulford Cross were now unfit for future display e.g. the vehicles, carts, bicycles, pieces of wooden furniture, a 3-piece suite etc. They therefore agreed that consideration should be given to disposing of many of the items at Fulford Cross and some of those at James Street, because they were now unfit for display (technically referred to as 'de-accessioning'). This would free up space to allow the remaining items to be better protected and stored at Fulford Cross, and make the process of cataloguing the collections easier.

67. De-accessioning Collection Items

The Task group learnt of the national guidelines for de-accessioning which YMT follow i.e. a Curator suggests a suitable item for de-accessioning which is considered by the full team of curators. If they agree, they make a proposal to the YMT Directors, who in turn if they agree, propose items for de-accessioning to the Trustees. To facilitate this process YMT use a disposal request form which the curator with the specific knowledge of the collection completes for each suggested disposal, and which form the basis of discussion at the team meetings. These are used as the formal record of the reasons for disposal and are signed off at the meeting and form the record of the decision to pass the disposal forward. When a decision is taken to dispose of an item, YMT always photograph and record the item first.

68. The Task group noted that as Managing Trustee, YMT does not have to ask permission to de-accession items and all record keeping concerning the collections and the disposal of specific items is their responsibility. However, they do notify the council of disposals as part of their general performance reporting. The council does not keep a separate record of disposed items, although the Assistant Director for Communities, Culture and Public Realm has confirmed that there have been very few notifications received.

69. The Task Group therefore requested details on any items that have been through the de-accessioning process outlined in paragraph 67 above, and were informed of 279 items disposed of since 2003 – see detailed information shown at Annex C. *The Task Group have asked for clarification on whether the items listed in Annex C were sold or given away, and for information on any items that have not made it through the full de-accessioning process.*

70. The Task Group also noted that the current Acquisition and Disposal policy drafted by YMT in 2005 was only created for use on a temporary basis until such time as a more considered policy could be produced (as referred to in paragraph 12 above). In acknowledging that this piece of

work is long overdue, YMT have indicated they will not be able to resource undertaking this policy review work until autumn 2012.

71. Responding to the Remit for the Review

Finally, in order to start to determine whether YMT have achieved appropriate collections management standards in line with the Collections Loan Agreement and Collections Management Protocol agreed in 2002 (in line with the remit for the review), and bearing in mind that it has been 10 years since the Agreement and Protocol was agreed, the Task Group felt it would be useful to know whether YMT believed there have been any other factors during that time which may have contributed to limiting their progress made on achieving the collections management standards detailed in the Agreement and Protocol, and/or achieving their priorities listed at paragraph 20 above.

72. In response, YMT confirmed:

- Storage:
 - They had made two applications to the Heritage Lottery Fund between 2005-2007 for large scale storage projects which would have enabled the building of another unit on the land around Birch Park, thereby doubling their storage allowing the collections stores at the museum sites to be cleared and their other off site stores to be rationalised. Unfortunately, both bids were unsuccessful. YMT acknowledge it is usually difficult or near impossible to get grant aid for storage projects so they have had to take the approach of funding solutions themselves, which has meant they have had to phase developments and make them on a scale they can afford to finance, rather than going for one big fix.
 - As part of the forthcoming 1914-1918 project at the Castle Museum, YMT will be seeking alternative off site storage for the other collections to open up the top floor and this is likely to be another rented unit.
 - Improvements to the storage of the Fine and Decorative Arts collections at the Art Gallery will be achieved as part of the planned redevelopment of the site in 2013-2015. YMT have included a rationalisation plan for assessing and reducing the amount of bulk archaeology in store in their forward plan for 2013-2018 which will relieve pressure on Birch Park and create space to allow them to take in material currently with YAT.
- Retrospective Documentation:
 - Their first five year plan for 2005-2010 saw the Art Gallery almost completed and the software improved and updated. They

now have a couple of years of project focussed work with the developments at the Art Gallery and Castle Museum. YMT intend to submit another 5 year plan when they re-apply for Accreditation in spring 2014. Accreditation is a national scheme now administered by the Arts Council which looks at the way museums and galleries are run and the standard of the activities they do (how they look after their collections, the learning provision and the services they offer visitors). *The Task Group have asked for more detailed information on the standards required to achieve the national accreditation referred to above.*

- In terms of collections management, Accreditation means YMT have to have certain policies and procedures in place and their curators need to work to certain standards which are the same in all museums across the country. YMT have met those standards in the two reviews held since the Trust was formed, which is a considerable achievement, bearing in mind the Trust took over three very different institutions whose practises in collections management varied. At the time, none of the three were operating at the standard required for Accreditation and there was considerable work to be done during 2002-2005 to bring those standards and procedures into place before the first application for Accreditation was made in summer 2005. *The Task Group have asked for further information on the standards that curators have to work to (as referred to above), and the findings from the two reviews held since the Trust was formed.*

Review Conclusions To Date

73. The Task Group have so far concluded that:

- Having identified the specific problems at Fulford Cross, the Task Group agreed that the disposal of unsuitable/damaged items was just as important as the retaining of items and the development of the collections.
- The knock on effect of not disposing of unwanted/ damaged items and the lack of available storage space is likely to have contributed to preventing the progression of work on the collections and to the implementation of YMT's plans for the future.
- The Acquisition and Disposal policy needs updating as a matter of urgency (see paragraph 69 above). Therefore at the end of this review, they plan to recommend that YMT undertake this work and provide a revised draft of the policy for this committee's

consideration in early 2013. In order to frame and support YMT's work on the revisions to the policy, the Task Group would suggest that YMT initially provide a presentation to the scrutiny committee on the key principles that the policy review will be based on.

Completing the Review

74. The Task Group are seeking the committee's approval for them to conclude the work on the review. Task Group's are usually formed from the membership of the parent committee, but following Annual Council, Cllr Watson is no longer a member of the Learning & Culture Overview & Scrutiny Committee. In this instance however, as Cllr Watson is the member who original submitted the topic, it is suggested that the Task Group can be reformed with the same membership.
75. In regard to the documentation of the collections and YMT's plan to use volunteers to progress this work (see paragraph 56), the Task Group have already queried what training the volunteers will receive. They would like to meet with some of the volunteers to find out more about their contribution to progressing work on documenting the collections.
76. Once they have carried out this consultation, the Task Group would like to hold one further meeting to:
 - a) Consider some additional information requested from YMT on:
 - the specific targets set by YMT for documenting the collections, and the progress they have made against them (see paragraph 52).
 - the November 2011 Veritau report (se paragraph 55)
 - whether the items listed in Annex C were sold or given away
 - any items that have not made it through the full de-accessioning process (see paragraph 69)
 - the standards required to achieve national accreditation referred to in paragraph 72 above.
 - the standards that curators have to work to
 - the findings from the two reviews held since the Trust was formed
 - b) identify their final conclusions based on all of the information received, including whether or not YMT have achieved appropriate collections management standards in line with the Collections Loan Agreement and Collections Management Protocol agreed in 2002, in line with the remit for this review
 - c) identify appropriate recommendations

Council Plan 2011-15

77. The success of the Yorkshire Museum Trust and its business plan contributes to the council's priority to create jobs and grow the economy, through its investment in the tourism infrastructure. It also provides opportunities for learning, for young people across the city.

Risk Management

78. The Committee recognised that had they not proceeded with the review, and the concerns of Cllr Watson about the collections had proven to be correct, there was a risk to the council that the cataloguing of the collections may not be completed in line with the Partnership Delivery Plan. The findings and any resulting recommendations arising from the review should mitigate that risk.

Recommendations

79. At this interim stage, Members are recommended to:
- i. Note the review findings to date
 - ii. Agree to the Task Group being reformed with the same membership to complete the review on behalf of the Committee
 - iii. Identify and agree any further issues the review should focus on, and instruct the Task Group accordingly
 - iv. Agree a timeframe for the review's completion in the new municipal year, and revise the Committee's workplan to reflect this

Reason: To ensure compliance with scrutiny procedures and protocols.

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Report Approved



Date 31 May 2012

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

Topic Assessment Report dated 7 December 2011
Executive Report July 2002

Annexes:

Annex A - Current Partnership Delivery Plan 2008-13

Annex B - Acquisition and Disposal Policy 2005

Annex C - Record of Disposals Made by YMT Since 2003

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CITY OF YORK COUNCIL
AND
YORK MUSEUMS TRUST
PARTNERSHIP
DELIVERY PLAN
2008 -2013



yorkmuseumtrust
www.york.trust.museum

Introduction

- 1 This Partnership Delivery Plan is a joint agreement between the Council and the York Museums Trust and is an annex to the 'Funding Agreement'. It sets out:
 - the aims and objectives of the partnership
 - the key development areas to be pursued
 - core services to be provided
 - performance targets to be met by the Trust and Council
 - performance information to be provided
 - review and reporting procedures
 - partnership arrangements between the Council and the Trust

- 2 The Trust is an independent organisation working in partnership with the Council with the aim of delivering a Museums and Gallery service that will become recognised as one of the very best in the country. The Select Committee report on Museums and Galleries in 2007 said:

The Trust strongly recommend that any large local authority museum service motivated to seek improvement should look at the successful models operating in Sheffield and York.

- 3 This plan covers years five to ten of the Trust (2008 – 2013). It may, however, be updated by the Council and the Trust during that period in the light of changing circumstances. The Funding Agreement provides a process whereby the Plan will formally be reviewed by the Council and the Trust towards the end of the 5 years in order to create a new plan for the next 5 years.

Core Aims

- 4 The core aims of the partnership are drawn from 3 sources.
 - a) The Council's core objectives, particularly:
 - *Improve the way the council and its partners work together to deliver better services for the people who live in York*
 - b) York's Local Area Agreement, particularly:
 - Modernise the city's economy and increase its competitiveness:
 - Increase the average length of visitor stay by 1% per annum
 - Achieve a target of a 5% increase per annum in tourism earnings
 - Increase the vitality of the city centre – as measured by footfall
 - Widen participation and raise attainment and skills levels throughout the working age population:
 - Increase the number of York residents of working age achieving a first Full Level 2 qualification
 - Increase in the number of Skills for Life qualifications achieved by adults in York

- Develop the contribution of cultural activities, events and festivals to York's economy:
 - % of respondents who see York as "cosmopolitan" and "vibrant".
 - Number of high quality events in the city
 - Number of visits to / usages of local authority funded museums / galleries
- Conserve and enhance the existing environment and special character of the city.
- Enhance the capacity of the voluntary and community sector to make high quality provision through support and development of volunteers
- Improve the quality of and access to local cultural facilities
 - % of residents satisfied with local authority museums and galleries
- Create a diverse programme of cultural and environmental activities, accessible to all, and increase participation in communities with low participation rates
- Help communities become increasingly able to develop and direct their own cultural opportunities
- Raise standards of achievement for children and young people
- Improve enrichment opportunities for children and young people.

c) The Trust's principal objectives:

Vision:

Our Vision is for York Museums Trust to play a major part in positioning York as a world class cultural centre.

Mission:

To cherish the collections, buildings and gardens entrusted to us, presenting and interpreting them as a stimulus for learning, a provocation to curiosity and a source of inspiration and enjoyment for all.

Strategic Objectives:

- To protect and conserve the collections, gardens and building
- To promote access to the collections, gardens and buildings appropriate to the 21st Century
- To create learning opportunities for all and develop innovative programmes springing from the collections, gardens and buildings
- To network and collaborate with partners and contribute to the development of the economic and cultural life of the city and the region
- To raise substantial funds to realise these aims

Context

- 5 York Museums Trust is now over five years old. The Trust has established itself as a successful independent charitable organisation both within the city and in the

museum sector. The Trust has achieved the core objective of halting the long-term decline in the visitor numbers; indeed numbers have increased by 27% from 394,000 in 2002/03 to 502,000 in 2006/07.

- 6 Significant investments and improvements have been made in both the building fabric and care of the collections. A programme of renewals of the display and interpretation of the collections has also begun. An additional £3.5 million has been raised to date and there is now a long term plan to invest to improve the visitor's experience.
- 7 The Trust's role as the carers of the city's heritage enables it to take an interest in the cultural heritage of the city as a whole for both residents and visitors. There is a will to support and work with the city in its plans to improve the quality of the urban environment and the learning potential for a wide and diverse range of people.
- 8 Increasingly the Trust's work is being carried in partnership with other cultural and educational agencies. This has proved a highly successful way of increasing the Trust's impact in the city. These partners include local, regional national and international bodies.
- 9 The Trust now sees itself as an important agent for change outside of the boundaries that the City's museums have traditionally operated. The vision of York Museums Trust - to play a major part in positioning York as a world class cultural centre - reflects the level of that ambition.
- 10 Over the last five years the context within which the Trust has operated has changed considerably. The Renaissance in the Regions initiative has significantly improved the resourcing of the regional museums. Through this scheme central Government now directly funds a number of the larger museum services in the country. The recent comprehensive spending review has confirmed ongoing support of this national project and the Trust await the final decisions as to the funding of each of the nine regions.
- 11 Certainly the Renaissance project gave a great and necessary boost to YMT in its early years enabling investment in learning, collection management and documentation and the redisplay of the collections. The Trust is in the process of developing a three year plan for Renaissance's further investment in York's museums. The investment is currently around £500k per annum. An important principle of the agreement with government is that Renaissance funding must be truly additional to and not replace local authority funding for museums.
- 12 As YMT has gathered momentum the Trust has been able to operate as a support to the other museums in the region. There have been successful partnership projects with Wakefield and Scarborough with Celebrating Ceramics and a Community Archaeology project with North Yorkshire Archives and again Wakefield and Scarborough which the Trust wishes to continue. The Trust also takes part in the Regional Knowledge Bank and offer support to other museums in a variety of different ways including loans of objects, advice and CPD.

- 13 One of YMT's most important partnerships is the British Museum UK Partnership, of which York is the lead partner for Yorkshire, involving loans of objects, the Portable Antiquities project, exhibitions and joint acquisitions.
- 14 YMT is committed to:
- Working in partnership with National Museums especially the British Museum to bring benefit to York through loans, exhibitions and acquisitions where relevant
 - Developing long standing partnerships with regional museums to share our expertise and collections with as wide an audience as possible
 - Working with the partners in Yorkshire Renaissance (Hull, Bradford, Leeds and Sheffield) to maximise the impact of the investment
- 15 With the Olympics coming to London in 2012 there has been a change in the landscape for all cultural and heritage organisations with the transfer of some of the lottery funding to the event. This is already beginning to have an impact on the sources for capital projects. This is a most significant change for YMT as all of our buildings require substantial investment over the next two decades. However the Trust has a plan for incremental investment across all the sites based on the support from the City of York Council, trusts and foundations, raising our own funding through commercial activity and increased ticket sales.

Key Development Areas

- 16 In order to achieve our objectives, the Trust is constantly reviewing its organisational structure to make sure that it has the right skills. For example, the Trust has recently renewed membership of the Enterprises Board which now has an impressive range of successful experts from the commercial sector helping us to be more effective in making money. One of our greatest assets is the Board of Trustees who have guided us over the last five years. Many Trustees are now coming to the end of their terms and so the Trust has selected new Trustees for their skills and experience. In 2008 the Trust intends to start a process of selection by open advertisement and interview.
- 17 With a view to progressing the St Mary's Abbey project the Trust will be appointing a Head Gardener to lead the development of the gardens. In furtherance of the objective to involve a diverse range of people in the Trust's work it will be expanding the Volunteers Manager role from part time to full time. Both of these positions will be funded through Renaissance in the Regions.
- 18 YMT will continue to work in partnership with individuals who are passionate about York and organisations whose business it is to celebrate and understand the city through the History of York project. Our aim is to deepen everyone's understanding of the importance of the city and its history through the new website and other manifestations such as a book, audio visual, trails etc.
- 19 YMT also have worked with other city partners on festivals such as Illuminating York which again the Trust is committed to continuing. The Trust therefore see our remit covering not only the care and interpretation of the buildings and collections in our care but also the wider cultural life of the city itself.

20 The key development areas within the Trust's portfolio are:

- **St Mary's Abbey**, which includes Yorkshire Museum, the Gardens, York Art Gallery and the Hospitium. The long term plan to open up the whole of the precinct making it accessible through new pathways and interpretation so that people can understand the significance of this unique area involves the following.
- **York Castle Museum** through an incremental year-on-year investment in innovative public displays and facilities.

Principal Partnership Objectives

21 The Partnership will pursue the following objectives:

a) York's Cultural Quarter

- Work in partnership with other funders and cultural and educational institutions to programme events and activities in the Cultural Quarter
- St Mary's Abbey - create identity; promote Cultural Quarter concept
- Yorkshire Museum - redevelop & redisplay
- Abbey Gardens - increase use and public understanding; create new gardens interpret built heritage
- Hospitium - create vibrant & profitable conference centre
- York Art Gallery - provide varied high-quality exhibition programme; create a masterplan to transform the building, solving the DDA issues and creating new public space following relocation of the Archives

b) Castlegate

- Maximise the existing potential of the Eye of York, Castle Museum, Fairfax House, the river and Clifford's Tower in partnership with English Heritage, the city and other partners
- Castle Museum - invest substantial sums in new public facilities year-on-year to encourage repeat visits; solve DDA issues
- York St Mary's - develop long term strategic uses
- History of York - grow number of brand applications; grow users to 500,000 per annum by 2013

c) Develop new audiences

- Audience Development - increase knowledge of audiences; formalise audience contribution to product development; grow to 850,000 visitors per annum by 2013
- Maintain high user satisfaction
- Continue to create new programmes of events and activities across all sites
- Grow the number of visits by York residents:
 - Carry out market research specifically on the interests of York residents

- Establish a Volunteer Scheme - 1000 members will have participated by 2013
- Produce publicity directed specifically for York residents
- Develop the informal learning public programme
- Develop partnership working with organisations within the city
- Schools & Learning more use by schools through access to collections, web based and outreach & research programme with Universities

d) The Collections

- Develop a long term plan with the City to improve the long term storage of collections and their access, and the building maintenance with an agreed 20 year building plan, long term loans for capital projects:
 - Create new storage facilities for the Castle Museum Collections
 - Find an alternative storage facility for the material in James Street to improve our control and minimise external risks.
 - Increase storage for the Fine and Decorative Art Collections as part of the redevelopment of York Art Gallery.
 - Resolve the storage of archaeological material excavated from the City of York which is currently housed by York Archaeological Trust.
- Complete retrospective documentation plan.
- Develop and begin a programme of research and publication.

e) Education strategy

- Develop partnerships with other museums in the region
- Contribute to the regional offer of a comprehensive service to schools
- Continue to develop formal education programmes for 14 to 19 years, HE and FE students: Accessing new parts of the collection
- Build on the offer to less advantaged and hard to reach groups including ethnic minorities, people with disabilities, and special needs
- Develop new workshop programmes and activities to access new parts of the collections
- Develop adult life long learning offers in partnership with existing providers.
- Develop volunteering as, and to deliver, informal learning

f) The Business Plan

The Partnership will maintain a business plan predicated on the agreed funding to 2013 that has the following objectives:

- The business plan will recognise that the Trust's financial position continues to depend heavily on York Castle Museum. It will be developed to ensure that the public offer at that site is regularly refreshed, particularly whilst major developments take place St Mary's Abbey Precinct.
- The business plan will aim to generate funds which can be transferred to capital from 2008/9 onwards in order to generate match funds for major

capital refurbishment projects and to address the back-log of major repairs required.

- The Trust will seek to retain a level of reserves commensurate with the level of financial risk it faces over the life of the business plan. The target is currently £400k, rising to £500k during the life of this plan.
- YMT will aim to deliver 3% efficiency savings per annum in line with the budget (expectations set for local authorities) which it will reinvest in the service.
- YMT will develop other income streams, in particular through its conference and hospitality business, York Venues, centred on the refurbished Hospitium building.
- Renaissance in the Regions – this national source of funding will continue to support YMT management posts. It also will grow over the next few years to support capital work and other revenue programmes. It is an important condition of this funding that it is additional to core funding and so would be threatened by any reduction in real-terms in the Council's funding of YMT.
- The business plan will be developed in such a way that creates a smooth transition into funding for the period 2013-18. This will be negotiated in the light of resources available to the Council and with the objective of maintaining access to Renaissance funding.
- The Council will continue to make available the existing capital pot (originally £1.8m). The Council will continue to seek ways of making further capital available to YMT through its capital programme, through prudential borrowing facilities and through the Council's Venture Fund

Services

- 22 The core services that YMT will provide at the Castle Museum, the Art Gallery, and St Mary's Castlegate will be as set out in the respective leases.
- 23 In the case of the Yorkshire Museum and Gardens the respective roles of the Council and YMT are defined by their status under the charitable scheme as Custodian Trustee and Managing Trustee respectively and the heads of terms agreed with the Yorkshire Philosophical Society.

In addition to undertaking the role of managing trustee YMT will undertake to:

- Provide at least 2,534 hours of public opening at the Yorkshire Museum
- Provide free admission to the permanent collections of the Yorkshire Museum for all citizens of the City of York (charges may be applied in the case of temporary or touring exhibitions)
- Use all reasonable endeavours to maintain the existing registration of the Museum Gardens on the Register of Parks and Gardens of Special Historic Interest maintained by English Heritage
- Use all reasonable endeavours to maintain the registration of the gardens as botanical gardens

- Give public access to the gardens daily (except Christmas Day) unless closure is necessary for reasons of public safety. Opening hours will be 7:30 am to 6:00 pm in Winter and 7:30 am to 8:00 pm in Summer
- Permit access to the Museum Gardens for all civic ceremonial and similar events promoted by the Council on up to 10 days in each year provided that the Council give as much notice as is practicable and provided that where the Council requires access at times outside the normal opening hours set out above YMT may restrict (but not prohibit) access for the purpose of maintaining security and/or good estate management
- Insure, with an insurer of repute, third party and property owner's liability risk with a limit of indemnity of at least £10 million in respect of any one occurrence
- Indemnify the Council against any claims, proceedings or demands, and all damages, losses, costs, and expenses incurred arising out of any accident, loss or damage to persons or property occurring in or on the premises of the Yorkshire Museum and Gardens
- Use all reasonable endeavours to keep the premises in good repair, this responsibility to be construed in the light of the relevant clauses in the Transfer Agreement, the condition surveys and the provisions contained in paragraphs 39 – 41 of the Executive report of 26 July 2002 (see the Council's corresponding responsibility below)

In addition to carrying out the role of custodian trustee the Council will undertake to:

- Keep the premises insured with an insurer of repute against the insured risks (i.e. fire, lightning, earthquake, explosion, aircraft (other than hostile aircraft and other aerial devices or articles dropped therefrom, riot, civil commotion, malicious damage, storm or tempest, bursting or overflowing or water tanks, apparatus or pipes, flood, and impact by road vehicles, subsidence, heave, and such other risks as may from time to time be reasonably required by the Council or by YMT) in a sum which in the reasonable opinion of the Council represents the full replacement cost, subject to such uninsured excess as the insurer may properly apply. The Council will deduct the cost of the premium from the annual grant to YMT.

The Council will not be obliged to insure YMT's fixtures and fittings, boilers, lifts, escalators, or other plant and machinery in and exclusively serving the premises. The Council will not be obliged to insure fixtures and fittings that may become part of the premises until YMT has notified the Council in writing of their reinstatement value.

Following damage or destruction by any of the insured risks the Council shall apply the net proceeds of the insurance monies received to the rebuilding or reinstating of the premises.

- In the first instance the Council will retain liability for any major failures to roofs and external walls. Major failures will be defined as those where the cost of the repairs is greater than £25k and which prevent the tenant from reasonably carrying on their business at the premises. All other categories of repair and maintenance will be responsibility of the Trust (see above)

Review and monitoring

- 24 The procedure will involve:
- a) Twice yearly review of performance between the partners:
 - the Trust will provide performance information as set out above
 - senior managers from the Trust (i.e. the Chief Executive and/or the Director of Finance & Business Development) and the Council (i.e., the “Client Officer” and/or the Assistant Director for Lifelong Learning and Culture) will meet to review performance against the agreed indicators. Meetings will be set a year in advance and will normally be held in April and September
 - YMT will submit a performance report to the Council’s Executive Member in May and October each year. The YMT Chief Executive will attend the meeting to present YMT’s report and respond to any questions
 - b) YMT will provide performance information as requested by the Council to any ad hoc scrutiny reviews conducted by the Council from time to time and attend the relevant meetings to respond to members’ questions
- 25 Within this process information will be provided by the Trust to the Client Officer in the following areas as a minimum:
- 1) achievement of the principal partnership aims set out above
 - 2) visits to each of the Trust’s sites and temporary exhibitions including the number of uses by residents (actual and as a % of all users and segmented into demographic groups)
 - 3) number of hours the collections of the Trust are available to the public during the financial year at each of the sites
 - 4) implementation of agreed capital schemes
 - 5) development of new income streams
 - 6) development of new exhibitions and interpretative services
 - 7) development of collections storage
 - 8) delivery of the education service including the number of school groups using the Trust’s services: (a) actual numbers of all school users, and % as compared to all visits; (b) numbers of local school users and % of total city catchments, and number of local people taking up life-long learning opportunities offered by the Trust
 - 9) number of events/activities where learning forms a substantial component of the activity. Number of adults participating in those activities
 - 10) use and involvement of local people including numbers volunteering
 - 11) engagement with the ward committee process through attendance at committees and articles in ward newsletters
 - 12) achievement of visitor satisfaction (aggregate over the year and by site)
 - 13) level of external investment applied for and secured
 - 14) number of residents consulted through focus groups, surveys and other means including a) young people, b) older people, c) target groups for inclusion

- 15) copies of management accounts
- 16) progress on cataloguing the collections and documentation
- 17) acquisitions and disposals from the collections
- 18) number of uses of the Yorkshire Museums Gardens for activities and events

Partnership Arrangements

- 26 The Council and the Trust will through this partnership ensure the delivery of Best Value and its principles in order to deliver continuous service improvement.
- 27 The Trust and the Council will continue to explore options for further partnerships:-
 - a) the Council being mindful of the potential of the museums and art gallery to provide a positive contribution to its cultural, educational, economic, social and environmental agenda
 - b) the Trust being mindful of the experience and specialist services that the Council can offer
- 28 The Trust will represent the Council on museums issues at international, national, regional and local level and continue to advise members of the Council on museums policy. The Trust will provide this service to the Council without charge provided that the work is broadly in furtherance of the objectives of this partnership. (Otherwise a fee can be negotiated).
- 29 The Trust and the Council together will make every effort to work closely with other museum and heritage providers in the city, ensuring that appropriate forms of liaison are used to encourage the development of strong, inclusive partnerships.
- 30 The Trust will maintain a role in the civic life of the city. It will provide facilities for hosting civic events (subject to operational availability) charging for them at cost. The Council will treat the Trust on same terms as an internal Council department with respect to the use of rooms at the Guildhall.
- 31 The Council and the Trust agree to the application of the 'Nolan principles' (The seven principles of public life) to their operations and the partnership working between the two organisations.
- 32 The following objectives will underpin the conduct of partnership business, to:
 - a) demonstrate responsible governance of the Trust to its principal beneficiaries, the citizens of York, having regard for the extent of funding by the Council
 - b) involve the community in key decisions affecting the objectives, policies and delivery of the services managed by the Trust, making the processes of decision-making as transparent as possible
 - c) work to published standards of collections accessibility and customer care, and to routinely make public the resulting performance attainment
 - d) encourage, and respond to, ideas and suggestions from the community in regard to the display and interpretation of the permanent collections, the subject matter of temporary exhibitions, and the scope of outreach activities
 - e) respond openly and constructively to complaints, demonstrating that they have been adequately investigated

- f) take such steps as are necessary to be satisfied that the Trust is, as far as is reasonably practicable, meeting the expressed aspirations of the community in regard to museum services.
- 33 The partnership will support the governance arrangements set out in the founding legal documents as follows:-
- a) governance of the Trust is overseen by the Board of Trustees, meeting regularly
 - b) the composition of the Board attempts to reflect knowledge and experience of the major activities and responsibilities of the Trust
 - c) community interests are expressly represented by two City of York Councillors being Trustees
 - d) when vacancies occur on the Board, the Trust will seek community candidates for consideration by advertising in local media. The Council will assist in this by advertising for example in the Council newspaper and in Ward Committee newsletters
 - e) the Trust publishes details of trustees appointed, their professional qualifications and experience, and a register of their business and public interests
 - f) below the board, the management of the Trust is vested in the Chief Executive, working within delegated authorities from the Board
 - g) the Chief Executive is supported by a team of senior managers, each responsible for a designated area of activity.
- 34 The following principles will underpin the conduct of business:
- a) the minutes of the meetings are available for inspection on request at each of the three museum / gallery locations, and are made available by the Council using its normal mechanisms [and available on the YMG the web site (when available)]
 - b) strategic plans of principal areas of activity of the Trust, once endorsed by the Board, are also placed on deposit at the Central Library
 - c) other Board papers, unless they are specifically deemed to be confidential, may be inspected by members of the public on request to the Chief Executive's office at St Mary's Lodge
 - d) Board meeting agendas will normally be available for inspection at the three museum / gallery locations and on the YMG the Trust's website in advance of each meeting
 - e) a report of recent business is included in the quarterly CYC newspaper
 - f) the Trust publishes a public Annual Report, and a mid-year performance update
 - g) the AGM is held in public, and details are promulgated in local media
 - h) an annual 'Meet the Trustees' event is held, giving the public the opportunity to question the Board on performance and future plans

- 35 The Trust will also aim to:
- a) establish a number of advisory bodies to work with groups and individuals in specific / specialist areas of activity. Representation from appropriate local groups, etc. will be sought
 - b) develop a consultation strategy which specifically includes seeking the views of young people on specific aspects of the trusts services and future plans
 - c) attend the Council's ward committee meetings on a rolling programme basis
- 36 Public consultation will be carried out on any issue of major public impact. Mechanisms of effective consultation with the public appropriate to the issue in question will be discussed with the Council, who will assist the Trust in carrying out consultation.

Role of the Council

- 37 The Council will:
- Support YMT's vision of positioning York as a world class cultural centre
 - Ensure that YMT's ambitions fit with and are part of the Council's economic development plans
 - Enable YMT to become involved in relevant key strategic partnerships
 - Involve YMT at an appropriate level in City projects of cultural importance
 - Actively support YMT's work to raise investment funding from external sources

Principles

- 38 The Partnership will ensure that the service is operated in accordance with the Museums Association Code of Ethics and will take all necessary steps to maintain the Registered status of the Museums and Gallery, and the Designated status of their collections.

This plan is agreed by:

Signed

Name in capitals

City of York Council

Date

and:

Signed

Name in capitals

York Museums Trust

Date

YORK MUSEUMS TRUST
Acquisition & Disposal Policy

Date approved by YMT Trustees: _____

Date approved by City of York Council: _____

Due for review: **July 2006**

MISSION

To cherish the collections and buildings entrusted to us, presenting and interpreting them as a stimulus for learning, a provocation to curiosity and a source of inspiration and enjoyment for all.

1. Existing collections, including the subjects or themes for collecting

The whole of the Collection managed by York Museums Trust is Designated as an outstanding collection, recognising its national importance. The Trust manages the collection and makes new acquisitions on behalf of the City of York Council, in whom ownership of the collection is vested. The Collection consists of the following broad subject areas:

- Archaeology & Numismatics
- Arts
 - Fine Art
 - Ceramics & Glass
 - Costume & Textiles
- Natural Science
 - Biology
 - Geology
 - Astronomy & Scientific Instruments
- History
 - Social History
 - Military History

We are only seeking to collect actively within subject areas where there is curatorial skill to identify appropriate objects for acquisition and to make best use of those objects once they become part of the collection. New acquisitions will be considered in the context of how we can make the collections as a whole more widely accessible than previously, including their potential for use in learning programmes.

YMT Acquisition & Disposal Policy 2005 - 2006

2. Criteria governing future collecting policy, including the subjects or themes for collecting, by subject area

ARCHAEOLOGY & NUMISMATICS

The archaeology and numismatic collections are some of the most comprehensive and important such collections in the U.K. The archaeology collection numbers some 55,000 objects ranging from the Palaeolithic up to the 20th century. The excavation archive represents important sites from York and North Yorkshire. The most significant objects within the archaeology collection, in no particular order, are:

The Middleham Jewel, Coppergate Helmet, Ormside Bowl, Head of Constantine, 12th century statues from St. Mary's Abbey; infirmary mortar from St. Mary's Abbey, Castle Yard hanging bowl, Gilling West Sword, collection of Anglo-Saxon stycas.

York Museums Trust wishes to establish a streamlined, effectively exploited archaeological collection rigorously selected and managed and, in all its elements, of social benefit to a wide range of communities. We will concentrate collecting on objects and assemblages that are of high archaeological (primary context) and museological significance to build a collection that represents:

- the peculiar, particular, significant, and regional characteristics of the archaeological record of the city of York and the North Riding of Yorkshire.
- the history of the Yorkshire Museum and Gardens and its archaeological collections.
- the architectural and archaeological development of St Mary's Abbey and St. Mary's Castlegate, York.

To achieve this, we will collect archaeological material which tells the story of the people of York, North Yorkshire or the North of England from earliest times to the present day covering the prehistoric, Roman, Anglian, Anglo-Scandinavian and Medieval periods. Although the existing collection contains some material from outside Yorkshire and the UK, it is not our policy to collect from outside Yorkshire. There is a presumption that newly acquired material will be accompanied by reliable locality data (at least a 6 figure grid reference, contextual information and all accompanying documentary and digital archive).

We will acquire archaeological material through the planning process; donation; purchase and field collection. Sources of new acquisitions will include:

- Existing collections amassed by individual collectors.
- Excavation archives. Material found during excavation, survey or by other means.
- Individual objects which are often offered to the museum following an enquiry.
- Treasure – objects will continue to be purchased through the DCMS treasure process if they meet all other policy criteria.
- We will build links with relevant collectors to identify what individual objects or assemblages currently in private collections would enhance the collection.

July 2005

2

YMT Acquisition & Disposal Policy 2005 - 2006

SCIENCE**Geology**

York Museums Trust wishes to build upon the enormous strengths of the existing geology collection to create a scientific resource that reflects the geological wealth of the Yorkshire region and its wider geographical, temporal, historical and scientific context. Emphasis will be placed on acquiring specimens that demonstrate rigorous scientific methodology, site conservation and preservation as well as those of exceptional quality and scientific or historical significance. The aim to develop this designated collection into the primary UK resource for:

- The geological evolution of Yorkshire
- The mineralisation of the north of England
- The petrology of the north of England
- The history of the Yorkshire Museum and its geological collections with particular reference to the role of the museum and the YPS in the history of geology.
- Historical vulcanology

To achieve this, we will collect fossils and associated contextual material from Yorkshire and minerals and rocks from the north of England. Where it occurs within existing private collections, fossil material from other UK sites akin to those in Yorkshire will be considered if they are shown to enrich our understanding of Yorkshire geology. There is a presumption that newly acquired material will be accompanied by reliable locality data, contextual information and all accompanying documentation. In addition we insist that specimens are excavated responsibly, legally and scientifically and evidence to that end is available.

We will acquire geological specimens through; donation; purchase and field collection.

Sources of new acquisitions may include:

- Existing collections amassed by individual collectors.
- Material from the region that has been described, cited or figured in the scientific literature.
- Individual objects which are often offered to the museum following an enquiry.

With few exceptions, much of the scientific value of geological specimens lies in their associated geographical and geological context. It will normally not be our policy to acquire specimens without adequate documentation, unless they have overwhelming display or historical interest.

Biology

York Museums Trust wishes to consolidate the biology collection as a record of the natural history of Yorkshire. This rationalised collection will be resource for a wide range of communities and will contribute to a multi-level understanding of ecology, biodiversity, the history of the natural sciences and also how the natural world is meshed with our own.

YMT Acquisition & Disposal Policy 2005 - 2006

We will focus on collecting specimens that demonstrate rigorous scientific methodology, site conservation and preservation as well as those of exceptional quality and scientific or historical significance. We aim to develop the collection to represent:

- The natural history of York and Yorkshire
- Biodiversity past and present with particular reference to disappearing habitats
- The history of the Yorkshire Museum and Gardens and its biological collections with particular reference to the role of the museum and the YPS in the history of science.

To achieve this, we will collect biological material from York and Yorkshire, chiefly through existing private collections and natural history organisations. Although the existing collection contains some material from outside Yorkshire and the UK, it is not our policy to collect from beyond Yorkshire. There is a presumption that newly acquired material will be accompanied by reliable locality data, contextual information and all accompanying documentation. In addition we insist that specimens are collected responsibly, legally and scientifically and evidence to that end is available.

We will acquire biological specimens through; donation, purchase and field collection.

Sources of new acquisitions may include:

- Existing collections amassed by individual collectors or organisations
- Material from the region that has been described, cited or figured in the scientific literature.
- Individual specimens which are offered to the museum following an enquiry.

With few exceptions, much of the scientific value of biological specimens lies in their associated geographical and ecological context. We will not acquire specimens without adequate documentation, unless they have overwhelming display or historical interest.

Scientific Instruments

York Museums Trust wishes to modestly develop the scientific instrument collection to reflect the history of the physical sciences in York. This small and focused collection will contribute to a wider understanding of York's scientific heritage and legacy.

We will normally only acquire scientific instruments which have a significant association with the history of science and scientific instrument-making in York, or a relevance to other existing collections. Such acquisitions should normally be in good condition and be accompanied by adequate historical and technical documentation. Size and weight are important factors in the storage, conservation and health and safety issues, and in general there will therefore be a presumption against larger and heavier objects.

YMT Acquisition & Disposal Policy 2005 - 2006

Specifically we look to acquire:

- Telescopes and other instruments made by Thomas Cooke of York
- Timepieces manufactured in York
- Instruments made by other York instrument makers
- Material relevant to history of Science and Astronomy in York.

Although the existing collection contains some material from outside Yorkshire and the UK, it is not our policy to collect from beyond York. There is also a presumption against acquiring scientific instruments dating after 1945.

We will acquire scientific instruments through donation or purchase. Sources of new acquisitions may include:

- Existing collections amassed by individual collectors or organisations
- Auctions
- Individual objects which are offered to the museum following an enquiry.

ARTS

Fine Art

The Fine Art Collection aims to provide a survey of post-medieval painting in western Europe and a works on paper collection with appropriate local emphasis. Sculpture is collected to complement the 2 dimensional collections. Our aspiration is for high-quality targeted acquisition to complement our current holdings.

To provide this survey, we will concentrate on acquiring works by important artists who are not yet represented in the collection. We will seek to acquire :

- works from the 14th – 18th centuries, with the exception of landscapes. There is an aspiration to acquire works by Stubbs, Gainsborough, Devis, Romney, Wright of Derby and Raeburn.
- 19th century French paintings, particularly a good example of work by the Impressionists and the Post-Impressionists.
- 19th century British paintings including works by Turner, Constable, Wilkie, Bonington, Leighton, Alma-Tadema and Poynter, as well as examples of Pre-Raphaelitism.
- 20th and 21st century paintings, particularly from the period after 1960 which is not well represented. We will actively pursue the acquisition of works by the St Ives School.
- Sculpture of the 20th century, particularly Henry Moore and Barbara Hepworth.
- Watercolours, drawings and prints devoted to the topography of York and North Yorkshire where they provide new topographical information and are of aesthetic significance.
- British watercolours of aesthetic significance that complement the paintings collection.

YMT Acquisition & Disposal Policy 2005 - 2006

- We will work in partnership with the Contemporary Art Society to inform and enhance our approach to contemporary collecting.

We will acquire works through purchase, donation, bequest, commission and membership of the Contemporary Art Society.

Decorative Arts

The ceramics collections represent a survey of ceramics in Britain from its earliest appearance in prehistory through to the foremost collection of contemporary studio pottery in Britain in the Milner White and WA Ismay collections. This section of the acquisition policy deals with all non-archaeological ceramics.

The Glass collection consists of a small but important selection of painted glass by Henry Gyles and William Peckitt of York; English glass of the 18th and early 19th centuries and post-war studio glass. We have a small collection of York silver and other metalwork.

- WA Ismay stated that he wanted the collection to continue. We will continue to acquire studio pottery that is complementary to the WA Ismay collection.
- We would acquire examples of post-medieval painted glass with particular reference to Gyles or Peckitt, although such opportunities are likely to be rare.
- We would like to acquire an 18th century silver chocolate pot as this was a significant item for the period and there is not an example in the collection.

Costume and Textiles

The costume and textile collection is one of the largest and most comprehensive regional collections in the UK, representing English fashion from c1700 to the 21st century and includes women's dress, children's clothes, needlework tools, fans, quilts, jewellery, lace and fashion accessories.

The collection straddles both social history and decorative arts and provides a continuous survey of dress as actually worn by individuals. In the last thirty years collecting has focussed on material from York and Yorkshire. The collection embraces changes and developments in technology, living standards, taste, production and consumption, trade, domestic and working life, and design history. Through such links it can be used in many different ways with the other collections held by the trust.

Whilst the collection is generally strong, there are some gaps we wish to address to ensure historical continuity which is especially important in a fashion context where new styles develop out of what went before. We will seek to acquire:

- Objects from 1790 – 1810 and pre-1900 men's clothes. Both are areas where items rarely become available, so they are highly sought after when they do.

YMT Acquisition & Disposal Policy 2005 - 2006

- Late 20th and early 21st century items with a York or Yorkshire provenance. Over the next year we will develop a focussed and pro-active approach to building the more recent areas of the collection.
- Outfits and accessories associated with Ascot in York.

HISTORY

Most of the collection relates to York and Yorkshire, but some material is nationally based. The size and scope of these collections allow us to be focussed and selective in new acquisitions. In general, material acquired for this collection will have strong York or North Yorkshire provenance or association.

Social History

The Social History collection is made up of objects drawn from everyday life as well as rare and exceptional items. It can tell the story of how ordinary people lived in York and the surrounding area from c1700 to the present day in a way and a depth that no other museum in the region can.

We will seek to acquire items which reflect the changing life and aspirations of the people of York and its region, and which recognises their economic and cultural diversity. This will include contemporary as well as historical material. Items must have clear local provenance, and a recorded history and clear documentation of ownership. Future collecting will be predominantly project based and have strictly defined outcomes and limits.

Items we wish to acquire:

- Georgian Armchair for the Georgian Drawing Room
- Hornsea Pottery – a local pottery that is not represented in the collections which illustrates the good design available to the mass market through local department stores
- An example of mass market post-1950s table ware
- Examples of mass market post-1950s kitchenware.
- Items which reflect significant local events – e.g. Ascot 2005
- Items relating to significant local trades and industries not adequately represented in the existing collection, including archives from Terry's
- Items relating to the history of York Castle both as a prison and as a Museum

Military History

The Military History collection represents regional associations with all aspects of English military history. Much of the Military material we would wish to acquire is not often available – opportunities to acquire it are rare. We will review the list of desired objects in association with the Royal Armouries and other military collections in the region and continue to keep close and regular contact with regimental and corps museums in our region, and also with other relevant military collections nationally via the Army Museum Ogilby Trust and the specialist national museums.

YMT Acquisition & Disposal Policy 2005 - 2006

The list of desired acquisitions is long established for the Military collection, and is drawn up to secure items that are missing from the corpus of the collection, whose presence would complete series or bridge gaps and items which would enhance the collections beyond their individual value e.g. uniform and equipment to go with weapons and armour we already have. Particularly, we would seek to acquire:

- A piece of medieval armour, preferably a helmet
- a set of late 19th Century Infantry Equipment - Valise or Slade Wallace Equipment
- an 18th century 'other ranks' uniform or tunic of a relevant regiment
- a set of 18th century military infantry equipment - cartridge box, belt, knapsack etc.
- an 18th century soldier's hat of a relevant regiment
- 17th century military equipment - 'apostles' cartridge bandolier
- 17th century military long arms - a matchlock and a doglock, either muskets or carbines
- an example of 17th century uniform - tunic or coat
- Second World War portable infantry support weapons:
 - a Projector Anti-tank weapon - Used from 1942 until 1952 - many Yorkshiremen were awarded medals for effectively using one.
 - a 2" Mortar
 - a .50in Browning Machine Gun
 - an aircraft machine gun either a Browning or Vickers .303in or .50in calibre
 - a set of First World War pattern '08 Webbing

3. Period of time and/or geographical area to which collecting relates

The York Museum Trust collections generally cover the area of York and Yorkshire, and all time periods. Where there is more specific focus to collecting, it is discussed under the appropriate subject heading.

4. Limitations on collecting

The Trust recognises its responsibility, in acquiring additions to the City Council's collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

5. Collecting policies of other museums

The Trust 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 specialisms, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums:

Due to the over-arching nature of York's collections, we will take account of all museums in North Yorkshire, and other subject-specialist museums, as appropriate to each collecting area.

YMT Acquisition & Disposal Policy 2005 - 2006

The overriding impetus for our approach to regional collecting is that important material should be held in public collections with appropriate standards of collection care and interpretation, whether we or another are the most appropriate museum. We will work with other museums and museum services to develop the collections regionally, to ensure that collections get the best care, and are in those places where they will best meet the needs of the users.

We have a defined first interest geographical collecting area for archaeological objects, including individual finds as reported through the Portable Antiquities Scheme and the Treasure Act that respects, and is respected by, other North Yorkshire and subject specialist museums. We also have an overriding collecting policy across North Yorkshire for archaeological and Geological material to ensure that no area lacks provision for the deposition of important material. However, we recognise the collecting areas and periods of other museums in the region, and consider that the more local museum, assuming it has appropriate staff and resources, has an abiding interest in collecting material from its locality.

In order to facilitate the open discussion required for the above statement to work, we will convene an archaeological curators group from across the Yorkshire region to discuss collecting policies. We actively participate in the Yorkshire & Humberside Natural Science Collections Research Unit.

6. Policy review procedure

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every two years. The date when the policy is next due for review is noted above.

The Yorkshire Museums, Libraries and Archives Council will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

7. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the Trust itself, having regard to the interests of other museums.

8. Acquisition procedures

- a. The Trust will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Trust can acquire for the City Council a valid title to the item in question.
- b. In particular, the Trust 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).

YMT Acquisition & Disposal Policy 2005 - 2006

- c. 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 Trust 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 DCMS in 2005.
- d. So far as biological and geological material is concerned, the Trust will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. The Trust will not acquire archaeological antiquities (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, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).
- f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the Trust is either:
- acting as an externally approved repository of last resort for material of local (UK) origin;
 - or acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded;
 - or acting with the permission of authorities with the requisite jurisdiction in the country of origin;
 - or in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.
- In these cases the Trust will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

9. Spoilation

The Trust will use the statement of principles 'Spoilation 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.

YMT Acquisition & Disposal Policy 2005 - 2006

10. Repatriation and Restitution

The Trust's governing body, acting on the advice of its professional staff, may recommend a decision to be taken by the City Council to return human remains, objects or specimens to a country or people of origin. The Trust will take such decisions on a case by case basis, within its and the City Council's legal position and taking into account all ethical implications.

11. Management of archives

As the Trust holds archives on behalf of the City Council, including photographs and printed ephemera, its governing body and that of the City Council will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

12. Disposal procedures

- a. By definition, a museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The Trust accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museum's collection.
- b. The Trust will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.
- c. When disposal of a museum object is being considered, the Trust 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.
- d. Decisions to dispose of items will not be made with the principal aim of generating funds.
- e. Any monies received by the Trust from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MLA.
- f. A decision to dispose of a specimen or object, whether by gift, exchange, 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), will be the responsibility of the City of York Council acting on the recommendation of the Trust's Board of Trustees, having taken advice from professional curatorial staff. It is not the responsibility of the curator of the collection acting alone.
- g. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition.

YMT Acquisition & Disposal Policy 2005 - 2006

- h. If the material is not acquired by any Accredited Museums to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other professional journals where appropriate.
- i. The announcement 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.
- j. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

YMT Scrutiny Review

Record of Disposals Made by YMT Since 2003

The figures for disposals YMT have made are as follows:

- 238 items of social/industrial history from the Darnbrough street store. The table below shows the range of items, the date they were disposed of and how. Where possible YMT will look to transfer items to another museum which can offer a better home, in order that they remain accessible to the public, and possibly even more accessible/better integrated or interpreted.
- 16 mixed items including:
 - licensable pistols passed to the Police
 - Oryx and gazella skins passed to National Museums of Scotland in November 2004 (form attached)
 - items of uniform from the West Kent Yeomanry passed to Kent and Sharpshooters Yeomanry Museum in March 2011 (form attached)
- 1 painting returned to heirs of original owner.
- 4 pieces of beadwork
- A powder flask full of gunpowder passed to police in 2010 (form attached)
- A chunky Kitkat
- 18 works on paper – views of York (duplicates to others YMT hold) and one of Ilfracombe harbour – these pieces are currently pending final disposal having been offered to other museums

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York Museums Trust - Disposals from Darnborough Street Store								
Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date	
Cardboard box containing chemist's bottles of medicine	YORCM : 19.72	1	Deterioration Duplicate	LA Disposal		Sorted & Disposed of according to COSH	25.3.03	
Fire screen - hand-held screen with no surround, Chinoiserie scenes,	YORCM : 21.74.1-2	2	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Labels - box of star stickers	YORCM : 22.73	1	Deterioration Duplicate	Architectural salvage	YMT : X00180	White House Antiques	25.3.03	
Pencil box - wooden with sliding compartments	YORCM : 45.69	1	Deterioration Duplicate	Architectural salvage	YMT : X00180	White House Antiques	25.3.03	
Trunk - wood, skin covered, paper lined	YORCM : AA2592	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Trunk - wood, skin covered, paper lined	YORCM : AA2595	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Trunk - wood, skin covered, paper lined	YORCM : AA2597	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Trunk - wood, skin covered, paper lined	YORCM : AA2601	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Loom - adapted for use by curator in 1950'/60's (incomplete)	YORCM : AA5603	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Trunk	YORCM : AA5611	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Trunk - wood, skin covered, paper lined	YORCM : AA5633	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
Trunk - wood, skin covered, paper lined	YORCM : AA5634	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	

	Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date	
	Trunk - wood, skin covered, paper lined	YORCM : AA5635	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
	Gladstone bag	YORCM : AA5642 YORCM : 165.74	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
	Gladstone bag	YORCM : AA5644 YORCM : 64.72	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
	Trunk - wood, cloth covered, curved lid	YORCM : AA5646	1	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
	Reaper sails - 4 bundles	YORCM : AA5658	4	Deterioration Duplicate	LA Disposal	YORCM : X00214	LA Disposal	25.3.03	
	Box - wood, plain, lidded	YORCM : 174.72	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	25.3.03	
	Box - wood	YORCM : 174.72	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	25.3.03	
	Basket (contained bonnet)	YORCM : AA5853	1	Deterioration	LA Disposal	YORCM : X00212	LA Disposal	25.3.03	
	Sewing machine - treadle, Taylor's	YORCM : AA5605 YORCM : 62.70	1	Deterioration Duplicate	Architectural salvage	YMT : X00172	White House Antiques	25.3.03	
	Inkwell - glass with stopper, one marked NER Co.	YORCM : 183.74.1-2	2	Duplicate	Architectural salvage	YMT : X00172	White House Antiques	25.3.03	
	Screw tap	YORCM : 166.51.1-2	2	Deterioration Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Grid cooker cooler, wire	YORCM : AA5675	1	Deterioration Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Measuring jug, tin plate	YORCM : AA5679	1	Deterioration Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Clogger or cobbler's tool bench	YORCM : AA5844	1	Deterioration Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	

Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date
Umbrella basket	YORCM : AA5855	1	Deterioration Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04
Awl, wood handle, metal spike	YORCM : AA5874	1	Deterioration Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04
Iron, mushroom-shaped for caps (base missing)	YORCM : AA5879	1	Deterioration Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04
Rubber tubing for gas	YORCM : 360.77	1	Deterioration	LA Disposal	YORCM : X00212	LA Disposal	12.1.04
Chest of drawers, oak, two long, two short (top missing)	YORCM : AA2513	1	Deterioration	LA Disposal	YORCM : X00212	LA Disposal	12.1.04
Shop fitting, set of 40 drawers (some missing)	YORCM : AA5622	1	Deterioration	LA Disposal	YORCM : X00214	LA Disposal	12.1.04
Display cabinet, glass door (one missing), mirror backed	YORCM : AA5647	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Paper clip, length 120mm, width 30mm	YORCM : AA5678	1	Deterioration	LA Disposal	YORCM : X00212	LA Disposal	12.1.04
Mirror - on mahogany stand	YORCM : DA304	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Sign - Old George Hotel, metal, rusty	YORCM : TS006	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Quilting frame - altered to rug making frame	YORCM : 45.68	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04
Chopping block - wood, ex-tinsmith/saddler	YORCM : AA5652	1	Duplicate	Offer LA Disposal	YORCM : X00216	Beamish	12.1.04
Chopping block - wood, ex-tinsmith/saddler	YORCM : AA5653	1	Duplicate	Offer LA Disposal	YORCM : X00216	Beamish	12.1.04
Stencil - metal, for 'W'	YORCM : AA5784	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04

	Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date	
	Container - metal, wider funnel-shaped top, closed at other end	YORCM : AA5786	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Finial - for top of furniture	YORCM : AA5791.1-4	4	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Smoke protector for lamp/candle lamp	YORCM : AA5837	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Picnic basket - wicker	YORCM : AA5850	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Axe head - splitting axe	YORCM : AA5868	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Axle (incomplete)	YORCM : AA5887	1	Duplicate	LA Disposal	YORCM : X00224	LA Disposal	12.1.04	
	Letter rack/bill hoop	YORCM : AA5898	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Spittoon - glazed ceramic	YORCM : AA5899	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Sugar cutters - large	YORCM : AA5900	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Tripod - wood	YORCM : AA5902	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Plate warmer	YORCM : AA5914	1	Duplicate	Architectural salvage	YMT : X00172	White House Antiques	12.1.04	
	Wire toaster	YORCM : AA5915	1	Duplicate	LA Disposal	YORCM : X00212	LA Disposal	12.1.04	
	Shuttle - from loom	YORCM : AA5920	1	Duplicate	LA Disposal	YORCM : X00224	LA Disposal	12.1.04	
	Suitcase - woven straw	YORCM : AA5628	1	Deterioration Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04	

Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date
Meat cage	YORCM : AA5821 YORCM : 5.56.1	1	Deterioration Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Linoleum - roll	YORCM : AA5889	1	Deterioration	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Grinder	YORCM : AA5787 YORCM : 150.68	1	Duplicate	Offer LA Disposal	YMT : X00083	L. Clancey & Sons	12.1.04
Knee vice - cobbler or saddler's	YORCM : 164.73.31	1	Duplicate	Architectural salvage	YMT : X00180	White House Antiques	12.1.04
Knee vice - cobbler or saddler's	YORCM : 164.73.32	1	Duplicate	Architectural salvage	YMT : X00180	White House Antiques	12.1.04
Knee vice - cobbler or saddler's	YORCM : 164.73.33	1	Duplicate	Architectural salvage	YMT : X00180	White House Antiques	12.1.04
Display cabinet - glass, no shelves	YORCM : AA2443	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Display cabinet/bookshelf - 3 shelves, glazed front	YORCM : AA2576	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Over mantle - mirror, wood frame	YORCM : AA5608	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Suitcase - fibre blue, 'Globe Trotter'	YORCM : AA5636	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Suitcase - leather, British	YORCM : AA6537	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Gladstone bag	YORCM : AA5639	1	Duplicate	Offer LA Disposal	YORCM : X00215	Museum of Farnham	12.1.04
Leather bag - pig skin, lined, 'Charles Withnel, Scarboro.'	YORCM : AA5640	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Leather bag - cloth lined	YORCM : AA5641 YORCM : 69.68	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04

	Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date	
	Gladstone bag	YORCM : AA5643	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04	
	Gladstone bag - cloth lined with lock and key	YORCM : AA5645 YORCM : 227.65	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04	
	Barrel - part made	YORCM : AA5801	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04	
	Harrow - iron, small	YORCM : AA5806	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Harrow - iron, small	YORCM : AA5807	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Weight - 52lb	YORCM : AA5808.1	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Weight - 52lb	YORCM : AA5808.2	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Bellows - forge, large	YORCM : AA5811	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04	
	Chain hoist, hooks and chains	YORCM : AA5814	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Stair rods, 24, brass	YORCM : AA5817	1	Duplicate	Offer LA Disposal	YORCM : X00216	Beamish	12.1.04	
	Bellows - foot	YORCM : AA5819	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04	
	Jug - metal	YORCM : AA5820	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Treadle lathe (incomplete)	YORCM : AA5822 YORCM : 154.69	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Pulley block - large	YORCM : AA5829	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04	

Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date
Pulley block - small	YORCM : AA5830	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.1.04
Tongs - blacksmith's	YORCM : AA5831	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04
Plane - metal, large	YORCM : AA5835	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Plumbing tools	YORCM : AA5838	10	Duplicate	Offer LA Disposal	YMT : X00083	L. Clancey & Sons	12.1.04
Wrench or spanner	YORCM : AA5840 YORCM : 661.52	1	Duplicate	Offer LA Disposal	YMT : X00083	L. Clancey & Sons	12.1.04
Knee vice - cobbler or saddler's	YORCM : AA5846	1	Duplicate	Offer LA Disposal	YORCM : X00171	Loan to be transferred to	12.1.04
Knee vice - cobbler or saddler's	YORCM : AA5847	1	Duplicate	Offer LA Disposal	YORCM : X00171	Loan to be transferred to	12.1.04
Vice - cobbler or saddler's	YORCM : AA5848 YORCM : 270/?	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Knee vice - cobbler or saddler's	YORCM : AA5849	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Slater/tiler's tool - wood handle, long pallet blade	YORCM : AA5869	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Meat hook	YORCM : AA5882	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Bellows - peddle missing	YORCM : AA5883	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Bill hook	YORCM : AA5888	2	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04
Axe - primitive fashioned stick	YORCM : AA5893	1	Duplicate	Offer LA Disposal			12.1.04

	Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date	
	Barrel jack	YORCM : AA5895	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Skates - steel	YORCM : AA5905	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Skates - steel	YORCM : AA5906	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Gas meter	YORCM : AA5910	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04	
	Artificial 'coal' - glass	YORCM : AA5918	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.1.04	
	Jack - adjustable	YORCM : AA5922	1	Duplicate	Offer LA Disposal	YORCM : X00216	Beamish	12.1.04	
	Pump or water closet valve - incomplete	YORCM : AA5927	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Name sign - enamel, 'Dr Milburn, Surgeon', from Hull	YORCM : 78.71	1	Outside Collecting	Offer LA Disposal			12.1.04	
	Spring clip - for gate	YORCM : AA5673	1	Outside Collecting	Scrap	YMT : X00083	L. Clancey & Sons	12.1.04	
	Heavy horse harness (two full sets)	YORCM : FP1/72/16	2	Deterioration Duplicate	LA Disposal	YORCM : X00224	LA Disposal	12.2.04	
	Metal plates for axle making	YORCM : 11.58.2	1	Deterioration	Scrap	YMT : X00083	L. Clancey & Sons	12.2.04	
	Wooden object	YORCM : 32.60	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	12.2.04	
	Axle, wood (incomplete)	YORCM : AA5087	1	Deterioration	LA Disposal	YORCM : X00224	LA Disposal	12.2.04	
	Heavy horse shoe	YORCM : 70.68 or 69	1	Duplicate	Scrap	YMT : X00083	L. Clancey & Sons	12.2.04	

	Object	Accession no. / Proof of ownership	No.	Reason for disposal	Disposal method	Exit Form no.	Recipient	Panel date	
	Nail cup	YORCM : 209.28	2	Duplicate	Architectural salvage	YMT : X00164	White House Antiques	12.2.04	
	Saddler's tools	YORCM : 164.73	88	Duplicate	Architectural salvage	YMT : X00172	White House Antiques	12.2.04	
	Shop sign, hanging, double-sided, painted 'Moss Shoe Repair'	YORCM : 207.78	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.2.04	
	Metal rod (part of Moss shop sign)	YORCM : 207A.78	2	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.2.04	
	Shelving unit, slatted shelves, four castors (Moss Shoe Repair Shop)	YORCM : 208.78	1	Duplicate	Architectural salvage	YMT : X00177	White House Antiques	12.2.04	
	Cobbler's tools - lasts, shoe size measures, eyelet holes	YORCM : 280.78-290.78	11	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal	12.2.04	
	Side saddle	YORCM : 172.74	1		Transfer	YORCM : X00220	Home Farm Temple	8.7.04	
	Branding iron, No. 8	YORCM : AA5880	1	Deterioration	Scrap	YMT : X00083	L. Clancey & Sons	14.9.06	
	Singer sewing machine for shoes	YORCM : 286.78	1	Duplicate	Offer LA Disposal	YORCM : X00224	LA Disposal		
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York Museums Trust Disposal Request Form

Please complete this form to request the disposal of objects from the collections. Provide as much supporting information as possible and forward to the Registrar at the Castle Museum. Forms should be updated ASAP with any outstanding information, e.g. Exit Form number.

Name of curator Pip Strang		Date 4th May 2007	
Object/s	Object number/s	Approximate value/s	Accessioned
a) Oryx leucoryx (Arabian oryx) skin – Juvenile male	a) YORYM:1994.1064	a) Due to this being a CITES 1 specimen, it has no legal commercial value.	a) (On AdLib) Yes
b) Oryx leucoryx (Arabian oryx) skin – Adult female	b) YORYM:1994.1067	b) Due to this being a CITES 1 specimen, it has no legal commercial value.	b) (On AdLib) Yes
c) Gazella doreas doreas (Sudenesse gazelle) skin – Juvenile female	c) YORYM:1994.1066	c) £50	c) (On AdLib) Yes
d) Gazella doreas doreas (Sudenesse gazelle) skin – Adult female	d) YORYM:1994.1070	d) £50	d) (On AdLib) Yes
e) Gazella saudi (Saudi gazelle) skin – Adult female	e) YORYM:1994.1068	e) £50	e) (On AdLib) Yes
f) Gazella subguttarosa (Sand gazelle) skin – Adult male	f) YORYM:1994.1065	f) £50	f) (On AdLib) Yes
g) Gazella gazelle cora (Arabian gazelle) skin – Adult male	g) YORYM:1994.1069	g) £50	g) (On AdLib) Yes
Acquisition method Gift		Acquisition date March 1993	
Acquisition source Al-Areen Wildlife Park, Bahrain			
Does written proof of legal title exist? (Delete as appropriate) yes / no. If no, specify what attempts have been made to prove title AdLib gives the owner as Yorkshire Museum Entry No. YORYM:E00265			
Current location of object/s St Mary's Lodge Ornithological store			
Present condition of object/s Good			
Justification for disposal <input type="checkbox"/> Deterioration <input type="checkbox"/> Duplicate <input checked="" type="checkbox"/> Outside Collecting Policy <input type="checkbox"/> Unlocated <input checked="" type="checkbox"/> Other (specify) The current value of the skins is far less than the cost of getting the skins prepared and mounted for display. If this were done then the issue of the storage of seven large mounted specimens would also be have to be considered.			
Relevant paragraph number/s in <i>Collecting Policy</i> 12			
Costs associated with disposal (please specify amounts) Postage to Royal Museum of Scotland, Edinburgh			
Were objects acquired with grant aid? (Delete as appropriate) yes / no. If yes, who from? No			
Conditions associated with disposal <p>The Arabian Oryx is a CITES Appendix I species which requires a permit for import or export. Whilst, in this process, we would be doing neither, I felt it was necessary, considering the Trusts policy on responsible collecting, to try and prove that these specimens were collected legally in the first instance. Unfortunately I have been unable to locate the original paperwork; however, I have discovered that these skins were part of a larger consignment of animal material the remainder of which went to Andrew Kitchener at Edinburgh. The following is part of an email Andrew sent to me regarding this material:</p> <p>We know that these specimens were legally imported (at the same time as ours from the same trip), so I am not unduly concerned about the CITES paperwork, but obviously it would be nice to have it. The only paperwork we would have to consider is a transfer of title form and possibly a Commercial Document for Animal Byproducts, which I can generate easily.</p> <p>Without the original paperwork this is the only indication of the validity of this material. However, due to the fact that this material is part of a collection held jointly with The Royal Museum of Scotland I am happy for the disposals procedure to go ahead.</p>			

Disposal is recommended by: (tick any that are appropriate; they are applied in the order 1-7)	
1. <input type="checkbox"/> Advertise to Registered Museums	
2. <input checked="" type="checkbox"/> Offer to particular museum/s or appropriate public body (specify) Department of Natural Sciences, National Museums of Scotland	
3. <input type="checkbox"/> Internal non-collections (specify) Education / Exhibition dressing / Handling / Other	
4. <input type="checkbox"/> Return to donor	
5. <input type="checkbox"/> Other (specify)	
6. <input type="checkbox"/> Offer for sale	
7. <input type="checkbox"/> Local Authority disposal	
Name & address of recipient (if appropriate)	
Andrew Kitchener, Principal Curator of Birds and Mammals, Department of Natural Sciences, National Museums of Scotland, Chambers Street, Edinburgh EH1 1JF	
Proposed use of funds if disposal involves sale	
N/A	
Decision	
Proposal approved / rejected Liz Godbeer	
Note	
Signed (Registrar)	Date 2007-11-15
Outcome	
Disposal approved by Trustees	Date
Disposal approved by CYC	Date
Exit Form number YMT : X	Date
Actual method of disposal	Date
Signature of Curator confirming disposal	Date
Signature of Curator confirming paper records updated	Date
Signature of Registrar confirming computer records updated	Date

York Museums Trust Disposal Request Form

Please complete this form to request the disposal of objects from the collections. Provide as much supporting information as possible and forward to the Registrar at the Castle Museum. Forms should be updated ASAP with any outstanding information, e.g. Exit Form number.

Name of curator Gwendolen Whitaker		Date 1-7-10	
Object/s	Object number/s	Approximate value/s	Accessioned Yes, all objects
West Kent Yeomanry uniform coat	YORCM : 1946.974.1		
West Kent Yeomanry saddle roll	YORCM : 1946.974.3		
West Kent Yeomanry trousers	YORCM : 1946.974.4		
Acquisition method Purchase	Acquisition date 1946		
Acquisition source Mr G. Adams Warbleton Sussex			
Does written proof of legal title exist? (Delete as appropriate) yes / no. If no, specify what attempts have been made to prove title As detailed in accession registers.			
Current location of object/s YORCM : 1946.974.1 Debtors' Prison, Uniform Store, Rack YORCM : 1946.974.3 Debtors' Prison, Uniform Store, Bay 4 YORCM : 1946.974.4 Debtors' Prison, Uniform Store, Rack			
Present condition of object/s Uniform coat: Water damage to the lower tails Uniform trousers: slight damage Saddle roll: Some moth holes in flap and body. Remains of what may have been a glued on label on the flap.			
Justification for disposal <input type="checkbox"/> Deterioration <input type="checkbox"/> Duplicate <input checked="" type="checkbox"/> Outside Collecting Policy <input type="checkbox"/> Unlocated <input type="checkbox"/> Other (specify)			
Transfer to the Kent & Sharpshooters Yeomanry Museum who have display spaces at Hever Castle and museum rooms in the headquarters of the serving squadrons at Croydon and Bexleyheath. The Kent & Sharpshooters Yeomanry Museum has been awarded the status of full accreditation with effect from 9 Aug 2010. The museum is in regular contact with Sarah Corn, the Museum Development Officer for Kent and Medway and with their curatorial adviser, Rebecca Nash, curator of the Royal Engineers Museum at Chatham. Museum documentation, which includes full information about items in the collection as required by Spectrum, is held on a MODES data base. A public version of this is available on the museum website (www.ksymuseum.org.uk).			
Relevant paragraph number/s in <i>Collecting Policy</i> 3. Period of time and/or geographical area to which collecting relates The York Museum Trust collections generally cover the area of York and Yorkshire, and all time periods. 5. Collecting policies of other museums The Trust 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 specialisms, in order to avoid unnecessary duplication and waste of resources. Due to the over-arching nature of York's collections, we will take account of all museums in North Yorkshire, and other subject-specialist museums, as appropriate to each collecting area. The overriding impetus for our approach to regional collecting is that important material should be held in public collections with appropriate standards of collection care and interpretation, whether we or another are the most appropriate museum. We will work with other museums and museum services to develop the collections regionally, to ensure that collections get the best care, and are in those places where they will best meet the needs of the users.			

Costs associated with disposal (please specify amounts)	
None. To be collected by Honorary Curator	
Were objects acquired with grant aid? (Delete as appropriate) no.	
Conditions associated with disposal	
None	
Disposal is recommended by: (tick any that are appropriate; they are applied in the order 1-7)	
1. <input type="checkbox"/> Advertise to Registered Museums	
2. <input checked="" type="checkbox"/> Offer to particular museum/s or appropriate public body (specify)	
3. <input type="checkbox"/> Internal non-collections (specify) Education / Exhibition dressing / Handling / Other	
4. <input type="checkbox"/> Return to donor	
5. <input type="checkbox"/> Other (specify)	
6. <input type="checkbox"/> Offer for sale	
7. <input type="checkbox"/> Local Authority disposal	
Name & address of recipient (if appropriate)	
Major Boris Mollo Hever Castle Edenbridge Kent TN8 7NG	
Proposed use of funds if disposal involves sale	
N/A	
Decision	
Proposal approved / rejected	
Note	
Signed (Registrar)	Date
Outcome	
Disposal approved by Trustees	Date
Disposal approved by CYC	Date
Exit Form number YMT : X00579	Date 2011-03-07
Actual method of disposal Transfer	Date 2011-03-07
Signature of Curator confirming disposal	Date
Signature of Curator confirming paper records updated	Date
Signature of Registrar confirming computer records updated	Date 2011-04-07

York Museums Trust Disposal Request Form

Please complete this form to request the disposal of objects from the collections. Provide as much supporting information as possible and forward to the Registrar at the Castle Museum. Forms should be updated ASAP with any outstanding information, e.g. Exit Form number.

Name of curator Gwendolen Whittaker		Date 23 August 2010	
Object/s Copper powder flask full of black powder	Object number/s YORCM : CA1888	Approximate value/s unknown	Accessioned yes
Acquisition method Untraced find		Acquisition date unknown	
Acquisition source Untraced find			
Does written proof of legal title exist? (Delete as appropriate) yes / no. If no, specify what attempts have been made to prove title No - it has been in the collections since at least 2000/2001 and presumably earlier			
Current location of object/s Firearms & Explosives Licensing Department Police Headquarters Newby Wiske Northallerton North Yorkshire DL7 9HA			
Present condition of object/s Fair - incomplete - spring catch to open it missing. Also full of explosive powder.			
Justification for disposal <input type="checkbox"/> Deterioration <input type="checkbox"/> Duplicate <input type="checkbox"/> Outside Collecting Policy <input type="checkbox"/> Unlocated X Other (specify) - item is dangerous as full of explosive powder and it is not possible to open it for emptying as the catch is broken			
Relevant paragraph number/s in <i>Collecting Policy</i> section 12 We were advised by the Firearms and Explosives licensing officer to check that all powder flasks had been emptied as all black powder should be stored in Home Office approved containers, which we comply with under the terms of our black powder licence. It is not possible to open this flask to empty it and it therefore poses a risk of exploding if there was a fire. It is therefore hazardous to retain it and we would be in breach of our licence.			
Costs associated with disposal (please specify amounts) None - Dave Coutts will pass it to the army and they will blow it up for nothing!			
Were objects acquired with grant aid? (Delete as appropriate) yes / no. If yes, who from? No			
Conditions associated with disposal			
Disposal is recommended by: (tick any that are appropriate; they are applied in the order 1-7) 1. <input type="checkbox"/> Advertise to Registered Museums 2. <input type="checkbox"/> Offer to particular museum/s or appropriate public body (specify) 3. <input type="checkbox"/> Internal non-collections (specify) Education / Exhibition dressing / Handling / Other 4. <input type="checkbox"/> Return to donor 5. X Other (specify) destruction 6. <input type="checkbox"/> Offer for sale 7. <input type="checkbox"/> Local Authority disposal			
Name & address of recipient (if appropriate) Dave Coutts, Firearms and Explosives Licensing Officer, North Yorks Police HQ, Northallerton			
Proposed use of funds if disposal involves sale n/a			
Decision			
Proposal approved / rejected			
Note			
Signed (Registrar)		Date	
Outcome			
Disposal approved by Trustees		Date	
Disposal approved by CYC		Date	

Exit Form number YMT : X	Date
Actual method of disposal	Date
Signature of Curator confirming disposal	Date
Signature of Curator confirming paper records updated	Date
Signature of Registrar confirming computer records updated	Date

Learning & Culture Overview & Scrutiny Committee Draft Work Plan 2012-13

Meeting Dates	Work Programme
13 June 2012 @ 4:30pm	<ol style="list-style-type: none"> 1. YMT Collections Scrutiny Review Interim Report 2. Draft Workplan – Including List of Proposed Topics for 2012/13 & Associated Documents
18 July 2012 @ 5pm	<ol style="list-style-type: none"> 1. Year End Finance & Performance Monitoring Report 2. YMT Collections Scrutiny Review Draft Final Report 3. York Theatre Royal – SLA Performance Bi-annual Update Report 4. Workplan
19 Sept 2012 @ 5pm	<ol style="list-style-type: none"> 1. First Quarter Finance & Performance Monitoring Report 2. York Museums Trust – Partnership Delivery Plan Bi-annual Update Report 3. Workplan
21 Nov 2012 @ 5pm	<ol style="list-style-type: none"> 1. Second Quarter Finance & Performance Monitoring Report 2. Workplan
23 January 2013 @ 5pm	<ol style="list-style-type: none"> 1. York Theatre Royal – Service Level Agreement Performance Bi-annual Update Report
20 March 2013 @ 5pm	<ol style="list-style-type: none"> 1. First Quarter Finance & Performance Monitoring Report 2. York Museums Trust – Partnership Delivery Plan Bi-annual Update Report 3. Workplan
1 May 2013 @ 5pm	<ol style="list-style-type: none"> 1. Workplan

Ongoing Scrutiny Review

- i. YMT Collections Review - To determine whether YMT have achieved appropriate collections management standards in line with the Collections Loan Agreement and Collections Management Protocol agreed in 2002

Topics Put Forward by Committee at Scrutiny Work Planning Event in May 2012

- i. Making local libraries work for communities

Additional Topics Proposed At Scrutiny Work Planning Event in May 2012

- i. What issues do people with learning difficulties who have babies face and what can be done when not in care (Valuing People Group) – suggested by Cllr Simpson-Laing
- ii. OFSTED feedback & response to issues – suggested by Cllr Reid
- iii. Decline of Youth Service – primary age children with behavioural issues – suggested by Cllr Jeffries
- iv. Support for parents with learning difficulties who have children who don't have those issues – suggested by ?
- v. Careers advice in schools – topic registration form submitted by Cllr D'Agorne (see copy attached)



Scrutiny Topic Registration Form

Your Details

Name: Cllr. ANDY D'AGORNE
 Address: 10, BROADWAY WEST
 YORK
 YO10 4JJ
 Tel No: 01904 633526 Email: cllr.adagorne@york.ac.uk



Please tick to confirm that you agree to the Council reproducing and making public this form in support of any work undertaken in regard to this scrutiny topic (NB: Councillors will not be able to consider this topic registration without access to the information on this form. It will therefore need to be made publicly available as part of an agenda for a forthcoming scrutiny committee meeting. However, your address and contact details will not be made public)

Suggested Scrutiny Topic

Section 1: About Your Topic

Please complete this section as thoroughly as you can. The information provided will help Scrutiny Officers and Scrutiny Members to assess your suggested topic and will inform their decision on whether to proceed with a full scrutiny review.

Proposed Topic: Impact + implications of changes to careers guidance provision in secondary schools in York

Set out briefly the purpose of any scrutiny review of your proposed topic e.g. what do you think it should achieve?

* Identify best practice in the light of new 'Young People's Services' (YPS) arrangements in schools and new responsibility of schools to secure impartial careers advice and guidance
 * Recommend ways in which limited resources can be best deployed to ensure all young people get impartial advice on their education and training options

Please indicate how any review would be in the public or Council's interest? e.g. reviewing recycling options in the city would reduce the cost to the Council for landfill

Appropriate choices by young people help them to achieve their full potential match their skills and interests to the local labour market + achieve a thriving local economy. Poor choices increase the risk of becoming 'NEET' (Not in Employment, Education or Training), young offenders + long term unemployed

Section 2: Conducting A Review of Your Topic

If a decision is taken to proceed with a review of your topic, you will be asked to participate - this may involve being co-opted onto the committee for the duration of the review, attending a public committee meeting as a witness to give evidence, or providing information in writing for the committee's consideration.

Please tick to confirm you would be willing to participate



(the Scrutiny Officer will contact you to discuss this in more detail)

Please explain briefly what you think any scrutiny review of your proposed topic should include? This information will be used to help scope and timetable the review should the relevant Overview & Scrutiny Committee decide to proceed with the review

- Analysis of local destinations data (progression into FE/HE + employment)
- Focus groups to gather views of professional advisers / careers teachers parents of sixth formers / college students
- Review of government policy on the new 'National Careers Service' and how Online / Telephone helpline services are being used
- A look at any innovative approaches in York schools

Involving the right people throughout the process is crucial to any successful review – please indicate who you think should participate?
e.g. which council services, external organisations, groups and/or individuals

- Educator Dept - Head of YPS
- At least one careers coordinator, a transition & participation worker (ie careers adviser)
- a schools liaison worker from local college, a school head or deputy head
- Parents could be asked for comments

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