

Collections Review Board Terms of Reference

Name

Kirklees M&G Collections Review Board

Members

Museums and Galleries Manager

Business and Audiences Manager

Curatorial and Technical team

Huddersfield Museums Manager

1 museum professional from outside Kirklees M&G

Quorum – at least 5 people, including either the Museums and Galleries Manager or the Business and Audiences Manager in the chair, 2 curatorial team members and one person from outside Kirklees

Other museum officers who may attend from time to time

Disposals must be agreed by a simple majority to be approved by the board.

Purpose

The board will have an over view of all collections acquisitions and disposals. It will provide guidance on general collecting, and it will review all planned disposals.

The board will monitor ongoing disposal progress via reports and updates.

The board is authorised to approve the disposal of items up to the value of £200.

Items above £200 in value may be recommended for disposal by the board, but approval will take place according to standard council guidance as laid out below.

Disposal Level	Financial Value	Authorisation
Level 1	Up to £200	Collections Review Board, signed off by chairperson of the meeting.
Level 2	£200-£20,000	Collections Review Board; Signed off by Lead Member, Service Director, Finance Director
Level 3	Over £20,000	As Level 2 and also signed off by Chief Executive and Full Council

N.B. The levels of delegated authority are consistent with the council's financial protocols

Activities

Review all proposed planned disposal of collections, including

- Accessioned objects
- Objects that should have been accessioned but haven't been, including all items with Transfer of Title forms
- Loans-in and unwanted offers of donation where the lender cannot be contacted

The board will receive updates regarding ongoing progress of items that have been passed for disposal but have not yet left the service's care. In the event of issues or conflicts emerging over disposal methods, the board will review the case and give a ruling.

The board will receive reports on all disposals that have taken place since the previous meeting whether or not approved in advance by the board. This may include thefts, breakages and emergency disposals.

The board will consider the lending out of complete or substantial collections and contentious loans. This includes collections that are relocated to another organisation particularly for storage purposes and which may eventually result in transfer of ownership.

The board will review the purchase of collections of £2000 or more. It will give a decision on these collections, or a recommendation where the price is such that other approval is required in accordance with standard council purchasing procedures.

Frequency of Meeting/Timetable

The board will meet at least twice a year

The curator is responsible for organising the meetings, arranging for the external professional to attend and circulating all paperwork.

All forms will be circulated to the board at least one week prior to the meeting. Information on proposed disposals will also be made available to all M&G teams two weeks prior to the meeting. This will provide the opportunity for them to express an interest in any of the proposed disposals for other uses within the service.

October 2019