

CABINET

DATE	9 March 2022
REPORT OF	Councillor Callum Procter, Portfolio Holder for Economic Development, Housing and Tourism
RESPONSIBLE OFFICER	Sharon Wroot, Executive Director Environment, Economy and Resources
SUBJECT	North East Lincolnshire Council Museum Service – Application for Museum Accreditation for the Grimsby Fishing Heritage Centre
STATUS	Open
FORWARD PLAN REF NO.	CB 03/22/03
CONTRIBUTION TO OUR AIMS	

Ensuring that Museum Accreditation is in place for the Grimsby Fishing Heritage Centre (GFHC) will make a significant contribution to the Council's strategic objective of a 'Stronger Economy'. By continuing to offer an important regional visitor attraction in North East Lincolnshire (NEL), for residents and national and international visitors, associated economic benefits for the area will be achieved. Museum Accreditation is key for helping to further develop the area's cultural, arts and heritage offer, which underpin the work being carried out as part of the Grimsby Town's Fund and the Heritage Action Zone.

Having Museum Accreditation in place will contribute to the Council's 'Stronger Community' objective by providing a quality museum and visitor attraction for residents and visitors who can have access to items from the Collection, which represent the area's history and heritage. The opportunity to participate in cultural and heritage related activities also helps contribute to health and wellbeing objectives.

EXECUTIVE SUMMARY

GFHC achieved Museum Accreditation in 2013. Awarded by Arts Council England (Arts Council), all Accredited museums are required to provide an update at least every five years, detailing how they are meeting the Accreditation Standard. The Museum Accreditation return gives the Arts Council the opportunity to review the information provided and receive an update about any changes that have been made during that period. Museum Accreditation is an agreed standard, which demonstrates how museums manage their collections properly, engage with visitors, and are governed appropriately.

GFHC is required by the Arts Council to have a series of plans and policies formally approved by Cabinet, as its governing body, prior to submitting the Museum Accreditation return, the deadline of which is 31 March 2022. GFHC previously submitted its Accreditation return in December 2019, but its evaluation was postponed by the Arts Council because of COVID and this is the revised deadline.

RECOMMENDATIONS

It is recommended that Cabinet:

1. Approves the following Museum Service policies, which will then be submitted as part of an Accreditation return for the GFHC to the Arts Council:
 - Grimsby Fishing Heritage Centre Forward Plan 2022-25.
 - Grimsby Fishing Heritage Centre Access Policy.
 - Grimsby Fishing Heritage Centre Collections Development Policy.
 - Grimsby Fishing Heritage Centre Documentation Policy.
 - Grimsby Fishing Heritage Centre Care and Conservation Policy.
2. Authorises the Executive Director Environment, Economy and Resources in consultation with the Portfolio Holder for Economic Development, Housing and Tourism to submit such application and deal with any requests for further information or clarification and any ancillary matters arising.

REASONS FOR DECISION

The Council has a duty to preserve the North East Lincolnshire Collection and ensuring that ongoing Museum Accreditation remains in place contributes to this.

To apply for, and continue to retain, Museum Accreditation for the GFHC the Museum Service is required, by the Arts Council, to have a 'Forward Plan' and other relevant and up to date policies in place which have been formally approved by Cabinet. Subject to approval, the relevant Museum policies listed above will be submitted as part of the Accreditation return.

1. BACKGROUND AND ISSUES

- 1.1. GFHC seeks to add to people's knowledge of the heritage of the area, broaden cultural experiences, increase the sense of community identity, and inspire people through creative activity.
- 1.2. GFHC has wide-ranging collections of archival and three-dimensional material reflecting the natural history, archaeology, and social history of NEL. The Collection represents the history of the area, from its geological origins to the modern day.
- 1.3. The Collection currently consists of approximately 70,000 artefacts, including the vessels *Ross Tiger*, *Esther*, and *Perseverance*. The Doughty Bequest and the Joan Sleight Bequest are two significant donations of personal collections.
- 1.4. Objects from the Collection are currently displayed at the GFHC, including a programme of temporary exhibitions in the Muriel Barker Gallery, which illustrate topics not covered in the permanent galleries. All other items are kept preserved at a storage facility at Pyewipe Industrial Estate in Grimsby.
- 1.5. A service level agreement is in place with the Grimsby Town Hall and the Time Trap to allow the loan of items from the Collection under controlled conditions. An agreement is also in place for the loaning of items to the Council's Cleethorpes Town Hall and the Trustees, for events such as Heritage Open Days.

2 ACCREDITATION

2.1 The Museum Accreditation Scheme, administered by the Arts Council sets nationally agreed standards for museums and provides the framework for best practice in museum collections care, exhibitions, events, and community engagement. Maintaining the Accreditation standard shows the Council's commitment to managing the Collection effectively for the enjoyment and benefit of the community and visitors. It also allows the Museum Service to apply for external funding and be able to continue to loan and receive objects from other museums and heritage sites.

2.2 GFHC is an Accredited Museum, having previously renewed this status in 2013. The previous submission in December 2019 was postponed by the Arts Council because of COVID but the Council is now required to reapply and submit evidence that we continue to maintain the Accreditation Standard. The Arts Council has given notification that Accreditation return needs to be completed by 31 March 2022.

2.3 As part of the Museum Accreditation process, it is necessary to prepare a 'Forward Plan' which outlines GFHC's aspirations for the next three years. It is also a requirement to provide copies of revised policy documents which set out in detail how the Collection will be looked after and managed to preserve it for future generations. Formal approval is therefore being sought from Cabinet for the following Forward Plan and related policies:

- Grimsby Fishing Heritage Centre Forward Plan 2022-25 (Appendix 1)
- Grimsby Fishing Heritage Centre Access Policy (Appendix 2)
- Grimsby Fishing Heritage Centre Collections Development Policy (Appendix 3)
- Grimsby Fishing Heritage Centre Documentation Policy (Appendix 4)
- Grimsby Fishing Heritage Centre Care and Conservation Policy (Appendix 5)

2.4 The Museum Accreditation standards are summarised as follows:

- Have appropriate governance and management in place;
- Have a Forward Plan which includes having the resources to deliver the plan;
- Assess and manage risk to your organisation;
- Hold and develop Collections;
- Hold useful and useable information on Collections;
- Care for, and conserve collections, with an approved 'Collections Care and Conservation Policy and Plan', ensuring the required environmental and security arrangements are in place;
- Be accessible to the public;
- Understand and develop specified audiences;
- Engage with your users and improve their experience.

3 RISKS AND OPPORTUNITIES

- 3.1 The Council has a duty to preserve the Collection of NEL. Accreditation provides the framework for best practice in museum collections care, exhibitions, events, and community engagement. If Museum Accreditation is not achieved, this will put the future of the Museum Service at risk. Losing Accreditation will impact our eligibility to apply for funding from funders such as the National Lottery Heritage Fund (NLHF). GFHC will also be unable to loan objects from other museums and heritage site.
- 3.2 Once Museum Accreditation is renewed, there is greater potential this will open opportunities to attract additional external funding, which will further enhance the condition of the facilities and help improve future access to the Collection.

4 OTHER OPTIONS CONSIDERED

Do nothing – this will result in the Council no longer being an Accredited Museum Service for the GFHC. Losing Accreditation will impact GFHC's eligibility to apply for funding from external funders and exclude us from supporting organisations such as Museum Development Yorkshire. The Museum Service will also be unable to loan objects from other museums and heritage sites, resulting in an impact on the GFHC's ability to create an interesting and attractive exhibition programme.

5 REPUTATION AND COMMUNICATIONS CONSIDERATIONS

- 5.1 There are some potential positive and negative reputational implications for the Council resulting from the decision.
- 5.2 The Council's commitment to ensuring that Museum Accreditation is retained demonstrates that the Council is serious about its responsibility for conserving and caring for the Collection and its relevant locations.
- 5.3 If not supported, there would be significant reputational risks, both from the Arts Council and Museum Development Yorkshire Museums' Association, which would be detrimental to future funding applications including the NLHF.
- 5.4 GFHC works closely with the Council's communications service and will ensure that a communications plan is updated covering any information requirements and press updates as appropriate.

6 FINANCIAL CONSIDERATIONS

- 6.1 There are no financial commitments required for submitting the Museum Accreditation return to the Arts Council.
- 6.2 GFHC's Forward Plan for 2022-2025 outlines the development aspirations of the Museum Service during this period and any financial considerations are caveated on this basis. Aside from the Council's allocated budget for the GFHC, it will be the intention to seek sources of funding to help deliver the proposed activities detailed in the Forward Plan.

7 CHILDREN AND YOUNG PEOPLE IMPLICATIONS

There are no direct implications for children and young people for submitting the Museum Accreditation return to the Arts Council, however the GFHC will continue to actively engage with schools and young people through education outreach activities etc.

8 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

There are no climate change and environmental implications for submitting the Museum Accreditation return to the Arts Council.

9 CONSULTATION WITH SCRUTINY

- 8.1. A paper was taken for consultation with the Tourism and Visitor Economy Scrutiny Panel on 27 January 2022, and they were supportive of the report.

10 FINANCIAL IMPLICATIONS

- 9.1. There are no direct financial implications as a result of this report.

11 LEGAL IMPLICATIONS

- 10.1. There are no significant legal implications arising. The application for accreditation will be governed by Arts Council internal policies and criteria.

- 10.2. As stated in the above report, accreditation will bolster the cultural offer across the borough.

12 HUMAN RESOURCES IMPLICATIONS

- 11.1. There are no direct HR implications

13 WARD IMPLICATIONS

The GFHC is in West Marsh and the Collection is stored in a facility at Pyewipe Industrial Estate which is in Freshney Ward. In addition to specific Ward implications, the economic and community benefits of Museum Accreditation will be distributed across NEL reflecting the importance of the arts, culture, heritage, and tourism offer.

14 BACKGROUND PAPERS

None.

15 CONTACT OFFICER(S)

Helen Thompson, Strategic Lead for Tourism – 01472 325722
Louise Bowen, Collections Officer – 01472 323560

COUNCILLOR CALLUM PROCTER
PORTFOLIO HOLDER FOR ECONOMIC DEVELOPMENT, HOUSING AND
TOURISM

GRIMSBY FISHING HERITAGE CENTRE

Forward Plan 2022 – 2025

Name of museum: Grimsby Fishing Heritage Centre, North East Lincolnshire Museum Service

Name of governing body: North East Lincolnshire Council.

Date on which this policy was approved by governing body:

Date at which this policy is due for review: February 2025

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Statement of Purpose

1.1 Grimsby Fishing Heritage Centre Statement of Purpose

Grimsby Fishing Heritage Centre is part of North East Lincolnshire Council's Museums Service. It has a responsibility to collect, document, conserve, interpret and exhibit material evidence which relates to the cultural, social, economic and environmental history of the area.

As an integral part of the visitor economy of North East Lincolnshire, Grimsby Fishing Heritage Centre seeks to be a tourist/visitor destination of the highest quality.

The service seeks to add to people's knowledge of the heritage of the area; to broaden cultural experiences; to increase the sense of community identity; and to inspire people through creative activity.

1.2 North East Lincolnshire Council Strategy Priorities, Outcomes Framework and Values.

The strategic priorities of North East Lincolnshire Council (NELC) are to promote a 'Stronger Economy' and Stronger Community'. These priorities are directly linked to the Outcomes Framework, which states that, 'All People in North East Lincolnshire' will:

Learning and Skills	All people in North East Lincolnshire reach their full potential through skills and learning
Investing in our Future	All people in North East Lincolnshire benefit from a green economy and high quality environment
Vitality and Health	All people in North East Lincolnshire enjoy good health and wellbeing
Economic Recovery and Growth	All people in North East Lincolnshire benefit from a strong local economy
Safe and Sustainable Communities	All people in North East Lincolnshire live in a safe environment, can have their say about things that are important to them and participate fully in their communities

1.3 North East Lincolnshire Council Creative Strategy

North East Lincolnshire Council has commissioned the development of a Creativity Strategy in collaboration with local stakeholders including creative and heritage organisations, businesses, voluntary and community sectors and across the Council. It is anticipated that this is approved in March 2022.

The draft strategy outlines how creativity can tell the nine identified stories of Grimsby, Cleethorpes, Immingham and the Wolds.

These stories are:

- The role Grimsby, Immingham and Cleethorpes play in the world
- The sea
- The coast
- Green spaces, ecology and biodiversity
- Sustainable energy and environmental responsibility
- Tourism
- Food and drink
- Local people and achievements
- Historic character

GFHC plays a significant role in telling these stories.

2.0 Impact and Response to the Pandemic

The GFHC Forward Plan 2019-2023 was greatly impacted by the pandemic. Many activities from the 2019-2023 plan were delayed and have subsequently been added to the 2022-2025 Forward Plan. However, the museum was able to achieve several key objectives from the previous plan. Significant developments include.

- Commissioning and completion of a Feasibility Study and Businesses Case for the long-term development of GFHC, including a major extension to the building. (ACE Funded).
- Development of a new loan box scheme for schools and community groups. (ACE Funded).
- Upgrading immersive interpretive elements. Upgraded and additional sound systems and speakers for oral history recordings and sound effects and improved, more varied themed aromas.
- Creation of a state-of-the-art digital tour of the historic trawler Ross Tiger, including an interactive 3D model, Matterport scanning of entire vessel, visual and audio interpretation including video presentations from trawler guides, authentic sound

effects and photographs. Available online and via touchscreen in GFHC. (ACE Funding).

- Design of new interpretation within the museum and online via design of 12 new 'Job Cards' detailing occupations aboard a trawler and on land. Monologues written in-house were delivered by hired actors for additional access and digital content (ACE Funding).
- New high spec televisions for the Education Room and Main Entrance Foyer to improve interpretation and communication with visitors.

3.0 Action Plan: Key Aims, Objectives and Resources

Action Plan:

3.1 Key Aims

The key aims of Grimsby Fishing Heritage Centre are:

Aim 1: To ensure more children and young people have opportunity to experience the richness of our museum and heritage offer.

Aim 2: Develop excellence in collections care and improve access to our heritage collections.

Aim 3: To maintain GFHC as a tourist destination of the highest quality and ensure everyone has opportunity to experience and be inspired by our museum.

3.2 Breakdown of Aims and Activities

Aim 1: To ensure more children and young people have opportunity to experience the richness of our museum and heritage offer.

GFHC Statement of Purpose:

Add to people's knowledge of the heritage of the area; to broaden cultural experiences; to increase the sense of community identity; and to inspire people through creative activity.

NELC Strategy/Values:

Learning and Skills

Vitality and Health

Key Objectives	How we will achieve our objective	Timescale	Responsibility	Resources	Budget/Funding
Ensure adherence to standards of Sandford Award to ensure high quality Heritage Education provision.	Action recommendations from Judges report following inspection. Ensure standards of visits are maintained. If the Education Officer does not deliver tours, then Education Officer trains staff. Education Officer to join tours on ship and museum to support staff delivering visits and ensure standards maintained.	Ongoing to Dec 2024	Operations Manager	Education Room Educational Resources Ross Tiger Museum	£350 application fee per annum from core museum budget. Printing and equipment per annum approx. £500 from core museum budget.

Continue development of a 3 rd Workshop Activity to complement main educational offer for larger groups.	Build on existing 3D model and Ross Tiger tour to allow a visiting teacher led exploration of the ship within the Education Room, including investment in additional ICT equipment/provision and accompanying activity sheets.	September 2022	Operations Manager	Staff Time Potential external consultants ICT Team Communications Team Design team In-house print team	Approx. £500 from core budget. £500 externally funding. Small Grants Graphic work internally produced.
Continue development of a 3 rd Workshop Activity to complement main educational offer for larger groups.	Explore other quality KS1 curriculum-based activity based on the main permanent museum and trawler, Ross Tiger, which can be teacher led in the GFHC Education Room. Multiple subject areas should be explored with potential cross-curricular opportunities. This can be offered to maximise potential enrichment with the time spent within the museum if a 3-group itinerary is required.	September 2022	Operations Manager	Staff Time Potential external consultants ICT Team Communications Team Design team In-house print team	Approx. £500 from core budget. £500 externally funding. Small Grants Graphic work internally produced.

<p>Increase awareness of the Education Service and interaction with the museum, increasing use of outreach in the form of special visits, external talks and loans box hire.</p> <p>(Dependent on staffing and Pandemic status.)</p>	<p>Continued development of fishingheritage.com and clearly promote services.</p> <p>Continue use of social media as key outreach tool.</p> <p>Continue community engagement with child and adult learners, including building on work with external organisations such as Navigo dementia support and Royal National Mission to Deep Sea Fishermen.</p> <p>Create planned holiday activities based on seasonal and permanent and temporary exhibition themes.</p> <p>Create planned holiday activities based on seasonal and permanent and temporary exhibition themes.</p>	<p>Ongoing from September 2022.</p> <p>Evaluation of first year by September 2023.</p>	Operations Manager	<p>ICT Staff Time</p> <p>Comms Team</p> <p>Graphics team</p> <p>Radio/Media Promotion</p>	<p>Approx. £2000 from core museum budget</p>
<p>Improve handling object offer.</p>	<p>Collaboration with Collections Officer to confirm and reassess items within the Education handling collection.</p>	Nov 2022	Operations Manager	<p>Staff time, including Collections Officer</p>	<p>£100 core museum budget</p>

<p>To develop a child friendly brand image that can be used as the basis of a marketing and activities programme</p>	<p>Establish branding in collaboration with NELC Communications Team.</p> <p>Use existing teacher and Sandford Award scheme feedback/recommendations to evaluate what is working well or needs improvement with current offer.</p> <p>Incorporate brand into marketing and educational activities aimed at children visiting GFHC.</p> <p>Develop children's activity packs for museum visitors incorporating agreed branding.</p> <p>Evaluate success of branding based on feedback/income/ visitor numbers/school visits. Incorporate feedback into future planning.</p>	<p>Development by Sept 2023</p> <p>Completion by September 2024</p>	<p>Operations Manager</p>	<p>Staff time including ICT Team, Graphics Team, Comms team, Collections Officer</p>	<p>Approx. £1000 from core museum budget.</p>
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Aim 2: Develop excellence in collections care and improve access to our heritage collections.

GFHC Statement of Purpose:

Collect, document, conserve, interpret and exhibit material evidence which relates to the cultural, social, economic and environmental history of the area.

Add to people's knowledge of the heritage of the area; to broaden cultural experiences; to increase the sense of community identity; and to inspire people through creative activity.

NELC Strategy/Values:

Learning and Skills

Key Task / Objective	How we will achieve our objective / Actions	Timescale/ Completion	Responsibility	Resources	Budget/Funding
Achieve renewal of the museums accreditation standard and develop action plan to meet outstanding targets.	Continue working to accreditation level in all areas. Implement Arts Council recommended actions and complete objectives outlined within forward plan and supporting documentation.	Accreditation March 2022 Additional actions by December 2023 -2025	Strategic Lead for Tourism	Staff time including Collections Officer and Operations Manager	Approx. £2,000 per annum from core museum budget. TBC dependent on feedback.
Development of a plan for the digitisation of collections, to be shared though web site, social media and within GFHC.	Continue to build online collections presence through online exhibitions and object of the month. Develop a long-term strategy for the digital presence of the museum collection as part of the overall <i>GFHC Digital Strategy</i> .	Plan by December 2022. Content Ongoing	Collections Officer	Museum staff and volunteer time. NELC Communications team time	£500 per annum from core museum budget.

To achieve agreed plans for conservation works to vessels, Ross Tiger and Esther.	<p>First Phase conservation work Ross Tiger</p> <p>Second Phase. Secure funding for remaining prioritised works for works Ross Tiger and Esther.</p> <p>Third Phase. Secure funding for long term conservation as outlined in vessel feasibility study and collections care and conservation plan for Ross Tiger and Esther and Perseverance.</p>	<p>First phase by May 2022</p> <p>Second Phase by December 2022</p> <p>Third Phase by January 2025</p>	Vessel Steering Group	<p>Staff time including the Strategic Lead for Tourism, Collections Officer, Operations Manager, HAZ Project Manager. Contractor time Conservation equipment</p> <p>Council external funding bid support</p>	<p>First Phase up to £40K. NELC Core Budget</p> <p>Second Phase. Approx. £1.2 Million. External funding</p> <p>Third Phase. Costs TBC. External funding.</p>
To achieve objectives identified in the Documentation Plan. These include cataloguing, packaging, object entry, labelling and marking, conservation.	Complete actions outlined in Documentation Plan. See plan for breakdown of specific actions.	December 2024	Collections Officer	Staff time Collections care and documentation equipment	£3,000 per annum from core museum budget.
To achieve objectives identified in the Collections Care and Conservation Plan. These include ongoing preventative conservation and external conservation.	Complete actions outlined in Collections Care and Conservation Plan. See plan for breakdown of specific actions.	December 2024	Collections Officer	Staff time Collections care equipment	£3,500 per annum from core budget

Aim 3: To maintain GFHC as a tourist destination of the highest quality and ensure everyone has the opportunity to experience and be inspired by our museum.

GFHC Statement of Purpose:

Add to people's knowledge of the heritage of the area; to broaden cultural experiences; to increase the sense of community identity; and to inspire people through creative activity.

Grimsby Fishing Heritage Centre seeks to be a tourist/visitor destination of the highest quality.

NELC Strategy/Values:

Learning and Skills
Investing in Our Future
Vitality and Health
Economic Recovery and Growth

Key Task / Objective	How we will achieve our objective / Actions	Timescale/ Completion	Responsibility	Resources	Budget/Funding
To achieve the highest rating through the Visit England Visitor Attraction Quality Scheme	Implement recommendations issued by the Quality Assessor Review customer feedback data to inform future decisions.	Ongoing/annually to Dec 2024	Operations Manager	Staff time GFHC and EQUANS Budget for membership	£450 per annum for membership to Visit England Scheme from core museum budget.
To maintain 5-star food hygiene rating for the museum café.	Maintaining standards and thorough adherence to café policies and procedures.	Ongoing/annually to Dec 2024	Operations Manager	Staff time	Approx.£5500 per annum from core museum budget.

To maintain TripAdvisor Certificate of Excellence/Traveller's Choice Award	Maintaining standards and implement recommendations. Review customer feedback data to inform future decisions.	Ongoing/annually to Dec 2024	Operations Manager	Staff Time Training	Approx. £500 per annum from core museum budget.
Deliver Digital Confidence Project	Create an under 5's game based on Ross Tiger experience Create an oral history database and record at least 6 new recordings of local people. Purchase recording equipment for project legacy.	March 2022	Collections Officer Operations Manager	Staff time, including Collections Officer and Operations Manager Game design commission Media/filming company commission Digital equipment	£10k secured from NLHF Digital Confidence Fund. £1k match from 2021/22 core museum budget
Develop an overall digital strategy for the GFHC and implement plans for website, social media, education service, collections, GFHC displays, touring exhibitions.	Review of existing use of digital technologies at the GFHC Targets or recommendations from professional bodies or award schemes Aims for future digital development	Strategy by September 2022 Actions from strategy ongoing.	Operations Manager Collections Officer	Staff Time ICT	Approx. £500 per annum from core museum budget. External funding as required.

Deliver 'A Thousand Words Project'	Work with 18–25-year-old volunteers to create an exhibition and outreach event in Grimsby Town Centre to share maritime collection with community.	November 2022	Collections Officer	Staff time Display equipment Design and print	Humber Museums Partnership £5k (secured)
Continue programme of temporary exhibitions in Muriel Barker, Café and Doughty Galleries based on collections in store and local contemporary artists.	<p>Continue to develop a programme of locally themed exhibitions changing every two-three years in Doughty gallery, six months in Muriel Barker gallery and 3-4 months in Café gallery.</p> <p>2022 Muriel Barker GO Art Exhibition Feb – May 2022 Billingsgate Connections/Iceland and Cod Wars. June – Dec 2022.</p> <p>2022 Café Gallery Grimsby Institute. April – June 2022 NEL Photographic Society: June – Aug 2022 F4 Group: Aug - Sept 2022 Grimsby Photographic Society: Oct 2022 - Jan 23</p>	Ongoing to Dec 2024	Collections Officer	Staff time Display equipment Design and print	Approx. £7,000 per annum from core museum budget.

Community and Outreach Events	Continue work with wider colleagues to allow GFHC participation and support of cultural and tourism events within the borough. e.g. Festival of the Sea July 2022 Heritage Open Weekend Sept 2022 Viking Festival Sept 2022	Ongoing to Dec 2024	Operations Manager	GFHC Staff including Collections Officer. Economy and Growth Team	Up to £2000 per annum dependent on planned events. From core budget and external funding.
Build on 2020 refurbishment of walls and floors of café area to upgrade the seating areas. Dependent on progress of GFHC redevelopment.	Review of café environment/furniture/menu and promotion. Redesign and install of space with new furnishings. Promotion of improved offer.	Review December 2022 Redesign and install December 2023	Operations Manager	Staff time Design Furniture Promotion	Approx. £4,000 from core museum budget and £10,000 from external funding.
Continue to implement GFHC Access Policy Statement and Access Plan in line with professional standards.	Review and implement feedback from external assessments from Phil Chambers and Visit England Award Scheme.	December 2022 Review annually in December.	Operations Manager Collections Officer	Staff time including GFHC team. NELC Communications Team	£1,000 core museum budget.

Replacement of Ross Tiger audio interpretation	Replacement engine room audio aboard Ross Tiger.	October 2023	Operations Manager Collections Officer	Staff time Funding	£8,000 from core museum budget and external funding
Build upon improvements to the multi-sensory interpretive elements of GFHC Depending on progress of GFHC redevelopment.	Install projector/tv screens to moving deck and wheelhouse. Add additional temporary audio interpretation within GFHC displays for special events and holidays.	December 2023	Collections Officer	Staff time New interpretative media (aroma and screens) Recording and editing equipment	£20,000 for projector and screens. From core budget and external funding. With possible match from Temporary audio created with equipment purchased through NLHF Digital Confidence Grant.
Continued development of a long-term plan to extend and expand the current footprint of the GFHC museum in order to display more items from the collection, relating to fishing heritage, including the historic vessels	Build on existing feasibility study and business case to develop funding bid for project.	December 2023	Strategic Lead for Tourism	Staff time including Operations Manager and Collections Officer. Development Budget	£10,000 External Funding.

Continue volunteering opportunities with young volunteers; Cataloguing and Collections support	Continue to promote volunteering opportunities as they develop including school and University placements.	Ongoing to Dec 2024	Collections Officer	Staff time	£300 per annum for volunteer supplies (refreshments) from core budget.
Friends of GFHC and Ross Tiger	<p>Consultation with NELC colleagues around creation of a Friends of GFHC and Ross Tiger group.</p> <p>Formation of a volunteer body, with members using skills to assist with educational support, Operational Support, Maintenance Support and Collections care and documentation,</p> <p>Creation of a brand identity and logo for the Friends Group</p>	<p>Consultation by November 2022</p> <p>Recruitment by December 2023</p> <p>Brand development by December 2023</p>	<p>Operations Manager</p> <p>Collections Officer</p>	<p>Staff Time</p> <p>Graphics Team</p> <p>Comms Team</p>	£200 per annum on volunteer supplies (refreshments) from core museum budget.
Review of all current museum interpretation. Dependent on progress of GFHC major redevelopment.	<p>Review all interpretation including text and visual and audio media against current standards in museum interpretation.</p> <p>Conduct consultation with FHC users and non-users to inform reinterpretation strategy.</p>	November 2024	Collections Officer	Staff time including Collections Officer and Operations Manager Consultation equipment	£1000 from core budget.

	<p>Conduct public consultation to access success of reinterpretation project and inform future decisions.</p> <p>Create design brief incorporating consultation feedback, existing themes, target audiences and good practice in museum interpretation</p>				
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Appendix 1: GFHC Budgets 2021/22 and 2022/23

Heritage Centre & Museum

Cost centre	Account	Account description	2021/22	2022/23
A0707	EA100	Vacancy Factor	-£3,800	-£3,900
A0707	EA101	Pay	£119,700	£119,700
A0707	EA102	Pay Casual/Supply Staff	£36,400	£36,400
A0707	EA201	National Insurance	£7,100	£7,000
A0707	EA202	Nat Ins Casual/Supply Staff	£3,800	£3,800
A0707	EA301	Superannuation	£12,500	£12,400
A0707	EA401	Overtime	£600	£600
A0707	GA102	Buildings - Repairs and Maint	£2,900	£2,900
A0707	JF101	Travel - Employees	£0	£0
A0707	LA101	Equipment - Purchase	£5,500	£4,300
A0707	LA124	Promotions	£10,000	£10,000
A0707	LC102	Uniforms	£300	£400
A0707	LF112	Telephones	£500	£500
A0707	LJ101	Subscriptions	£1,600	£3,100
A0707	LK102	Contributions - Third Sector	£16,000	£16,000
A0707	LL116	Licences	£400	£0
A0707	VC115	Facil Hire-Exempt Vat 3	-£900	-£900
A0707	VC119	Fees/Chrgs-Std Vat 7	-£32,000	-£32,000
		Heritage Centre & Museum - Net Budget	£180,600	£180,300

Museum Cafe

A0709	LA101	Equipment - Purchase	£5,000	£5,000
A0709	LA103	Cleaning - Equipment	£500	£500
A0709	LA123	Goods For Resale	£11,700	£11,700
A0709	LC103	Laundry	£200	£200
A0709	VC101	Sales - Std Vat 7	-£27,200	-£27,200
		Museum Café - Net Budget	-£9,800	-£9,800

Museum Shop

A0710	LA123	Goods For Resale	£5,200	£5,200
A0710	PH101	Third Party Prov - Private	£2,500	£2,500
A0710	VC101	Sales - Std Vat 7	-£11,000	-£11,000
A0710	VG101	Miscellaneous Income	-£500	-£500
		Museum Shop - Net Budget	-£3,800	-£3,800

Museum Collections

A1674	LA101	Equipment - Purchase	£14,000	£14,000
A1674	LD104	Advertising	£1,000	£1,000
		Museum Collections - Net Budget	£15,000	£15,000

GRANT EXTERNALLY FUNDED - Coastal Revival Fund

		ACE Cultural Recovery Fund	£60,115	£0
		NLHF Digital Confidence Fund	£10,000	£0
		HMP Small Grants	£0	£5,000
		Grant - Net Budget	£70,115	£5,000

Access Policy Statement

Name of museum: Grimsby Fishing Heritage Centre, North East Lincolnshire Museums Service.

Name of governing body: North East Lincolnshire Council

Date on which this policy was approved by governing body:

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1.0 Statement of Purpose

This policy statement has been written in accordance with GFHC's Statement of Purpose.

Grimsby Fishing Heritage Centre's Statement of Purpose

Grimsby Fishing Heritage Centre (GFHC) is part of North East Lincolnshire Council's (NELC) Museums Service. It has a responsibility to collect, document, conserve, interpret and exhibit material evidence which relates to the cultural, social, economic, and environmental history of the area.

As an integral part of the visitor economy of North East Lincolnshire (NEL), GFHC seeks to be a tourist/visitor destination of the highest quality.

The service seeks to add to people's knowledge of the heritage of the area; to broaden cultural experiences; to increase the sense of community identity; and to inspire people through creative activity.

All staff (paid and volunteer) have read and agreed to abide by the policy. The *GFHC Access Policy Statement* should be read in conjunction with the *GFHC Forward Plan* and any other plans affecting the museum collections and buildings.

2.0 Access Commitment

GFHC aims to provide the widest possible access to its museum, collections and services for learning, research, and enjoyment for all.

This policy statement has been written in line with NELC's Equality Policy Statement, which says the Council is committed to:

- Ensuring equality of treatment for everyone in connection with service delivery, recruitment and employment;
- The broad principles of social justice, is opposed to any form of discrimination, victimisation and harassment and accepts all its legal responsibilities in these respects;
- Treating equally everyone with whom its representatives come into contact including current and potential service users, its employees, elected members and visitors;
- Ensuring that no-one is treated in any way less favourably on the grounds of age, disability, gender reassignment, marriage and / or civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation;
- Implementing all necessary actions and training to ensure its commitments with regard to equality of treatment are fulfilled and will monitor and review progress.

GFHC is fully committed to ensuring accessibility is at its core and will continue to develop and improve our service within the constraints of resources, conservation, and security. This commitment extends to visitors, staff, and volunteers.

NELC will adhere to all national and international statutes of law, including specifically in relation to access, but not exclusively, the Equality Act 2010, Freedom of Information Act 2000, Data Protection Act 2018, and the Disability Discrimination Act 2005.

It is understood that all visitors have unique needs. To eliminate barriers and ensure equality of access GFHC will consider the following forms of accessibility:

- Physical – to enable people with physical disabilities, the elderly and those caring for young people to access every part of the service and its collections.
- Sensory – to enable visitors to receive a sensory experience.
- Intellectual – to recognise different learning styles and adhere to a text strategy which takes into account different visitor needs.
- Cultural – to consider the needs of people for whom English is not a first language, or whose knowledge of English history and culture may be limited.
- Attitudinal / Emotional – to ensure all visitors, staff and volunteers feel welcome and valued by our service.
- Financial – to consider the ability to pay when setting fees and charges for activities and events.
- The impact of short-term closure and access restrictions due to the recent pandemic.

3.0 Staff Training

Access is the responsibility of everyone who works in or visits the Museum, including staff and volunteers.

Staff are trained in collaboration with NELC colleagues in various access requirements, including evacuation training, and easy access routes of the museum.

The Front of House Supervisors has had NELC training on a variety of areas including:

- Safeguarding Adults Awareness
- Welcoming Customers with disabilities
- Having difficult conversations
- Fire warden training
- Disability Awareness
- Customer Care
- Autism awareness

- Communicating with others

4.0 Access Assessments

All works taking place to the museum through NELC, and its partners are undertaken in strict adherence to the set standards of the authority.

New works and developments are also subject to NELC's Equality Impact Assessment procedures.

In 2017 an access audit was completed by Phil Chambers Consultancy looking at physical, sensory, and intellectual access to GFHC. Recommendations are included as actions in the museum Access Plan.

5.0 Access to Collections

It is GFHC's policy to make the collections accessible to all within the reasonable constraints of resources, staff time, conservation, and security. Access to the collections involves providing physical proximity to objects and intellectual use of the information and knowledge relating to them held by the Museum.

Physical access is provided through:

- Permanent and temporary exhibitions using a variety of interpretative methods including innovative digital outputs.
- Loans.
- Access for researchers to study and reference collections.
- Access through illustrated talks and handling sessions.

Access to the collections is available subject to our criteria for care and management of collections being satisfied and in accordance with the requirements detailed in the *NELMS Care and Conservation Policy*, through the loan of objects or specimens as detailed in the *NELMS Collections Documentation Procedures Manual* and subject to compliance with relevant Health and Safety legislation. All researchers will be asked to provide a written statement outlining their research and detailing why access to the collection is necessary. For archaeological and natural history researchers requesting access to collections for destructive analysis, a project specification detailing why destructive analysis is necessary must be provided to and approved by the Collections Officer before access is granted.

Intellectual access is provided by making available information about objects and specimens through:

- Permanent and temporary exhibitions;

- Publications;
- Photographic media;
- Digital engagement via the museum website and social media;
- Access to supplementary information about the collections held by the Museum.

Access and use must be balanced against the need for conservation care, security, and ethical considerations of objects to ensure their long-term survival. As a result, the Museum may in some instances limit access to collections, and this may entail refusing a request for access that might jeopardise the long-term future of an object(s). Reasons for such limitations to access include the following:

- Access to objects of particularly high value, fragility or sensitivity will be restricted to students, researchers, and others with a demonstrable need to see the material;
- Where the research reasons for destructive analysis are not deemed robust enough by the Collections Officer, requests for access to the collection in order to perform destructive analysis will be turned down;
- Access to certain parts of the collection may be limited by the need to comply with Health and Safety legislation;
- Copying or reproduction of any museum information or materials will be subject to compliance with the Copyright, designs, and Patents Act 1988, Copyright and Related Rights Regulations 2003 and any other relevant legislation;
- The museum will not grant access to collections of human remains or objects of specific cultural significance when there is reason to suspect that there is intention to trivialise or sensationalise the specimens or if the request fails to meet any access requirement restrictions;
- The museum will deal with requests for collection-related information, following the requirements of the Data Protection Act 2018, the Freedom of Information Act 2000, the Environmental Information Regulation 2004, and any other relevant legislation. It may in some instances be necessary to restrict or to keep confidential information regarding the acquisition of a specimen or object;
- For security purposes, at no time will the Museum respond positively to requests for information regarding the value of items in the collection. The only exception being the provision of insurance valuations for items going on loan;
- In some instances the Museum may restrict access as a result of conditions of donation or loan.

Impact of Covid 19 on Collections Access

During the ongoing pandemic, access to collections and their related information may be reduced. The museum will follow government advice and guidelines when making decisions regarding public access to the collection, including access for research purposes. Museum staff will endeavour to answer enquiries regarding the collection and its related information within the limitations of government guidelines. Enquiries that cannot be resolved immediately due to restrictions, will be prioritised when access to work spaces are permitted. Where possible, exhibitions will be moved online to allow access to objects virtually when physical access is not possible.

6.0 Access to Learning

GFHC operates a successful Education Service, and was most recently awarded the Sandford Award for Heritage Education in August 2021. This award lasts a period of 5 years.

A programme of workshops based on educational tours of the museum and trawler, Ross Tiger, offer cross-curricular learning opportunities to schools and organised group visits. Activities are also tailored to suit specific requirements of the group, including visits for adults and those with disabilities.

Participation in the Sandford Award Scheme allows for external monitoring of the quality of the educational offer via external assessment from the judges of the Heritage Education Trust and Bishop Grosseteste University, Lincoln.

The judge's assessment and report provide advice on the following areas:

- The education programmes are delivered in a way that engages, informs, and inspires visitors;
- The education programmes at the site contribute to an understanding of the local and national heritage;
- The educational programmes have been developed through consultation with educational customers and advisers;
- There is attention to good management and administration concerning all aspects of the visit;
- Educational resources and facilities are provided which enhance the quality of the student's visits;
- The statutory and desirable domestic facilities are provided.

A set of recommendations is used to inform the Forward Plan and Learning Plan allowing staff to develop the continued quality of the service for all service users.

Feedback from each visiting school is asked for and most often received which is also used to inform the Learning Plan.

COVID 19 impact on the Education Service

Due to the national restrictions around Covid-19, both schools and museums were unable to permit school visits. The multi-sensory experience and access to themed exhibits and collections for learning at the Grimsby Fishing Heritage Centre was entirely cut off.

Alternative ways of learning are available via Arts Council/Culture Revival Fund allowed for a 3D tour of Ross Tiger and a full virtual tour experience of the ship. This tour, with interviews with the learning team and guides and photographs from the collection, will further support the offer with potential future restrictions.

In addition, Arts Council England funding for creation of a multi-sensory loans box featuring audio sounds on CD format, smell cubes of smells within the museum as well as images and artefacts relating to the fishing industry may also be utilised further if the museum faces future restrictions.

A programme of developing further off-site engagement will be explored. These will be detailed within the *GFHC Forward Plan*.

Renewal of the Sandford Award for Heritage Education, which expired in 2021, was made possible by means of a virtual assessment and review of current policy and future plans, allowing the museum to be re-awarded in 2021 for a further 5 years.

7.0 Access to Museum

GFHC is committed to providing full access to all public areas of the building and facilities.

The museum Accessibility Statement is available on the GFHC website and is kept up to date.

Level Access

The main entrance has level access. There is level access from the main entrance to:

- Reception
- Gift shop
- Café
- Café Gallery
- Toilets, including 2 accessible toilets

Hearing

There are trained Fire Marshals present in the building to assist in the event of a fire alarm and evacuation.

There is a hearing loop at reception for ticket sales and the gift shop.

Visual

Some areas are low level light.

There is an audio interpretation around the main display areas

General

There is a complimentary ticket policy for carers/personal assistants.

There are 2 toilets designed for disabled visitors.

There are trained Fire marshals and emergency evacuation procedures in place.

Getting to the Museum

The M180 / A180 will bring you to the heart of Grimsby from the west, while the A46 and A15 are the main routes from the south.

The GFHC is on a direct rail route from Manchester Airport, calling at Sheffield and Doncaster, Scunthorpe and Barnetby. If arriving at Humberside Airport, a taxi to Barnetby Station allows for regular trains to Grimsby and Cleethorpes. National Rail Enquiries can be consulted for times and rates.

Locally, Stagecoach is the public bus service. Visit their site to look for times and rates. The main bus drop off area in the Riverhead in Grimsby is approximately five minutes' walk from the GFHC.

The GFHC also has a coach bay that may be used with prior arrangement with reception.

Arrival

There are double entrance doors that are automatic. The open width is 144cm.

The entrance area is manned with reception staff who may be able to offer assistance if required.

The entrance is a level surface with no doorsteps,

There is a low-level desk at the entrance foyer reception area

Getting Around

The main lift from the foyer allows access to all floors. The door is 90cm wide.

There is a loan wheelchair on site,

There is a low-level desk at the entrance foyer reception area.

Customer Care Support

Staff receive a variety of training and are nominees of the Visit England Welcome Award.

Impact of Covid – 19 on access to the Museum

The museum was required to adapt in a variety of ways to adhere to Government guidance for visitor safety during the Covid_19 pandemic. Measures put in place resulted in a closure

of Ross Tiger to all visitors and made us aware of a new group of people that would still feel reluctant to visit attractions once they are re-opened for personal or health reasons.

The museum has ensured:

- All one-way routes continue to allow for full wheelchair access throughout the site.
- Signage for Covid-19 measures are presented in both text and pictorial form.
- An audio public address system was fitted with Arts Council England/Culture Recovery Fund funding to allow for audio safety announcements to be made.
- A full digital model and virtual tour, with staff interviews and archive images, was produced to allow remote digital access to the trawler Ross Tiger which was closed for over a year during the pandemic.
- Where possible, exhibitions are moved online to allow access to objects virtually when physical access is not possible.

8.0 Access to Communication

GFHC will promote its venue, activities and events using accessible means of communication, including telephone enquiries, social media, websites, and printed media.

The GFHC website is run by NELC. It is modern and fully accessible. It should allow users to:

- Change colours, contrast levels and fonts
- Zoom in up to 300 per cent without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software.
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

The website is tested using SiteImprove. The website Accessibility Statement states that accessibility needs are actively considered as part of designing any new content, transactions, and services. GDS content design principles are followed where possible and the importance of inclusive design is understood. The statement was last reviewed in June 2021 and tested in October 2021.

9.0 Review

This *NELMS Access Policy Statement* will be reviewed every three years along with the Access Action Plan.

Collections Development Policy

Name of museum: Grimsby Fishing Heritage Centre, North East Lincolnshire Museum Service

Name of governing body: North East Lincolnshire Council

Date on which this policy was approved by governing body:

Date at which this policy is due for review:

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1.0 Statement of Purpose

1.1 Statement of Purpose

Grimsby Fishing Heritage Centre is part of North East Lincolnshire Council's Museums Service. It has a responsibility to collect, document, conserve, interpret and exhibit material evidence which relates to the cultural, social, economic, and environmental history of the area.

As an integral part of the visitor economy of North East Lincolnshire, Grimsby Fishing Heritage Centre seeks to be a tourist/visitor destination of the highest quality.

The service seeks to add to people's knowledge of the heritage of the area; to broaden cultural experiences; to increase the sense of community identity; and to inspire people through creative activity.

2.0 An Overview of Current Collections

2.1 History of the Collection

The museum service has wide-ranging collections of archival and three-dimensional material reflecting the natural history, archaeology, and social history of North East Lincolnshire. The collection represents the history of the unitary authority of North East Lincolnshire, from its geological origins to the modern day, though the majority of the collection reflects the history of Grimsby and the surrounding area.

The collection currently consists of approximately 70,000 artefacts. The collection can be divided into distinct subject collections the approximate sizes of which are:

- Maritime History 9,000
- Art 1,000
- Local and Social History 22,000
- Archaeology 37,000
- Natural Sciences 1,000

Total: 70,000

The Doughty Bequest and the Joan Sleigh Bequest are two significant donations of personal collections which form the core of the Maritime History, Art and Local and Social History Collections. The Doughty Bequest was left to the town of Grimsby in the will of Wilfred Vere Doughty, who died in 1941. Doughty and his father George, a former Grimsby MP, were prominent local businessmen and newspaper men, who used their income to build up a collection of maritime artworks, ship models and ceramics. The Joan Sleigh Bequest was bequeathed to NELMS in 2008. Joan Sleigh was a local costume and textile teacher, who created a large collection of costume and textiles during her lifetime.

NELMS began in 1941 when the Doughty Bequest was left to the town of Grimsby. The first museum, known as the Doughty Museum, opened in October 1958 in what was the Freeman's Girls' School in Grimsby town centre. The collection moved to a former Congregational Church on Welholme Road in 1979 for storage and display. The building opened as the Welholme Galleries in 1979. The Welholme Galleries closed as a museum in July 2004, remaining as a store until 2009 when the collections were moved to new stores in two adjacent industrial units.

Objects from the NELMS collection are currently displayed at two venues: The Fishing Heritage Centre and Time Trap in Grimsby Town Hall. The Fishing Heritage Centre opened in 1991. The permanent displays tell the story of local fishermen, their boats, and the waters they fished in with particular emphasis on the 1950s. A programme of temporary exhibitions in the Muriel Barker Gallery draw on the reserve collections to illustrate topics not covered in the permanent galleries. Time Trap opened within the former police cells of Grimsby Town Hall in 1996. The displays illustrate the development and history of Grimsby.

2.2 Maritime History

The Maritime History Collection consists of items relating to fishing and a large collection of ship models.

The collection contains more than 2000 items of fishing gear and ancillary material from all around the coastline of England and Wales, though mainly North East Lincolnshire. The Maritime History Collection is of regional importance.

The collection includes three vessels on the Historic Ships Register: Ross Tiger, Esther, and Perseverance. Ross Tiger is a traditional side-winder fishing trawler which used to operate out of Grimsby. She is berthed alongside the Fishing Heritage Centre and tours of the vessel form part of the visitor experience. Esther is one of Grimsby's last surviving fishing smacks. It is currently moored, but sunk alongside the Ross Tiger. Perseverance is a shrimper, currently berthed within a dry dock inside the Fishing Heritage Centre.

The majority of the ship models are from the Doughty bequest. The collection comprises a mixture of eighteenth, nineteenth and twentieth century sailing and steam vessels and includes a number of Napoleonic prisoner of war ship models. There are about 160 models in the collection of which a third represent fishing vessels.

2.3 The Art Collection

The Art Collection includes paintings and drawings acquired through donation and purchase from a range of sources. The Art Collection is of regional importance.

The majority of the collection is formed by the Doughty Bequest of largely nineteenth century marine paintings.

The remainder of the collection consists of paintings, prints and work in various media featuring local subjects by local artists. A wide range of artists are represented, including nationally painters such as Edward Cooke, John Wilson Carmichael and Sir Thomas Kennington and local figure, including George Race, Ernest Worrall, and Albert Wade.

2.4 Local and Social History

The Local and Social History Collection include a range of three-dimensional objects and archival material related to the history of North East Lincolnshire, including domestic and urban and rural working life material and civic history. The collection covers the entire post-medieval period, but the majority of the collection dates from the mid nineteenth century to the mid twentieth century.

Decorative arts are represented by a small collection of furniture and the Doughty Bequest of predominantly high-quality eighteenth and nineteenth century English pottery and porcelain.

The costume and textiles collection consists of approximately 4,000 items and is of regional importance. The Joan Sleigh Bequest represents over half of the collection. Much of this material consists of garments worn or used by local people, including those made or sold by local manufacturers. Most of the collection consists of female and children's clothing, the majority worn by the upper and middle classes. The ephemera collection contains about 14,000 archival documents, oral history recordings, books, magazines, and photographic materials relating to local government, military history, education, travel, and leisure in the local area.

2.5 Archaeology

The Archaeology Collection consists of three-dimensional objects together with excavation records and associated documentation from North East Lincolnshire. NELMS is the county repository for archaeological archives resulting from excavations and field projects.

All periods from the past, from the Prehistoric to the modern day, are represented in the collection. This includes finds from a number of regionally important excavations, such as the Bronze Age Beacon Hill Barrow.

collection includes a small amount of human skeletal material.

2.6 Natural Sciences

The Natural Sciences collection consists of items including stuffed animals, insect collections, bird's eggs of the British Isles, small fossils, and sea shells from the Pacific.

3.0 Themes and Priorities for Future Collecting

3.1 Collecting Period

Maritime History, Art and Local and Social History material will be collected from all periods from the Medieval to the present day.

Archaeological material will be collected from all periods from the Lower Palaeolithic to recent, including industrial material.

Natural Science material will be collected from all periods.

3.2 Geographical Collecting Area

The principal NELMS collecting area will be within the unitary authority of North East Lincolnshire. This comprises the Civil Parishes of North East Lincolnshire up to the centre line of the Humber Estuary:

Ashby cum Fenby, Aylesby, Barnoldby le Beck, Beelsby, Bradley, Briggsley, Cleethorpes, East Ravendale, Grimsby (Including the former parishes of Clee, Great Coates, Little Coates and Scartho), Habrough, Hatcliffe, Hawerby cum Beesby, Healing, Humberston, Immingham, Irby upon Humber, Laceby, New Waltham, Stallingborough, Waltham, West Ravendale, Wold Newton.

Acquisitions outside of this area will only be made if they:

- Originated in this area and were exported either in antiquity or recent times.
- Form part of a collection, which for scientific, historic, or contractual reasons, cannot be desegregated, providing that the majority of specimens contained within the collection originated or were recovered from the collecting area.
- A numismatic, fine art or decorative art item required to improve these respective collections.
- Provide comparative material for use in the study of the archaeology of North East Lincolnshire, for example finds from pottery kilns whose products appear in North East Lincolnshire.

Such acquisitions will either be subject to the requirements of section 8 below or, in the case of comparative material for study purposes, subject to the requirements of section 6 below.

3.3 General Themes and Priorities

NELMS aims to collect material and information according to the criteria outlined in the sections below. The principal priority is to collect material which records the history of the people and locality of North East Lincolnshire.

Acquisition may occur by gift, purchase, or bequest, subject to legal and ethical considerations. When offered items for acquisition, NELMS collections staff will consider the need for documentation, collections care and access issues by reference to the relevant sections of the *Collections Development Policy*, *Collections Care and Conservation Policy* and the *Collections Documentation Policy*.

Objects will be collected only for study, research, educational, interpretive or display purposes and NELMS reserves the right to refuse any object offered.

Where possible the full archive relating to objects that are accepted into the will be acquired. This may include oral history, photographs, and similar secondary material.

Loans will generally be accepted only for display. All loans will be of a fixed duration. Efforts will be made to regularise the status of existing loans by seeking to either acquire the title to these objects or to return them to the lenders.

NELMS aims to avoid duplications except where:

- The associated data or provenance is important and better than for existing material.
- The material is better by virtue of condition or completeness.
- The material has a specific personal or other individual significance.
- The material would be useful for educational or loan purposes.

3.4 Maritime History

Maritime History material will be collected to illustrate the fishing and maritime history of North East Lincolnshire.

At one time NELMS was collecting material with the intention of establishing a national fishing heritage collection. This is no longer the case and consequently maritime history related artefacts will only be collected where they enhance the interpretation of the social and industrial history of North East Lincolnshire.

NELMS will only seek to enhance the ship model collection where there is a connection to the area, such as where a ship model represents a ship which operated out of Grimsby. NELMS will not collect additional historic vessels, excepting if the vessel is exceptional and integral to the history of North East Lincolnshire and where its inclusion in the collection would significantly enhance the visitor experience.

3.5 The Art Collection

Art works and associated information will continue to be collected. NELMS will only seek to enhance the collections where there is a connection, through subject, maker, or collector, to the local area.

The focus of collecting will be art works which represent the work of local artists of at least regional significance.

Art works with a maritime theme will continue to be collected where there is a link to the local area.

3.6 Local and Social History

Local and Social History material and associated information will be collected from within the unitary authority of North East Lincolnshire. Such material will be collected to illustrate the working life, domestic life, and social life of people in North East Lincolnshire in the Post-medieval period. NELMS will seek to enhance the collections where there is a connection, through subject, maker, or collector, to the local area.

and textiles will continue to be collected and the main focus will be on expanding the holdings of the post 1950 to 1990 periods and the collection of working-class costume of all periods.

Ceramics will continue to be collected. The main focus will be collection of representative examples of the work of twentieth century studio potters of North East Lincolnshire. Material and associated information will be collected which represents the work of local craftsmen and manufacturers to the present day.

Archival records from North East Lincolnshire will be collected in consultation with North East Lincolnshire Archives and may be placed on deposit there.

Oral history recordings will be expanded by undertaking oral history projects and through occasional one-off recordings.

Photographs and other graphic material and ephemera that is representative of North East Lincolnshire both topographically and by subject matter will continue to be collected. Photographic material will be collected in consultation with North East Lincolnshire Local History Library.

3.7 Archaeology

Archaeological material charting human history in North East Lincolnshire will be collected subject to the requirements of section 6 below being met.

Archaeological material collected will include excavation records and associated documentation as well as artefacts. The archaeological material collected may come from:

- Controlled archaeological methods of recovery including excavation and other fieldwork.
- Casual finds including material initially recorded under the Portable Antiquities Scheme.
- Private collections.
- Treasure as defined by the Treasure Act 1996.

Important archaeological material, however, will not be excluded on the grounds of unscientific recovery alone, subject to the requirements of paragraph 9.5 below, provided that such recovery did not infringe existing legislation.

Human skeletal material from excavations will continue to be collected. It will be treated in accordance with legislation either being re-interred or retained for study on the advice of relevant specialists. Human skeletal material will only be considered for accession as part of an archaeological archive.

3.8 Natural Sciences

Natural Sciences material will be collected from within the unitary authority of North East Lincolnshire.

Natural Sciences material will include both geological and biological specimens and publications, maps and archive material relating to the natural history of the collecting area.

Acquisition may occur by field collection, gift, purchase, or bequest, subject to legal and ethical considerations. NELMS will not collect un-mounted animal carcasses. Except under exceptional circumstances, only specimens which have already been prepared will be considered for acquisition.

4.0 Themes and Priorities for Rationalisation and Disposal

NELMS recognises that responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections.

NELMS will only dispose of objects for curatorial reasons and will not undertake disposal motivated principally by financial reasons. Disposal will be made by gift or sale and in accordance with the procedures outlined in Section 13 below. The Museums Association's Code of Ethics for Museums and Disposal Toolkit will be used to guide disposal.

To qualify for rationalisation and subsequent deaccessioning and disposal, an item must meet one or more of the below criteria. However, meeting one or more of the criteria does not necessarily condemn an item to disposal. Each item will be considered on its own merits.

- Outside the geographical and/or subject area of NELMS Collections Development Policy.
- Has no relevance to the environmental or cultural heritage of North East Lincolnshire.
- Is of good quality but would more properly be housed in another museum's collection.
- In a poor condition and beyond conservation.
- Poses a threat to people or other material in the collection.
- Is too incomplete to be of any use to the museums service.
- An unnecessary duplicate of other material in the collection.
- Of poor quality compared to other examples in the collection.
- Unethically acquired material.
- Has no reasonable expectation of being useful for display or research.
- Loan material no longer required for display or research.
- Is unaccessioned.
- Is unprovenanced.

4.1 Maritime History

NELMS is no longer collecting material to create a national fishing heritage collection. Consequently, the national part of the maritime history collection is now closed, and the museum will no longer seek to acquire such items.

Within the Maritime History collection, the priorities for rationalisation and disposal will be:

- Unaccessioned and unprovenanced duplicate material of poor quality.
- Items of poor quality which do not directly relate to the fishing heritage of North East Lincolnshire.
- Items which are recorded as 'permanent loans'. NELMS no longer accepts material on 'permanent loan'. Such material will be returned to the lender, or accessioned upon the agreement of the lender.

4.2 The Art Collection

Within the Art Collection the priorities for rationalisation and disposal will be:

- Items of poor quality which do not directly relate to North East Lincolnshire.

4.3 Local and Social History

Within the Local and Social History collection the priorities for rationalisation and disposal will be:

- Unaccessioned and unprovenanced duplicate material of poor quality.
- Items which are recorded as 'permanent loans'. NELMS no longer accepts material on 'permanent loan'. Such material will be returned to the lender, or accessioned upon the agreement of the lender.

4.4 Archaeology

Within the Archaeology Collection the priorities for rationalisation and disposal will be:

- Unaccessioned and unprovenanced objects.
- Soil samples which were not sampled during post-excavation, and from which no archaeological information could now be gleaned due to the length of time having passed and the potential for contamination.
- Non-diagnostic post-medieval sherds and ceramic building material from unstratified layers on excavations which have no archaeological value.

4.5 Natural Sciences

Within the Natural Sciences Collection the priorities for rationalisation and disposal will be:

- Unaccessioned and unprovenanced specimens of poor quality.

5.0 Limitations on Collecting

NELMS recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage, and care of collection arrangements.

6.0 Collecting Policies of Other Museums

NELMS 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 specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums:

Local Museums East Riding of Yorkshire Museum Service

Hull Museums

Immingham Museum

Lincolnshire Museums Service

North East Lincolnshire Archives

North Lincolnshire Museum Service

Maritime Related Museums:

Aberdeen Maritime Museum

East Kent Maritime Trust

Hastings Fishermen's Museum

Hull Maritime Museum

International Sailing Craft Association

Kings Lynn Trues Yard Fishing Museum

National Maritime Museum, Royal Museums Greenwich

Scottish Fisheries Museum

Time and Tide

7.0 Policy Review Procedure

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

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of existing collections.

8.0 Acquisitions Not Covered by the Policy

Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin

- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases, the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

9.0 Acquisition Procedures

- 9.1** NELMS 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 NELMS can acquire a valid title to the item in question.
- 9.2** In particular, NELMS 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).
- 9.3** 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, NELMS 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 the Department for Culture, Media and Sport in 2005.
- 9.4** So far as biological and geological material is concerned, NELMS 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.
- 9.5** NELMS will not acquire archaeological material (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. In England, Wales, and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e., the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).
- 9.6** Any exceptions to the above clauses 9.1, 9.2, 9.3, or 9.5 will only be because NELMS is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- 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
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases, NELMS will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- 9.7** As NELMS holds or intends to acquire human remains from any period, it will follow the procedures in the Guidance for the Care of Human Remains in Museums issued by DCMS in 2005.

10.0 Spoliation

NELMS will use the statement of principles Spoliation 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.

11.0 The Repatriation and Restitution of Objects and Human Remains

NELMS's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the Guidance for the Care of Human Remains in Museums issued by DCMS in 2005), objects or specimens to a country or people of origin. NELMS will take such decisions on a case-by-case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13.1-13.4, 13.7 and 13.19 below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

12.0 Management of Archives

As NELMS holds and intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

13.0 Disposal Procedures

Disposal preliminaries

- 13.1** The governing body will ensure that the disposal process is carried out openly and with transparency.
- 13.2** By definition, NELMS has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- 13.3** NELMS will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- 13.4** When disposal of a museum object is being considered, NELMS 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 and a proportion of the proceeds if the item is disposed of by sale. Motivation for disposal and method of disposal
- 13.5** When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13.7-13.19 will be followed and the method of disposal may be by gift, sale, or exchange.
- 13.6** NELMS will not undertake disposal motivated principally by financial reasons The disposal decision-making process
- 13.7** Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities, and others served by the museum will also be sought.

Responsibility for disposal decision-making

- 13.8** 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 or for reasons of health and safety), will be the responsibility of the governing body of NELMS acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

Use of proceeds of sale

- 13.9** Any monies received by the NELMS governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 13.10** The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

- 13.11** 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 or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 13.12** If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement on the MA'S Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 13.13** The announcement relating to gift or sale 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, NELMS may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal by exchange

- 13.14** The nature of disposal by exchange means that NELMS will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 13.15** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13.1-13.4 and 13.7- 13.8 will be followed as will the procedures in paragraphs 13.16-13.19.

- 13.16** If the exchange is proposed to be made with a specific Accredited Museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 13.17** If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, NELMS will make an announcement in the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 13.18** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the NELMS's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting disposal

- 13.19** 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.

Disposal by destruction

- 13.20** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 13.21** It is acceptable to destroy material of low intrinsic significance (duplicate massproduced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 13.22** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 13.23** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 13.24** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g., the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Collections Documentation Policy

Name of museum: Grimsby Fishing Heritage Centre

Name of governing body: North East Lincolnshire Council

Date on which this policy was approved by governing body:

Date at which this policy is due for review:

Contents:

1. Introduction
2. Aims and Objectives
3. Accountability
4. Standard Levels of Documentation
5. Accessibility of Information
6. Computerisation of Records
7. Controlled Access to Sensitive Information
8. Security Against Loss of Irreplaceable Collections Information
9. Impact of the Pandemic Covid 19

1.0 Introduction

Documentation underpins every aspect of museum activity. It is not an end, but a means to an end. Recording collection information is central to being accountable for the collections, their security, accessibility, management, research, study, and use.

The policy for documentation of the collections is to ensure that the information we hold relating to the collections is accurate, secure, reliable, and accessible.

The *Collections Documentation Plan* sets out the way the policy will be put into action and should be read in conjunction with the *Forward Plan*, and any other plans affecting the collection and the museum buildings.

2.0 Aims and Objectives

The aim of this *Collections Documentation Policy* is to ensure that we fulfil our security, management, and access responsibilities. Through implementation of this policy, our objective is to:

- Improve accountability for the collections.
- Maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible.
- Extend access to collection information.
- Strengthen the security of the collections.

3.0 Accountability

NELMS will follow the accountability principles defined by the Museums and Galleries Commission;

"to enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located." (MGC 1993)

4.0 Standard Levels of Documentation

We take a common-sense approach as to the level to which we document material, and document material to at least SPECTRUM standards. NELMS is committed to recording significant information about the objects in our care so that each object

we are legally responsible for, including loans as well as long term collections, can be identified and located.

Ideally, for the majority of our collections, especially those that have high monetary or scientific value, collections staff will document to individual item level. However, for certain collections, for example bulk archaeological excavation material, it is neither feasible nor practical to document the material in this detail, and we will document items at group level. We therefore aim to have a basic 'inventory' record for all identified items and groups within the collection; whilst some items will be documented to a more detailed 'catalogue' level.

We will document our collections to either Inventory or Catalogue level, as described below:

- Inventory level: This includes sufficient key information to allow any object(s) in our care to be individually identified and verified. All accessioned items, loans inward and outward, and any other unaccessioned objects as appropriate are documented at this level.
- Catalogue level: We will identify the collections/objects that merit further, more detailed documentation, thus raising the standard of information to catalogue level. Such documentation will include the known history of an artifact, and references to any relevant publication etc.

5.0 Accessibility of Information

It is GFHC's policy to make the collections accessible to all within the reasonable constraints of resources, staff time, conservation, and security. Access to the collections involves providing physical proximity to objects and intellectual use of the information and knowledge relating to them held by the museum. Detail of ways in which collections and information is made accessible to users can be found in the museum *Access Policy Statement* and *Audience Development and Access Plan*.

6.0 Computerisation of Records

In order to ensure that our current electronic system does not become obsolete, NELMS will remain informed of technological advances and ensure the long-term accessibility of the information held.

NELMS currently uses the MODES Complete collections management software system. All records from the previous Multi Mimsy system, accessions records and index cards have been transferred to MODES. Currently many of these records are incomplete, lacking basic information such as object location. Over time we will work to improve the accuracy of existing records and continue to document new

acquisitions on to MODES as per section 4 above. We will make backup copies of all key files which will be kept separately and securely.

7.0 Controlled Access to Sensitive Information

All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (2018) and the Environmental Information Regulation (2004). We will review requests for confidential data such as donor information, environmental information, valuations, or site details on a case-by-case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

8.0 Security Against Loss of Irreplaceable Collection Information

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised. We will update all manual and computerised records as appropriate. Regular backups will be made to secure digital data. The collections database is housed on North East Lincolnshire Council's central server and backed-up nightly. Where collection information is wholly computerised and managed centrally, we will make backup copies of all key files, and where considered appropriate, house them securely off-site.

9.0 Impact of the Pandemic Covid 19

The Pandemic has the potential to impact the ways in which the museum service is able to document its collections. Details of measures in place to allow for the impact of museum closures, staffing and access to expert advice can be found in the *Collections Documentation Plan*.

Collections Care and Conservation Policy

Name of museum: Grimsby Fishing Heritage Centre, North East Lincolnshire Museum Service

Name of governing body: North East Lincolnshire Council

Date on which this policy was approved by governing body:

Date at which this policy is due for review:

Contents

1. Statement of Purpose
2. Context
3. Personnel
4. The Buildings
5. The Collections
6. Care of Historic Working Items
7. Impact of the Pandemic Covid 19

Appendix 1: Policy for the Care of Historic Larger and Working Items

1. Statement of Purpose

This policy has been written in accordance with NELMS's Statement of Purpose and the NELMS Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy. *The Collections Care and Conservation Plan* sets out the way the policy will be put into action and should be read in conjunction with the *Forward Plan*, *Emergency Plan* and any other plans affecting the collection and the museum buildings.

The purpose of the *Collections Care and Conservation Policy* is to set a framework for:

- The preservation of the collections and buildings in the care of NELMS.
- Preventative and remedial conservation of the collections.
- The safe use of and access to collections, within the limits of NELMS's resources.

2. Context

NELMS aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, SPECTRUM procedures and / or other approved standards within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage or modify the buildings.

3. Personnel

The care of the collections is the responsibility of everyone who works in or visits the museum, including staff, volunteers, and freelance staff.

Any concerns regarding the collections should be reported in writing to a member of the collections team.

NELMS trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

For regular advice NELMS has access to local conservators, including the conservator at the North East Lincolnshire Archives, staff in the University of Lincoln's Conservation Department and the conservation team at Lincolnshire Archives.

Any problems or concerns relating to the care of the collection are referred by collections staff to an appropriately qualified conservator.

NELMS will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register operated by the Institute of Conservation (ICON) will normally be chosen.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out interventive treatment on objects.

NELMS will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

4. The Buildings

NELMS recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition. NELMS's collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

Building	Used for	Owner	Upkeep carried out by
Grimsby Fishing Heritage Centre	Exhibitions and collections stores	North East Lincolnshire Council	North East Lincolnshire Council Property Services
Grimsby Town Hall	Exhibition	North East Lincolnshire Council	North East Lincolnshire Council Property Services
Museum Stores	Collection Stores	North East Lincolnshire Council	North East Lincolnshire Council Property Services

The museum carries out an annual inspection of all buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

5. The Collections

NELMS is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. NELMS cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the *Collections Care and Conservation Plan* and include:

- Awareness of vulnerable objects
- Identifying threats to the collection
- Checking building condition

- Building maintenance
- Inspecting and cleaning the museum
- Housekeeping and cleaning objects on open display
- Condition checking the collection
- Collections Care and Conservation records
- Environmental monitoring including temperature, relative humidity, light, and dust
- Environmental control and improving the environment
- Pest monitoring and managing the threat from pests
- Equipment maintenance
- Storage materials and methods
- Display materials and methods
- Transporting objects
- Collection care resources
- Professional advice
- Remedial conservation and working with conservators
- Training for the collection care team

6. Care of Historic Larger and Working Items

NELMS has a separate policy for the care of historic larger and working items (e.g., historic vessels, machinery, clocks, mechanical toys, instruments). See Appendix 1: *Policy for the Care of Historic Larger and Working Items*.

7. Impact of the Pandemic Covid 19

The Pandemic has the potential to impact the ways in which the museum service is able to care for and conserve its collections. Details of measures in place to allow for the impact of museum closures, staffing and access to expert advice can be found in the *Collections Care and Conservation Plan*.

Appendix 1: Policy for the Care of Historic Larger and Working Items

1. Introduction

Because of the cost of maintaining them, acquisition of historic larger and working items imposes particular responsibilities on a museum. NELMS collections staff will decide at the time of acquisition exactly why the item is being collected and how it will be maintained.

NELMS operates historic objects from its collections because demonstrating an object in use adds immeasurably to our understanding of its purpose, significance, and historic working conditions. Operating an object may also contribute to its preservation through distributing lubricants and varying stress points and may also help to preserve or rediscover appropriate skills.

This policy draws heavily on Standards in the Museum Care of Large and Working Objects published by the former Museum & Galleries Commission (MGC) in 1994, the Collections Trust's Guidelines for the Care of Larger & Working Historic Objects updated by The Association of British Transport & Engineering Museums (ABTEM) in 2018 and current best practice and sets out the main issues to be considered and the procedures that should be put in place before any historic object is operated. The policy should be read in conjunction with the *Collections Care and Conservation Plan*.

2. Condition Survey

A condition survey that adequately records the component parts and the detailed condition of the object must be carried out in order to determine whether the object is in a condition which will allow operation. This survey is crucial to the object's future management and should be carried out after research into the objects history and in consultation with the leading specialists in this class of object.

3. Risk Assessment

The likely risks to both the object and to operators and visitors need to be assessed. For example, it may be that any wear and tear or deterioration that is likely to take place will be to components that are designed to wear (e.g., bearings) and thus be considered acceptable. Where replacement of such components is deemed unacceptable it will be necessary to set limits for individual components beyond which wear will not be allowed, i.e., the point at which operation will stop.

The assessment needs to determine whether it is possible to operate the object to modern Health & Safety standards without compromising the integrity of the object.

4. Conservation Plan and Operating Manual

An appropriate conservation or maintenance plan and operating manual should be drawn up both to monitor the object's ongoing condition and to ensure its correct operation and maintenance. The conservation plan will be based on current best practice as set out in the appropriate section of the MGC's Standards in the Museum Care of Large and Working Objects and the Collections Trust's (ABTEM) Guidelines for the Care of Larger & Working Historic Objects. A record must be kept of any work undertaken on the object. Copies of all documentation to be kept in the object's history file.

The MGC and Collections Trust's guidelines recognise that present day manufacturers operating instructions and maintenance systems are a good starting point in drawing up an operating manual for a museum object. However, care is needed as they may include directions not compatible with established curatorial and conservation practice and will almost certainly assume the ready availability of spare parts.

5. Training

The object should only be operated if a sufficient number of trained and competent conservation and operating staff are available.