

DOCUMENTS OF SUPPORTING EVIDENCE To Be Submitted With The Application

This document lists the essential and some optional documents needed to support the application for Accreditation. Some documents do not have to be submitted with the application, but must be available for inspection on request, this is clearly indicated. If you have additional documents not requested as evidence e.g. an education policy or a collection management plan etc, you can submit them as well, as they can strengthen your application. Some of the evidence required depend on the type of museum, you will find more information on the Accreditation application form.

Museum Registered under Phase II, do not have to submit some of the documents as they were previously submitted, unless they have been amended, revised or reviewed since the last application. The documents that you submit may not have changed since you last applied for Registration but make sure they meet the new requirements of Accreditation and are up-to-date.

You should use this checklist as a guide to help you gather all the documents that you will need to submit with your application and should be used together with the Accreditation Standard Guidelines and the application form. We hope this form will help you plan your application so start working through this checklist NOW. If you need any help or advice please contact us.

If you require any support or advice on The Accreditation Scheme for Museums in the United Kingdom then please contact MLA North West's Development Officer (Standards), Paul Fraser Webb

E: paulfraser.webb@mlanorthwest.org.uk

T: 01925 625054

M: 07738 311962

The Accreditation Standard itself can be downloaded at:

http://www.mla.gov.uk/resources/assets//A/accreditation_standard_pdf_5640.pdf

and a sample application form can be found at:

http://www.mla.gov.uk/resources/assets//A/accreditation_sample_form_pdf_5641.pdf

The suite of Accreditation Documents can be found on the MLA Council Website via:

http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=19066&Section/@stateld_eq_left_hand_root/@id=4332

and further information can be found at the MLA North West Accreditation web pages:

<http://www.mlanorthwest.org.uk/ourwork/standards/index.asp?id=283,300,11,300>

1.1 Constitution

- A copy of the most recent constitution including any amendments, if not previously submitted

1.2 Management arrangements

No need to submit anything if relevant documents have been previously submitted

- a) museums with a separate managing committee
 - chart to explain the reporting arrangements between the managing committee and the governing body.
- b) university and other non-local authority organisations with functions in addition to running a museum
 - the composition and terms and conditions of the managing committee
 - minute signed and dated by the governing body confirming that they have been approved
- c) local authority with a portfolio holder or cabinet system
 - evidence of power to approve policy
- d) museums managed by a legally separate managing organisation
 - most recent constitution of the managing organisation
 - the signed formal agreement between the managing organisation and the governing body

1.4 Occupancy of premises

- copy of the current licence if premises occupied on a licence basis, (if not previously submitted)

1.5 Sound financial basis

- audited accounts or statements or summary of expenditure for the last two years

1.6 Forward planning

- forward plan
- additional document to support the forward plan if the statement of museum's objectives is within a larger corporate plan e.g. university or local authority

1.7 Emergency planning

- to be available for inspection on request

1.8 Staffing

- staff chart, if staff details are not given
- details of relevant staff experience are available for inspection on request

1.9 Staff employment and management procedures

- a copy of the liP award letter, if applicable

1.10 Professional advice

- a signed and dated minute of the museum's governing body confirming the appointment of the curatorial adviser, if applicable

- 2.1 Published information on location, opening arrangements and services**
 - leaflets or posters etc.
- 3 Visitor Facilities**
 - copy of the letter accrediting to Visit Britain's Attraction Quality Assurance Scheme, if applicable
- 3.2 Orientation and signage arrangements, both internal and external**
 - plans, leaflets, pictures
- 4.1 Acquisition and Disposal policy**
 - acquisition and disposal policy
 - the governing body's formal approval in committee minute signed and dated by an authorised person

OR

 - formal approval under delegated powers in a signed and dated minute
- 4.2 Documentation Procedural Manual**
 - available for inspection on request
- 4.3 SPECTRUM procedures**
 - documentation records for procedures as defined by SPECTRUM are available for inspection on request
- 4.4 Documentation Plan**
 - available for inspection on request

Acknowledgements

This guide has been adapted from an original work by Katerina Kremmida, Accreditation Advisor for the West Midlands region.