

## **Forward Planning and Accreditation - Further information**

Each step of the Forward Planning Toolkit devised with the support of the South Western Federation of Museums & Art Galleries and Renaissance South West has links to downloadable documents and sources of further information. Additional links and a bibliography are provided here.

The links listed here were live on 13<sup>th</sup> June 2014.

### **General overview of sector and sources of information**

*Great Art and Culture for everyone*

Sets out Arts Council England's five goals for the arts and culture for the period 2010-2020. Essential reading to determine how your museum's own aims match up to those of the museum sector's funding agency. <http://www.artscouncil.org.uk/advice-and-guidance/browse-advice-and-guidance/great-art-and-culture-everyone>

Arts Council England's website features several useful and interesting information sheets and toolkits, which will help you become familiar with the organisation's culture, structure and priorities [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Museum Practice, the Museums Association's online publication for MA members, has a number of articles that can help you develop your forward plan. [www.museumsassociation.org](http://www.museumsassociation.org)

The *Business Survival Toolkit* created by Creative & Cultural Skills provides you with tools to help businesses plan, adapt and grow. [www.business-survival-toolkit.co.uk/](http://www.business-survival-toolkit.co.uk/)

The Charity Commission provides lots of online and printed guidance material on Governance, Charity law and accounting requirements. <http://www.charity-commission.gov.uk/>

### **Accreditation**

The Accreditation Standard 2011 and several guidance sheets and articles to help you with all sections of the scheme are available on the websites of the following organisations

Arts Council England: <http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/guidance-documents/>

Collections Link: <http://www.collectionslink.org.uk/programmes/museum-accreditation>

South Western Federation of Museums & Art Galleries: <http://www.swfed.org.uk/resources/accreditation>

### **Governance**

Babbidge, A., 2006, *Governing Independent Museums*, Association of Independent Museums Focus Paper;

<http://www.aim-museums.co.uk/downloads/1bf3188a-dd7d-11e1-bdfc-001999b209eb.pdf>

Babbidge, A., 2013, *Successful Governance in Independent Museums*, AIM Success guide

<http://www.aim-museums.co.uk/downloads/727b74d1-04e4-11e3-b572-001999b209eb.pdf>

## **Forward Planning**

Day, M. and Babbidge, A., 2008, *Creating and Implementing Forward Plans*, Association of Independent Museums Focus Paper, <http://www.aim-museums.co.uk/downloads/82b7acff-dd7d-11e1-bdfc-001999b209eb.pdf>

Davies, S., 1996, *Producing a Forward Plan*, Museums & Galleries Commission, accessed on 25 September 2011 at <http://bit.ly/nL4f1A>

Dawson, V, 2012, *Forward Planning Toolkit*, Renaissance SW & SWFMAG, <http://swfed.org.uk/resources/organisation/management/forward-planning-toolkit-intro>

Johnson, R. et al, 2013, *Successful Business Planning*, AIM Success guide, <http://www.aim-museums.co.uk/downloads/eb3f2a33-5b4d-11e3-aac1-001999b209eb.pdf>

Ritchie Calder, P., 2010, *Turning visions into reality*, Museum Practice Issue 49, 30-33, 1 March 2010

## **Emergency planning and risk**

RAPT – the Risk Awareness Profiling Tool  
[www.raptonline.org.uk](http://www.raptonline.org.uk)

Prideaux, A. 2007, *Risk Management and Insurance for Museums*, Association of Independent Museums Focus Paper, accessed on 25 September 2011 at <http://www.aim-museums.co.uk/downloads/5aba76d8-dd7d-11e1-bdfc-001999b209eb.pdf>

*Charities and Risk Management, a Guide for Trustees* (Charity Commission publication CC26) contains a lot of useful information, model registers and risk analysis.  
<http://www.charitycommission.gov.uk/detailed-guidance/protecting-your-charity/charities-and-risk-management-cc26/>

East Midlands Museum Service, *Emergency Planning Toolkit* - Downloadable, interactive and flexible – enabling several people to work through the planning together and adapt the template to suit their own organisation's needs.  
<http://www.emms.org.uk/emergency-plan>

## **Resilience**

Renaissance North West and Arup, 2010, *Survival Strategies*, a guide for reducing operating costs and improving sustainability.  
[http://swfed.org.uk/images/resources/sustainability/MAG\\_survival\\_strategies\\_Arup.pdf](http://swfed.org.uk/images/resources/sustainability/MAG_survival_strategies_Arup.pdf)

Renaissance North West, 2011, *Preserve the Past, Protect the Future – a green guide for museums*, the report and guidance from a project to reduce the carbon footprint of museums. Available on the SW Fed website: [http://www.swfed.org.uk/images/content-media/resources/forward-planning/documents/GreenMuseums\\_v5.pdf](http://www.swfed.org.uk/images/content-media/resources/forward-planning/documents/GreenMuseums_v5.pdf)

Renaissance East of England, 2010, *Studies in Partnership*, report of a sustainability project for rural museums.  
[http://swfed.org.uk/images/resources/sustainability/Studies\\_in\\_Partnership.pdf](http://swfed.org.uk/images/resources/sustainability/Studies_in_Partnership.pdf)

The UKCIP Adaptation wizard  
[www.ukcip.org.uk/wizard](http://www.ukcip.org.uk/wizard)

AIM measuring economic impact toolkit 2014  
[http://www.aim-museums.co.uk/content/research\\_papers/](http://www.aim-museums.co.uk/content/research_papers/)

Museums for the Future  
A Development Toolkit: become the centre of a sustainable community.  
This does not deal with economic sustainability *per se*, but is about taking a lead through public programmes in environmental sustainability within the community.  
<http://abcofworkingwithschools.org.uk/widening-access/museums-for-the-future/>

Dawson, V., 2012 Resilience & Accreditation, Renaissance SW and SWFMAG,  
[http://swfed.org.uk/index.php?option=com\\_content&view=article&id=730:checklists-and-resources-to-plan-your-return&catid=130:accreditation-standard](http://swfed.org.uk/index.php?option=com_content&view=article&id=730:checklists-and-resources-to-plan-your-return&catid=130:accreditation-standard)

### **Consulting your audience and evaluation**

Pennington, A., 2002, *How to develop a visitor study*, Museum Practice Issue 21, 54-56, December 2002

Foster, H., *Evaluation Toolkit for Museum Practitioners*, Renaissance East of England  
[http://swfed.org.uk/images/resources/Learning/MLA\\_Evaluation\\_Toolkit.pdf](http://swfed.org.uk/images/resources/Learning/MLA_Evaluation_Toolkit.pdf)

Lewis, S., 2012. *User and non-user consultation*, Renaissance SW and SWFMAG,  
<http://www.swfed.org.uk/resources/accreditation/users-a-their-experiences>

Extensive list of evaluation resources  
<http://www.swfed.org.uk/resources/usersvisitors/audience-development/evaluation-techniques>

*Inspiring Learning for All* -Tools, templates and guidance on evaluation  
<http://www.inspiringlearningforall.gov.uk/toolstemplates/>

### **Workforce**

Human Resource planning  
<http://www.workinfo.com/free/downloads/176.htm>

Extensive resources on workforce matters: <http://www.swfed.org.uk/resources/people-insiders>

Volunteer Framework, Renaissance SW, 2012,  
<http://www.swfed.org.uk/resources/volunteer-framework>

Hill, J., 2009 *Recruiting and retaining volunteers*, Association of Independent Museums Focus Paper,  
<http://www.aim-museums.co.uk/downloads/2dbd5dae-13e8-11e2-b292-001999b209eb.pdf>

Yates, B., 2006 *Working with volunteers, a guide to good practice*, Association of Independent Museums Focus Paper, accessed on 25 September 2011 at  
<http://www.aim-museums.co.uk/downloads/cab0e6b1-dd7e-11e1-bdfc-001999b209eb.pdf>

Workforce Diversity resources, SW Hub Diversity Group, 2011  
<http://www.swfed.org.uk/resources/workplace-diversity>

*Introduction: staff development*, Museum Practice, Issue 46, 45, Summer 2009

### **Collections and Information Management**

Dawson, A., *Benchmarks in Collection Care 2.0*, a self assessment checklist available from Collections Link

<http://www.collectionslink.org.uk/programmes/benchmarks-for-collections-care/691-benchmarks-in-collection-care-for-museums-archives-and-libraries>

Hillhouse, S., 2010 *Collection Management Framework Guidance Sheets*, available from Collections Link at <http://www.collectionslink.org.uk/programmes/museum-accreditation>

Dawson, V. and Jaeschke, H., 2012, *A guide and template to producing a Collections Management Framework*, Renaissance SW and SWFMAG,  
<http://www.swfed.org.uk/resources/accreditation/collections/collections-development->

SPECTRUM 4.0 – the standard and 13 factsheets <http://bit.ly/rdJZnw>

AIM Focus paper

Finney, L., 2006, *Basic Conservation and Environmental Monitoring*, Association of Independent Museums Focus Paper, accessed on 25 September 2011 at  
<http://www.aim-museums.co.uk/downloads/ffe7f644-dd7d-11e1-bdfc-001999b209eb.pdf>

Information Policy Toolkit, London Museums Hub, 2010  
<http://www.museuminfo-records.org.uk/toolkits/InformationPolicy.pdf>

### **Access**

Access for All Toolkit, MLA 2004 and other access resources  
<http://swfed.org.uk/resources/usersvisitors/access/access-audit>

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