**Arts Council England**

**Accreditation Scheme Committee Member Appointment**

**14 July 2016**

Briefing pack for applicants

Closing date for applications: 2 September 2016 at 5pm

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)

accreditation@artscouncil.org.uk

|  |  |
| --- | --- |
| **Contents** Page 3 | Introduction |
|  |  |
| Page 4Page 4 | About Arts Council England About the UK Accreditation Partnership |
|  |  |
| Page 5 Page 5 | About the Accreditation Scheme for Museums and Galleries in the UKBackground to the Accreditation Scheme |
|  |  |
| Page 6 | Terms of Reference of the Museums Accreditation Committee |
|  |  |
| Page 13Page 15Page 16 | Person SpecificationEligibility and Terms of AppointmentThe Application Process |
|  |  |
| Page 18Page 25  | Application FormEqual Opportunities Monitoring Form |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Introduction**

Thank you for your interest in the position of member of the Accreditation Committee. This briefing pack is designed to help you participate fully in the selection and appointment process for the role and to assist you in providing the information which we need in order to understand how you meet the requirements of the role. We are looking to recruit 5 new members to the Accreditation Committee.

In terms of balance, we are currently particularly seeking museum professionals with experience of working in museums in Northern Ireland as well as people with experience gained from mid and senior roles within independent, university, military and National museums. In terms of time commitment, Committee members will spend around four days per year in Accreditation meetings and will need to read papers in advance.

After reading the information we hope you will feel encouraged to apply. When applying please use the Application form provided at page 18. We will not accept cvs. Additional information on the Accreditation Scheme and current members can be found on Arts Council’s website, at: <http://www.artscouncil.org.uk/supporting-museums/accreditation-scheme-0>

The role of the Accreditation Committee is to:

* receive and review annual quality assurance reports to ensure the consistent and effective application of the Standard.
* delegate decisions to award, remove and exclude Accreditation status for museums and galleries to Accreditation Panels, made up of three to six Committee members.
* reflect, discuss and endorse policy decisions.
* periodically contribute to reviews of the Scheme, providing advice to the UK Accreditation Partnership, usually through working groups focusing on a particular aspect of the Scheme.

 *“Accreditation Committee members get a wonderful overview of the whole variety of public museums and galleries across the UK. Through the regular Panel meetings we consider assessments of museums’ approaches to organisational health; collections management and the experiences of users. The caseload at meetings can be high volume and conversations are wide ranging but are never dull and the decisions made make an important contribution to UK museums and wider stakeholders.*

*Participating in the work of the Committee is a wonderful way of both sharing and building knowledge and expertise and of making a real and valuable contribution to the overall health of the sector.”*

Hadrian Ellory van dekker, Chair of Accreditation Committee

If you would like to discuss any aspect of this role, the person specification or appointment process in confidence, please contact the manager of the Accreditation Scheme at accreditation@artscouncil.org.uk

**About Arts Council England**

The Arts Council is a non-departmental public body sponsored by the Department for Culture, Media and Sport (DCMS) and a registered charity.

Our mission is Great Art and Culture for Everyone <http://www.artscouncil.org.uk/what-we-do/mission/>

We champion, develop and invest in artistic and cultural experiences that enrich people's lives. We support a range of activities across the arts, museums and libraries - from theatre to digital art, reading to dance, music to literature, and crafts to collections.

**About the UK Accreditation Partnership**

The UK Accreditation Partnership agreement establishes a framework for cooperation between Arts Council England (ACE), the Welsh Government, Museums Galleries Scotland (MGS) and the Northern Ireland Museums Council (NIMC) in relation to the joint operation of the Accreditation Scheme for museums and galleries in the United Kingdom. It describes the shared vision for the Scheme and outlines the headline areas of shared activity and individual responsibilities.

The Accreditation partners’ shared vision for Accreditation is to build trust in UK museums by maintaining a shared understanding of professional standards and encouraging their sustainable development through effective planning, responsible collections management and active engagement with communities. The achievement of a national standard gives confidence to all stakeholders.

The aims of the Accreditation Scheme are to

* encourage all museums and galleries to achieve agreed standards and continue to improve in:
* how they are run
* how they manage their collections; and
* the experiences of users
* encourage public confidence in museums as organisations that manage collections for the benefit of society and manage funds appropriately;
* reinforce a shared ethical and professional basis for all involved in governing and working in museums, and to ensure that museums meet all relevant legal and ethical requirements.

**About the Accreditation Scheme for Museums and Galleries in the UK**

Accreditation is widely credited with playing an important role in raising standards in museums since its introduction. As an agreed standard with a badged award, Accreditation is understood within the sector, but also by relevant funding bodies and governing bodies as the mark of a responsible museum. Accreditation has an emphasis on effective forward planning to build relevance and resilience.

The Scheme’s credibility comes from its track record since 1988, its high levels of participation from the UK museum sector, and from the Accreditation Committee. The Committee endorses policy decisions put forward by the UK partnership and via its Panels, makes decisions on the award or removal of Accredited status to museums.

Participation in Accreditation is voluntary, with approximately 1800 museums choosing to demonstrate their commitment to responsible management through the maintenance of an award.

**Background to the Accreditation Scheme**

The Accreditation Scheme for museums and galleries in the UK is the name of the delivery programme for the implementation of the Accreditation Standard.

The UK Scheme was first launched by the Museums and Galleries Commission in 1988 under the title of the Registration Scheme for Museums and Galleries, based on published guidelines. The Standard was revised in 1995 and was referred to as Registration (Phase 2).

The Registration (Phase 2) Guidelines and Scheme were further reviewed during 2002-4, with a new Accreditation Standard published by the Museums, Libraries and Archives Council in 2004, underpinning the Accreditation Scheme for Museums and Galleries in the United Kingdom.

The Accreditation Standard was most recently reviewed from 2009-11 with a revised Standard and scheme published in October 2011 by ACE. The development and agreement of the Standard and its guidance was supported by our partners, the Welsh Government, MGS and NIMC.

The Standard has been endorsed by the Army Museums Ogilby Trust, the Association for Independent Museums, the Collections Trust, English Heritage, the Museums Association, the National Trust, the National Museum Director’s Council and the University Museums Group.

**Terms of Reference**

**Museums Accreditation Committee**

1. **Purpose**
	1. The Museum Accreditation Committee (‘the Committee’) is recruited and selected by the UK Accreditation Partnership and formally appointed by Arts Council England. The purpose of the Committee is to oversee the effective and consistent operation of the Accreditation Scheme for museums and galleries in the UK. This will include endorsing policy decisions put forward by the UK Accreditation Partnership in support of the operation of the Scheme.
2. **Responsibilities**

The Committee acts as a representative of the museum sector in the UK in its overview of the Accreditation Scheme for museums and galleries. It will:

* 1. receive and review annual quality assurance reports to ensure the consistent and effective application of the Standard.
	2. delegate decisions to award, remove and exclude Accreditation status for museums and galleries to Accreditation Panels, made up of three to six Committee members.
	3. reflect, discuss and endorse policy decisions.
	4. periodically contribute to reviews of the Scheme, providing advice to the UK Accreditation Partnership, usually through working groups focusing on a particular aspect of the Scheme.
1. **Relationships**

The Committee is:

* 1. guided in its work by the UK Accreditation Partnership made up of Arts Council England; Museums, Archives and Libraries division of the Welsh Government; Museums Galleries Scotland and Northern Ireland Museums Council.
	2. there to reflect on, discuss and endorse policy in support of the effective and consistent operation of the Scheme, but is not able to make policy decisions which impact on the resources of each country.
	3. supported by the Museums Accreditation Manager who acts as the Secretary.
1. **Membership**
	1. The Committee consists of the Chair and the Committee Members.
2. **The Chair of the Committee**
	1. The role of the Chair is to:
* chair meetings of the Accreditation Committee;
* advocate on behalf of the Scheme;
* represent the Accreditation Committee at UK and national meetings.

*The Chair will be:*

* 1. Recruited through a fair and open process agreed by the UK Accreditation Partnership in accordance with their responsibilities as public bodies.
	2. Selected by the UK Accreditation Partnership and formally appointed by the Arts Council of England’s Chair on behalf of National Council.
	3. Appointed for a term of three years in the first instance with the option of renewal for a further three years. At least three of the four partners will need to be in agreement that the term should be renewed.
	4. Of high standing and respected by their peers. They should be able to demonstrate sound and balanced judgment and be sufficiently senior to give weight to the work of the Committee.
	5. Currently, or recently, employed in museums or galleries, or be working as a consultant within the museums and galleries sector.
	6. Politically neutral in the role and not representative of a specific constituency.
	7. Appropriately inducted, trained and briefed by the Museums Accreditation Manager.
	8. Terminated in their role at any time by Arts Council England, acting within a framework agreed by the UK Accreditation Partnership. At least three of the four partners will need to be in agreement that the term should be terminated. Reasons for termination include:
* change of employment resulting in a conflict of interest
* failure to meet the specified time commitment
* acting against the interests of the Accreditation Scheme and partnership.
1. **Other members of the Museum Accreditation Committee**
	1. The role of a Committee Member is to:
* participate in a minimum of one Panel meeting per year where decisions are taken regarding the awarding of Accreditation, based on expert assessments.
* prepare for the Panel meetings by reading all the paperwork in advance of the meeting.
* chair Accreditation Panels on a rotational basis.
* help identify cases of precedent or policy to include on the agenda for the next meeting of the Full Committee.
* participate in training sessions.
* attend full Committee meetings to consider the operation of the Scheme with reference to the quality assurance report.
* endorse policy decisions in response to issues raised by the UK Accreditation Partnership.
* review and endorse an up to date procedural manual.
* contribute to reviews of the Scheme, providing advice to the Accreditation Partners on potential developments to the Scheme and its delivery.

*Committee Members will be:*

* 1. Selected by the UK Accreditation Partnership and formally appointed by Arts Council England’s Chair acting on behalf of National Council.
	2. Appointed for three years in the first instance, with the option of renewal by Arts Council England, acting within a framework agreed by the UK Accreditation Partnership, for a further three years. At least three of the four partners will need to be in agreement that the term should be renewed.
	3. Of high standing and respected by their peers. They should be able to demonstrate sound and balanced judgment and be sufficiently senior in terms of knowledge, skills and experience to give weight to the work of the Committee and its panels.
	4. Currently employed in museums or galleries, recently retired within the last five years or working as consultants. Those acting in a senior capacity in related heritage fields are also eligible.

*Appointments to the Committee will be made by:*

* 1. A fair and open recruitment process agreed by the UK Accreditation Partnership in accordance with their responsibilities as public bodies. Although each member will not act on behalf of a specific constituency, recruitment will aim to ensure good coverage of expertise and experience from across the UK museum community.

*All Committee members agree:*

* 1. To maintain the necessary understanding to discharge their responsibilities as members of the Accreditation Committee by taking part in training.
	2. To abide by Arts Council England’s code of conduct and act in a professional manner at all times including maintaining the necessary confidentiality and declaring any relevant interests.

*All Committee members:*

* 1. May have their term of office terminated at any time by the Accreditation Manager on behalf of Arts Council England, acting within a framework agreed by the UK Accreditation Partnership and taking advice from the Chair. At least three of the four partners will need to be in agreement that the term should be terminated. Reasons for termination include:
* change of employment resulting in a conflict of interest
* failure to meet the specified time commitment
* acting against the interests of the Accreditation Scheme and partnership.
1. **Accreditation Committee meetings**
	1. The maximum number of Committee members, not including the Chair, will be 20 with a quorum of 10 members.
	2. Full meetings of the Committee to which all members of the Committee are invited are held at least annually to review progress of the Scheme and to advise the UK Accreditation Partnership on matters of policy and practice.
	3. UK Accreditation Partnership will participate in full Committee meetings.
	4. UK Accreditation Partnership are not Committee members and have no vote if an item is ever put to the vote.
	5. In the event that an item is put to the vote, in the event of no clear majority, the Chair has the casting vote.
2. **Accreditation Panel meetings**
	1. Decisions about Accredited status of museums are delegated from the Committee to sub-committees in the form of Panel meetings. These normally meet every two months.
	2. The decisions taken at Panel meetings on the Accredited status of museums represent the formal decision of the Accreditation Committee pursuant to the delegation given at 8.1.
	3. Any issues of unclear policy which arise at Panel meetings are referred up to Full Committee for discussion and decision based on recommendations put forward by the UK Accreditation Partnership.
	4. A quorum for a Panel meeting is three members of the Accreditation Committee. Five members will normally be invited to attend each meeting, although additional members may be invited where particular policy issues or new case law may arise.
	5. A Panel meeting will be chaired by a member of the Accreditation Committee nominated in advance by Arts Council England.
	6. Arts Council England will ensure there is always an officer acting as Secretary to the Committee at each Panel meeting. They will:
* advise the Panel
* record its proceedings, including the names of the Panel members present at each such meeting and any declarations of interest
* arrange for matters and policy which require wider discussion to be referred for consideration by the full Committee
* invite observers to Panel meetings at their discretion. Names of observers and their reason for attendance should be provided to panel members and assessors attending in advance of the meeting. All observers must sign a confidentiality agreement.
	1. Panel members are guided in their decision-making by Accreditation assessments provided by the UK Partnership.
	2. The Chair of each Panel may vary the order of business in order to ensure that the Panel is run as efficiently as possible where, for example, he or she has declared an interest in one of the cases under discussion.
	3. All decisions of the Panel are confidential until the official statistics have been released. This is usually within two weeks of the date of the Panel meeting.
	4. Complex cases, which will take more time to consider, will be scheduled on a different date from the business of a normal Panel meeting which has many cases to consider on each agenda.
	5. Panel members who were involved in a complex case in the first instance should not be invited to participate in a subsequent Panel meeting if the case is re-run to avoid a conflict of interest.
	6. The Chair of each Panel meeting must review and agree the minutes within one week of the meeting.
	7. Newly recruited Committee members may observe Panel meetings but will not participate in decision-making until they have received appropriate induction and training.
1. **Members’ Expenses**

Members of the Accreditation Committee shall be entitled to reimbursement of expenses reasonably incurred in the course of their service as Committee members, in accordance with Arts Council England’s policy on expenses for National Council members.

1. **Declaration of personal or pecuniary interests**

Whenever a Committee member has a personal or pecuniary interest in a matter to be discussed at a meeting of the Committee or Panel, he or she will be expected to follow Arts Council England’s conflicts of interest policy. They must declare that interest before the discussion begins, withdraw from the meeting and not take part in any discussion or vote on the matter.

**Accreditation Committee member**

**Person specification**

**Knowledge, skills and experience**

|  |  |
| --- | --- |
| **Knowledge** | * of and commitment to the Accreditation Scheme and Standard
* of the UK museum sector
* of more than one area of the Standard – organisational health, collections management, users and their experiences
 |
| **Skills**  | * able to demonstrate sound and balanced judgement on issues relating to organisational health, museum management, collections management and users and their experiences
* chairing skills
* good organisational skills
* pragmatic/practical approach to museum management and development
* critical analysis of reports and data
* able to work constructively as part of a team
 |
| **Experience** | * of high standing in the museum profession, and respected by their peers
* sufficiently senior to lend weight to the Committee’s deliberations and decisions
* experience of chairing and participating in groups
* undertaking a committee role
* strong track record of working in museums and the heritage sector
 |

**Eligibility**

Applications are welcomed regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation and whether or not you have dependents.

**Terms of appointment**

Committee members are appointed as an individual, not as a representative of an organisation.

The post serves for a maximum term of three years. There is the possibility of reappointment for a second term.

This post is not remunerated but all reasonable expenses are paid in relation to travel, accommodation and subsistence incurred whilst on Arts Council England’s business and according to the expenses policy.

It is likely that Committee members will be asked to serve on 2 or 3 Panel meetings per year. A Full Committee meeting takes place annually and smaller working parties of Committee members are occasionally convened to look in detail at a particular relevant topic, eg the review of SPECTRUM. All Panel meetings take place in the Arts Council’s Birmingham office. The annual Full Committee meeting rotates around the UK. The meeting scheduled for December 2016 will take place at a UK city (location still to be confirmed) on 8 December with a workshop and museums visit scheduled for 7 December.

**The Application Process**

*Advertising*

This position has been advertised on the Arts Council website, the websites of the Welsh Government, Museums Galleries Scotland and Northern Ireland Museums Council and the Guardian online as well as the Job Desk of the University of Leicester Museums Studies department.

*How to apply?*

The application period will run for 6 weeks from 14 July 2016.

You are invited to apply by:

* Submitting the application form below
* Completing the Equal Opportunities Monitoring Form

All applications will be acknowledged by email.

We suggest that before applying you study all the information about the role of the Accreditation Scheme Committee and visit Arts Council England’s website for more information about our organisation, as well as the websites of our partner organisations:

<http://gov.wales/topics/cultureandsport/museums-archives-libraries/museums/accreditation/?lang=en>

<http://www.museumsgalleriesscotland.org.uk/standards/accreditation/>

<http://www.nimc.co.uk/accreditation/>

If you have a disability which makes writing difficult or impossible, you may be able to apply in a different way. If you wish to explore this option, please phone us on 0845 300 6200 or 0161 934 4317, or email: enquiries@artscouncil.org.uk

Please return your completed application by the closing date and time which is 2 September 2016 at 5pm.

You may submit your application by email to accreditation@artscouncil.org.uk or post a copy to the Arts Council’s Birmingham office for the attention of Annette French, Museums Accreditation Manager. **If you are applying by email please state “Accreditation Scheme Committee member recruitment” in the subject line.**

*Assessment and interviews*

Applications are assessed against the person specification on pages 13 and 14. Those who best meet the criteria will be asked to attend an interview. Those who are not invited to be interviewed will be notified by email.

*Making the appointment*

Once the interview process is finished, a recommendation will be made to the Chair of Arts Council England of the candidate that best meets the criteria for appointment. Following the Chair’s approval, Arts Council will inform the successful candidate in writing (email or letter) of their appointment, including information about the term of appointment, dates of meetings and an invitation to an induction.

**Recruitment process**

The post is appointed by the Chair of Arts Council England and Accreditation Committee members will be recruited through a fair and open process in compliance with Arts Council England’s responsibilities as a public body.

*Timetable*

The application period will run from 14 July 2016.

The deadline for receipt of applications is 5pm on 2 September 2016. Interviews will take place on 27 and 28 September in Birmingham.

Recommendations will be put to the Chair of Arts Council England following the conclusion of the interviews.

A letter of appointment will be sent to the successful candidate following the formal decision.

*Managing conflicts of interest*

Candidates should state any potential for conflict of interest in their application, and this will be explored with short-listed candidates at interview.

**Application Form**

**Application for the Accreditation Committee member**

To help us with copying your application for the recruitment panel, please type in black font and do not use staples.

1. **Your personal details**

|  |  |
| --- | --- |
| Name:  |  |
| Home Address:Postcode: |  | Mobile number:Telephone number:Email address: |
| Business Address:Postcode: |  | Mobile number:Telephone number:Email address: |

1. **Your employment, public appointments and qualifications**

|  |  |  |
| --- | --- | --- |
| Dates from/ to | Name and address of employer | Position held and nature of work |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Public appointments, board/ non-executive positions held**

|  |  |  |
| --- | --- | --- |
| Dates from/ to | Name of organisation | Position held  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 1. **Qualifications held**

Please indicate any relevant educational or professional qualifications  |  |

1. **Supporting statement: outlining your interest in the role**

|  |
| --- |
|  |

Please add further pages if you wish.

1. **Supporting statement: evidence of how you meet the criteria for the role**

Please describe how you meet the criteria for appointment listed in the person specification on page 13 & 14 of the briefing pack.

If our priorities for this recruitment round outlined on page 3 are relevant to you please emphasise these within your application.

|  |
| --- |
|  |

Please add further pages if you wish.

1. **Referees**

Please give details of two people who may be asked to act as referees for you. They must have an authoritative and personal knowledge of your achievements. They may be approached only if you are invited for interview.

|  |  |
| --- | --- |
| First referee’s name and address |  |
| Contact telephone  |  |
| number/s |  |
|  |  |
| Email address: |  |

|  |  |
| --- | --- |
| Second referee’s name and address |  |
| Contact telephone  |  |
| number/s |  |
|  |  |
| Email address: |  |

1. **Conflict of interest**

Please give details of any business or other interests or any personal connections which, if you are appointed as a member of the Accreditation Committee could be misconstrued or cause embarrassment to the Panel and the Arts Council. This includes financial interests, active connections or positions in the sector or with the Arts Council, memberships of societies, activities, associations or employment of yourself or a partner or close friend in the sector.

Any conflict of interest declared here will not prevent you from going forward for interview, but may, if appropriate, be explored with you if you are invited to interview to establish how you would address the issues if your application should be successful.

|  |
| --- |
|  |

1. **Declaration**

I confirm that all the information given in this form and all the supporting material is true and complete.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Recruitment of Museums Accreditation Committee Members**

**Equal Opportunities Monitoring Form**

In order to monitor the effectiveness of our equal opportunities policy it is important to collect information which might identify possible direct and indirect barriers to appointment as an Accreditation Committee member. In line with our commitment, any information provided is entirely confidential, and is not part of any selection procedure.

Please state how you found out about the position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender MALE [ ]  FEMALE [ ]

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.

White

[ ]  British

[ ]  Irish

[ ]  Any other white background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asian or Asian British

[ ]  Asian Bangladeshi

[ ]  Asian Indian

[ ]  Asian Pakistani

[ ]  Any other Asian background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Black or Black British

[ ]  Black African

[ ]  Black Caribbean

[ ]  Any other Black background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese or other ethnic group

[ ]  Chinese

[ ]  Any other, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dual Heritage

[ ]  Dual Asian & White

[ ]  Dual Black African & White

[ ]  Dual Black Caribbean & White

[ ]  Dual Chinese & White

[ ]  Any other background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Any other background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself to have a disability?

 YES [ ]  NO [ ]

Do you have dependants? Dependants might include children, the elderly, or other people who rely on you for care.

YES [ ]  NO [ ]