

**Moray Council Museums Service
Accreditation Action Plan – January 2008**

Area of Service	Accreditation criteria on which the service has failed	Required Action to secure full Accreditation	Anticipated Progress / ability to meet Standard
Falconer Museum			
GENERAL	Closure of Falconer Museum for refurbishment	Confirmation of re-opening	Information is now available. Museum re-opened November 07.
SECTION 1: GOVERNANCE AND MUSEUM MANAGEMENT	1.7 Emergency planning (updated plan)	Revise plan and re-submit details as per. application form	Plan completed and information is now available
	1.8 Staff appropriate in numbers and experience	Establish staffing appropriate in numbers and experience; re-submit details as per application form	Identify appropriate levels and roles. Visitor Development Officer's post approved in 2009-12 budget, with provision to appoint in 2008.
SECTION 2: USER SERVICES	2.1 Published information on location, opening arrangements and services	Review and re-submit details as per. application form	Information is now available
	2.2 Services and facilities that support access by broad range of users	Review and re-submit details as per. application form	Information is now available
	2.3 Consultation with users in relation to services provided	Review and re-submit details as per. application form	Information is now available
	2.4 Collections and associated information available to users	Review and re-submit details as per. application form	Information is now available
	2.5 Interpretation of collection to support users learning and enjoyment	Review and re-submit details as per. application form	Information is now available
SECTION 3: VISITOR FACILITIES	3.1 A range of accessible public facilities or information on location of nearest facilities where they are not available on site	Review and re-submit details as per. application form	Information is now available
	3.2 Orientation and signage arrangements, both internal and external	Review and re-submit details as per. application form	Information is now available
	3.3 Arrangements for visitor care	Review and re-submit details as per. application form	Information is now available
	3.4 Formal arrangements for maintenance of areas used by visitors	Review and re-submit details as per. application form	Information is now available

SECTION 4: COLLECTIONS MANAGEMENT	4.5 Minimising risk of damage to and deterioration of collection	Review and re-submit details as per. application form	Previously unable to establish appropriate protocols and programme due to lack of appropriate staffing levels. Through approved staffing proposals, Museums Officer (Interpretation & Outreach) strengthens collections management role.
	4.6 Implementation of security recommendations	Review and re-submit details as per. application form	Information is now available
Tomintoul Museum			
SECTION 4: COLLECTIONS MANAGEMENT	4.6 Expert assessment of security arrangements obtained, implementation of recommendations and review at least every 5 years	Progress with plans to install intruder and fire alarms in Museum	Essential development plans for Tomintoul Museum to include a commitment to upgrading of security system as part of essential redesign and focus. Finalised by December 2008.
Service-wide			
SECTION 4: COLLECTIONS MANAGEMENT	4.1 Acquisition and Disposal Policy approved by governing body or under delegated powers	Revised A&D policy and signed minute	Policy presented to committee August 2008 for approval. Copy of policy and minute will be forwarded.
	4.5 Minimising risk of damage to and deterioration of collection	Planned programme: Satisfactory evidence of any relevant work plan to improve collection care	Appropriate strategy and plan now being developed, and implementation addressed through revised staffing levels.
	4.6 Expert assessment of security arrangements obtained, implementation of recommendations and review at least every 5 years	Security review and implementation of recommendations for museum store	Procedures confirmed as appropriate January 2008.