

## Museum Forward Plan – Updated Action Plan February 2012

Objective	Action	By When	Responsibility	Status
<b>To maintain Accreditation</b>	Biennial Returns	July 2014	Curator	New date received from Arts Council
	Attend training on changes to Accreditation process	When advertised	Curator	
<b>To develop and update relevant Policies and Reviews</b>	Operational review of Old Town Hall and TIC	Oct 2010	Curator in consultation with staff	Review undertaken, and action points being implemented
	Data-mapping and Audience Development Plan	2011	Curator and Education Officer	Move to 2012-13
	Review of Access and Learning policy	2011	Education Officer	Consultation currently being undertaken. Review to Museum Committee June 2012
	Volunteer Management Policy	2011	Curator and Keeper of Archives and Local History	To Museums Committee Feb 2012
	Policy on Care/Display of Human Remains	2011	Curator	Museums Committee June 2011
	Review of Guidelines for Detection and Disposal of Archaeology on Council Land	2012	Curator	Move to 2013
	Review of Loans Policy	2013	Exhibitions Officer	
	Review of Acquisition and Disposal Policy	2014	Curator	Review due June 2014. Move forward review of archaeological collecting areas?

<b>To ensure long-term Care of Collections</b>	Complete inventory of collections as required by Accreditation	Dec 2012	All staff	Ongoing. Completion date to move to June 2014
	Draw up Conservation programme for priority exhibits	2012	All Curatorial staff	Apply for grants etc for conservation
	Review of storage of archaeological material from outside Borough – consultation with Rother and East Sussex	Dec 2010	Curator	Sussex Museums Group consultation ongoing. Review of archaeological collecting areas 2012?
	Check recommendations of Security Review, and investigate provision of bollards/gate at HMAG and outside CCTV	2011	Curator	Security Review due 2012. Actions from previous review undertaken.
	Repacking and storage of Ceramics Collection	2012	All Staff	To be undertaken with volunteer help.
	Update Disaster Plans for HMAG and OTH	2012	Curator	Completed Feb 2012
<b>To continue to develop and improve User Services</b>	The re-display and re-interpretation of displays to make them more intellectually accessible, following periodic consultation with users and collection research	Ongoing	All Staff	Ongoing. Focus on OTH in 2011-12
	Rebuilding of partition in Dinosaur Gallery to improve access	Dec 2010	Curator	Completed Dec 2010
	Provide handrails to steps in grounds	2011	Curator	No longer thought necessary
	Complete Collections pages on website	2012	All Curatorial Staff	Website under review
	Reconfigure touch-screen films at OTH	2010	Curator	Completed June 2011 – screen to be replaced as part of OTH redisplay
	Consult with Communications staff on use of Social Media	2011	Curator	Meeting with NS and Simon Allen held Jan 2012

<b>To continue to promote the provision of Museum as educational resource for formal and informal learning</b>	Investigate provision of dedicated education space	2012	Education Officer	To be removed form actions following review of Access and learning Policy
	Continue with community learning through Sure Start programme	Ongoing	Education Officer	Weekly Play and Learn sessions
	Expand involvement in national initiatives such as Big Draw and National Science and Engineering Week	Ongoing	Education Officer	Ongoing
	Continue with outreach to local schools, including INSet sessions	Ongoing	Education Officer	Ongoing
	Create new Loan boxes and resource packs	Ongoing	Education Officer	Seaside Holidays, Mystery Objects and Toys and Games of Past Boxes. Tressell and India Resource packs due 2012
	Develop website's interactive section to include games and activities	2011	Education Officer and Communications staff	Website future under review
<b>To continue to work with national and regional institutions and practitioners to develop an exciting programme of exhibitions and events</b>	Future programming will include: Hastings Rarities Affair Joint Exhibition. Robert Tressell centenary anniversary of death. Pre-Raphaelites. Cultural Olympiad – a National celebration of Punch and Judy. Mary McCartney photos. Grey Owl 75 <sup>th</sup> Anniversary of death. World War I Centenary	2010  2011 2011 2012  2012 2013 2014	Exhibitions Officer	Pre-Raphaelites and Mary McCartney to be reconsidered on Exhibition Officer's return from maternity leave.
<b>To identify and develop sources of income generation and funding</b>	Increase shop sales by identifying trends and researching new products	Ongoing	Museum Admin Officer	HMAG shop refitted Nov 2011. New lines introduced at both sites. DG to attend ACE Trade Fair March 2012. Retail Consultant report awaited for OTH

	Provision of Cyber till to improve stock control and audit	2011		No longer necessary
	Continue to advertise and develop Durbar Hall as Wedding and ceremony venue	Ongoing	Museum Admin Officer	Ceremony bookings increased 2011 and 2012
	Encourage use of Museum for event bookings, eg concerts, craft fairs etc	Ongoing	Museum Admin Officer	Consideration to be given to day-time charges.
	Increase income generated by copyright and licensing of images, and review charges	Ongoing	Keeper of Local History and Archives	Charges raised in line with HBC charges
	To investigate alternative sources of income, funding and governance options	Ongoing	Curator Education Officer and Exhibitions Officer	Part of ongoing review of OTH
	Investigate potential for 'garden' land behind HMAG	2012	Curator	Land cleared Dec 2011
	Research possibility of café or bookshop franchise within Museum		Curator, and Admin Officer	Space not suitable
<b>To continue to invest in staff and maintain appropriate staffing structure</b>	Re-evaluation of Education Officer, Exhibitions Officer, Archivist and Admin Officer posts	2010	POD	Completed 2010
	Support relevant training for staff	Ongoing	POD	