

## **Skills Plus: Disposal during COVID-19**

Date: Wednesday 28th April 2021

Time: 10:30–12:30

Location: Online (Zoom)

**Facilitator:** Elizabeth Coningsby

**Trainer:** Sarah Brown, Collections Trust

### **What will be covered?**

This session will take a scenario approach to explore a variety of disposals issues and themes including collections management and documentation, legal and ethical considerations.

Small groups will each be given the opportunity to discuss a different scenario, and will then feedback thoughts and/or questions to a panel for open discussion with all participants. To encourage honest discussion, this session will not be recorded.

The panel:

- **Sarah Brown, Outreach Officer, Collections Trust**  
Collections Trust helps museums capture and share the information that gives their objects meaning; providing standards and advice in collections management and documentation. Sarah works closely with Museum Development England to deliver free, ACE-funded training and guidance.
- **Professor Janet Ulph, Professor of Commercial Law, University of Leicester**  
Janet qualified as a solicitor many years ago. She then became an academic teaching trusts and commercial law and researching heritage law. Janet worked as part of a team on the revised Disposal Toolkit and the new Appendix 4 on sales from collections. Since then, she has

been part of a team which produced guidance on Museums Facing Closure.

- **Alistair Brown, Policy Manager, Museums Association**  
Alistair has led the policy, campaigns and ethics functions at the Museums Association since 2014. He is responsible for sector-leading advocacy such as Museums Change Lives, and Empowering Collections; the revision of the MA's Code of Ethics; and campaigns to protect the sector from the impacts of austerity and Covid-19.
- **Yvette Shepherd, Museum Development Officer (Organisational Health), London Museum Development**  
Yvette is MDO for Organisational Health and Accreditation for the South and West London areas: Yvette leads on forward planning and sustainability, and is responsible for co-ordinating LMD's Re-opening and Recovery Grants programmes. She provides general support and advice with Accreditation to museums in South and West London.

#### **Preparation:**

- Please submit a scenario when you register – the panel will choose a selection in advance, and they will be made anonymous.
- Familiarise yourself with the [MA disposals toolkit](#). You might find it useful to have this available to refer to during the session.

#### **Who should attend?**

Those involved in decision making and/or management of disposals including staff, volunteers and Trustees.

#### **Approximate timetable:**

|       |   |
|-------|---|
| 10:30 | Welcome and brief introductions from the panel  |
| 10:50 | Participants will be placed into breakout rooms to discuss a disposal scenario (20mins) |
| 11:10 | Short comfort break   |
| 11:15 | Feedback and discussion with the panel  |
| 12:30 | Finish  |

#### **Learning objectives**

By the end of this session you will:

- Have an understanding of the legal, ethical and collections management considerations involved in disposals.
- Know where to find further guidance about disposals.

- We hope you will also feel more confident when dealing with and discussing disposals with sector colleagues.

### **Support towards Museum Accreditation:**

#### Managing Collections:

- 4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals
- 5.1 An approved documentation policy
- 5.2 To follow the primary Spectrum documentation procedures

### **Further information**

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least two weeks before the course. Please keep the **28<sup>th</sup> April** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.

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