

# Public Document Pack



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15 November 2021

Dear Councillor

## **NOTICE OF DELEGATED DECISION – (DD22 21) PROCUREMENT OF COLLECTIONS MANAGEMENT SYSTEM FOR DOVER MUSEUM**

Please find attached details of a decision taken by Mr Mike Davis, Strategic Director (Corporate Resources), to procure a new collections management system for Dover Museum.

As a non-Key Officer decision, call-in does not apply (paragraph 18(a) of Part 4 (Rules of Procedure) of the Constitution).

Members of the public who require further information are asked to contact Kate Batty-Smith, Democratic Services Officer on 01304 872303 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Democratic Services Officer

ENCL

1 **NOTICE OF DELEGATED DECISION - (DD22 21) PROCUREMENT OF COLLECTIONS MANAGEMENT SYSTEM FOR DOVER MUSEUM** (Pages 2-3)

## Decision Notice

## Delegated Decision

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<b>Decision No:</b>	<b>DD22</b>
<b>Subject:</b>	<b>DOVER MUSEUM COLLECTIONS MANAGEMENT SYSTEM</b>
<b>Date of Decision:</b>	<b>11 November 2021</b>
<b>Notification Date:</b>	<b>15 November 2021</b>
<b>Implementation Date:</b>	<b>11 November 2021</b>
<b>Decision taken by:</b>	<b>Mike Davis, Strategic Director (Corporate Resources)</b>
<b>Delegated Authority:</b>	<b>Delegation C33 to the Section 151 Officer of Section 6 (Scheme of Officer Delegations) of Part 3 (Responsibility for Functions) of the Constitution: ‘To authorise new projects up to £50,000 that can be funded within the overall resources of the approved Medium-Term Financial Plan’.</b>
<b>Decision Type:</b>	<b>Executive Non-Key Decision</b>
<b>Call-In to Apply?</b>	<b>No (<i>Call-in does not apply to Non-Key Officer Decisions</i>)</b>
<b>Classification:</b>	<b>Unrestricted</b>

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<b>Reason for the Decision:</b>	The procurement of a collections management system for Dover Museum.
<b>Decision:</b>	To approve a new project to procure a collections management system for Dover Museum.

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1. **Consideration and Alternatives (*if applicable*)**
  - 1.1 It is proposed that a Museum Collections Management System (CMS) is commissioned to modernise and simplify access to Dover Museum’s collections. Its acquisition will speed up the delivery of the projects to record, rationalise and move the collections held at Ladywell and at Western Road stores. It is urgent that Ladywell stores are moved prior to the beginning of the works at Maison Dieu. The additional project of moving Western Road store will release this site for redevelopment.
  - 1.2 The CMS will deliver an additional benefit of a free, virtual gateway for local enjoyment of the collection, and enhanced public access for research and educational resources within an updated museum website. A suitable CMS will permit the delivery of the joint project between Kent County Council and the District Council to co-locate the local studies collections of both authorities within Dover Discovery Centre. Ultimately, it is envisaged that both catalogues will be available online.
  - 1.3 At present, the majority of the museum’s records are not stored digitally, and this is impeding the proper recording and removal of objects to the new store. As the information is currently stored on a large number of Excel spreadsheets there is a risk that data may be overwritten or the files corrupted. As the museum’s collection is now undergoing a review as part of the stores project it is vital that the museum can audit and record decisions on items within its care efficiently and this is best managed within an appropriate CMS database system of this type.

- 1.4 The reallocation of the museum's stored collections is elemental in the progress of two other Council projects, and a priority for the progress on work on the Town Hall. Under its accreditation, the museum is required to hold details of ownership as well as background information and the present location of all objects that form its permanent collection. This is now considered to be most efficiently held in a digital format as this allows information to be retrieved, cross-indexed and collated easily.
- 1.5 In addition to facilitating the present stores move, a CMS is also necessary for the day-to-day management of collections. As part of the suite, the CMS will allow the real-time recording of any movement of objects within the stores and museum, ensuring that items are easily retrievable for use by researchers within the search room facilities.
- 1.6 Migration from existing Excel spreadsheets should allow the majority of existing digital records to be viewable on the completion of the stores move. To provide the best system for the longer term aims of the joint local studies research facilities project between Kent County Council and the District Council, the museum has reviewed the systems recommended for museums and has identified the most effective solutions to allow compatibility with the library system CALM.
- 1.7 It is proposed that the new collections management system will be Cloud based.
- 1.8 A budget of £18,000 is required for year 1 costs for the implementation of the system. Yearly costs from year 2 will be approximately £11,000 per annum.

## 2. **Any Conflicts of Interest Declared?**

- 2.1 None.

## 3. **Supporting Information** (*as applicable*)

- 3.1 None.

## 4. **Consultee Comments**

- 4.1 Finance: The Section 151 Officer has no further comments to make.
- 4.2 Legal: The Solicitor to the Council has been consulted in the preparation of this decision notice and has no further comments to make.
- 4.3 Equalities: This report does not specifically highlight any equality implications however in discharging their duties officers are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <https://www.legislation.gov.uk/ukpga/2010/15/section/149>