

ROYAL MARINES MUSEUM – PUBLICATION SCHEME



The Publication Scheme is operated by The Royal Marines Museum, Southsea, Hampshire, PO4 9PX.

Introduction

The Freedom of Information Act 2000, which is intended to increase access to government information, requires all public authorities to make information available proactively by virtue of the Publication Scheme provisions set out in Section 19 of the Act. The Royal Marines Museum scheme below gives details of the classes of information that the Museum will make available proactively, how they are accessible, and whether or not a charge will be made to make it available in hard-copy form.

Purpose

The purpose of the scheme is to provide a tool for openness, to increase transparency and accountability, and to improve decision-making. The driver for the scheme is the public interest.

Scope

The scope of information is intended to cover:

- status, mission, objectives and functions of RMM
- organisation of RMM, including information about who is responsible for which function and how to contact him or her
- the services provided, what targets are set, what standards of service are expected and the results achieved
- how the Museum's services are run, how much they cost, who is in charge, and what complaints and redress procedures are available
- minutes of Board Meetings
- sources of income, and how effectively money is raised and spent
- the collections

Omissions

Information that is subject to the restrictions of the Data Protection Act is not published, nor is financial information that is speculative and subject to change (eg budgets and predictions).

Information concerning material held in the Archives is necessarily of a broad outline only, however the procedures involved in obtaining fuller information is explained in the relevant sections.

Costs

We indicate for each class of information in the Publication Scheme the details of relevant documents which you may wish to use for your private research/study (The number in brackets refers to the hard-copy items available from the Museum):

Requests for hard-copy items marked (b.) attract a charge for the cost of retrieval, photocopy, and postage. We would let you know the amount at the time of your request, and the charge would be payable in advance. Copyright charges for use of the material in this Publication Scheme are available from the Museum's Finance Manager. Single copies of the Museum's Annual Report and leaflets on the services we offer to the public (e.g. publicity and events leaflets) are free of charge and for the visually impaired, they are available in a larger format on request.

Copyright

Information contained in the Publication Scheme is the copyright of RMM and is not to be published elsewhere, in whole or in part without the permission of the Museum.

Responsibility

The person holding ultimate responsibility for the Publication Scheme is the Museum's Director, Mr Christopher Newbery. Requests for information concerning, or suggestions for improvement to, the scheme, should be addressed to the Museum's Finance Manager, Miss Louise Swales.

<i>Description of Information</i>	<i>How available (figures in brackets indicate attachment no)</i>	<i>For how long/cost (a) = free (b) = charge</i>
GOVERNANCE INFORMATION	(Contact Christopher Newbery, Director)	
<i>The Royal Marines Museum is one of the six principal armed services museums funded by the Ministry of Defence. It is an Executive Non-departmental Public Body sponsored by the Second Sea Lord. It is an educational Charitable Trust. Its Trustees are appointed under the Office of the Commissioner for Public Appointments guidelines, and conform to the seven principles of Trusteeship. It has been granted full Accreditation status by the Museums, Libraries & Archives Council (MLA.)</i>		
Governance	Financial Memorandum (1)	(b)
	Trust Deed (2)	(b)
Board of Trustees	Trustee meeting Minutes (3)	1 yr. (b) per meeting
	Annual Report (4)	3 yrs. (a)
	Biographies (5)	(b)

MANAGEMENT INFORMATION		(Contact Christopher Newbery, Director)
<p><i>Responsibility for the day-to-day operational management of the Museum is vested in the Director and his staff. Trustees approve the Corporate Plan annually, which defines the Museum's aims, objectives and performance indicators. The plan covers a period of 3 years.</i></p>		
Senior members of Staff	Biographies (6)	(b)
Advisors/Auditors	Annual Report (4)	(a)
Corporate Planning	Corporate Plan (7)	1 year (b)
History of the Museum	Forthcoming Publication (Nov 2008)	(b)
Standards of Service	Museum's User Service Policy (9)	(a)
Results achieved	Annual Report (4)	(a)
Performance Indicators	Annual Report (4)	(a)
<p>FINANCIAL INFORMATION (Contact Louise Swales, Finance & Personnel Manager)</p> <p><i>As an NDPB the Museum receives Grant-in-Aid from its Sponsor Department. GiA funds general running costs, staff costs, and exhibit acquisitions. Other income is received through admissions income, investment income, grants and donations. Regular donations are received from the Friends of the RM Museum, RM Corps and the Museum's Trading Company. A Trustees Finance and General Purposes Committee oversees the financial management of the Museum and approves budgets and spending profiles developed by the Director and his team. The Museum's accounts are audited by the National Audit Office and Walton & Co. The Director is the Government Accounting Officer. The Museum operates a Gift Shop, and Corporate Hospitality business throughs a limited company. The Museum Director is the Company Director and the Finance & Personnel Manager the Company Secretary.</i></p>		
Auditing	Consolidated Annual Accounts(10)	(b)
Business Planning/Finance	Corporate Plan (7)	(b)
Investments	Investment / Reserves Policy (11)	(b)

FORWARD PLANNING (Contact Christopher Newbery, Director)		
<i>The future capital development of the Museum is determined by the Board of Trustees following recommendations by the Museum Director and his team.</i>		
Development Planning		
	Corporate Plan (7)	(b)

PERSONNEL MATTERS (Contact Louise Swales, Finance & Personnel Manager)		
<i>The RMM employs 41 staff of which 25 are part time. All are employed on terms determined by the Trustees rather than following the Civil Service model. Regular staff training sessions are held throughout the year to increase staff knowledge of visitor care, product knowledge, disability awareness and health & safety/ fire procedures. A staff manual is accessible by all staff and includes policies, entitlements and training information.</i>		
GiA staffing	Scheme of Complement (13)	(b)
Staff structure chart	Matrix (14)	(b)
Contracts	Standard contract (15)	(b)
Job Descriptions	Staff Manual (16)	(b)
Disciplinary procedures policy	Staff Manual (16)	(b)
Grievance Procedure policy	Staff Manual (16)	(b)
Harassment policy	Staff Manual (16)	(b)
Maternity Policy	Staff Manual (16)	(b)
Training Policy	Staff Manual (16)	(b)
Equal Opportunities Policy	Staff Manual (16)	(b)
HEALTH AND SAFETY (Contact Christopher Newbery, Director)		
<i>The Museum carries full insurance for public and employee liability. The Director is the Health and Safety Officer for the Museum, and he is assisted by the Estate Manager who implements health and safety works and carries out annual risk assessments of all areas. All members of staff hold a basic First Aid Certificate and of those, 6 are trained First Aiders. A close liaison, including site acquaint visits, is maintained with the Hampshire County and MOD Fire Services and Local Health and Safety Environmental Officers. All statutory safety inspections are carried out by independent authorities.</i>		
Policy and organisation	H&S Policy (17)	(b)

Risk Assessment	Risk Management policy (18)	(b)
ACCESS (Contact Andrew Whincup, Learning & Access Officer)		
<i>The Museum believes in the full participation of all its people in its work. Therefore it aims to develop a deepening level of inclusion and representation in relation to physical, cultural, intellectual and sensory access to the services it offers.</i>		
Access	Disability Policy & Action plan (19)	(b)
Public access	User Service Policy (9)	(a)

EDUCATION (Contact Andrew Whincup, Learning & Access Officer)		
<i>The Royal Marines Museum recognises that education is a lifelong learning experience for everyone in the community and that it has an important contribution to make to that process by maximising physical and intellectual access to its collections.</i>		
<i>The Museum is committed to establishing and resourcing a strategic plan for education that delivers a service for every age group and which encompasses both formal and informal learning opportunities.</i>		
Policy	Learning Policy (20)	(b)
INFORMATION TECHNOLOGY (Contact Mark Churchill, Estate Manager)		
<i>RMM recognises the importance of IT to further both corporate and individual departmental objectives. RMM acknowledges that IT is an essential tool for the operation of the museum, its effective administration and governance, its provision of access to information, and its marketing.</i>		
Policy and strategy	IT Policy (21)	(b)
PUBLIC SERVICES INFORMATION (Contact Sandy Wilson, Marketing Manager)		
<i>The Royal Marines Museum actively encourages customer feedback through the completion of comment cards, visitor questionnaires and feedback via the website and regularly participates in Tourist Board accreditation schemes and Welcome Host Tourist Board Customer Care training.</i>		
Handling of complaints	Redress of Complaints Policy (22)	(a)
Attendance figures	Annual Report (4)	(b)
Service standards	User Service Policy (9)	(a)
Information for Researchers	User Service Policy (9)	(a)
MARKETING (Contact Sandy Wilson, Marketing Manager)		
<i>The Royal Marines Museum marketing plan aims to promote the Museum to the widest possible audience and to maximise income and admissions through realising the full potential of the Museum's services and facilities.</i>		
Plan	The Marketing Policy and Plan (23)	(b)

Museum Events / Exhibition details	Leaflets (24) & Museum website www.royalmarinesmuseum.co.uk (25)	(a)
General Visitor information	Publicity leaflet (26)	(a)
COLLECTIONS INFORMATION (Contact Ian Maine, Curator)		
<i>The Museum's mission is "The preservation and presentation of all aspects of Royal Marines history for the education and enjoyment of the general public" It collects objects and documents from the formation of the Royal Marines in 1664 until the present day. Collection and disposal activity is governed by the Museum's Acquisition and Disposal Policy which is approved by Trustees and reviewed at least every 5 years. Other aspects of collection management are covered by a number of policies and plans which are consistent with the standards set out in the MLA's Accreditation Scheme</i>		

Collections Catalogues – Museum publications		
	Publications List (27)	(a)
	List of Royal Marines whose medals are housed at the Museum (28)	(b)
Collections Management	Loans Policy (29)	(b)