



DRAFT CONSTITUTION

1.0 Museum Name

The Museum is called the Lancashire Police Museum and its primary purpose is to be a museum.

2.0 History

Lancashire Police Museum opened in June 2022

3.0 Objectives

- The Museum is established as a long-term organisation to use and protect its objects and archives for educational and research purposes enabling people of all ages to explore, learn and enjoy the history of policing in Lancashire.
- The Museum will care for, interpret, and display objects relating to the history and current day practice of policing in Lancashire
- The Museum will purchase, hire, loan, dispose objects to enhance the collection in the Lancashire County Palatinate in line with the Museum Collection and Development Policy.
- Through these objectives the Museum aims to
 - Create a great visitor experience
 - Engage Lancashire communities
 - Facilitate learning opportunities for schools, colleges, and universities
 - Develop collections
 - Secure sustainable financial resilience

3.0 Management

The Museum collection is owned by Lancashire Constabulary.

The Museum is a partnership between Lancashire Constabulary, the Office of the Police and Crime Commissioner and the Duchy of Lancaster. The Duchy of Lancaster provide part of Lancaster Castle (A wing) for the museum on a lease basis to the Police and Crime Commissioner.

The Museum has one (full time) member of staff: the Museum Coordinator who is managed by the Communications and Campaigns Manager in Lancashire Constabulary. The Museum is in addition staffed by volunteers.

4.0 Governance Board

The Lancashire Police Museum Governance Board (the Board) was set up by the Police and Crime Commissioner for Lancashire and the Chief Constable of Lancashire in May 2022. Its terms of reference were approved in September 2022.

Its primary responsibilities are:

- a) the Board will recommend to the PCC and the CC the vision for the museum and its purpose through an Annual Business Plan (October each year) and when agreed will implement it
- b) the Board will deliver an Annual Report to the PCC and Chief Constable by the end of June each year

Membership of the Board has been agreed by the Police and Crime Commissioner and the Chief Constable to be:

- Chief Executive of the Police and Crime Commissioner's Office (OPCC) (Chair)
- Divisional Commander West Division (Vice Chair)
- Assistant Chief Constable
- Head of Communication and Engagement at Constabulary
- Communication and Campaigns Manager at Constabulary
- Head of Communications and Engagement (OPCC)
- Museum Coordinator (Constabulary)
- Critical Friend - Libraries and Museum Manager Lancashire County Council
- Facilities Management at Constabulary
- Finance at Constabulary

The Board is committed to the collection, preservation, documentation, interpretation, and display of objects relating to the history of policing in Lancashire.

The Board is committed to maximising community engagement through the museum.

The Board sits quarterly.

Dissolution

Winding up of the Museum would be a decision for the Chief Constable of Lancashire Constabulary and the Police and Crime Commissioner for Lancashire.

Amendments to the Constitution

Amendments to the Constitution may only be made by the Chief Constable of Lancashire and the Police and Crime Commissioner for Lancashire

6.0 Activities

The Museum provides opportunities for public access and engagement. Relevant Museum activities include but are not limited to:

- The Museum is open two days a week throughout the year. Admission is free.
- Educational talks are provided free of charge to groups of all ages.
- The Museum has a lively yearlong events programme. Seasonal activities are provided free of charge e.g., craft workshops.
- Cataloguing the Museum collection is an ongoing activity with the collection being stored at Morecambe Police Station.
- There is ongoing research on the history and current practice of Lancashire Constabulary and its policing operations.

7.0 Equality

The Lancashire Police Museum will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status, or age.

8.0 Finance

The Museum has been allocated a recurring budget by Lancashire Constabulary. Virements within budget heads are permitted in line with the Lancashire Constabulary Code of Governance.

The Museum has a donations box. Monies are accounted for by the Museum Coordinator and a volunteer.

Lancashire Constabulary has built in a recurring budget for premises work and maintenance issues on an annual basis.

The Museum also has the benefit of in kind resources and actual budget from the Lancashire Constabulary and the Police and Crime Commissioner in terms of media and engagement.

The services of Lancashire Constabulary are utilised for the Museum. And include but are not limited to Estates and Facilities Management, ICT, Finance.

The Museum Coordinator has the authority to apply for external funding, subject to approval from the Communications and Campaigns Manager.

9.0 Approval

The Constitution was approved by the Chief Constable and the Police and Crime Commissioner on the xxx upon recommendation of the Governance Board.

10.0 Review

The Constitution will be reviewed every 5 years. The constitution will next be reviewed in 2028.

END