

Elgin Museum: Sustainability Policy and Plan

Elgin Museum's statement of purpose:

The Moray Society, a membership organisation, owns and manages the Elgin Museum. The purpose of Elgin Museum is to conserve and display the objects and archive in its care, to act as an inclusive focus for learning and enjoyment for all and to support the appreciation of the natural history, culture and heritage of Moray and to maintain the buildings in its ownership.

Policy

Elgin Museum and its governing body, The Moray Society, are committed to sustainability to ensure not only their long-term future but that of the environment in which they exist. It is seen as paramount that all resources, whether human, financial or relating to the environment are well cared for, that waste is minimised, and that the aspiration is maintained to improve year-on-year. A culture of sustainability will be promoted throughout the workforce. It is however acknowledged that the nature of the Category A listed building can impose certain constraints on options for energy conservation. The Forward Plan will be carried out in compliance with the Sustainability Policy, taking note of the Sustainability Plan.

Plan

1. Human resource:

- 1.1** New volunteers – recruitment to augment and replenish the volunteer workforce by ongoing advertising through word of mouth, editorial in local papers, posters on display, flyers at events, social media and maintenance of a welcoming invitation on the Museum's website.
- 1.2** Membership of The Moray Society as Museum supporters – liaising with The Moray Society Membership Secretary to increase membership and retention of members, emphasising their value to the Museum and ensuring members are kept informed e.g. through regular Newsletters.
- 1.3** Younger recruits via schools, family events, UHI students – engagement through events, use of Museum as a course resource and offering opportunities for work experience/student apprenticeships, and promotion of Junior and Young Adults membership. Obtain ongoing funding to sustain a paid role to support this work.
- 1.4** Maintenance of a clear Health & Safety Policy alongside robust, standalone Safeguarding Policies (Protecting Children and Vulnerable Groups). Ensure appropriate statutory disclosure checks (such as PVG vetting via Disclosure Scotland) are actively maintained for anyone engaging in regulated work, alongside routine safeguarding training.
- 1.5** Nurturing of existing volunteers – demonstrate that they are valued through courtesy and an ethos of inclusion with support from a Volunteer Mentor and provide and encourage training opportunities.
- 1.6** Provision to volunteers of continuing contact during any 'downtime' through a Volunteer Forum with regular updates and activities.
- 1.7** Maintenance of a committed Board of Trustees, with an appropriate range of skills and experience to oversee governance, continuity and adherence to the aims of the Museum and The Moray Society.
- 1.8** While continuing effectively as a volunteer managed organisation, recognise the additional benefits of a Curator/Manager for the future of the Museum. With this vision as the preferred option, seek the means to achieve a long-term professional

appointment.

1.9 Employees – The Moray Society is an Accredited Living Wage employer and will comply with employment legislation and guidance, seeking professional advice where appropriate. Staff members will have a named Trustee as line manager, with appraisals carried out at least annually.

1.10 Visitors – visitors will be engaged in a positive and informative manner to ensure the best possible experience when visiting Elgin Museum. Wherever possible, spaces and facilities will be accessible and displays adequately explained using suitable typefaces, font size, and text colour. Information about the exhibits will be made available online and via QR codes posted in the galleries. Temporary displays will be refreshed regularly e.g. with new Treasure Trove finds to ensure that displays do not remain static. Opening times and/or availability of appointments for admission will be advertised on the Museum's website and social media platforms, in the local press, and in other appropriate locations (e.g. library noticeboards). Ensuring public visibility is crucial to the success of the Museum's redevelopment plans and community support for these activities will be sought.

2. Financial:

2.1 Forward planning and prioritisation for effective financial management, including regular review of the Moray Society's Reserves Policy.

2.2 Regular reviews of accounts at Elgin Museum Management Committee (EMMC) and Board meetings, and overview by the Finance Committee (answering to the Board) with external financial advice as agreed by the Board.

2.3 Grant applications – every opportunity to be used for timeous applications for external funding, through forward planning. All grants received to be managed by a named team or individual agreed by the Board.

2.4 Accreditation – maintain Accreditation standard for eligibility for receipt of grants, and demonstration that the Museum is deserving of support.

2.5 Income generation – ensure that opportunities to generate income through traditional means (e.g. ticket sales, original shop stock, hire of Museum spaces) as well as modern digital giving frameworks (e.g. contactless donation terminals, online giving campaigns, and digital Gift Aid capture) are actively explored and exploited.

2.6 Through a Marketing Group, or other elements of The Moray Society, to widely promote the Museum as a resource to be supported; ensure Moray Council is aware of the Museum's value as a relatively low-cost resource, contributing to education locally, as a prestigious Category A-listed building and institution in Elgin's town centre and a focus for heritage tourism. The significance of Elgin's Cultural Quarter is acknowledged; support will be given to Moray Council to help them realise their ambitions and the Museum will be a participant in the Council-led Heritage Network and activity plan.

2.7 Ethical Funding – adhere to an Ethical Funding and Sponsorship Policy approved by the Board. All major external corporate funding, commercial sponsorships, and significant donations will be reviewed to ensure they align with the Museum's ethical, heritage, and environmental sustainability values.

3. Environmental sustainability:

3.1 The Museum must be environmentally conscious through its approach to energy conservation, minimising waste and reducing any adverse effect on the environment.

3.2 Climate change – the Museum acknowledges that the local climate is becoming

more extreme and will take measures where practicable to minimise the effects of weather induced events. Ensuring that the building remains watertight to protect the collections, volunteers, visitors, and other users of the building is critical.

- 3.3** Heating – settings adjusted to meet the needs of environmental control for collections in line with Collections Care and Conservation Policies, working environment and visitor comfort, taking account of ambient temperature and weather conditions.
- 3.4** Recycling – of all materials that can be recycled locally e.g. paper, plastic bottles, tins; make this easy for all users by providing appropriate receptacles. Internal reuse of paper.
- 3.5** Lighting – promote awareness of unnecessary use e.g. gallery lights to be switched on only if visitors are in or if required for staff access. Use of low energy lights wherever possible.
- 3.6** Computers and other electrical equipment – switched on only when in use, except appliances indicated on plug socket to remain on charge or switched on.
- 3.7** Printer use – general rule to think first whether print copy is really necessary and use double-sided and Black & White options. Printer default set at print on both sides in Black & White.
- 3.8** Written communications - by email rather than hard copy whenever possible.
- 3.9** Maintenance – regular maintenance of equipment and utilities to minimise breakdowns and malfunctions.
- 3.10** Keep doors shut to retain heat, improve efficacy of dehumidifiers and maintain the steady state conditions required by many Museum objects.
- 3.11** Ensure environmental sustainability is a priority in developing future building plans, repairs and renovations.

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