

# **Museum Development East Midlands**

## **Terms of Reference of**

### **Museum Development East Midlands Programme Board**

#### **Board Objectives & Scope**

These Terms of Reference outline the role of the Programme Board for Museum Development East Midlands (MDEM) during the Arts Council funding extension period of 2022-24. The programme is fully funded by Arts Council England (ACE) and hosted by Leicestershire County Council (LCC).

The staff and contractors employed by MDEM are managed in accordance with Leicestershire County Council financial and HR policies and procedures, as the host organisation. The outputs of the programme support accredited museums (and those Working Towards Accreditation) across the East Midlands.

#### **Purpose of the Programme Board**

The purpose and role of the programme board is to:

- Be responsible for the management of the ACE grant, including approval and monitoring of the business plan and ensuring all financial and contract terms and conditions are met
- Approve any variations to the business plan, beyond agreed tolerances
- Give direction on how Let's Create can be integrated into the governance and direction of the programme and provide oversight regarding how MDEM continues to meet the needs of the sector.
- Be responsible for the management and monitoring of other income streams, for example commissions, to ensure contractual obligations are met
- To monitor delivery against the ACE SMART targets and agree rectification actions with the Programme Manager if targets are not being met
- To support the role of the Programme Manager and advocate for the value of Museum Development East Midlands within the region and across the sector within their spheres of influence
- To work in accordance with relevant legislation and best practice, ensuring the delivery of the programme 2018 – 2022 meets professional, financial, environmental & equalities outcomes
- Manage any risks associated with the programme

#### **Attendance and representation**

The Board will comprise a minimum of 5 permanent board members, including:

## **Museum Development East Midlands**

- Head of Service, Communities & Wellbeing, LCC (Programme Sponsor & Chair)
- Representative of LCC's Museum Service
- Representatives of all types of museums supported by MDEM
- Additional board members (up to 4) to ensure the board is diverse, reflective of the sector and with the skills and experience necessary to support its purpose

As well as:

- Arts Council England Relationship Manager (as an observer – c. 2 meetings/year)
- Programme Manager, Museum Development East Midlands (reporting to the Board)

A minimum of three board members is required for a meeting to be quorate. Virtual meeting e.g. MS TEAMS, Zoom can be held, but there will be one face-to-face meeting per annum.

In instances where the Chair is unavailable, a temporary Chair will be elected from within the Programme Board.

Additional board members (up to a maximum of 2 individuals at any time) can be co-opted at any time for a specific purpose/ task and for a specified period of time.

### **Frequency**

The Project Board will meet four times a year prior to the end of quarter reporting deadline to ACE, with dates and times circulated in advance and with prior agreement.

The Chair is permitted to call additional meetings where deemed necessary.

### **Review**

The Programme Board will review the TOR annually (at the March meeting)

To be approved on 25 March 2022

Signed: Franne Wills, Chair of Programme Board