

The Hampshire Solent Museum Development Advisory Panel

Terms of Reference

1. Context

The Hampshire Solent Museum Development Programme operates in the area made up of Hampshire, Southampton, Portsmouth and the Isle of Wight. Its purpose is to help about 70 Accredited museums, and a small number aspiring to Accreditation, to raise their standards of organisational health, collections management and user services.

The programme is hosted by Hampshire Cultural Trust and delivered by a team of one full-time Cultural Partnerships Officer and one Museum Development Officer. It was established in 2003 as part of the Renaissance in the Regions programme and is now funded by Arts Council England (ACE).

The Hampshire Solent Museum Development Programme forms part of the regional South East Museum Development Programme which is managed by a consortium consisting of Royal Pavilion & Museums, Brighton and Hove (the lead partner), Hampshire Cultural Trust, Oxfordshire County Museums Service and Chatham Historic Dockyard.

The programme's regional priorities are delivered sub-regionally, with each team providing support and advice based on local needs. In the period 2015-18, the programme will focus its work around four key themes:

- **Active Collections:** Excellent practice in collections management care, access and interpretation
- **Great Experiences:** Effective communication of a multi-faceted offer, providing real life-long learning, engaging diverse communities and contributing to social agendas
- **Better Business:** Enterprising and income savvy, building relevant fundraising with a mature approach to finance management
- **Strong Leadership:** Pro-active leaders, developing a diverse and skilled workforce, addressing succession planning through continual improvement

The themes were developed through consultation with representatives from the sector through a variety of methods. They link to and support Arts Council England's five strategic goals as outlined in Great Art and Culture for Everyone.

Whilst Museum Development for Hampshire Solent is provided through the South East Museum Development Programme, this area forms part of the South West for other Arts Council England purposes. Therefore the remit of the Panel will from time to time include contact with South West representatives and initiatives.

2. The Hampshire Solent Museum Development Advisory Panel

To ensure that the activities of the Museum Development Programme remain relevant to the needs of museums in the Hampshire Solent area, the work of the Museum Development Team is informed and guided by a Panel of individuals drawn from the local museum community.

Members give their time on a voluntary basis to actively promote the value of Museum Development Programme amongst their colleagues and more broadly within the wider community.

The Panel wishes its work to be open and transparent to the museum community and will therefore publish its minutes. It welcomes contributions from the broader museum community and offers two guest 'open seats' on a rolling basis to other colleagues.

2.1 Purpose and role

The Panel exists to be a conduit between the wider museum community in Hampshire Solent and the Museum Development Programme. The Panel acting as a whole and as individual members will act as 'critical friends' to the Cultural Partnerships and Museum Development Officers by informing and guiding the delivery of the annual activity plan and are champions for museums in Hampshire Solent.

The work of the Panel will therefore encompass:

- Supporting the Museum Development team to understand the support needs of the Hampshire Solent museums community.
- Shaping the development of future activity plans.
- Informing and guiding the work of the Museum Development team by providing local knowledge and offering specialist expertise, acting as 'critical friends'.
- Providing insight on key local issues.
- Acting as a 'champion' for museums in Hampshire Solent.
- Monitoring the progress of Museum Development activities.
- Providing an opportunity for communication with the wider South East Museum Development Programme.

2.2 Composition

The Hampshire Solent Museum Development Advisory Panel will comprise nine voting members. The Cultural Partnerships Officer, the Museum Development Officer, and the SE and SW Museum Relationship Manager from the Arts Council England also attend but cannot vote.

Voting Panel Membership is by application and open to all paid staff, volunteers, trustees and freelancers working in, for, or with museums in the Hampshire and the Solent area.

The Panel selects and appoints new members through an open competition as and when vacancies arise, ensuring that the membership of the Panel is reflective of the sector as a whole. A role description for Panel members is at Appendix A.

2.3 Responsibilities of Panel Members

Those joining the Panel and giving of their time, are expected to contribute in a positive manner to its work. In particular:

- Panel members are expected to provide guidance and support to promote the overall interests of museums in Hampshire Solent, rather than serve the interests of their own organisations.
- Panel members are expected to attend up to four meetings a year, each meeting lasting not more than half-a day.
- They are also expected to familiarise themselves with the Museum Development annual activity plan to ensure that they offer relevant and effective support and guidance
- Members are expected to keep abreast of issues and developments in the museum sector near and far in order to make an informed contribution to the Museum Development Programme.

2.4 Responsibilities of Museum Development Programme

In order for the Panel to act as an effective conduit between the Hampshire and Solent museum community and the Museum Development Programme, the Museum Development team and its host organisation should give due time and consideration to its work.

In particular the Museum Development team should:

- Consult in a timely manner so that genuine contribution can be made to the decision making process.
- Take the advice and comments of the Panel seriously and where it is not taken to offer a proper explanation.
- Receive and provide appropriate feedback in a timely manner.

2.5 Tenure

Members of the Panel are appointed for three years, as long as they work in the Hampshire Solent area. At the end of their tenure members have the option to reapply.

2.6 Chairmanship

The Panel Chair and Vice Chair are elected annually from the Panel's membership. The Chair leads the Panel meetings and chairs Hampshire Solent Museums Forum meetings. If the Chair is not present the Vice Chair will lead the meeting. If voting takes place, the Chair has a casting vote.

The Chair will represent the interests of museums in the Hampshire Solent area across the South East and the South West. A role description for the Chair is at Annex B.

2.7 Wider participation

The Panel wishes its work to be open and transparent and welcomes contributions from the broader museum community. Two open 'guest seats' are available to other colleagues at each meeting on a rolling basis. These will be advertised via the Hampshire Solent

Museum Development newsletter. The guest seats will be allocated by the Museum Development Officer, initially to applicants from Hampshire Solent Museums who have not attended in the Panel in the past year, on a first-come-first-served basis. Any surplus seats will be offered to other applicants on a first-come-first-served basis.

The Panel can invite other stakeholders to its meetings.

3. Conduct of Panel meetings

3.1 Notice of meetings

The Panel meets four times per year. The dates of the meetings are set in advance for 6 months. The date of each meeting will be notified via email to all Panel members at least 4 weeks in advance.

3.2 Attendance

Apologies should be sent to the Chair in advance of the meeting. If a Panel member cannot attend, it is not appropriate to send a substitute to meetings.

In the interest of active participation, members of the Panel who fail to attend three consecutive meetings may be asked to stand down.

3.3 Quorum

The quorum for a meeting is five voting members, excluding the Cultural Partnerships Officer and Museum Development Officer.

3.4 Secretariat support

The Museum Development team will offer secretariat support to the Chair and the Panel Members and organise the meetings.

3.5 Circulation of agenda papers/reports

The agenda for each meeting will be agreed jointly by the Chair and the Museum Development Team and copies circulated via email at least 7 days before each meeting for comment.

Reports and other information relevant to each item on the agenda will be circulated to all Panel members at least a week in advance of a meeting, to give adequate time for each Panel member to prepare for the meeting.

3.6 Minutes

Minutes will be prepared for each meeting, which clearly state what actions are to be taken, and by whom and by what date.

Draft minutes will be agreed between the Chair and the Museum Development team before being circulated two weeks after the meeting. Minutes will be agreed at the next meeting of the Panel, in the normal way.

3.7 Declaration of interests

At the start of each meeting any Panel member should declare any financial or other relevant interest they may have in respect of items on the agenda.

If the meeting is to vote on specific issues that would if agreed give a specific advantage to a museum, for which an individual Panel member is employed, they should not vote in connection with that item.

3.8 Confidentiality

Any matters deemed confidential shall not be put into the public domain and should be marked 'Confidential' when circulated to Panel members.

3.9 Venues for meetings

Meetings of the Panel will be hosted by Panel members at different locations across the Hampshire Solent area.

3.10 Resources

The costs of operating the Panel are met by the Museum Development Programme.

Panel members are eligible to apply to the Travel Assistance Fund to recover travel expenses where there are:

- exceptional circumstances that prevent the museum they work with from covering the costs
- unable to share or arrange shared transport with fellow panel members to mitigate costs

3.11 Sub Groups

From time to time it might be required to set specialist sub groups to explore and report on specific topics. This will be agreed by the Panel members and representation may sought from other museums.

4. Approval and Review

These Terms of Reference were updated on 8 October 2014. They were last reviewed at the panel meeting on 11 April 2017.

The Terms of Reference will be reviewed every two years. Any amendments must be agreed by a vote of members.

Appendix A

The Hampshire Solent Museum Development Advisory Panel Role and Responsibilities for Members

Purpose

The purpose of the Museum Development Advisory Panel is to ensure that the activities of the Museum Development Programme remain relevant to the needs of museums in the Hampshire Solent area. Panel members act as 'critical friends' to the Cultural Partnerships and Museum Development Officers by informing and guiding the delivery of the annual activity plan, and are champions for museums in Hampshire Solent.

Appointment process

Panel members are appointed as follows:

1. Membership of the Hampshire Solent Museum Development Advisory Panel is by competition.
2. Vacancies are publicised by the Museum Development Officer.
3. Paid staff, volunteers, trustees and freelancers may apply, providing they work in or for a museum in Hampshire, Southampton, Portsmouth or the Isle of Wight.
4. Applicants must have five years' recent museum experience gained at any level of responsibility. They should demonstrate:
 - a. a commitment to museum sector leadership
 - b. an understanding of national and regional issues affecting museums
 - c. the ability to consider and evaluate the Museum Development Programme objectively and for the benefit of the sub-region
5. Applications are by CV with a covering letter demonstrating reasons for wanting to join the Panel and suitability for the role.
6. The Panel reviews applications and selects new members.

Responsibilities

Panel members are expected to attend up to four meetings a year, each meeting lasting not more than half a day.

They are also expected to familiarise themselves with the Museum Development annual activity plan to ensure that they offer relevant and effective support and guidance.

Members should keep abreast of issues and developments in the museum sector near and far in order to make an informed contribution to the Museum Development Programme.

Appendix B

Hampshire Solent Museum Development Advisory Panel Role and Responsibilities for the Chair

1. The role of the Chair is to provide leadership of the Panel and ensure that it meets its obligations as stated in the Terms of Reference.
2. The Chair should have 10 years' recent museum experience.
3. The Chair is drawn from the members of the Panel and is elected annually by them.
4. The Chair is expected to be present at up to 4 meetings a year.
5. The Chair of the Panel also chairs the annual meeting of the Hampshire Solent Museums Forum, and sets the agenda for that meeting.
6. Although the Chair does not line manage the Cultural Partnerships and Museum Development Officers, they plan the agenda for meetings together.
7. The Chair attends, or asks a fellow panel member to represent the panel on their behalf, any meetings of the South East Regional Forum and potentially the South West.