

**MUSEUM JOINT MANAGEMENT COMMITTEE
TERMS OF REFERENCE**

Minute MM21 of Museum Management Joint Working Party 10 February 2003
Confirmed by Community & Leisure Services Committee 4th March 2003

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As reported in the previous Minute, one of the recommendations of the Best Value Review was for the terms of reference of the Museum Management Joint Working Party to be amended, to give it an executive role as the focus for practical collaboration between the Council and the Society.

The Memorandum of Agreement between the Council and the Museum Society stated that the Working Party was set up as a consultative body. Therefore, both the Community and Leisure Committee and the Museum Society would need to approve any change in approach and then the Memorandum itself would have to be changed. This would also need the approval of both parties.

The Working Party then considered the following draft terms of reference and felt these provided a positive way forward which would enable closer co-operation between the Council and the Museum Society:

NAME:

**MUSEUM MANAGEMENT JOINT COMMITTEE – Uttlesford
Museum Service and Saffron Walden Museum**

MEMBERSHIP:

Chairman and Vice-Chairman of the District Council's Community and Leisure Committee and two other Members together with four members appointed by the Saffron Walden Museum Society. The Chairman or Vice-Chairman of the Community and Leisure Committee and Chairman or Vice-Chairman of the Museum Society to attend the meetings of each other's committee.

TERMS OF REFERENCE:

The Committee is to meet a minimum of four times a year, where possible, between meetings of the Museum Society and the Community and Leisure Committee to:-

- Agree and recommend to the Community and Leisure Committee the Uttlesford Museum Service and Saffron Walden Museum strategic objectives and long term plans.
- Discuss matters relating to the management of the Service and Museum.
- Receive a quarterly report from the Museum Curator about the Service and Museum.
- Act as the Service and Museum's Governing Body for the purposes of Registration and implementation of appropriate codes of practice.
- Appoint from the Committee the District Council's representative to attend at and report back on meetings of the Museums in Essex (MIE) Committee and any other relevant meetings as determined by the Committee.
- Invite representatives of other Uttlesford museums and public galleries to attend annually at one of the meetings of the Committee.
- Recommend to the Community and Leisure Committee charges to be levied on all users of the Service and Museum having regard to promoting the accessibility of the service and social inclusion.
- Where appropriate, make recommendations to the Community and Leisure Committee, concerning major projects, capital developments and any other significant proposals affecting the Service and Museum.
- Generally promote and act as advocates for the Service and Museum.

In relation to the appointment of a representative on the Museums in Essex Committee, the Curator would ascertain whether it was possible to appoint two representatives and, if so, this paragraph would be amended accordingly.