

The Music Partnership - Strategic Board Terms of Reference

Purpose of the Strategic Board

- To provide clear and independent governance for The Music Partnership across Staffordshire, Stoke-on-Trent, and Telford & Wrekin.
- To provide critical and constructive challenge to partners and to Entrust Support Services Ltd. as the lead partner in The Music Partnership.

The relationship between the Strategic Board and the Hub Lead Organisation

The legal governance of the Hub will be that as required by the funding body, Arts Council England, and the HLO, Entrust Support Services Ltd. (as the accountable body) including, but not confined to, its financial regulations, commercial and legal policies and procedures, procurement policy and employees' engagement, terms and conditions or performance review.

The Operational Steering Group and Strategic Board are concerned with the activity and development of The Music Partnership.

In practice, this means the Strategic Board will be proactively engaged and interested in the performance of The Music Partnership against the targets and delivery figures outlined in this Local Plan for Music Education. Board members will be passionate about Music Education and the impact it can bring to this region. They will understand the Funding Agreement and will monitor the on-going performance of The Music Partnership at quarterly meetings and through regular dialogue with partners and stakeholders.

Membership

(Correct at March 2023)

Independent Joint Chairs	Andrew Worrall
	Darren Sproston

Independent Members	Steph Owen Val Lewis Paul Williams Mandie Haywood Carolyn Landau Rob Elkington Bruce Ncube Vacancy (Shropshire representation)
Hub Lead Organisation (Entrust)	Head of Service (Lead Officer): John Callister Lead Director: Claire McAnulty
City Music Service	Lead: Ruth Steele Strategic Manager: Paul Gerrard
Telford & Wrekin Music	Lead: Sam Newth Manager: Elisabeth Smith
Critical Friend	Chris Jones (Head of Dudley Performing Arts)
Partners	Music Share: Cathy Lamb (Director) Awards for Young Musicians: Hester Cockcroft (Director) Manchester Camerata: Lizzie Hoskin (Head of Camerata in the Community) Charanga: Mark Burke (Director)

Local Representatives	Schools – invites to Primary, Secondary, SEND and Virtual School
Arts Council	Christy Lakeman (observer)
Clerk	Alison Buick (Entrust)

The Strategic Board may agree to co-opt further members and to invite guests to attend from time-to-time as it determines will enhance its work. In the event of a member of the board leaving their post, it is expected that their successor would take on the responsibilities, unless otherwise agreed.

The Chair/s is / are appointed by the board for a two-year term. The board reviews the job and person specification for the Independent Chair and recruits openly for this position. Travel expenses at HMRC rate and an honorarium, £1000 per annum, are agreed for this position.

Independent members are recruited by the board and are appointed for a two-year term.

Recruitment

The Strategic Board aspires to have a group of independent members and a chair that is representative of the region and the communities served by The Music Partnership's organisations. The Board will undertake a regular audit of skills and representation and will recruit to positions and any identified gaps accordingly.

Role of the Strategic Board

- To provide advocacy for The Music Partnership and music education more generally at local and regional levels.
- To externally represent The Music Partnership and listen to the voice of stakeholders where appropriate

- To monitor The Music Partnership's key strategies and advise on development, to ensure that The Music Partnership fulfils the roles defined in the National Plan for Music Education.
- To review and agree The Music Partnership's business plan, objectives, and budget.
- To monitor The Music Partnership's remissions and inclusion strategies.
- To ensure consultation with young people takes place on a regular basis and informs the needs analysis.
- To test The Music Partnership's strategies to assure value for money, musical integrity, and access to and equality of all The Music Partnership activities and services.
- To help provide guidance on the values, standards and quality of music education delivered by partners.
- To challenge and support leaders of all partners as they develop the work, reach and scope of The Music Partnership.

Powers

- To review and approve submissions to Arts Council England, including the Business Plan, SMART Objectives, Budget, and Management Accounts
- To review the annual data survey submitted to Arts Council England and formal feedback from Arts Council England, including information about The Music Partnership's risk rating.
- To receive reports from partners on partnership projects, services and activities.
- To observe projects and activities and attend public events which are promoted as part of The Music Partnership activity.
- To liaise with and receive reports from, the Operational Steering Group
- To appoint sub-groups, which will be subject to these Terms of Reference and to a role description which this group will determine.

Frequency of meetings

The Strategic Board will meet quarterly in advance of quarterly submissions to Arts Council England and occasionally at other times as required.

Format of meetings

Dates of meetings will be set in advance and usually take place seven days following the Operational Steering Group. Agendas and board papers are circulated in advance of meetings.

Meeting notes (minutes) will be recorded and circulated to all group members. Minutes, or parts, may be disclosed if subject to a Freedom of Information request.

Conflict of interest

Any conflicts of interest must be signalled to the Chair, no later than the start of the meeting in question. This includes conflicts of interest which arise because of payments to the individual or their organisation by The Music Partnership or because of other possible impacts on them or their organisation due to of the Strategic Board's decisions.

The conflicted member must not take part in any decision relating to the conflicted item and this must be noted in the minutes. These provisions also apply should an unforeseen conflict of interest become apparent during the meeting. Any report or advice the member gives in the matter must be noted in full in the minutes.

If the matter is likely to recur at regular intervals, or that member is frequently conflicted by different matters, the member should resign (or be asked to resign) from the Strategic Board to preserve its independence.

Decisions other than at meetings

If necessary, and by exception, the group may be consulted, make recommendations, and take decisions about any matter within its power outside of formal meetings, provided that all members of the group receive the same information and have similar opportunities to feedback, that any decision is communicated in writing to all members of the group AND that the decision is recorded in the notes of the next meeting.

Dissolution

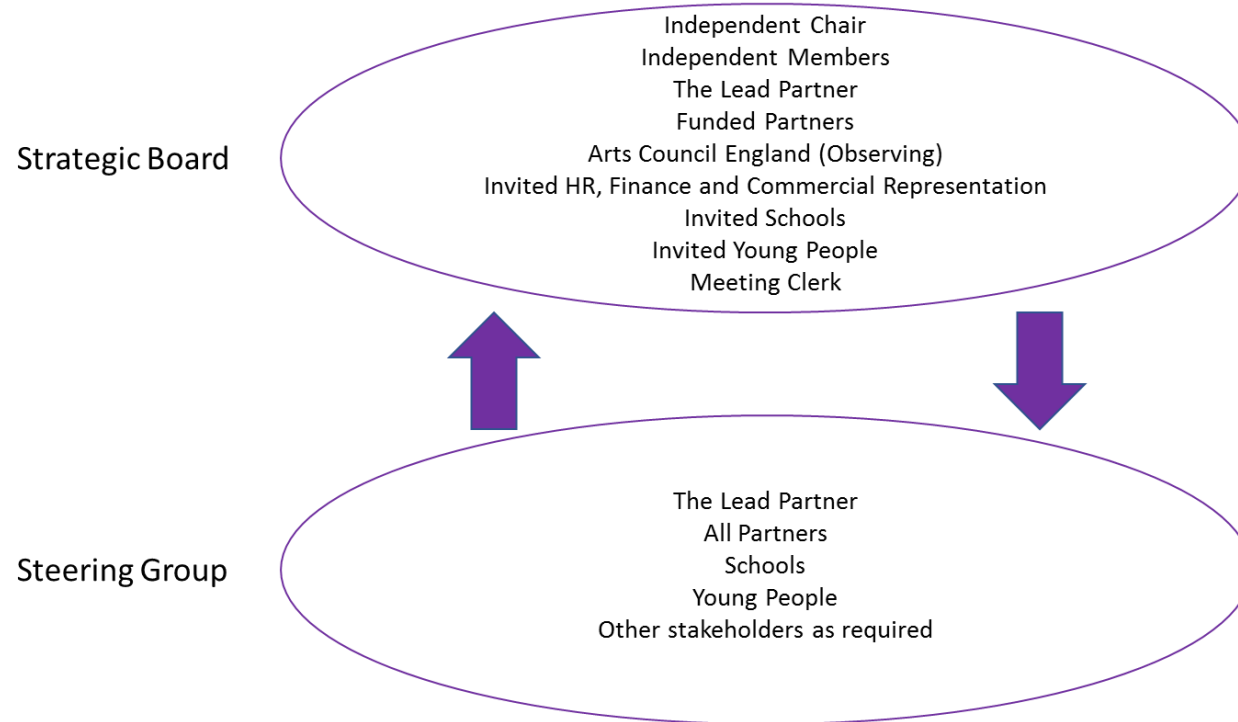
The group will dissolve if:

- The structure and/or funding for The Music Partnerships changes substantially.
- The group agrees that its role is no longer required.
- The group, Entrust Support Services Ltd. and Arts Council England agree on alternative arrangements for the governance of The Music Partnership.

The Operational Steering Group

- To support and inform the work of the Strategic board, the operational steering group will plan and deliver specific areas of activity
- This group will be an open invite to the sector in addition to self-selecting from partners, schools, and young people
- The steering group will meet four times a year, with each meeting taking place in the week preceding the strategic board meeting
- The lead partner will administer and chair the steering group including producing and circulating action points, reviewing the area RAG rating and updating the risk register
- Actions and proposals from the steering group will be presented to the strategic board in the board paper. The board paper and minutes will be circulated to all stakeholders following each meeting

The Operational Steering Group and Strategic Board



Version Control

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The Music Partnership
Entrust Support Services Ltd.

Local Plan for Music Education 2023/24

Version 2.2
10.10.23