

Draft Terms of Reference

Museum Project Board

1. Purpose

- To oversee and implement the development of Harborough Museum into an independent organisation with its own Governing Body
- Develop a sustainable business model for the management and operation of the Museum.

2. Remit

- Participate in the Feasibility Study and Action Plan lead by MHHS
- Approve the outcome of the Feasibility Study and instruct implementation of the Action Plan
- Develop Governing Body structure
- Oversee the Recruitment to new Governing Body
- Obtain legal status for the Governing Body Structure
- Development Sustainable Financial Business Model
- Development of Operational Model for the Management of the Museum
- Oversee the transfer / recruitment of staff to the new Governing Body
- Participate in Property Reviews by HDC and LCC
- Approve Premises Specifications and Identify any Potential Premises

3. Membership

- Councillor Blake Pain (HDC) - Portfolio Holder Health & Wellbeing
- Councillor David Sprason (LCC) - Cabinet Member Adults & Communities
- Heather Broughton (LCC) - Deputy Director Communities & Well-Being
- Matthew Bradford (HDC) - Head of Environment and Leisure Services
- Zara Matthews (LCC) - Keeper of Harborough Museum
- Jayne Wisely (HDC) - Cultural Services Manager
- Leonard Holden - Secretary Market Harborough Historical Society
- David Johnson - Chairman Market Harborough Historical Society

4. Meetings

The Project Board will meet once a quarter or more frequently as required by the group.