

Appendix B

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.