

## Tŷ Pawb Advisory Board – Terms of Reference

---

### 1) Purpose

To support the Council's delivery of Tŷ Pawb as a locally influenced and regionally significant arts, culture and markets destination; that promotes cultural heritage, wellbeing, skills, employment and economic prosperity within the community of Wrexham County Borough.

### 2) Aims & responsibilities

- i. To make recommendations in support of the identification of priorities and development of future strategy for Tŷ Pawb.
- ii. Provide specialist / technical advice to maximise the operational success of the arts space, market, business premises and car park to achieve the Tŷ Pawb business plan.
- iii. To review and comment on the budget and its management during the year.
- iv. To contribute to qualitative and quantitative reviews of performance and progress.
- v. To monitor communication and joint working across the different operational elements of Tŷ Pawb.
- vi. Assist the development of services that meet local needs and contribute to the cultural, economic and social offer of Tŷ Pawb.
- vii. To provide a means of consulting and listening to a wide group of stakeholders in support of service design and funding applications.
- viii. Assist in maximising the opportunities for collaboration and partnership working
- ix. To assist the Management Team to actively encourage the involvement of local people in the ongoing delivery and development of Tŷ Pawb.
- x. To work alongside the Council to identify and develop as required, an appropriate external governance model for the management of Tŷ Pawb.

### 3) Membership

- 3.1 The standing membership of the Advisory Board will normally consist of no more than 12 comprising:
- a) 8 Full Members – Full Members will be representatives of the community of Wrexham County Borough and / or communities of interest with the appropriate skills and experience to support the key functions of the Advisory Board.

Of the 8 Full Members of the Advisory Board there will be no more than 2 representatives from each of the following sectors:

- Arts & Culture
- Business
- Community
- Voluntary

b) 4 Ex-Officio Members

- i. The Tŷ Pawb Operations Manager
- ii. The Tŷ Pawb Creative Director
- iii. The City Centre, Arts, Events and Cultural Lead

iv. Lead Member nominated by the Council

- 3.2 The Advisory Board may seek to co-opt other Members as required to meet a particular purpose.
- 3.3 Quorum will be 5 Full Members of the Advisory Board.
- 3.4 Attendance at all meetings is required. Where a Full Member is unable to attend apologies should be forwarded to the Chair.
- 3.5 The Advisory Board may remove any officer or Member who does not attend for 3 consecutive meetings without consent. The Advisory Board may remove any Member who continually impedes the business of the Advisory Board or who, following appropriate investigation and right of reply, is found to have breached the standards expected of membership.

#### **4) Roles of Members**

- 4.1 Within 1 month of the inception meeting the Advisory Board will elect from its number a Chair and Vice-Chair, who will serve for a 12 month term.
- 4.2 On each anniversary of the inception meeting, 1/3 of the Full Members of the Advisory Board shall retire, without prejudice to their rights of re-election. The identification of the cycle of retirees will be determined by a suitable formula at the point of inception, whereby 1/3 of members will be appointed for 12 months, 1/3<sup>rd</sup> 2 years and a 1/3<sup>rd</sup> 3 years to ensure the thirds cycle can operate.
- 4.3 The Council will provide the secretariat function to the Advisory Board until such a time as arrangements are made by the Advisory Board to take up this role. Requests for items to be placed on the agenda should be made in writing to the Chair at least 10 days prior to the meeting. The agenda and all reports for consideration will be distributed 7 days before the meeting. All minutes of meeting will be circulated within 14 days of the meeting.
- 4.4 Members of the Advisory Board will be required to demonstrate the appropriate professional skills and experience necessary to assume an advisory role. Advisors will be required to cover each of the following areas:
  - Arts Programme Development
  - Operational (Facilities) Management
  - Business Planning, Fundraising and Financial Management
  - Marketing & Communications
  - Leadership & Strategy
  - Stakeholder Engagement & Equalities
  - Governance & Legal
- 4.5 A role description will set out the key criteria that will be used as part of the selection process, which will be overseen by a panel led by the Council's Designated Officer and including a relevant Lead Member, representatives from the Corporate & Customer Services Department and Arts Council Wales.

4.6 Prospective Advisory Board Members will be invited to submit written expressions of interest in support of the criteria set out in the role descriptions. The panel will shortlist the written submissions and hold interviews before confirming the final selections.

4.7 The Council will recognise the Advisory Board as formal consultees on:

- Proposals for fundamental changes in business plan, strategy or direction
- Proposals for changes to hire / charging rates across the facility
- Future recruitment of new staff
- Opening hours

4.8 In addition, in the instance(s) of an emergency, incident or urgent business that has the potential to disrupt the normal service of Tŷ Pawb, the Chair of the Advisory Board will be consulted.

## **5) Reporting / accountability**

5.1 In the first instance the Advisory Board will not be set up with a legal status and as such cannot enter into contracts, hold a budget or be held legally liable. All responsibilities relating to Tŷ Pawb will lie with the Council. As per section 2.x. the Advisory Board will be free to pursue the development of its own appropriate governance to further the creation of a suitable NPDO capable of securing and holding funding and providing an external management model for Tŷ Pawb.

5.2 The Advisory Board is not a committee of the Council.

5.3 The Lead Member and Designated Officer will ensure that the Advisory Board is provided with the information it requires to fulfil its role.

5.4 The Advisory Board will make recommendations to inform the Council's approach to issues affecting Tŷ Pawb via Scrutiny (as requested) and to the relevant Lead Member responsible for presenting reports to the Executive Boards. The Council is not bound to accept recommendations from the Advisory Board and in such instances the relevant Lead Member will be responsible for reporting back to the Advisory Board to explain the position of the Executive Board.

5.5 Minutes of meetings will be recorded and retained in line with the Council's Corporate Retention Policy along with any specific reports commissioned by the Advisory Board.

5.6 Full Members of the Advisory Board will have voting rights. The business of the Advisory Board will be agreed by majority and in situations where a majority outcome cannot be reached. The Chair will have the casting vote.

5.7 The Advisory Board may invite non-Members to attend and contribute to specific agenda items as required.

5.8 Members will not be eligible for reimbursement of time or expenses for attending routine meetings of the Advisory Board. In those instances where it is appropriate for a Member to attend an event or specific function out of the county borough and on behalf of the Advisory Board / Tŷ Pawb, reasonable costs will be met by the Council.

## **6) Frequency of Meetings**

6.1 The Advisory Board will may meet for business on a monthly basis and subsequently, as often as it deems necessary but shall call at least 6 meetings per year. The dates of meetings will be timed to coincide with the Council's reporting arrangements to Scrutiny and Executive Board.

## **7) Transparency & Standards**

7.1 The Advisory Board membership will uphold and promote the Seven Principles of Public Life (Nolan Principles).

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

7.2 Advisory Board members will be expected to declare an interest in any item under consideration if they have a personal or prejudicial interest. In these circumstances and depending on the type of interest declared, they may be required to withdraw from the meeting. The Advisory Board will adhere to the Council's Code of Conduct.

7.3 The Advisory Board will take into account relevant legislation including but not limited to: The Wellbeing of Future Generations (Wales) Act 2015, General Data Protection Regulations & The Data Protection Act 1998, The Equality Act 2010, Welsh Language (Wales) Measure 2011.

## 8) Organisation Diagram

