

# Exeter City Council Royal Albert Memorial Museum Oversight Panel

## Terms of Reference

### **PURPOSE**

The purpose of the RAMM Oversight Panel is to monitor, evaluate and report on the progress of RAMM in meeting its delivery targets and success measures as set out in the Arts Council England National Portfolio Organisation (NPO) funding agreement, acting independently of the RAMM operational management leadership.

### **MEMBERSHIP**

The Oversight Panel will be appointed by Exeter City Council and will comprise of eight members, six of whom will be elected members of the Council (councillors), one member from the Exeter Cultural Partnership and one from the RAMM's Youth Panel.

The Oversight Panel will be Chaired by the ECC Portfolio Holder for Arts & Culture and Democratic Services, with the Portfolio Holder for Communities as Vice Chair.

In the absence of the Chair and Vice-Chair at any meeting, the Oversight Panel may elect a temporary Chair for that meeting.

### **MEETINGS**

Meetings will be held with the Museum Manager on a quarterly basis in line with RAMM quarterly reporting schedule, with capacity to convene extra-ordinary meetings in addition if circumstances dictate.

### **AUTHORITY**

The RAMM Oversight Panel is authorised by Exeter City Council to:

1. Request supporting information, data and reports as required from the Museum Manager

### **RESPONSIBILITIES**

The RAMM Oversight Panel is responsible for:

1. monitoring, evaluating and reporting on the progress of RAMM in meeting its delivery targets and success measures as set out in the Arts Council England National Portfolio Organisation (NPO) funding agreement.
2. ensuring that these reports are forwarded to the Arts Council on a timely basis as appropriate to the NPO agreement.
3. ensuring appropriate policies and procedures are in place and regularly reviewed
4. ensuring that the Arts Council England four investment Principles (IP's) of
  - Ambition and Quality,
  - Dynamism
  - Environmental Responsibility
  - Inclusivity and Relevance

are embedded in the culture and working practices of the RAMM.

5. regularly reviewing the performance of the board as a whole and evaluating the contribution of individual members.
6. reviewing risk and highlighting areas of concern
7. meeting and communicating directly with the Arts Council, independent of the RAMM Manager if required

## EDUCATION

Exeter City Council will ensure that there are effective induction and mentoring processes for Oversight Panel members and that they have the necessary knowledge to be able to discuss, debate and report on the following:

RAMM's performance against the Arts Council England NPO funding agreement targets with understanding and knowledge of RAMM's Activity schedule.

## ACCOUNTABILITY

The RAMM Oversight Panel is accountable to Exeter City Council for the following tasks:

- \_Responsibilities outlined above, items 1-7
- Annual assessment of the Panel's performance, including strengths, weaknesses, and skills of the board as a whole
- Recommending a plan for Panel development based on the annual Panel assessment
- Mentoring new Panel members to develop their skills as Panel members
- Monitoring the attendance and contribution of Panel members
- Keeping and up-dating records of recruitment history (e.g. names suggested, who was approached, what happened) and other relevant recruitment documents

Minutes of the RAMM Oversight Panel will be circulated to ECC Senior Management Board and the Executive Committee and further where considered useful.

## FURTHER INFORMATION

Arts Council England Relationship Framework for NPOs 2023-26

[NPO Relationship Framework 2023-26 Investment Programme.pdf](#)

ACE Four Investment Principles [Investment Principles | Arts Council England](#)

ACE -The importance of good governance [NPOs and the Importance of Good Governance.pdf \(artscouncil.org.uk\)](#)