

NORWICH AREA MUSEUMS COMMITTEE

Terms of Reference

Name

1. The Committee shall be called the Norwich Area Museums Committee.

Geographical Jurisdiction

2. The Committee shall contain its local remit to issues essentially within the administrative area of Norwich City Council and any cross border matters within the immediate geographical area closely related to Norwich Museums. The Committee will also consider national and international issues having a bearing upon its core sphere of reference (e.g. changes in national or European legislation).

Remit

3. The Committee shall:
 - Advise the Joint Museums Committee on Norwich Museum issues
 - Agree and review, regularly, a Museums Strategy for Norwich to be consistent and complementary with other material plans and strategies including the Local Plan, Heritage Strategy, Economic Development Strategy, Tourism Strategy and Cultural Strategy
 - Advised by the Area Museum Officers for Norwich, as well as other appropriate officers of the City and County Councils and the Museums Service, agree an annual Action Plan resourced by the allocated Museums Budget and by any other material resources which can be attracted
 - Advise on the terms of any Service Level Agreement with the Museums Service for the provision of museums and museum services within Norwich

Membership

4. The following Membership conditions shall apply:
 - The Committee shall contain 5 Members from the City Council and 5 from the County Council
 - The Committee may co-opt up to 5 **non voting** members including representatives of the independent museums and the Friends
 - The Chair and Vice Chair of the Joint Museum Committee shall be ex officio non voting members of the Norwich Committee
 - The Chair and Vice Chair of the Norwich Committee must be voting members of the JMC
 - The Chair of the Norwich Committee must be a voting Member of Norwich City Council and the vice Chair a voting Members of Norfolk County Council
 - The quorum shall be four members, two from each of the Councils of which at least one from each must be a member of the Joint Museums Committee

Administration

- 5 Committee secretariat functions for the Committee shall be provided by Norwich City Council and reports to the Committee will be written and presented by the appropriate City, County or Museum Service officers. Lead officers for the authorities for reporting purposes shall be Norwich City Council's Head of Communications and Cultural Services; Norfolk County Council's Director of Cultural Services and the Head of the Norfolk Museums Service.
6. Meetings shall take place on a quarterly basis, programmed to facilitate onward reporting to the Joint Museums Committee
7. Save as they may be inconsistent with any provisions of these Terms of Reference, the Standing Orders of the City Council shall apply to the Norwich Committee as they apply to other committees of the City Council.

Dated
13 June 2007