

Independent Chair and Independent Vice Chair of the Strategic Board

The Music Partnership

The Music Partnership (TMP) is looking for volunteers to take up the positions of Independent Chair and Independent Vice Chair of the TMP Strategic Board, which comprises independent members, the hub lead organisation (HLO), and key stakeholders.

The Chair will lead the board through a review of its terms of reference, ensuring the board is best placed to provide scrutiny and oversight of the Department for Education's (DfE) core revenue grant, which is provided to TMP, via Arts Council England (ACE).

The Chair and Vice Chair will work closely with independent members, and with the HLOs lead officer and others, to ensure that adequate time is available for discussion of all agenda items, including the key strategic issues, reporting and compliance with the terms of the funding agreement.

The Chair and Vice Chair will promote a culture of openness and debate, by facilitating the effective contribution of all partner representatives and ensuring constructive relations between the lead organisation, partner organisations, stakeholders, schools and young people.

Purpose

The purpose of the Strategic board is to:

- Provide clear and independent governance for The Music Partnership.
- Provide critical and constructive challenge to all partners and to Entrust Support Services Ltd. as the Hub Lead Organisation.
- Support and challenge the strategic decision making related to Music Hub Core Revenue Grant expenditure for this region.
- Provide guidance and review of the Hub's needs analysis and Local Plan for Music Education.

About The Music Partnership

The Music Partnership is a group of the region's leading quality music education providers, committed to working together to ensure all young people are given the opportunity to sing, learn an instrument, perform as part of an ensemble or choir, and progress their musical interests

TMP is the Music Hub covering the Department for Education (DfE) defined region of Shropshire, Staffordshire, Stoke-on-Trent, and Telford & Wrekin. The DfE Core Revenue Grant for Music Hubs is administered by Arts Council England (ACE).



The Hub Lead Organisation (HLO) for TMP is Entrust Support Services Ltd. (Entrust), based in Staffordshire, who designate a 'Lead Officer' to oversee all Music Hub activity. The Lead Officer reports to Entrust via the Directors of the organisation, who themselves report to the Joint Venture Company Board. The JvCo board consists of representation from the joint shareholding for Entrust; Staffordshire County Council (49%) and Capita Plc. (51%)

Within each local authority area there is an identified Local Lead Partner (LLP). The LLPs are Shropshire Music Service, Entrust Music Service Staffordshire, The City Music Service Stoke-on-Trent, and Telford & Wrekin Music. Aside from Entrust, all LLPs are local authority services.

Entrust implements a Music Hub governance structure, including the strategic board and several operational steering groups. The board has independent members and an independent chair. All funded partner organisations, including Entrust (as HLO) and LLPs, report their activity against the core revenue grant spend to the board for scrutiny and oversight.

The Lead Officer is a suitably qualified and experienced music education specialist with an understanding of the region and with relevant operational management experience in the music and music education sector.

Job Description

The Chair, Vice Chair, and independent members are appointed to the board for a two-year term. Travel expenses, where required, are available at HMRC rate, for board members.

The Strategic Board may agree to co-opt further members and to invite guests as it determines will enhance its work. In the event of a member of the board leaving their post, it is expected that their successor would take on the responsibilities, unless otherwise agreed.

Time commitment

The Strategic Board will meet quarterly, and meetings usually take place online although some sessions are planned to be hybrid for members who would rather meet in person.

There are two meetings in the autumn term and one in the spring and summer terms. Meetings take place in advance of reporting to Arts Council England and occasionally at other times as required.

Board Members may be expected to provide some guidance and advice to the lead partner and the partnership between meetings although there is no expectation that board members attend meetings outside of the scheduled strategic board meetings.

Board meetings last for a maximum of two hours and it is anticipated that the monthly commitment for the Chair and Vice Chair is one or two hours per month, on average.

Format of meetings

Dates of meetings will be set in advance with a least a terms notice, and usually take place seven days following operational steering group meetings. Agendas and board papers are circulated in advance of meetings.

Meeting notes (minutes) will be taken and circulated to all group members. Minutes, or parts, may be disclosed if subject to a Freedom of Information (FOI) request.

Principal responsibilities

Fulfil the roles set out in the Terms of Reference for the Strategic Board:

- To externally represent The Music Partnership and listen to the voice of stakeholders where appropriate.
- To monitor The Music Partnership's key strategies and advise on development, to ensure that The Music Partnership fulfils the roles defined in the National Plan for Music Education.
- To review and agree The Music Partnership's business plan, objectives, and budget.
- To monitor the success of The Music Partnership's strategies and policies.
- To ensure consultation with young people takes place on a regular basis and informs the needs analysis.

- To test The Music Partnership's strategies to assure value for money, musical integrity, and equality of access to activities and services.
- To help provide guidance on the values, standards, and quality of music education delivered by partners.
- To challenge and support leaders of all partners as they develop the work, reach and scope of The Music Partnership.

The Board has the following powers:

- To review and approve submissions to Arts Council England, including the Local Plan for Music Education, SMART Objectives, Performance Framework, Budget, and Management Accounts.
- To review the annual data survey submitted to Arts Council England and formal feedback from Arts Council England, including information about The Music Partnership's risk rating.
- To receive reports from partners on partnership projects, services, and activities.
- To observe projects and activities and attend public events which are promoted as part of The Music Partnership's activity.
- To liaise with, and receive reports from, the Operational Steering Groups.
- To appoint sub-groups, which will be subject to these Terms of Reference and to a role description which this group will determine.

Conflict of interest

Any conflicts of interest must be indicated to the Chair, no later than the start of the meeting in question. This includes conflicts of interest which arise because of payments to the individual or their organisation by The Music Partnership or because of other possible impacts on them or their organisation due to the Strategic Board's decisions.

The conflicted member must not take part in any decision relating to the conflicted item and this must be noted in the minutes. These provisions also apply should an unforeseen conflict of interest become apparent during the meeting. Any report or advice the member gives in the matter must be noted in full in the minutes.

If the matter is likely to recur at regular intervals, or that member is frequently conflicted by different matters, the member should resign (or be asked to resign) from the Strategic Board to preserve its independence.

Decisions other than at meetings

If necessary, and by exception, the group may be consulted, make recommendations, and take decisions about any matter within its power outside of formal meetings, provided that all members of the group receive the same information and have similar opportunities to feedback, that any decision is communicated in writing to all members of the group and that the decision is recorded in the notes of the next meeting.

Person Specification

The Chair and Vice Chair will be responsible for keeping meetings focused and productive, ensuring that all members feel engaged and can contribute openly and constructively to address the remit outlined above. All partners will play a key role in the development of music education across the region.

All board members will be expected to comply with and uphold the Nolan Principles, in so far as they apply to this role – [Seven Principles of Public Life](#)

Personal Qualities

- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Sound, independent judgement and the ability to think creatively in the context of a variety of organisations working within a rapidly changing external environment
- Ability to foster and promote a collaborative team environment
- Ability to commit the time required to conduct the role well

Knowledge, experience and skills

- An ability to manage discussions objectively, fairly, and calmly whilst also being unafraid to challenge when necessary.
- An ability to ensure equal participation and representation from all Strategic Board members.
- An ability to tackle issues constructively and positively.
- Ability to use networks to benefit the development of the Hub
- Leadership skills, ability to motivate and bring people together
- Experience of or a strong interest in operating at a strategic leadership level within an organisation
- Experience of working with or as part of a Board
- Experience of external representation, delivering presentations and influencing stakeholders
- Experience of being a chair, vice-chair or taking a lead role in governance groups.

Further information and How to Apply

Please contact Mr Andrew Worrall, outgoing Co-Chair of the Strategic Board, for an informal conversation about the Hub, the Board and the role. Email: acworrall@outlook.com

Please complete the application form to apply for either role and email to Mr John Callister, Head of Service, john.callister@entrust-ed.co.uk