

## **Cultural Institutions Committee**

### **Terms of Reference**

#### **1. Constitution**

The CIGC reports to the Planning and Resources Committee (PRC) and annually to the Board of Governors.

#### **2. Membership**

The Committee will comprise the following membership:

- Vice-President Social Responsibility (Chair)
- Registrar, Secretary and Chief Operating Office (Deputy Chair)
- Director of Jodrell Bank Centre for Engagement
- Director of The John Rylands Library
- Director of Manchester Museum
- Director of Whitworth Art Gallery
- Director of Creative Manchester
- Director of Legal Affairs and Board Secretariat
- Director of Social Responsibility
- Senior Research Leader
- Senior Teaching Leader
- Representative from the Students' Union
- Additional membership will be co-opted to the Committee if required by majority vote of the existing members.
- A quorum shall be 50% members including the Chair or his/her nominated deputy.

Other relevant staff members or external partners/experts may be invited to attend for specific agenda items.

#### **3. Attendance at meetings**

Members (or exceptionally their nominees) must attend at least three of the four meetings per year except in extenuating circumstances.

#### **4. Frequency of meetings**

Meetings shall be held quarterly.

#### **5. Overview**

The role of this Committee is to ensure that the University meets its obligations for good governance of the Whitworth Art Gallery, Jodrell Bank Centre for Engagement and the Manchester Museum.

#### **6. Scope and duties**

- a. To report and provide assurance to the PRC regarding the Whitworth Art Gallery, Jodrell Bank Centre for Engagement, and the Manchester Museum in the following areas:
  - Compliance with statutory, regulatory and contractual obligations including:
    - Finance

- Health and Safety
  - Employment law
  - Freedom of Expression and Academic Freedom
  - Public Sector Duty in context of University's Equality, Diversity and Inclusion goals
  - Terms and conditions of external funding
  - Other reporting (e.g., UNESCO)
- Sound risk management
  - Sound financial management, including sourcing of external funding
  - Planning, accountability and performance
  - Oversight of current and future programmes of work
  - Interface and integration with University's broader activities including research and discovery, teaching and learning, social responsibility and civic engagement.
  - Progress in supporting the University's Environmental Sustainability and Equality, Diversity and Inclusion goals.
- b. To undertake a performance review of the same annually as part of the University's Annual Performance Review

#### **7. Reporting**

- CIGC will receive written reports from these institutions on a quarterly basis.
- Minutes of CIGC meetings shall be formally recorded and submitted to PRC at its next scheduled meeting.
- The confirmed minutes from the meetings will be circulated to all members of CIGC.
- CIGC will submit an annual report to the Audit Committee which will be presented to the Board of Governors.

#### **8. Review**

- The Terms of Reference will be reviewed annually by the CIGC.
- Minor amendments to the Terms of Reference may be made to reflect the changing remit.