

York@Large Terms of Reference

Updated June, 2015

Purpose - York@Large will:

- Ensure that Without Walls, the city's strategic partnership, is fully apprised of the city's cultural¹ issues, aspirations and potential and takes account of these in its discussions and in its planning
- Provide a voice for the cultural sector and a channel of communication between the sector and the Council
- Provide a forum for discussion that links York into the regional and national cultural agenda

Operating Principles - To fulfil these purposes York@Large will encourage collaboration within the cultural sector and between the cultural and other sectors by:

- Developing shared objectives
- Fostering innovation and creativity
- Striving to include a diversity of voice
- Advising the Council, Make it York, and other agencies on the formulation of cultural strategy and the impact of culture on their strategic objectives

Membership - York@Large's membership will include:

- Senior managers from the key cultural organisations in the city
- Representatives of other organisations with an interest in culture
- Creative individuals and practitioners
- Relevant experts
- The Council's Executive Member

¹Culture is defined as the arts, heritage, and the creative industries.

The membership of the partnership shall be reviewed annually prior to the annual meeting of the partnership to be held in June (or as near as possible) of each year. New members required will be sought using Nolan principles.

The individual term of office will be 3 years for all except the ex officio members. In the case of partnership representatives, each partnership will be asked whether they wish to re-nominate their current member at the end of the three years or to nominate someone else. Other members may not be re-nominated until 3 years after they last served.

The Chair and Vice Chair of the partnership shall be elected each year at the annual meeting of the partnership.

To encourage strategic working, the partnership will plan to meet four times a year. Further ad hoc meetings may be arranged as determined by the partners.

Meetings -

Advance notice of items for the agenda of the next meeting shall be submitted to the Chair who will determine the agenda for that meeting.

Voting at meetings, when required, shall be by a show of hands and matters determined by a simple majority. All board members shall have one vote, and in the event of equality of voting, the Chair shall have a casting vote.

A declaration of interest shall be made by any member and recorded in the minutes of the meeting where there may be a conflict of interest in the matter under discussion. Where the interest is personal and prejudicial the member shall withdraw from the debate and shall not participate in any vote.

Meetings are open to the public to attend unless confidential or sensitive information is being discussed in which case a special resolution will be made to exclude the public for that item.

Minutes and papers shall be made freely available to the public unless specifically excluded for reasons of confidentiality.

Workplan - York@Large will develop and maintain a workplan identifying:

- key objectives and actions which will deliver on identified priorities
- measures against which to monitor progress

Alterations - Any proposed alterations to these terms of reference must be proposed agreed at a meeting of York@Large and must be supported by at least two thirds of those present and eligible to vote.