

Cardiff Music Board

Draft Terms of Reference

Mission

1. The mission of the Cardiff Music Board ('the Board') is to enable better communication between Cardiff's governing body and its music ecosystem. The purpose of the board is to champion Cardiff's music scene locally, nationally and internationally, protect and promote music at grassroots and all levels, providing a platform for increased communication and collaboration across the sector, whilst supporting the aspiration for Cardiff being celebrated as a Music City.

Objectives

2. The Board will address the following objectives:
 - Promote the development of, and champion Cardiff's music scene
 - Lobby for investment in Cardiff's music ecosystem
 - Promote fairness, access and diversity in Cardiff's music scene and champion diversity initiatives.
 - Support a partnership approach to the development of Cardiff's music scene
 - Explore ways to increase the resilience and sustainability of grassroots music sector and venues
 - Support developers and communities to protect existing music spaces and develop new music venues and workspaces

Cardiff Music Strategy

3. The Board will be responsible for developing the Cardiff Music Strategy, which will include:
 - A strategy and subsequent programme of activities that deliver the objectives of the Board, informed by the recommendations in the Sound Diplomacy Music City report.
 - Identifying resources for delivering the strategy
 - Promoting the sector
 - Lobbying for investment in the sector

Board Membership

4. The board will comprise up to 18 members. Membership of the Board will be openly advertised by Cardiff Council and members will be selected by an open recruitment process led by Cardiff Council from individuals who have experience in one or more of the following fields:

Local government	Disability-led music organisations
Schools	Pro-culture property developers

Recorded music industry	Night time economy specialists
Artists, DJs, producers	Public funders
Music publishers	Unions
Music managers	Music education hubs
Music agents	Music journalism and media
Booking agents	Youth music organisations
Major concerts and festivals	Community music organisations
Grassroots music venues	Further and higher education
Larger music venues	Research and analysis
Studios and rehearsal spaces	Tourism
Cardiff's diverse music genres	Music PR
Busking and street performance	

5. The membership of the Board will represent the social diversity of Cardiff.
6. The Board will have the ability to co-opt members on a consensual basis.
7. Standing positions will be made available for Cardiff Council (Economic Development, Planning and Licensing), South Wales Police, Arts Council for Wales, Welsh Government and FOR Cardiff (Business Improvement District).

Chair

8. The Board will be chaired by the Leader of Cardiff Council to provide leadership to the Board. In the absence of the Chair at a meeting, a Vice Chair shall be appointed by the Board members present to chair the meeting

Membership requirements

9. Meetings of the Board will take place approximately every two months. Members are expected to make every effort to attend all meetings in person. Attendance will be recorded formally through the minutes
10. The Board will determine its own programme, which shall be designed to achieve the Board's objectives, subject to compliance with these Terms of Reference and prior agreement of the Operational Manager of Investment and Tourism of Cardiff Council..
11. Subject to their availability, Members may be invited by the Chair and Cardiff Council to undertake the following activities on behalf of the Board:
 - give public speeches
 - participate in round-tables and panel discussions
 - write or contribute to press articles
 - give media interviews
 - provide quotes for media activity
 - Research

12. Where members are unable to attend Board meetings, delegates are not accepted without prior approval of the Chair.
13. The Board has no political affiliation and will not propose any recommendations or solutions related to political affiliation.

Administration and conduct of Board meetings

14. The Board will convene approximately every three months. The meetings will take place at County Hall, Cardiff CF10 4UW or an alternative agreed location. All meetings will be held in accessible locations, unless written warning is given in advance.
15. The agenda for each meeting will be set by the Chair. Members are encouraged to suggest agenda items for forthcoming meetings.
16. All members must act professionally and lawfully, be punctual to meetings and announce all potential conflicts of interests in advance, in line with the Nolan Principle standards of public life, good governance and collaboration, all members will strive to be respectful, consensus-oriented, transparent and accountable.
17. The Secretariat and administrative support services to the Board will be provided by Cardiff Council or an individual or organisation appointed by Cardiff Council, including meeting organisation, circulating meeting agendas, taking meeting minutes and overseeing general board administration.
18. All final papers/reports, must be submitted to the meeting secretariat 7 days in advance of the meeting.
19. The agenda and supporting papers shall be forwarded to each member of the Board 3 days in advance of the meeting.
20. The meeting administrator will prepare an attendance register for each meeting and ensure that the attendance/non-attendance of all individuals, along with any declarations of interest made, is correctly recorded at each meeting.
21. Minutes will be made of Board meetings held
22. The Board can agree to establish sub-groups to consider issues in more detailed than otherwise could not be reasonably considered at meetings of the whole Board. These terms of reference shall apply to all such sub group
23. As the Board is not a decision-making body, there is no specific quorum for its meetings.

Duration of membership

24. Members will be appointed on a two year term. Members may be re-appointed by the Chair, in consultation with the Operational Manager of Investment and Tourism for Cardiff Council.

25. Any member may resign by giving written notification to the Chair.
26. Membership may be terminated by the Chair in the event that a member is unable to regularly attend meetings of the Board or breaches these Terms of Reference.

Remuneration

27. Membership of the Board is voluntary. Members cannot claim expenses and are not paid to attend board meetings, provide advice and comment, networking and providing introductions, representing the board or any other activity related to the work of the Board.

Limitation of authority

28. The Board is an advisory body to Cardiff Council. It is not a decision making body. It does not have the authority to:

- Expend money on behalf of Cardiff Council
- Commit or influence Cardiff Council to any arrangement
- Consider any matter outside its specific terms of reference
- Direct Cardiff Council staff in the performance of their duties and shall not seek to do so
- Or purport or represent Cardiff Council in any communication with the public or media

29. The actions of the Board or any of its members shall not fetter the discretion of the Council in the exercise of any of its functions

Communication

30. The Board will communicate via a private invite-only email list. Communication may include:

- Periodic updates concerning Board's activities
- Dissemination of minutes and initiatives
- Links and research related to Board's aims and ambitions
- Draft documents for review and comment

General requirements

31. In so far as it relates to the activities of the Board, the Board and individual Board members:

(i) will comply with all applicable requirements of Cardiff Council's Welsh Language Scheme and the Welsh Language (Wales) Measure 2011 ("the Measure") and the Welsh language standards issued to the City of Cardiff Council (Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) insofar as it relates to the activities of the Board. A copy of the Welsh language standards is available from www.cardiff.gov.uk/bilingualcardiff

(ii) will comply with any and all requirements under the Data Protection Legislation and shall not disclose or allow access to any personal data as defined under the Data Protection Legislation (“Personal Data”) provided or acquired during the term of the Board .

(iii) shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation or good practice relating to discrimination (whether in age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity or otherwise) .

(iv) acknowledges that the Council is subject to the requirements of the Code of Practice on Government Information, Freedom of Information Act and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations, and

(vi) shall not behave in a manner so as to bring Cardiff Council into disrepute

Declarations

32. Members of the Board must submit, upon appointment, a declaration of personal interests, including a declaration that they understand and will abide by the Nolan Principles of Standards in Public Life.

33. Everyone in attendance at Board meetings must declare any actual or potential conflicts of interest; these shall be recorded in the minutes. Anyone with a relevant or material interest in a matter under consideration must be excluded from the discussion; this shall also be recorded in the minutes.