

**TDC ARTEFACTS MANAGEMENT REVIEW TASK & FINISH GROUP DRAFT
TERMS OF REFERENCE FOR 2014/15**

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review management of artefacts owned by Thanet District Council and advise Cabinet through the Overview & Scrutiny Panel.

Membership, Chairmanship and Quorum

Number of Members	Five
Political Composition	2 Labour 2 Conservative 1 Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Co-option agreed by the Overview & Scrutiny Panel	One Member of the public has been co-opted as a specialist (Non voting member)
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the task & finish group are given below. The scope of the group for 2014/15 will be specifically to:

- ~~1. To review the past management of the Council and its agents' management of art and artefacts and advise on ways of recovering lost/missing artefacts;~~
 - ~~2. To scrutinise the Council's management systems and procedures in relation to Council owned art and artefacts and best practice and make recommendations the OSP and then Cabinet;~~
 - ~~3. To propose criteria to be used by Council when accepting donations of artefacts, including reviewing insurance implications;~~
1. To investigate the existence of potential funding streams to support the project work on updating the documentation of the TDC artefacts collection at the Margate Museum;

42. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and then Cabinet.

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 23 April 2013.