

# PUBLIC LENDING RIGHT Management Board



## CONSTITUTION AND TERMS OF REFERENCE

### General

The Management Board, created in 2009 to replace the PLR Advisory Committee, exists to advise and support the Registrar of Public Lending Right across the full range of his functions in managing the PLR Scheme.

The Board will consist of a Chair (the Registrar), PLR's Chief Finance Officer and four other external members, two appointed by the Registrar and two nominated by stakeholder organisations.

The Board has no statutory responsibility for the administration of Public Lending Right, and does not share the Registrar's legal responsibilities.

The Registrar will be responsible for arrangements for Board meetings, preparation of agendas and undertaking any work requested by the Board.

The Board's costs will be found by the Registrar from the PLR Fund and the Registrar's agreement is required before the Board can incur expenditure.

### Terms of Reference

The Board will be expected to:

- Advise and support the Registrar in all aspects of his administration of PLR and in the achievement of objectives agreed with PLR's sponsor department, DCMS;
- Advise and support the Registrar in all aspects of his planning for his future management of PLR, the operation of the Scheme, and the future scope and direction of PLR;
- With the Registrar monitor the operation of the PLR Scheme, including its impact on authors and libraries;
- On the basis of the above, make recommendations in relation to the provisions of the PLR legislation, as appropriate;
- Advise on PLR's marketing strategy and in promoting the Scheme among authors and PLR's other constituencies;
- Establish sub-committees or working parties of the Committee to look in more detail at specific aspects of the Scheme's operation or developmental issues;

## **Membership**

The Board will consist of six members: the Registrar as Chair, PLR's Chief Finance Officer and four other external members.

Two of the external members will be nominated by stakeholder organisations and two will be appointed by the Registrar in accordance with public appointment principles.

Of the nominated members, one will be an author nominated by the Society of Authors. The other will be a librarian nominated by the Society of Chief Librarians (SCL).

One of the two members appointed directly by the Registrar will have a background of professional experience in, and knowledge of, the wider publishing world; the other will have experience of management in an NDPB or agency in the DCMS sector.

The Board may invite the attendance at meetings of members of staff from PLR or stakeholder organisations, specialists from other areas of relevant work and other individuals as required to inform its discussions and advice to the Registrar.

The Committee will meet two or three times a year. Meetings will normally be held in London, but occasional meetings will be held at the PLR office in Stockton-on-Tees.

## **Appointments**

Members will be appointed by the Registrar or nominated by the Society of Authors and Society of Chief Librarians for an initial period of four years with the possibility of renewal.

Members may resign their appointment at any time, and their appointment may be terminated if they are unable to attend three consecutive meetings of the Board.

Members are not remunerated, but travel and other legitimate expenses will be reimbursed by the Registrar from the PLR Fund.

Members will be expected to adhere to the Board's Code of Practice and to conduct themselves in accordance with its principles. They will be expected to enter any potential conflicts of interest in a Register of Interests.

