



Department for
Digital, Culture,
Media & Sport

THE
WALLACE
COLLECTION

Wallace Collection

Chair

Information Pack for Applicants

March 2022

Introduction

The Prime Minister wishes to appoint a new Chair to the Board of Trustees of the Wallace Collection. The successful candidate will bring an enthusiasm and interest in the museum and its work alongside the professional acumen and expertise to lead the Board of Trustees. He or she will oversee the governance of the Wallace Collection and work with the executive to develop the museum's strategy and support delivery of its objectives.

DCMS is committed to equality of opportunity and is committed to ensuring that public appointments better represent the views of the communities which they serve. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. We want to ensure any appointee is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

The Wallace Collection

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's son, Sir Richard Wallace. It was left to the British Nation in 1897 and opened as a national museum in June 1900 in Hertford House, Manchester Square, W1, a grade II listed building in central London. The museum is internationally famous for its collection of French eighteenth-century art, European princely arms and armour and for its Old Master paintings. Further information on the museum can be found on the website: www.wallacecollection.org.

It is managed by a Director who reports to a Board of Trustees appointed by the Prime Minister and as an arm's length body of the Department for Digital, Culture, Media and Sport is financed by a combination of grant-in-aid from central government and self-generated income.

In 2018, the Wallace Collection outlined its strategic plan, 'Making Culture Matter', which shaped its goal to create a place of understanding, cultural pluralism, curiosity and education. The strategic plan set out its vision to create a world class visitor experience for all ages to stimulate engagement with the collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Since 2020, the Wallace Collection has had to navigate the challenges of the pandemic and is facing the future with a renewed sense of the importance of its work. The Board's commitment to broadening accessibility and developing its digital capabilities has been amplified through this period.

Further information on the Wallace Collection can be found on its website at <http://www.wallacecollection.org>.

The Board

The Chair is assisted by the Trustees in meeting the Board's overall responsibilities, in accordance with their statutory duties, including the protection and preservation of the collection for future generations, and the policies of the Secretary of State. The Board offers guidance and expertise to the Director and staff of the Wallace Collection. Every member of the Board must be a positive and passionate advocate for the museum, and must ensure that its affairs as a charity are conducted appropriately.

Trustees must be able to attend the meetings of the Board, which are normally held four times a year, and such other meetings as may be necessary.

The current members of the Board are:

Eric Ellul - interim Chair
Kate de Rothschild Agius
Ashok Roy
Timothy Schroder
Marilyn Berk
Alison Taylor
James Barnard
Sophie Birshan

The Vacancy

Essential Criteria

The Wallace Collection is seeking a new Chair of the Board of Trustees who will be able demonstrate in their application the following essential criteria:

- An understanding of, and commitment to the mission and values of the Wallace Collection and the skills to oversee its future development;
- A sound understanding of governance and the leadership abilities, intellect and stature to be an effective Chair of a high calibre board;
- The ability and enthusiasm to act as an inspirational advocate and ambassador for the Museum with a diverse range of donors and other interests, and in particular the ability and willingness to play a significant role in fundraising and endowment building activities;
- A sound sense of general financial and funding imperatives which apply to the Wallace Collection, bringing a commercial acumen to the Board and;
- A commitment to preserving cultural heritage, and improving education and understanding of British and World history.
- A strong commitment to engaging communities outside of London, and factoring UK-wide perspectives into all decision making.

Desirable Criteria

The Wallace Collection would be particularly interested in applications from individuals who demonstrate the following desirable criteria:

- A person of significant standing with a high profile background in the arts, academic, commercial, voluntary or public sector and;
- A good understanding of the funding of charitable organisations and ability to enhance the Museum's self-generated income.

Appointment Details

The appointment will be made by the Prime Minister in consultation with the Secretary of State for Digital, Culture, Media and Sport. The process is regulated by the Commissioner for Public Appointments, and will follow the Governance Code on Public Appointments. It is expected that the appointment will be made and announced by the early summer in 2022. The successful candidate will be appointed as a Trustee of the Wallace Collection board and will be formally elected as Chair by the board at their first meeting, as is required by the Wallace Collection's founding legislation.

Term of Office

The appointment will be for up to five years to be effective from a convenient date.

Time Commitment

As well as four Board Meetings a year, there may be some associated committee work, and also internal meetings with the Director and executive staff. There will also be events at which the Chair will represent the Wallace Collection. The time commitment will be about 1-2 days a month, not including telephone and email contact, with a likelihood that more time will be required in the first year. The role does not attract any remuneration.

Where will the board meetings be held?

Hertford House, Manchester Square, London and virtually as required.

How to apply

To apply, please send:

- a CV of not more than two sides of A4
- a supporting statement of not more than three sides of A4, providing examples and setting out how you meet the criteria
- the Monitoring Form which must be completed by clicking this [link](#), before submitting your application – please note this replaces the previous PDF monitoring form and;
- the Declaration of Interests Form.

Completed applications should be emailed to: **publicappointments@dcms.gov.uk**

Please put '**Wallace Collection Chair**' in the Subject line.

If you have any questions about the appointments process, please contact **Phil Hodges**, Campaign Manager at DCMS (philip.hodges@dcms.gov.uk).

To talk to someone about the Chair role, please contact Emilie Ursulet, Executive Assistant to the Director at the Wallace Collection (email: Emilie.ursulet@wallacecollection.org) to speak to a member of the Board of Trustees.

Diversity and inclusion

DCMS values and cares passionately about the diversity of its public appointments. Boards of public bodies should reflect our diverse society in order to ensure the sector has a leadership that draws fully on the different skills and perspectives our country has to offer. Applications are encouraged from candidates from across the UK, regardless of sex, ethnicity, disability, sexual orientation, age, religion or belief, and from the broadest range of personal and professional backgrounds. We particularly welcome applications from women, those from a black or ethnic minority background and people living with a disability.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply.

Disability Confident

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria.

If you want to apply under this scheme, simply state this in the covering email or letter when submitting your application.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please also indicate this in the covering email or letter.

About DCMS

Our department operates at the heart of government on some of the UK's biggest economic and social issues. Our mission is to drive growth, enrich lives and promote the UK to the world. We champion innovation and creativity. From the Arts to Artificial Intelligence, a quarter of UK businesses are in our sectors, and are among the fastest growing of our economy. Emerging technology is opening up new possibilities for human endeavour and self-expression. But we need to harness it, create new norms for the online world and build a strong civil society so that the benefits are shared by all. Our actions over more than 25 years of DCMS have become woven into the fabric of our nation. Today we continue to shape the world we want to live in – building a future fit for everyone.

DCMS is a ministerial department, supported by 45 agencies and public bodies.

If you are not completely satisfied

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@dcms.gov.uk.

Supporting information

This process is regulated by the Office of the Commissioner for Public Appointments' (OCPA's) Code of Practice. All applicants are expected to have adhered to the [Seven Principles of Public Life](#).

Eligibility Criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Conflicts of Interest and Due Diligence

If you have any interests that might be relevant to the work of the Wallace Collection, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

Expenses

Expenses incurred by external candidates during the recruitment process will not be reimbursed, except in exceptional circumstances, and only when agreed in advance.