

## **1) Introduction**

The Board of Trustees of the National Museum of Labour History (People's History Museum) are seeking to appoint external auditors for the provision of Financial Audit related services for the period of three years, commencing with the current financial year which ends on the 31 March 2025.

## **2) Background Information**

People's History Museum (PHM) is the national museum of democracy. We are the only museum dedicated to telling the story of the development of democracy in Britain. We engage, inspire and inform all audiences by showing that 'there have always been ideas worth fighting for'.

PHM is a private company limited by guarantee without share capital (company number 02041438) as defined by the Companies Act 2006. Furthermore, PHM is registered as a Charity (charity number 295260). The Memorandum of Articles set out the charitable purpose as:

"The advancement of education learning and knowledge by the provision and maintenance of a museum for the public exhibition and display of documents books photographs and any other items of visual history relating to all aspects of the history of the Trade Union and Labour Movements insofar as they are part of the social cultural history of Great Britain and to promote research into and the collection and preservation of items which relate thereto."

The company structure also includes a subsidiary company, the National Museum of Labour History Trading Company, a Private limited Company (registration number 02526352). The Trading Company was established in 1990 to run the commercial activity which currently comprises retail, venue hire and catering.

People's History Movement is based in Spinningfields in Manchester and welcomes circa 80,000 people each year to explore the galleries, take part in events and learning programmes, research the archive, and utilise the facilities of the civic space.

Our major funders are Arts Council (NPO) and Greater Manchester Combined Authority who recognise our contribution to the sector and audiences. We fundraise for our programmes attracting investment from a wide pool of trusts and foundations. We raise the remainder of our costs through a mix of commercial activity (retail, venue hire, catering and events) and donations from visitors and supporters of the museum.

## **Company accounts**

National Museum of Labour History <https://find-and-update.company-information.service.gov.uk/company/02041438>

National Museum of Labour History Trading Company <https://find-and-update.company-information.service.gov.uk/company/02526352/filing-history>

## **3) Organisation Structure**

### **Board of Trustees**

People's History Museum is a charity governed by a Board of Trustees, you can see who our current trustees are at <https://phm.org.uk/trustees/>

The role of the Board of Trustees is to assist the Chair in offering guidance and expertise, working alongside the staff team on PHM's current Business Plan and its practical and pragmatic implementation.

Key areas include:

- Responsibility for meeting the requirements of museum funders, the Charity Commission, and Companies House
- Improvements to how we deliver to our visitors and stakeholders to ensure that we consider everyone's needs at the start of our decision making, using an empathic and inquisitive approach to deliver experiences that will engage more people
- Improvements to how we operate as an employer to ensure that staff all have a sense of purpose in their role, are developing their skills and knowledge, and the work is achievable and rewarding
- Improvements to how we operate as a business to ensure that we can manage risks, change for the better, develop financial resilience, and have the right people and systems in place to seize opportunities for new investment

In addition to the Board of Trustees, there is a separate Trading Company Board and an Audit and Risk Committee:

### **Trading Company Board**

PHM's Trading Company is a wholly owned subsidiary, governed by a Board of Directors, which gifts its profits back to the charity. The Board of Directors provides governance over the commercial activity that supports the museum's charitable aims and financial sustainability. The Board of Directors provides scrutiny and oversight of

commercial strategy, considers new business and opportunities, and considers how the Trading Company can support and inform the strategy set by the Board of Trustees.

### **Audit and Risk Committee**

A key sub-committee of the main Board of Trustees, which provides enhanced assurance and rigorous oversight of the museum's financial performance and overall risk management.

### **Staff Structure**

The day to day running of the organisation is delegated to the Director who is supported by a senior leadership team (SLT). Our staff team is currently made up of thirty permanent, fixed term contract and casual members of staff.

### **Systems**

PHM utilises Xero for accounting and financial reporting.

## **4) Expression of Interest to provide External Audit Services**

People's History Museum is seeking to appoint an external auditor to provide related services for the charity and subsidiary company. The provider will be required to report on the financial statements of the charity in accordance with the United Kingdom Generally Accepted Accounting Practices and the requirements of the Charity Commission. This will involve examination of the statements and supporting records and control systems are necessary to reach an opinion on the statements.

Expressions of interest should be submitted in writing by Friday 28 February 2025 and provide an outline against the aspects below.

- Track record of delivering external audit for similar organisations
- Outline of proposed audit strategy including how you would approach audit planning and resourcing
- How you would control and coordinate the audit process
- Approach to identifying and responding to audit issues
- Brief overview of proposed audit team
- Outline of fees
- Additional value and access to other services

Please send your proposal to [HR@phm.org.uk](mailto:HR@phm.org.uk).

Shortlisted providers will be invited to undertake in person interview with members of the Audit and Risk Committee w/c 10 March 2025.

It is our intention to appoint a new provider by end of March 2025, subject to due diligence.