

TERMS OF REFERENCE - B&H CULTURAL FRAMEWORK DELIVERY ARRANGEMENTS

Introduction

This paper sets out the Terms of Reference for new delivery arrangements linked to the Brighton & Hove Cultural Framework.

The delivery arrangements should:

1. Be transparent and accountable
2. Build on the inclusive process behind the development of the Framework by remaining as open and inclusive as possible
3. Encourage a continuing dialogue with and between a wide range of people with varying interests in the successful and thriving cultural and creative life of the city
4. Connect to relevant partnerships, strategies and stakeholders effectively and refresh the role of the Arts & Creative Industries Commission
5. Enable interested parties to view see clearly how they can become involved in determining the city's cultural priorities
6. Acknowledge that some individuals, groups and communities will need additional support in order to play a full role in helping to shape and deliver activities
7. Provide fit-for-purpose governance to ensure that the priorities of the city's Cultural Framework are converted into tangible and measurable actions, and reviewed to remain relevant
8. Promote the cultural priorities for the city and champion the work of the cultural and creative industries far and wide

Accountability and Ways of Working

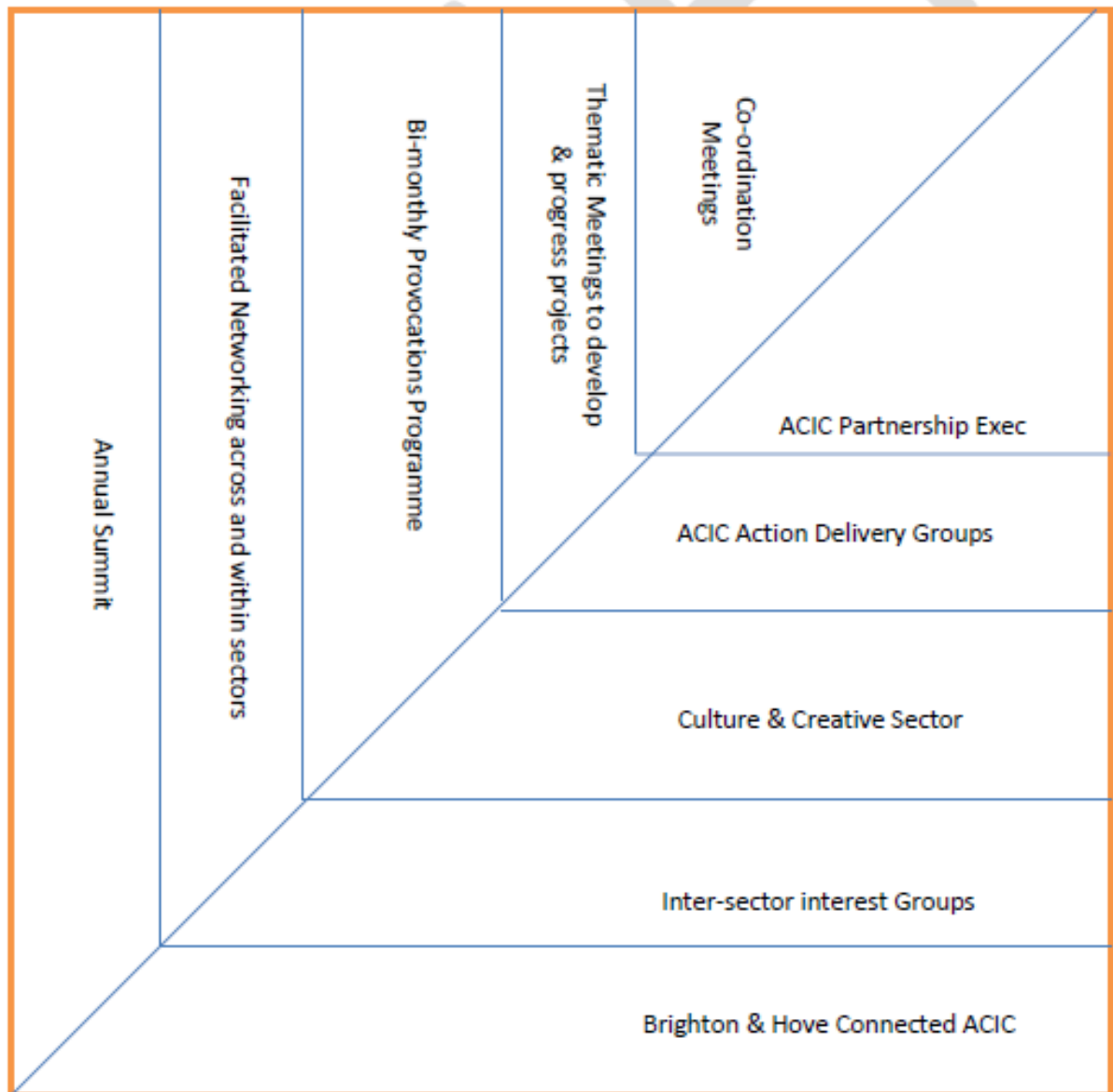
The Cultural Framework is owned by the Arts & Creative Industries Commission (ACIC), and adopted by Brighton & Hove City Council. ACIC is part of Brighton & Hove Connected, which is the Local Strategic Partnership. In the delivery of the framework members of ACIC and its associated groups, are therefore expected to:

- adhere to these Terms of Reference
- contribute actively to our work
- act in the spirit of positive, transparent, inclusive, altruistic and respectful collaborative working
- maintain confidentiality and impartiality as required
- declare and manage any conflicts of interest
- seek to retain and build on ACIC's good reputation

Review and Revision Cycle

These Terms of Reference will remain in force until a formal decision by the ACIC Executive to change them. They will be reviewed by the ACIC Executive annually. Members of the ACIC Executive may request them to be reviewed or revised outside that cycle.

Cultural Framework Delivery Arrangements Diagram



Terms of Reference Table

	ACIC	Cross-sector	Cultural & Creative Industries Sector	ACIC Action Delivery Groups	ACIC Executive
Meeting	B&H Culture and CI Summit	Facilitated networks	Cultural and Creative Provocations	Thematic Meetings	Oversight
Frequency	Annually in Autumn	Throughout the year	Bi-monthly	To be agreed by group	Quarterly
Purpose	Review the progress against the agreed Cultural Framework Debate current issues and opportunities for the sector	Enable improved collaboration Within the Cultural and Creative Industries (CCI) sectors Between the CCI and other sectors (eg Visitor Economy, Life Sciences, Advanced Manufacturing, Health & Wellbeing)	Reflect on national and international good practice, and generate local debate in the form of “provocations”	To lead, develop and deliver the agreed action plan for the framework Living Well Doing it Ourselves Bursting the Bubbles The Brighton Experience Creative Coast	To ensure alignment between the Action Delivery Groups, to promote the work of the partners and B&H CCI sector, and to “opportunity spot” for funding to support projects which would benefit the partnership
Membership	Open to all – via public booking	Open to all - targeted depending on topic	Open to all - via public booking	Open to all but members must attend 50% of meetings during the year to continue to be invited	Independent Chair Independent Vice Chair Chairs and Vice Chairs of Action Delivery Groups BHCC lead officer Inclusion lead Co-opted members as agreed by the Executive to balance representation Limit to 20 in total
Chair	ACIC Chair	Ad hoc depending on topic	Ad hoc depending on topic	Living Well (Public Health) Doing it Ourselves (Neighbourhood lead or resident) Bursting the Bubbles (CCI sector) The Brighton	Local CCI sector leader

				Experience (CCI sector) Creative Coast (CCI sector)	
Vice Chair	ACIC Vice Chair	n/a	n/a Expert Panel	Living Well (CCI sector) Doing it Ourselves (CCI sector) Bursting the Bubbles (education sector) The Brighton Experience (hospitality sector) Creative Coast (Greater Btn representative)	Local CCI sector leader
Chair and Vice Chair term	Ongoing	n/a	n/a	Annual, renewable twice	Biennial, renewable once
Chair/Vice Chair Appointment Process	n/a	Informal	Informal	Nomination/self-nomination to ACIC Chair and confirmed at Summit	Appointed by BH City Council Chair of Tourism, Development & Culture Committee
Quorum for decisions	n/a	n/a	n/a	n/a	Six, including Chair/ Vice Chair and BHCC lead
Servicing	BH City Council	BH City Council	BH City Council	Chair/Vice-Chair, assisted by BH City Council	BH City Council
Linkages	BH Connected	Dependent on topic – led by Burst the Bubbles Action Group	Universities of Brighton & Sussex (host)	As required by theme	Statutory bodies Other BHCC departments Business sector (eg BID)

The Brighton & Hove Cultural Framework

Living Well	Rethinking Our Place	Brighton Experience	Bursting the Bubbles	Creative Coast
<ul style="list-style-type: none"> - Develop a common language & evidence based measurement framework - Address health and wellbeing priorities in the city - Develop <i>Pay it Forward for Culture</i> initiative across the city and link it to social prescribing - Seek investment to support the development and dissemination of good practice 	<ul style="list-style-type: none"> - Prioritise cultural activity in East Brighton and Hangleton & Knoll, linked to neighbourhood action plans - Work with residents to build interest & capacity co-design cultural activities, and support artists and arts organisations to build good practice - Build on the collaborative and co-ordination established through Our Future City to extend the program - Review commissioning models at BHCC to align with the priorities of the Framework 	<ul style="list-style-type: none"> - Explore a City artist-in-residence or city curator concept and potential for a "City of Pop-ups" - Develop an events strategy and make better use of our public spaces - Consider Purple Flag status/improved management of night-time economy - With partners develop public art, public realm and heritage strategies - With the tourism sector develop the Destination Management Plan and implement the VES - Work with the business, education and third sectors to implement the T&I Strategy. 	<ul style="list-style-type: none"> - Research needs of freelancers and barriers to growth including access to space, finance and business support - Galvanise networks to create an inclusive sector, improve clustering, innovation, capacity for leadership support and density of creative production - With HE, encourage cross-sector networking with health sciences, advanced manufacturing and visitor experience - Work with FE to develop modular cultural/creative apprenticeships, prioritising residents from the priority neighbourhoods 	<ul style="list-style-type: none"> - Explore creative enterprise zones - Connect to the CI Sector Deal and Creative Clusters project - Explore Large scale production/meanwhile space. - Scale up fusion between cultural and wider creative sectors - Be the best home for creative SMEs in the UK - Develop a set of clear and deliverable investment propositions - Deliver an annual creative "summit" in the Autumn, to review progress, share ideas and plan for the future

tom fleming / creative consultancy /

Our Future City

Our Future City has a role to play in all of the five strands, by focussing delivery of them in relation to children and young people.

Partnership Advisory Group

There will also be a Partnership Advisory Group, which will meet on an Ad Hoc basis. It will comprise the ACIC Chair, BHCC Culture Lead, representatives from University of Brighton and Sussex University, Brighton Chamber of Commerce and Arts Council England, and others as appropriate (including from time to time elected Members).

