

Appendix 1

Terms of Reference – Arts Strategy Task and Finish Group

Reporting Committee - Community

Purpose of the Group

The purpose of the task and finish group is to assist the Community Services Committee to prepare an Arts Strategy for the Borough.

The group will consist of between 4 and 8 Councillors, plus officers. All meetings will be minuted, it will appoint a chair.

The group will help to develop the Action Plan for the Arts Strategy. Ensuring that the needs of the community are examined and addressed and opportunities maximised. This will include both recipients and providers of arts.

Scope of work

1. Set out its purpose e.g. “to help people in the community identify their needs, ideas and concerns and to develop an action plan to meet these needs.”
2. Outline how it will gather information and carry out consultations.
3. Set out the timescale and estimated costs of gathering information and carrying out consultations.
4. Produce an action plan setting out: What is proposed? Why the action is needed Who will be responsible for taking the action? When will the action be taken forward? How the action will be implemented and how much it will cost?
5. The group must be able to demonstrate that the strategy has identified the primary themes in the arts sector in the Borough and shown how it has gained the support of the individuals and groups in that community through meaningful consultation, which has in turn led to the development of a relevant strategy.
6. The group will report back to Community Services each cycle on progress made.
7. The group will be responsible for organising its own meetings and must provide a summary progress report to the (Community Services Committee) meetings.
8. Once the outcome of the ACE bid is known the group will be disbanded.