

Rotherham Cultural Partnership Board
Draft Terms of Reference – June 2017

1. Aims

- 1.1 To provide governance and leadership in pursuing Rotherham's cultural priorities through the development and delivery of the Rotherham Cultural Strategy.
- 1.2 To lead by example in adopting a partnership ethos that stresses inclusivity and openness in its deliberations and which clearly drives action and improvement as a result of its decisions.
- 1.3 To consider strategic issues of key cultural significance to the borough and to provide leadership in relation to them.
- 1.4 To involve local businesses and people in the work of the partnership through a proactive approach to communication and engagement.
- 1.5 To advocate for and champion partnership working across the borough, including celebrating achievements.
- 1.6 To advocate for Rotherham on a local, city region, regional and national stage, lobbying relevant bodies on behalf of the borough.

2. Specific responsibilities/objectives of the Rotherham Cultural Partnership Board

- 2.1 To demonstrate effective, collaborative leadership on behalf of Rotherham's businesses, citizens, organisations and sectors.
- 2.2 To lead and drive delivery of Rotherham's Cultural Strategy
- 2.3 To develop, agree and oversee a Rotherham Cultural Strategy annual delivery plan, which will support implementation of the Rotherham Plan, Economic Growth Strategy and associated partnership initiatives.
- 2.5 To establish, and set clear parameters for, time-limited task groups, as required, delivering against specific priorities or other emerging issues.
- 2.6 To ensure that partner agencies' strategies and plans reflect the priorities agreed in the Cultural Strategy and assist in its implementation
- 2.7 To play a co-ordinating role in ensuring connectivity and complementarity between key strategic partnership-based groups and initiatives at a Rotherham and Sheffield City Region level.
- 2.8 To receive progress reports from the task groups; and to provide strategic input and challenge in response.

- 2.9 To be advised of emerging strategic issues and challenges by the RMBC Culture, Sport and Tourism Team and individual members; and to consider collectively their implications for Rotherham, providing collective leadership in response.
- 2.10 To periodically review the Board's priorities, membership, and working practices to ensure they remain appropriate and effective.
- 2.11 To ensure that the direction provided by the Cultural Partnership Board takes account of the breadth of stakeholder perspectives that exist in Rotherham.
- 2.12 To develop a communications and engagement plan that ensures a proactive approach to keeping stakeholders informed of progress and encourages input and feedback from the local business community to influence priorities.

3. Membership, representation and conduct

- 3.1 The membership of Rotherham Cultural Partnership Board is made up of appropriate representatives of the private, voluntary and public sectors.
- 3.2 The membership reflects the breadth of cultural, leisure and tourism interests and growth sectors within the borough and the current economic priorities the partnership is pursuing.
- 3.3 The membership will include members working at a regional/national level, ensuring that Rotherham is able to strengthen its position as part of the regional/national cultural infrastructure.

3.4 Membership will be 10 – 16 representatives, including:

- Council: Cabinet Member for Culture and Neighbourhoods
- College and HE
- Voluntary and Community Sector
- Private Sector
- SCR/LEP
- Marketing and Communications Specialist
- Engagement Specialist
- Sectoral Experts from across the culture, sport, green spaces, tourism and creative industry sectors.
- Regional/national networkers/advisors
- Champions representing the interests of other Rotherham Together Partnership Boards, for example, Business Growth, Health and Wellbeing, Children and Young People, Safer Communities and Building Stronger Communities.

It is anticipated that members of the board will be recruited who can contribute expertise across a number of the above areas.

3.5 The responsibilities of a member include:

- (a) To act in the interests of Rotherham and the Rotherham Cultural Partnership Board, leaving aside organisational, personal or sectoral interests
- (b) To attend and fully and positively contribute to meetings
- (c) To provide a suitable deputy, if appropriate, in the event of unavailability
- (d) To ensure key decisions taken are fully supported within their own organisation
- (e) To share, where possible, the perspective of their organisation/sector in relation to issues discussed at the meetings
- (f) To act as ambassador and advocate for the Board and its priorities
- (g) To work with partners in a fair, cooperative and consensual manner
- (h) To declare any conflict of interest

3.6 Membership is for a three-year term. In the start-up phase, one-third of members will be asked to stand down after 2 years and on an annual basis thereafter to allow for new members to be recruited and ensure an ongoing refresh of the board.

3.7 Recruitment of board members will be by open, competitive process. Prospective board members will be asked to supply a CV, a statement of their commitment to the work of the Rotherham Cultural Partnership Board, a statement about the expertise that they can contribute; and 2 referees.

4. Meetings

4.1 Rotherham Cultural Partnership Board will meet on a quarterly basis, though the Chair may call additional meetings as and when required.

4.2 The schedule of meetings will be set annually.

4.3 Chair and Vice Chair will be from the cultural, leisure and/or tourism community and will serve for a 3-year term. There is no financial remuneration.

4.4 Meetings will be conducted in a respectful and inclusive manner to encourage debate and constructive challenge.

4.5 A quorum for meetings is half of the total membership, including the Chair or Vice Chair.

4.6 Papers for Rotherham Cultural Partnership Board meetings will be distributed a minimum of one week in advance. Additional items may be tabled at the meeting at the discretion of the Chair.

4.7 Non-members may attend the meeting with the agreement of the Chair.

4.8 Decisions are to be taken by consensus. Where it is not possible to reach consensus, a decision will be reached by a simple majority of those present at the meeting.

4.9 Minutes will be circulated in advance of the next meeting and approved at the meeting. Minutes of the meeting will be posted on the Rotherham Together website.

5. Secretariat support for Rotherham Cultural Partnership Board

5.1 Secretariat support will be provided by the Culture, Sport and Tourism Team within RMBC.

5.2 Rotherham Council's Strategic Director for Regeneration and Environment will act as formal Secretary to the group, responsible at operational level for surveying its work and ensuring its decisions are carried out.

6. Boards/partnership bodies linked to the Rotherham Cultural Partnership Board

6.1 The Rotherham Cultural Partnership Board reports to [to be decided at next stage].

6.2 The Chair of the Board and Strategic Director of Regeneration and Environment will represent cultural priorities at [name of Board].

6.3 Task Teams:

6.3.1 It is proposed that task groups will be established to lead on creating full delivery plans for the Cultural Strategy, chaired by a member of the Cultural Partnership Board. Task groups will co-opt other members as required to ensure that they have the appropriate expertise on board. The task groups will be established after the Cultural Partnership Board has been set up.

6.3.2 One of these is likely to be a Cross-cutting Task Team. This will cross-reference the work of the other task groups and other groups within the Rotherham Together Partnership. It will include specific action plans relating to the contribution of culture, leisure and tourism to:

- Place-making, tourism and economic growth (linking to the Economic Growth Plan 2015-25)
- Building confident and cohesive communities (linking to the Safer Rotherham Partnership and Building Stronger Communities Plans)
- Children and Young People (linking to the Children and Young People's Plan and the Child-Centred Borough Strategy)
- Wellbeing, resilience and quality of life (linking to the Health and Wellbeing Strategy)

6.3.2 It is envisaged that these task groups will last at least 2 years to ensure the Cultural Strategy is well on its way to delivery in this time.