

# Policy Committees

## Scope Template – Working/Task Groups



**NAME OF GROUP:** Culture Working Group

<b>1. Purpose of group / objectives / terms of reference</b>	
Purpose of group / objectives	Purpose of the Culture Working group is to provide overview and strategic guidance regarding key cultural matters in the city.
Terms of reference	<p>To provide strategic steer to Cultural matters brought to the Working Group by the Head of Culture and Creative Industries.</p> <p>Papers to be distributed 2 weeks ahead of meeting</p> <p>Decisions taken and recommendations given by the working group to be reported to Strategy and Resources Committee</p> <p>Report of the progress and actions taken by Culture Working Group to be reported to the Strategy and Resources Committee typically every 6 months, but at least once per year.</p> <p>The working group will consist of Bristol City Councillors only, with officers and guests invited to present and attend.</p> <p>Head of Service for Culture and Creative Industries, or their delegate to attend each meeting.</p> <p>BCC officer to keep record of actions and/or recommendations and steer given by the working group.</p>
<b>2. Member involvement</b>	
Chair of the Working Group	A councillor – to be appointed at the first meeting of the Working Group
Members of the Working Group	<p>The group should be politically proportionate.</p> <p>A total of 9 councillors will be appointed, proportionate to the political representation of parties. This will include a Chair and Vice-Chair within the 9 councillors.</p> <p>Membership to be sought through party group whips. Party whips / Party leader to decide who should represent their interests.</p> <p>Chair to be appointed.</p> <p>A vice-chair to be appointed.</p> <p>A minimum of 3 councillors would be deemed quorate.</p> <p>Either the Chair or Vice-Chair to be present for meeting to proceed.</p>
<b>3. Officer support</b>	

Lead Directorate Officer(s)	Growth and Regeneration Economy of Place Philip Walker, Head of Culture and Creative Industries
Policy Committee team lead officer	Ian Hird
List of possible internal and external contributors and key information required	One City Culture Board – co-Chair and/or members BCC Cultural Development team BCC department heads and officers Night-time Economy Economic Development team Bottle Yard Studios, Channel 4, BBC Partners from UNESCO City of film – national and international Strategic partners including Universities, WECA, Arts Council England, British Film Institute, National Lottery Heritage Fund, National Archives and more Cultural Organisations in the city Partners and officer will attend according to the focus and topic being discussed. Consultants / external experts as required.
<b>4. Timing / meeting arrangements</b>	
How long is the group's work expected to take? (estimated length of time)	Working Group will consider key issues brought by the HoS for Culture and Creative Industries.  Examples of this will include: the production of a Cultural Strategy for Bristol, Governance of the city's cultural assets and estate, Cultural Investment Programme endorsement.
Meeting format	All meetings will be in private. Meetings may be hybrid or online. Anticipated number/frequency of meetings: Bi-monthly – to be diarised, but only go ahead if there is substantive business for the group to consider.
Ways of working	Members will work collaboratively, to constructively examine available evidence. The group will seek to achieve consensus in developing any views/potential recommendations for further action.
<b>5. Conclusions/recommendations</b>	
Decision-making/pathway for recommendations	Findings and recommendations will be reported to the Strategy and Resources Policy Committee following each meeting of the CWG and a general update provided every 6 months.