BOROUGH COUNCIL OF WELLINGBOROUGH

Arts & Leisure Sub-Committee

Report of the Managing Director

Arts & Leisure Sub-Committee – Terms of reference

1 Purpose of report

To approve the terms of reference in appendix 1 for the Arts & Leisure (A&L) sub-committee

2 Executive summary

The creation of the A&L sub-committee was agreed at annual council on 22 May 2018. This report seeks approval for the terms of reference for this sub-committee in Appendix 1.

3 Appendices

Appendix 1 – Arts & Leisure Sub-Committee draft terms of reference.

4 Proposed action:

4.1 The committee is invited to RECOMMEND to Services Committee to approve the terms of reference in appendix 1.

5 Background

5.1 At annual council on 22 May 2018 it was agreed that the A&L sub-committee be established.

It was agreed that this sub-committee will consider any matters relating to the:

- allocation of grant funding to the arts, cultural and leisure sectors;
- management and performance of Castle Theatre;
- provision of cultural and leisure facilities.

5.2 The sub-committee will report to the services committee and will continue until further notice. The membership of the sub-committee will consist of seven members, five members from the administration and two from the opposition.

5.3 As with committees, formal reports and notes will be produced and the meetings will be open to the public giving them an opportunity to speak.
**Discussion**

6.1 Approval is sought for the terms of reference in Appendix 1 to be agreed and recommended to Services Committee in line with the council decision.

6.2 The committee has elsewhere on its agenda reports to note only, until such time as the terms of reference are agreed at Services Committee.

6.3 The frequency and dates for this sub-committee are to be agreed at the meeting.

7 **Legal powers**

This sub committee has been created in line with the council’s constitution.

8 **Financial and value for money implications**

Any decisions made by the sub-committee would be covered by existing budgets. If additional funding is needed this will be reported to resources committee.

9 **Risk analysis**

<table>
<thead>
<tr>
<th>Nature of risk</th>
<th>Consequences if realised</th>
<th>Likelihood of occurrence</th>
<th>Control measures</th>
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</thead>
<tbody>
<tr>
<td>Terms of reference not agreed.</td>
<td>Sub-committee meetings delayed.</td>
<td>Medium</td>
<td>Agree the terms of reference.</td>
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10 **Implications for resources**

Any decisions made by the sub-committee would be covered by existing staff resources. If additional resources are needed this will be reported to the relevant committee.

11 **Implications for stronger and safer communities and equalities**

None arising from this report

12 **Author and contact officer**

Emma McGinlay, Project Officer

13 **Consultees**

Senior management team
ARTS & LEISURE SUB-COMMITTEE

Membership

The sub-committee shall consist of 7 councillors and will meet the requirements for political balance in accordance with Section 15 of the Local Government & Housing Act 1989.

Quorum: The quorum is three.

OVERVIEW

To inform the strategy and policy of the council on all matters relating to the:

(a) allocation of grant funding to the arts, cultural and leisure sectors;
(b) management and performance of Castle Theatre;
(c) provision of cultural and leisure facilities.

FUNCTIONS

To exercise the council’s powers, and respond to external consultations in respect of any matters which are outlined above as a function of this committee, including:

a. Upon receipt of a progress report and a performance indicator report by the recipients of funding, the sub-committee shall make an assessment of the effectiveness of the grant and shall then do one of the following:

   i. Decide if the allocation of grant is ensuring the necessary level of provision for use by community groups;

   ii. Recommend whether any actions are required by the council to ensure that there is demonstration of compliance with the arts and culture strategy;

   iii. Decide whether the grant-aided organisation must take further steps to comply;

   iv. Decide if further allocations to currently funded organisations are needed; or

   v. Decide that a further review of the sharing and utilisation of available spaces and resources is undertaken to enable all residents of the borough have access to the provision of arts and leisure.

   vi. Make recommendations to the appropriate committee and/or council arising from the outcome of the performance monitoring
b. Upon receipt of a report on the management and performance of the Castle Theatre:

i. Decide if the theatre is being managed and performing in a way to meet the needs of residents.

ii. Make recommendations to the appropriate committee and/or council if required.

iii. Upon receipt of a needs assessment for cultural and leisure facilities:

iv. Decide if the current level of provision meets the needs of residents.

v. Make recommendations to the appropriate committee and/or council on future provision.

c. The arts and leisure sub-committee may consult with relevant stakeholders, including but not restricted to:

- Operators, staff and users of council-owned and operated facilities
- Other venues that promote or host cultural events
- Community groups and organisations
- Schools, educations and training bodies
- Youth groups and dance schools
- Voluntary groups and support networks
- The business community
- Funding partners and enablers
- Arts and heritage professional bodies
- Residents of the borough

**Delegation to officers by the Arts and Leisure Sub-Committee**

Directors, Assistant Directors (or officers designated by them) in compliance with statute, financial regulations, contract rules of procedure, agreed budgets and policies of the council.

1. Delegation to officers common to all committees.