

# APPENDIX 1

## **Name of group: Events Panel**

### **Terms of Reference 2018**

**Background:** Tameside Metropolitan Borough Council's Events Panel was established in 2018. The Panel recognises that a community with a vibrant and varied cultural programme is not only an attractive place to live; it is a community which prospers, feels stronger and is a place where all residents thrive socially and economically.

Across GMCA innovative and engaging cultural events and activities are happening. These are often led by Greater Manchester Museums Group, Greater Manchester Archives and Local Studies Partnership, Greater Manchester Libraries and GMArts. The Panel believes it is time to recognise these contributions locally.

A GMCA Cultural Strategy is being produced this year and the Panel is committed to ensuring that Tameside delivers not only on TMBC's strategic priorities but that our Culture and Leisure offer is linked to the GMCA Strategy: Our People Our Place

The GMCA Cultural and Social Impact Fund has funded a number of cultural organisations across Greater Manchester. The Panel is committed to ensuring that this translates into cultural activity happening in Tameside.

**Key aim:** The Panel will oversee and coordinate civic events whilst also offering support and advice to other relevant events which reflect Tameside's communities. The Panel will act as a forum for feedback and updates from relevant partnerships. The Panel will ensure that high quality standards are maintained and that the events offer provides increased engagement and participation.

### **Objectives:**

- To promote and advocate for a rich and diverse programme of events
- To oversee events scheduled in the Council's calendar
- To coordinate the plans for civic events, including Christmas event and the festive markets
- To offer advice and support to Town Council events
- To offer advice and support to community events organised on Council land
- To agree an annual calendar of events within the borough
- To ensure events are safe well managed and compliant with legislation

## APPENDIX 1

- To monitor and respond to GMCA's Culture and Social Impact Fund and other cultural initiatives
- To develop a Cultural Strategy for the borough
- To receive updates from relevant GM partnerships
- To ensure linkages are made with the Council's other strategic objectives such as social care and health, economic growth, green and sustainable initiatives and community cohesion

**Membership:** Core membership of the group will include representation from the following areas:

- Elected Members – Chairs of each Neighbourhood Forum (North, West, South and East)
- Cultural and Customer Services
- Arts and Engagement
- Licensing
- Marketing and Communications
- Director/ Assistant Director from Operations and Neighbourhoods

*Members will have the following responsibilities:*

- To attend and participate in meetings or send an appropriate representative
- To ascertain the views of key partners and other staff where appropriate
- To share information and good practice with others
- To support and provide others with advice relevant to the group's objectives
- To contribute to any sub-groups established to pursue specific objectives and events
- Members are responsible for bringing relevant information to the attention of the Chair and organiser no less than 3 weeks prior to the next meeting

**Chair:**

- Executive Member (Clean and Green) Cllr Allison Gwynne will chair the committee. The Chair will elect a Deputy and minute taker

*The chair has the following responsibilities:*

- To liaise with the Head of Cultural and Customer Services/Arts and Engagement manager on the agenda for each meeting
- To approve the minutes of the meeting
- To effectively chair the meetings, allowing all views to be heard fairly

## APPENDIX 1

- To represent the interests of the group at other key forums and meetings
- To approve reports commissioned or written by the group

*The Head of Cultural and Customer Services/Arts and Engagement Manager has the following responsibilities:*

- To organise the meetings of the group in appropriate venues on behalf of the Chair
- To ensure all members receive timely notification of meetings
- To ensure all members have access to agendas, papers, minutes and reports via a range of mechanisms.

**Frequency of meetings:** Quarterly

**Format of meetings:**

- The Chair will set the agenda
- Information submitted for the agenda but be received by organiser three weeks prior to the meeting
- Agenda and relevant papers will be circulated two weeks prior to the meeting in electronic format
- Minutes will be issued no less than two weeks after the relevant meeting
- Small sub-group meetings may be required upon the Chair's request
- Non-members may be invited to the group where appropriate and with the Chair's consent
- The secretariat for the group will be managed by the Arts and Engagement Team