



Great Yarmouth and East Suffolk

City of Culture Board

Terms of Reference

1. Role of the Great Yarmouth & East Suffolk City of Culture Board

- Oversee and direct the development of the UK City of Culture bid
- To receive associated plans, strategies, development proposals etc from officers, consultants and stakeholders for consideration and action
- Direct the associated marketing and communications strategy
- Direct the co-ordination of the stakeholder engagement strategy, ensuring we have a credible, influential and high-profile range of advocates who can promote our bid
- Approve the use of the CoC bid budget for the development of the full application
- Develop a funding strategy to support the development of the full application up to and beyond the longlisting phase
- Provide clear direction to external consultants who are supporting bid development
- Take reports and advice from the various sub-groups which support the Board

*Note: whilst the CoC Board is a decision-making body in respect of the development of the CoC bid, significant decisions which impact on the Councils will also need to be approved by the Council's respective democratic governance structures

2. Membership

The CoC Board will be chaired by an independent, high profile individual with links to the GY/ ES area. Further representatives will come from the Councils and the four sub-groups established to advise the Board and support bid development.

At the Chair's discretion, a minimum of 2 individuals from each authority (2 officers) plus one SRO (5 representatives in total) are required to enable a Steering Group meeting to be held.

Membership of the CoC Project Steering Group is as follows:

- Paula Boyce (Strategic Director, GYBC - Senior Responsible Officer)
- Andrew Jarvis (Strategic Director, ESC - Senior Responsible Officer)
- Steve Miller (Director of Culture & Heritage, Head of Norfolk Museums Service, Head of Norfolk Arts Service – Norfolk County Council)
- Jayne Knight (Arts Development Manager, Suffolk County Council)
- Michelle Burdett (Head of Inward Investment, GYBC)
- Paul Wood (Head of Economic Development & Regeneration, ESC)
- Darren Barker (Culture, Heritage and Design Manager, GYBC)
- Darren Newman (Economic Regeneration Manager, ESC)
- Helen Johnson (Culture & Heritage Programme Manager, ESC)
- Karla Supple (Communications Officer, ESC)
- Clare Dyble (Head of Comms and Marketing, GYBC)
- Judy Foster (Media and Comms Manager, GYBC)

Membership will be reviewed on an ongoing basis to reflect the priorities of the bid. Other Council officers, partners and stakeholders may be invited to attend on an ad hoc basis.

3. Budget (including decision making process for spend)

The Steering Group does not have any delegated authority to make decisions about budget. Budget proposals may be presented and considered, with any proposals being proposed at the two authority Boards and/or relevant decision-making committee/cabinet.

4. Meeting Arrangements

- Meetings will be held weekly and the frequency will be reviewed on an ongoing basis to reflect the needs of the bid.
- Agendas will be circulated at least one day ahead of the meeting
- Actions notes will be recorded from each meeting and circulated as soon as practicable after the meeting and ahead of the next meeting
- The meeting will be jointly chaired by the two Senior Responsible Officers (SROs) on a rotating basis
- The decision on the inclusion of new Project Steering Group members and ad hoc attendees will rest with the two SROs and will at a minimum be considered at the end of each bidding stage, or as and when required

5. Quorum

There must be a minimum of 5 members – one SRO and two officers from each authority.

6. Secretariat and Resource

The City of Culture steering group meeting will be administered by East Suffolk Council.

The terms of reference will be reviewed at the end of each bidding round stage at a minimum or more frequently as appropriate.