

Culture, Tourism and Sport Board

Agenda

Friday, 8 September 2017
1.00 pm

5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street, London, EC1M 5LG

To: Members of the Culture, Tourism and Sport Board
cc: Named officers for briefing purposes

Guidance notes for members and visitors

Layden House, 76-86 Turnmill Street, London, EC1M 5LG

Please read these notes for your own safety and that of all visitors, staff and tenants.

Welcome!

Layden House is located directly opposite the Turnmill Street entrance to Farringdon station, which is served by the Circle, Hammersmith & City, and Metropolitan lines as well as the Thameslink national rail route.

Security

Layden House has a swipe card access system meaning that a swipe enabled security passes will be required to access the lifts and floors 1-5.

Most LGA governance structure meetings will take place on the **ground floor** of Layden House which is open access and therefore does not require a swipe enabled security pass. **Access** to the rest of the building (floors 1-5) is via swipe enabled security passes.

When you visit Layden House, **please show your Local Government House security pass to reception** and they will provide you with a temporary pass which will allow you access to floors 1-5 if required. **Please don't forget to sign out at reception and return your security pass when you depart.**

If you do not have a LGH Security Pass, please email [member services](#) with your name and a recent photo and a pass will be made for you. You can pick this up from the Layden House reception desk on your next visit.

Fire instructions

In the event of the fire alarm sounding, vacate the building immediately via the nearest fire exit onto Turnmill Street and take the next turning on your left – Benjamin Street to St John's Gardens.

DO NOT USE THE LIFTS.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER BUILDING UNTIL AUTHORISED TO DO SO.

Soft Seating Area

There is a small soft seating area on Floor 2 which will also operate as an 'Open Council' area for visiting members and officers from member councils. Please note however that unlike Open Council, this area does not have tea and coffee facilities, nor access to computers.

Toilets

There are accessible toilets on the Ground Floor, 2nd and 4th floors.

Accessibility

If you have special access needs, please let the meeting contact know in advance and we will do our best to make suitable arrangements to meet your requirements.

Parking is available at the rear of the building for Blue Badge holders, accessed via the Turks Head Yard, North underpass. Disabled WCs are situated on the ground and 4th floors. An induction loop system is available in the 5th floor conference venue. For further information please contact the Facilities Management Helpdesk on 020 7664 3015.

Guest WiFi in Layden House

WiFi is available in Layden House for visitors. It can be accessed by enabling “Wireless Network Connection” on your computer and connecting to LGA-Free-WiFi. You will then need to register, either by completing a form or through your Facebook or Twitter account (if you have one). You only need to register the first time you log on.

Further help

Please speak either to staff at the main reception on the ground floor, if you require any further help or information. You can find the LGA website at www.local.gov.uk

Why have the LGA’s Headquarters moved?

The LGA has temporarily relocated from Local Government House (LGH) in Smith Square to Layden House in Farringdon, effective from Monday 31 October 2016. This is to allow extensive refurbishment work to be carried out to LGH.

The refurbishment works will see the ground floor conference centre and all meeting rooms fully refurbished. Floors 1, 2 and 3 will be upgraded and released for commercial letting to enable the LGA to maximise the income from this building as part of its drive for financial sustainability. A new and larger Open Council will be located on the seventh floor. The refurbishment is expected to last for twelve months and we expect to be back in LGH by October 2017.

We appreciate your understanding and flexibility during this time.

Culture, Tourism & Sport Board
8 September 2017

There will be a meeting of the Culture, Tourism & Sport Board at **1.00 pm on Friday, 8 September 2017** 5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street, London, EC1M 5LG.

A sandwich lunch will be available at 12.30pm.

Attendance Sheet:

Please ensure that you sign the attendance register, which will be available in the meeting room. It is the only record of your presence at the meeting.

Political Group meetings:

The group meetings will take place in advance of the meeting. Please contact your political group as outlined below for further details.

Apologies:

Please notify your political group office (see contact telephone numbers below) if you are unable to attend this meeting.

Conservative:	Group Office: 020 7664 3223	email: lgaconservatives@local.gov.uk
Labour:	Group Office: 020 7664 3334	email: Labour.GroupLGA@local.gov.uk
Independent:	Group Office: 020 7664 3224	email: independent.grouplga@local.gov.uk
Liberal Democrat:	Group Office: 020 7664 3235	email: libdem@local.gov.uk

Location:

A map showing the location of Layden House is printed on the back cover.

LGA Contact:

Eleanor Reader-Moore, 0207 664 3383, eleanor.reader-moore@local.gov.uk

Carers' Allowance

As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £7.50 per hour is available to cover the cost of dependants (i.e. children, elderly people or people with disabilities) incurred as a result of attending this meeting.

Social Media

The LGA is committed to using social media in a co-ordinated and sensible way, as part of a strategic approach to communications, to help enhance the reputation of local government, improvement engagement with different elements of the community and drive efficiency. Please feel free to use social media during this meeting. **However, you are requested not to use social media during any confidential items.**

The twitter hashtag for this meeting is #lgacts

Culture, Tourism & Sport Board – Membership 2017/2018

Councillor	Authority
Conservative (8)	
John Beesley	Bournemouth Borough Council
Geraldine Carter	Calderdale Metropolitan Borough Council
Peter Golds (Deputy Chairman)	Tower Hamlets Council
David Jeffels	North Yorkshire County Council
Barry Lewis	Derbyshire County Council
Michelle Tanfield	Fenland District Council
Tom Killen	Mendip District Council
Geoffrey Theobald	Brighton & Hove City Council
Substitutes	
Andrew Bowles	Swale Borough Council
Chris Saint	Warwickshire County Council
Labour (7)	
Simon Henig (Deputy Chair)	Durham County Council
Terry O'Neill	Warrington Council
Sonja Crisp	City of York Council
Faye Abbott	Coventry City Council
Muhammed Butt	Brent Council
Alice Perry	Islington Council
Richard Henry	Stevenage Borough Council
Substitutes	
Guy Nicholson	Hackney London Borough Council
Liberal Democrat (2)	
Gerald Vernon-Jackson (Chair)	Portsmouth City Council
Mike Bell	North Somerset Council
Substitutes	
Niall Hodson	Sunderland City Council
Independent (1)	
Geoff Knight (Vice-Chair)	Lancaster City Council
Substitutes	
Tom Hollis	Nottinghamshire County Council

Agenda

Culture, Tourism & Sport Board

Friday 8 September 2017

1.00 pm

5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street,
London, EC1M 5LG

Item	Page
1. Welcome, Introductions, Apologies and Declarations of Interest	N/A
2. The CTS Board's Remit (presentation)	N/A
3. Culture, Tourism and Sport Work Programme 2017/18	1 - 8
4. Culture, Tourism and Sport Annual Conference 2018	9 - 14
5. Outside Bodies	15 - 20
FOR INFORMATION AND NOTING	
6. Membership and Terms of Reference	21 - 26
7. Minutes of the last meeting	27 - 33
8. Any Other Business	N/A

Date of Next Meeting: Thursday, 9 November 2017, 1.00 pm, Smith Square
3&4, Ground Floor, Local Government House, Smith Square, London, SW1P
3HZ



Draft CTS Board Work Programme 2017/18

Purpose of report

For discussion and direction

Summary

This paper suggests a work programme for the Culture, Tourism and Sport Board that will represent the sector's interests nationally and offer sector-led support on priority issues.

Recommendation

Members of the Culture, Tourism and Sport Board are invited to comment upon, and agree, the draft work programme for 2017/18.

Action

Officers to take forward actions in line with members' steer.

Contact officer: Ian Leete
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Draft CTS Board Work Programme 2017/2018

Background

1. The purpose of the Culture, Tourism and Sport (CTS) Board is to provide leadership and strategic oversight of all the LGA's policy and improvement activity in relation to sport and physical activity, the visitor economy, libraries, the arts, theatres, heritage and museums.
2. The Board also works closely with other relevant LGA Boards on shared priorities. In particular, the Community Wellbeing Board to support the role of culture and sport promoting better health and wellbeing, and the Environment, Economy, Housing and Transport Board in relation to the historic environment and place shaping.

Issues

3. The draft work plan aims to set out and cover the core issues that are expected to arise during this Board cycle. It takes account of expected government or sector announcements, as well as aiming to respond to challenges identified by the sector. These include a lack of good practice on commissioning, the need for officer development, and articulating the contribution of culture, tourism and sport services to corporate priorities like economic growth and public health.
4. It also reflect existing commitments. For instance, we will continue to steer the [Leadership for Libraries Taskforce](#), which is jointly accountable to the LGA and Ministers, ensuring it focusses on the issues that matter the most to councils as they transform their library services.
5. The draft workplan priorities also take account of LGA work and achievement over the past two years. For this reason, there are no dedicated workstreams proposed on tourism or archives, as the LGA has recently published or supported sector-led improvement in both these areas. However, we will maintain oversight of these sectors and ensure any matters arising are dealt with appropriately, including relevant case studies on the new cultural hub.

Suggested Priorities and Work programme

6. **Members are invited to discuss the draft work plan for the coming year. In particular, views are sought on the issues that are covered, the anticipated impact of the Board's work influencing national players and supporting councils, and the relative balance between the different priorities.**

Implications for Wales

7. The Welsh Assembly has responsibility for many aspects of cultural funding, including the Welsh library and VisitWales. This means that cultural, tourism and sporting services in Wales operate in a substantially different context to those in England, and most



lobbying and improvement work is undertaken by the WLGA and Welsh councils. However, we seek to share best practice, and learn from Welsh practice, where appropriate.

Financial Implications

8. The work programme can be delivered within available resources, but Members are asked to bear in mind that adding substantially to the work programme will mean not doing some of the projects currently suggested.

Next steps

9. Subject to Members' steer, officers will take forward the actions set out in the work programme and report on progress at subsequent Board meetings.

Work plan:

Work streams

1. Promote and articulate the value of investment in culture, tourism and sport:
 - 1.1 Support local leadership on culture, tourism and sport by delivering 20 days of improvement support through leadership essentials courses, seminars and conferences.
 - 1.2 Explore, articulate and share best practice and evidence on the cross-cutting benefits of sport and leisure to economic development, public health, and skills.
 - 1.3 Lobby for the cultural, tourism and sport sectors to be recognised in the Industrial strategy, including any relevant sector deals.
 - 1.4 Identify, and feed into LGA workstreams, any issues or implications for the culture, tourism and sport sectors arising from our negotiations to leave the European Union.
 - 1.5 Deliver the annual culture, tourism and sport conference in Hull, introducing the sector to the latest innovative practice, policy directions and aspirational thinking.
 - 1.6 Maintain and expand the culture hub developed with Arts Council England with the addition of 12 new case studies over 2017/18.
 - 1.7 Work with LGA media team to identify, produce and disseminate targeted media interventions through digital, social and print media.
2. Support the sector to deliver their statutory responsibilities on libraries, and integrate them into corporate strategic planning:
 - 2.1 Promote the new councillor handbook on library services, and support the sector to make effective use of the new benchmarking and strategic planning tools by running two masterclasses in the autumn.

- 2.2 Support a sector-led open data approach, making core library information available in a standard form, enabling the development of mobile apps data feeds.
- 2.3 Continue to act as co-accountable body for the Leadership for Libraries Taskforce, ensuring the Taskforce remains focused on supporting local services, and contributing to delivery of actions in Libraries Deliver: Ambition for Public Libraries in England 2016-2021.
3. Work with Sport England, National Governing Bodies, and other partners to support and enhance councils' contribution towards an active nation:
 - 3.1 Support councils to explore the most suitable delivery model for their sports and leisure services through the publication of a best practice guide, including examples of effective commissioning and contract management in the leisure sector.
 - 3.2 Support Sport England with the rollout and implementation of their Local Delivery Pilots, including sharing of progress and findings with the wider sector.
 - 3.3 Lobby and explore options for investment in replacing or upgrading ageing infrastructure.
 - 3.4 Maintain oversight of the new role of County Sports Partnerships, and influence where necessary to improve their collaboration with councils.
 - 3.5 Continue the board's work to influence national investment funds to take a localist approach that supports all types of council.
 - 3.6 Deliver a pilot sports conference in December 2017 to introduce the sector to the latest research, best practice, and strategic direction.
4. Respond to Government announcements, ensuring councils' positions and views are reflected in proposals and delivery plans:
 - 4.1 Work with DCLG to respond to challenges facing the provision of public parks, and the related consultation on charging for parkruns, ensuring that the response to the CLG Select Committee inquiry are practical, deliverable, and supportive of a sector-led response.

4.2 Work with DCMS to ensure that the final recommendations in the Museums Review continue to reflect deliverable and affordable options for councils, and help councils understand the recommendations through the publication of a short guide to the review, illustrated by best practice case studies.

4.3 Maintain a watching brief on proposals for the Law Commission to undertake a review of museum collections legislation, responding and influencing as appropriate.

4.4 Work with the LGA public affairs team to monitor, respond to, or engage select committee inquiries, all-party parliamentary groups and debates.

5. Celebrate or commemorate historic anniversaries:

5.1 Work with the Womens' Local Government Society to identify 100 suffrage pioneers as part of celebrations for the 2018 centenary of the Representation of the People Act 1918.

5.2 Ensure the £5 million government funding to support the centenary celebrations is accessible to councils, including museums and archives.

Outputs:

Events		
Date	Event	Workstream
25/26 October	Culture Leadership Essentials	1 Promote and articulate
2 November (w/c)	Library Benchmarking and Strategic Planning Workshops	2 Libraries
16/17 November	Sports Leadership Essentials	1 Promote and articulate / 3 Sport and physical activity
5 December	Sports conference	3 Sport and physical activity
7/8 December	Culture Leadership Essentials	1 Promote and articulate
1/2 February	Sports Leadership Essentials	1 Promote and articulate / 3 Sport and physical activity
February	Sports Officer Development course	3 Sport and physical activity
5 March (w/c)	Annual Culture Tourism and Sport Conference	1 Promote and articulate
22/23 March	Sports Leadership Essentials	1 Promote and articulate / 3 Sport and physical activity
March	Regional Sports Leadership Essentials	3 Sport and physical activity
4-6 July	LGA Annual Conference	1 Promote and articulate

Publications		
5 December	Commissioning and contracting of leisure services – case study guide	3 Sport and physical activity
December 2017	Christmas markets – A study of their economic and cultural impact	1 Promote and articulate
March 2018	Councils as cultural convenors – Think piece on the value of cultural investment, drawn from interviews with those cities that have been, or are bidding for, City of Culture or EU Capital of Culture status	1 Promote and articulate
March 2018	Museums handbook – overview of the local authority recommendations in the Museums review, illustrative case studies, and best practice guidance	4 Respond to announcements
July 2018	Culture hub and Wikipedia – 12 new case studies	1 Promote and articulate

2018 Culture, Tourism and Sport Conference

Purpose of report

For discussion and direction.

Summary

The LGA's annual Culture, Tourism and Sport Conference will be Wednesday 7 March – Thursday 8 March at The Hilton, Hull.

This report suggests an outline programme for Members to comment upon. It reflects feedback from the 2017 Conference, the current landscape for local culture, tourism and sport, latest innovation and the opportunities to influence Government policy over the coming year.

Recommendation

That members of the Culture, Tourism and Sport Board offer any further steer on the outline programme for the LGA's annual Culture, Tourism and Sport Conference.

Action

Officers will take forward actions in line with members' steer.

Contact officer: Jade Nimmo
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2018 Culture, Tourism and Sport Conference

Introduction and Background

1. The LGA's annual Culture, Tourism and Sport (CTS) Conference is the definitive event for the political and managerial leaders of local culture, tourism and sport. The conference provides councils and the CTS Board with an unrivalled opportunity to share good practice, debate topical policy issues and further strengthen the relationship between local government and key partners.

The 2018 Conference

2. Hosting the conference in an iconic cultural, historic and sporting destination, with networking and study tours organised around showcasing the host city remains the unique selling point of CTS Conference.
3. We are delighted that the 2018 CTS Conference will be in Hull 2017 UK City of Culture on Wednesday 7 – Thursday 8 March. Hull City Council has a strong track record of putting culture, tourism and sport at the heart of its plans to grow the economy, improve wellbeing and strengthen cohesion. We are discussing with the City Council how they would like to showcase their excellent work on the study tours.
4. The 2018 Conference will take place at an important time for our sector. As well as sharing the latest innovation in delivering culture, tourism and sport services, there are exciting new strategic developments arising from the DCMS Culture is Digital consultation, the industrial strategy, new research into the impact of arts and culture on health and wellbeing, and the accelerating campaigns to be the next nominations for EU Capital of Culture and UK City of Culture.
5. Diaries permitting, the Ministerial slot is an opportunity for the Minister for Arts, Culture and Heritage to set out his key note address.
6. An outline programme is attached at [Annex A](#). Please note that suggested speakers will be invited follow Members' steer. Members are asked to note the outline programme and to give any further steer on the 2018 conference programme.

Next Steps

7. Subject to Members' steer, officers will invite plenary and workshop speakers, develop a full programme with Hull City Council, and continue to promote the event to councils through our communications channels.

Annex A

LGA Culture, Tourism and Sports Conference

1. Join councillors, senior officers and national partners at this must-attend conference to discuss the latest thinking on delivering libraries, museums, leisure services, the arts, tourism and heritage. We will share leading edge practice from within and beyond our sector.
2. No-one can have missed the enormous success achieved by Hull as UK City of Culture, and we are delighted to take our flagship culture, tourism and sport conference there for 2018. Delegates will be able to see and hear first-hand about how Hull has used culture to involve 9 out of 10 residents in community experiences, attract more than £3.3 billion in investment and achieve the fastest reduction in claimants of job-seekers allowance in the country.
3. You will also have the opportunity to hear from expert speakers on promoting your areas to tourists, developing 21st century libraries, Sport England's new local delivery pilots, and the contribution of arts and culture to health and wellbeing.

Day 1

7.00-8.00pm

Registration

8.00 Conference dinner, Hilton Hotel (Conference venue) perhaps performing arts performers before the dinner.
Welcome to Hull - Rosie Millard, Chair of Hull UK City of Culture 2017 / Journalist, Broadcaster, Cultural Commentator and Author

Day 2

8.00 Registration (for new delegates), refreshments and networking

9.00 Walking study tours

(Walking distance to be added)

ST1. Tour around the new public realm work that has transformed many areas throughout the city centre in the last 2 years due to major investment from Hull City Council. The public realm programme has included a wide range of work from new paving and lighting schemes to the installation of new public art and water fountains.

ST2. Development of key venues – including the Ferens Art Gallery and Hull New Theatre which have both undergone major refurbishment recently. The Maritime Museum which is part of a recently announced £27.5m Maritime visitor destination project. The council have also invested £36m in a brand new concert and conference facility to seat 3.5k people which is due to open Autumn 2018.

ST3. Hull Old Town – a programme is well under way to re-energise the old town including redevelopment of the Trinity Indoor Market, Trinity Square and Market Place. Hull City Council are working with independent businesses and encouraging new businesses into the area through the Old Town Grant Scheme

ST4. Cultural Quarter – new development in the old Fruit Market, now the home to galleries, museums, restaurants, entertainment venues and a micro-brewery alongside a residential Scheme and closely linked to the emerging digital hub in the city. This area has been transformed with major investment from both Hull City Council and private sector partners.

10.00

ST5: (in-house session)

10.30 Refreshments and networking

10.45 Chair's welcome

Cllr Gerald Vernon-Jackson, Chair, LGA Culture, Tourism and Sport Board

10.55 Host council welcome

Cllr Stephen Brady, Leader, Hull City Council

11.05 **Urban Festivals , bravery and generosity**

John Kampfner, CEO, Creative Industries Federation

11.30 **Workshop sessions round 1**

WS1: Tourism and destination-making

UK tourism numbers continue to grow, both from international tourists and staycationers. But while the attraction of places like London and Bath are well-established, how do we attract visitors to other, equally exciting destinations. This session will introduce you to some new marketing techniques developed by VisitKent, and now also delivered for Essex and Hertfordshire. You will also hear the theory of communicating place to residents, who can be your strongest advocates, from Jon-Paul Hedge former local newspaper editor turned communications director for Exeter City Council.

Sinead Hanna, Go To Places (Visit Kent)

Jon-Paul Hedge, Director of Communications and Marketing, Exeter City Council

WS2: Learn to love your 21st Century libraries

Our libraries receive over 225 million visits – more than visits to Premier League football games, the cinema, and the top 10 UK tourist attractions combined. What's more, they are the only cultural service to reach all parts of the community, irrespective of economic status, ethnicity, age or gender. So if you're not using them to deliver your corporate goals, you're missing a very big trick. This session will explore what the data tells us about our libraries, and how you can hone their strategic impact.

Paul Blantern, Chair, Leadership for Libraries Taskforce

Jenny Peachey, Senior Policy Officer, Carnegie UK

Ben Lee, Shared Intelligence / **Neil MacInnes**, Chair, SCL

WS3: Local delivery pilots

Sport England's ten local delivery pilots will shape the future of local delivery of sport and physical activity. This workshop will cover their aspirations, the challenges they hope to overcome and some tips on how to prepare your own activities for the future.

Maria Reader, Local Government Relationship Manager, Sport England

Local delivery pilot areas

12.20 Lunch and networking

1.20 Keynote address

	John Glen MP, Minister for Arts, Culture and Heritage
1.50	The funding landscape and our partnership with councils Ros Kerslake, Chief Executive, Heritage Lottery Fund
2.20	Workshop sessions round 2 (repeated)
3.15	The All-party parliamentary group for arts and wellbeing report Lord Howarth, co-chair of the inquiry
3.35	Star speaker This session is typically filled by a notable person, with Dame Kelly Holmes appearing in 2017. We suggest that this year features someone from the arts and culture sector. We will work with partners to identify candidates. Possible options to date include: Phillip Pullman, Author Rory Kinnear, Actor
4.00	Conference close

Outside Bodies

Purpose of report

For discussion.

Summary

This report has three parts:

- A - CTS Outside Bodies 2017/18
- B - Report back on member meetings since 12 June 2017
- C - Forthcoming meetings

Recommendations

That the members of the Culture, Tourism and Sport Board:

1. Agree the list of outside bodies.
2. Agree appointments to outside bodies.

Action

Officers to take forward actions.

Contact officer: Eleanor Reader-Moore
Position: Assistant Member Services Manager
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E-mail: eleanor.reader-moore@local.gov.uk

Outside Bodies

A - CTS Outside Bodies 2017/18

Organisation	Background	Representative for 2016/17	Representative For 2017/2018	Dates of Future Meetings
British Board of Film Classification Consultative Council	The British Board of Film Classification classifies films on behalf of Local Authorities and videos / DVDs under the terms of the Video Recordings Act. Its "Consultative Council" is a requirement of the Board's designation under the Video Recordings Act.	Cllr Faye Abbott was appointed as the board's representative.	1 place	Monday 9 October, 2017
Tourism Alliance	The TA seeks to establish and maintain a favourable operating environment for all businesses involved in the delivery of tourism, particularly in England. The LGA has a non-voting place on the Board.	Cllr Colin Organ was appointed as the board's representative.	1 place	11:00–13:00, 13 Sept 2017 11:00-13:00, 22 Nov 2017
British Destinations	British Destinations operates as a trade association representing the wider interest of local authority sponsored tourism. Membership includes local government authorities of all types and sizes from across the UK,	Cllr Geoff Knight was appointed as the board's representative.	1 place	TBC

	regional and local tourist boards and commercial organisations.			
London Marathon Charitable Trust	The London Marathon Charitable Trust primarily provides capital funding for building or facilities projects that inspire increased participation in physical activity, sport and play. It prioritises projects that target individuals or groups that currently have low levels of activity and children and young people outside of school hours.	Cllr Sonja Crisp was appointed to the board.	Cllr Sonja Crisp	13:30-15:30, 25 October 2017 13:30-15:30, 24 January 2018
Libraries Taskforce	Leadership for Libraries Taskforce was set up by the Department for Culture, Media and Sport (DCMS) and the Local Government Association (LGA) in 2015. The Taskforce's role is to provide leadership and help to reinvigorate the public library network in England.	Cllr Mike Bell was appointed as the board's representative.	1 place	4 th Oct 2017, Canning Town Library 7 th Dec 2017, Storyhouse, Chester 7 th Feb 2018, Local Government House

B – Report back on member meetings since 12 June 2017

Purpose	Key Points Discussed	Outcome
Cllr Faye Abbott attended a British Board of Film Classification Consultative Council Meeting on 14 June		
To represent the Culture, Tourism and Sport Board at the event as the board's appointment to the body.	The board discussed the Digital Economy Act.	Local government was represented at the meeting
Cllr Ian Stephens attended a Lawn Tennis Association Roundtable on 20 June		
To discuss the Lawn Tennis Association's largest investment to date in local tennis facilities.	Over the next 10 years, the association will invest £125 million in the local game, and attract a further £125 million from private sponsors.	The fund was launched on 29 June. The LTA was challenged to ensure that the fund was accessible by all areas, including small rural councils. Officers have held a follow-up meeting to discuss communication of the fund to councils.
Cllr Ian Stephens spoke at a Leadership Essentials Sport Programme on 22 June		
These events, organised in partnership with Sport England, support portfolio holders and help councils meet the challenges facing sport services.	Cllr Stephens set the event within the wider context of the challenges and opportunities facing local sport and leisure services.	Portfolio holders supported to lead transformational change of sport and leisure services.
Cllr Ian Stephens chaired a session on 'cultural capital: place-making and identity' at the LGA Conference on 4 July		
The session explored how councils can use sporting and heritage assets to create a shared identity to help their communities adapt, move forward and become even stronger.	The session focused on how three councils are implementing these approaches to engage communities, promote cohesion, instil civic pride, and encourage democratic participation.	Recognition of the role that councils play in maintaining the sports and culture in their communities. The LGA's commitment to helping councils across England find innovative ways to provide cultural services in a strained climate was reaffirmed.

Purpose	Key Points Discussed	Outcome
Cllr Ian Stephens met with Sir Nicholas Serota, Chair of Arts Council England, on 12 July		
Meeting between the board's Chair and the Chair of Arts Council England.	The discussion covered councils as the largest investor in culture alongside the Arts Council, the LGA's memorandum of understanding with ACE, our joint improvement offer and key issues facing the sector.	The LGA and Arts Council England will keep in touch on key issues and will share good practice. Funding for our joint improvement programme was agreed
Cllr Sonja Crisp attended a London Marathon Charitable Trust Meeting on 20 July		
To represent the Culture, Tourism and Sport Board at the event as the board's appointment to the body.	The meeting was an introductory discussion, with an LGA representative attending for the first time as the trust looks to expand its funding across the country.	Local government was represented at the meeting.

C – Forthcoming meetings at the time of writing

Title	Date	Attendees
Meeting with John Glen MP, Minister for Arts Heritage and Tourism	12 September 2017	Cllr Gerald Vernon-Jackson CBE
Tourism Alliance Board Meeting	13 September 2017	TBC
UK Theatre Awards	15 October 2017	TBC
Gala at the French Embassy	17 October 2017	TBC
London Marathon Charitable Trust Meeting	25 October 2017	Cllr Sonja Crisp
Tourism Alliance Board Meeting	22 November 2017	TBC
London Marathon Charitable Trust Meeting	24 January 2018	Cllr Sonja Crisp

Membership and Terms of Reference for 2017/2018

Purpose

For discussion and decision.

Summary

For members to note the membership and agree the Terms of Reference of the Board for 2017/18.

Recommendations

That members of the Culture, Tourism and Sport Board:

1. Note the membership of the board.
2. Agree the board's Terms of Reference.

Action

Officers respond accordingly to members' direction.

Contact officer: Eleanor Reader-Moore
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Phone no: 020 7664 3383
E-mail: eleanor.reader-moore@local.gov.uk

Culture, Tourism & Sport Board – Membership 2017/2018

Councillor	Authority
Conservative (8)	
Cllr Peter Golds (Deputy-Chairman)	Tower Hamlets Council
Cllr John Beesley	Bournemouth Borough Council
Cllr Geraldine Carter	Calderdale Metropolitan Borough Council
Cllr Geoffrey Theobald OBE	Brighton & Hove City Council
Cllr David Jeffels	North Yorkshire County Council
Cllr Barry Lewis	Derbyshire County Council
Cllr Michelle Tanfield	Fenland District Council
Cllr Tom Killen	Mendip District Council
Substitutes	
Cllr Andrew Bowles	Swale Borough Council
Cllr Chris Saint	Warwickshire County Council
Labour (7)	
Cllr Simon Henig CBE (Deputy Chair)	Durham County Council
Cllr Faye Abbott	Coventry City Council
Cllr Muhammed Butt	Brent Council
Cllr Sonja Crisp	City of York Council
Cllr Richard Henry	Stevenage Borough Council
Cllr Terry O'Neill	Warrington Council
Cllr Alice Perry	Islington Council

<i>Substitutes</i>	
Cllr Guy Nicholson	Hackney London Borough Council
Liberal Democrat (2)	
Cllr Gerald Vernon-Jackson CBE (Chair)	Portsmouth City Council
Cllr Mike Bell	North Somerset Council
<i>Substitutes</i>	
Cllr Niall Hodson	Sunderland City Council
Independent (1)	
Cllr Geoff Knight (Vice-Chair)	Lancaster City Council
<i>Substitutes</i>	
Cllr Tom Hollis	Nottinghamshire County Council

Culture, Tourism and Sport Board Terms of Reference 2017/2018

Remit

1. The purpose of the Culture, Tourism and Sport Board is to engage with and develop a thorough understanding of the issues affecting culture, tourism and sport services, including how legislation does or could affect councils and their communities. The Board is also responsible for maintaining relationships with relevant stakeholders, and identifying support offers or policy campaigns to assist councils with their service delivery.
2. The Board will provide strategic oversight of all the LGA's policy and improvement activity in relation to libraries, the visitor economy, sport and physical activity, the arts, museums, and heritage, in line with wider LGA priorities.

Objectives

3. The Culture, Tourism and Sport Board has the following objectives:
 - 3.1 Champion the role that cultural, sporting, tourism and heritage services play in making places where people want to live, visit and work.
 - 3.2 Support portfolio holders and officers to lead transformational change of cultural, tourism and sport services and seize the opportunities presented by wider public sector reform, including devolution and the government's Industrial Strategy.
 - 3.3 Ensure that the LGA is well positioned to advance our arguments on culture, tourism and sport nationally to government and others and that our advocacy is shaped by robust intelligence from councils. In particular, steering the LGA / DCMS Libraries Taskforce, supporting the implementation of Sport England's new strategy, and ensuring English destinations have a strong voice in the national governance arrangements for tourism.
 - 3.4 Support other LGA Boards to recognise how culture, tourism and sport helps to achieve their priorities.
 - 3.5 Contribute to wider LGA work any risks or opportunities that may arise for the culture, tourism and sport sectors from leaving the European Union and act on them as required.
 - 3.6 Ensure that the flagship Annual Culture, Tourism and Sport Conference continues to give national profile to the innovation that councils are leading and influences national policy and debate through giving a platform to leading people from the sector.

Operational accountabilities

4. The Board will seek to involve councillors in supporting the delivery of these priorities (through Forums, policy groupings, Special Interest Groups (SIGs), regional networks and other means of wider engagement); essentially operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.
5. The Culture, Tourism and Sport Board will be responsible for:
 - 5.1 Ensuring the priorities of councils are fed into the business planning process.
 - 5.2 Developing and overseeing a work programme to deliver their brief, covering lobbying, campaigns, research, improvement support and events and linking with other boards where appropriate.
 - 5.3 Sharing good practice and ideas to stimulate innovation and improvement.
 - 5.4 Representing and lobbying on behalf of the LGA, including making public statements on its areas of responsibility.
 - 5.5 Building and maintaining relationships with key stakeholders.
 - 5.6 Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
 - 5.7 Commissioning LGA officers and resources, where appropriate, to respond to specific issues referred to the Board by one or more member councils or groupings of councils.
6. The Culture, Tourism and Sport Board may:
 - 6.1 Appoint members to relevant outside bodies in accordance with the Political Conventions.
 - 6.2 Appoint member champions and spokespersons from the Board to lead on key issues.

Work Programme

7. The Board to set its own work programme which is agreed at the start of each meeting cycle in early Autumn.

Quorum

8. One third of the members, provided that representatives of at least 2 political groups represented on the body are present.

Political Composition

9. The composition by political party is recalculated each year and reflects the political proportionality of the wider group of councils from which their membership is drawn. The current composition is:

9.1 Conservative group:	8
9.2 Labour group:	7
9.3 Independent group:	1
9.4 Liberal Democrat group:	2

10. Substitute members from each political group may also be appointed.

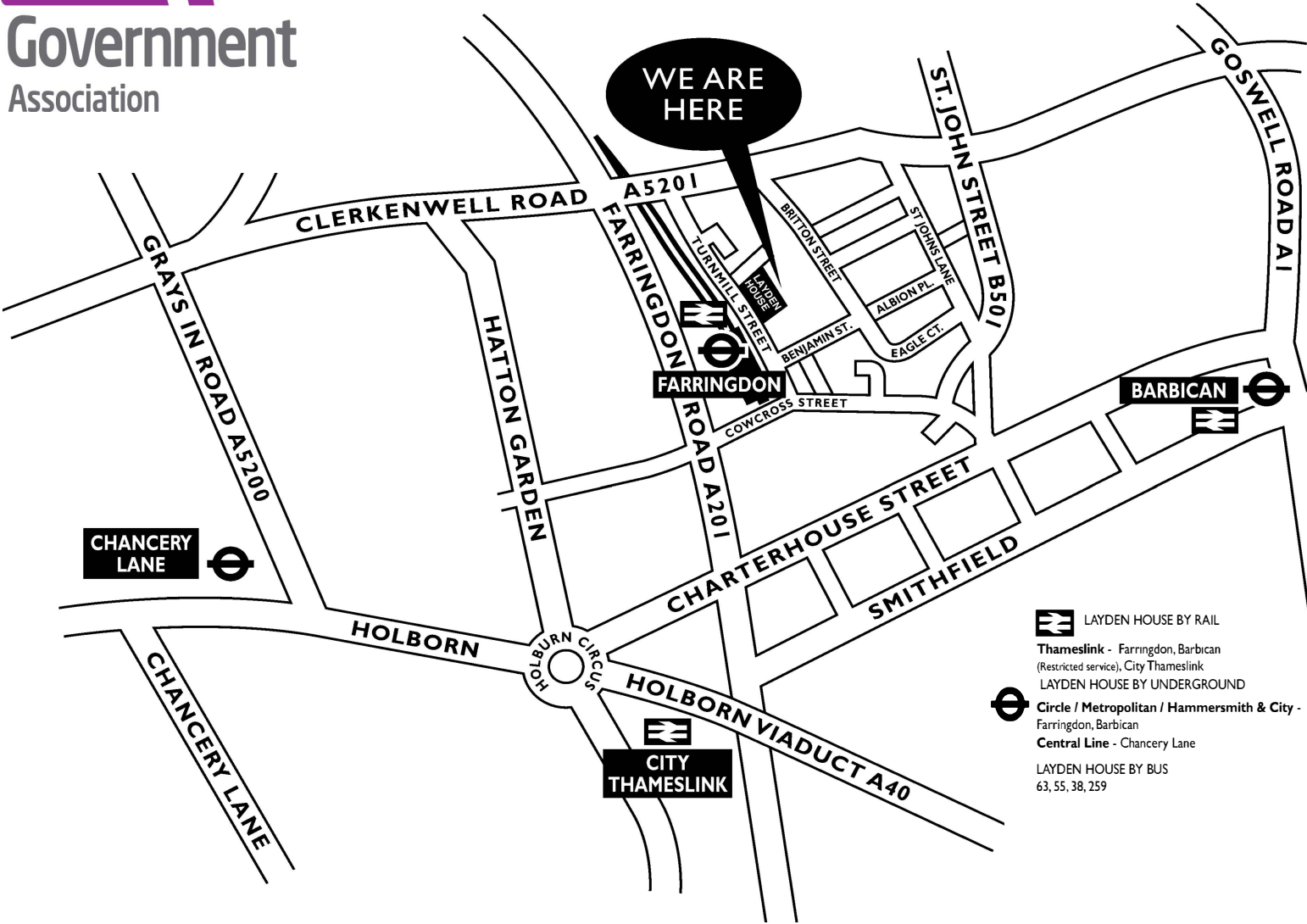
Frequency per year

11. Meetings to be five times per annum.

Reporting Accountabilities

12. The LGA Executive provides oversight of the Board. The Board may report periodically to the LGA Executive as required, and will submit an annual report to the Executive's July meeting.

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Layden House

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 London
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**The Local Government Association will be based at Layden House whilst refurbishment takes place at their offices in Smith Square.*

Public Transport

Layden House is served well by public transport. The nearest mainline station is **Farringdon** (Circle, Hammersmith & City and Metropolitan Lines. It also has Overground lines)

Bus routes - Farringdon Station

- 63 - Kings Cross - Crystal Palace Parade (**Stop A/B**)
- 55 - Oxford Circus -High Road Leyton (**Stop E/K**)
- 243 - Redvers Road - Waterloo Bridge (**Stop E/K**)

Cycling Facilities

The nearest Santander Cycle Hire racks are on Theobold's Road.
 For more information please go to www.tfl.gov.uk

Car Parks

- Smithfield Car Park - EC1A 9DY
- NCP Car Park London Saffron Hill - EC1N 8XA