

Hyndburn Culture & Heritage Investment Board

Terms of Reference

This Board places culture and heritage at the heart of Hyndburn Borough Council's plan to facilitate step change across Hyndburn's towns and to reimagine and regenerate places.

The Board's overarching aim is to produce an ambitious, inclusive and sustainable cultural programme that seeks to enhance the wellbeing of all people in Hyndburn.

Aims

The Hyndburn Culture & Heritage Investment Board (CHIB) will develop an appropriate framework, oversee strategies and provide recommendations to Hyndburn Borough Council (HBC) and/or the Hyndburn Town Centre Board (TCB) to:

- **Provide enhanced capacity** – appropriate roles and sector specific skills to develop and deliver the cultural vision, building the relevant partnerships to deliver positive outcomes, supporting economic and inclusive growth in towns and neighbourhoods, and increasing collaborations across places.
- **Encourage bolder and innovative commissioning** - deliver high quality work to diverse audiences through our reimagined existing cultural assets and a series of place-based interventions linking to world class programmes including Super Slow Way, Linear Park and key partners including Arts Council, English Heritage, National Lottery Heritage Fund, and the Lancashire LEP - developing local connections to place and improved outcomes for residents.
- **Create new, enhanced, and fit for purpose infrastructure** - contribute to the regeneration and revitalisation of Hyndburn's towns to improve the lives of residents, attracting visitors and act as a catalyst to attract investment through a more core compelling arts, culture and heritage proposition to align with the wider Town Centre Investment Plan (TCIP) including the Market Hall and Burton Chamber and complementary culture-led interventions across Hyndburn.
- **Actively explore opportunities for collaboration** – identify and work with relevant cultural organisations to deliver positive outcomes to unlock the potential of culture as a driver for economic growth and increased collaborations across places, sectors and structures and support audience development (locally/nationally) and reach to all citizens.
- **Engage Local Communities** – support the development of arts, culture and heritage projects to deliver step change and more impact (within organisations), and to empower citizens to address local challenges, encourage civic pride, engagement and participation to encourage a greater sense of place for all citizens and compelling local narratives, as well as promoting skills and learning to embed heritage skills and crafts for future generations.
- **Make recommendations to Hyndburn Borough Council/Hyndburn Town Centre Board** - relating to the Hyndburn Cultural and Heritage Strategy. This will consider the over-arching local investment strategy/plan including the Levelling-Up Fund, UK Shared Prosperity Fund, as well as other investment from relevant strategic partners (Arts Council, Historic England & National Heritage Lottery Fund).

- **Inform the Town Centre Plan (TCIP)** and related strategies and ensure that culture and creativity schemes are supported across the Borough to deliver on the Council's priorities.
- **Proactively respond to** - the investment principles outlined in the Let's Create 10 year Strategy relating to Inclusivity & Relevance, and the related Creative Case for Diversity to include representation drawn from across the cultural ecology of the area and programmes.
- **Promote sustainability and climate awareness** in the Borough's art, culture and heritage activities, supporting the Council's pledge to make its activities net-zero carbon by 2030.
- **Promote equality, diversity and inclusion**, maintaining an awareness of the Equality and Diversity Strategy and working to create and maintain a safe supportive and welcoming environment where all people are treated with dignity and their identity and culture is valued and respected.

A key activity of the Culture & Heritage Investment Board (CHIB) will be to support HBC to deliver an effective and feasible Cultural Investment Plan to deliver these outcomes.

STRUCTURE AND OPERATION

The CHIB will be chaired by a nominee of the Council. Members of the CHIB will be nominated and approved by the Council and may include officers of the Council, members of the community and organisations and individuals with relevant experience and interest.

This will ensure that culture sits at the heart of local growth plans and that decisions are informed by experts who share a passion for the role of culture in shaping great places.

Its functions will include:

1. Identifying models of good practice at local or national level and seeking advice from experts;
2. Receiving reports from and overseeing, evaluating and monitoring the performance of, identified officers, consultants and other relevant agents and organisations;
3. Ensuring effective consultation and involvement of key elements within the local community;
4. Providing informed reports and recommendations to HBC, via the TCB initially where appropriate;
5. Playing an active role as a cultural advocate, champion, and critical friend to the Council, to the wider community and related decision-making process;
6. Reviewing investment proposals, making appropriate suggestions to the Council and other relevant partners to inform and support the development of priority projects;
7. Establishing criteria for and overseeing, monitoring and evaluating culture related investments and activities;
8. Assisting the Council in commissioning reports, surveys and investigations to support and inform developments;

9. Being involved in the procurement of individuals and/or organisations or services for related posts and activities;
10. The CHIB:
 - (i) has no power to make decisions on behalf of the Council;
 - (ii) is an advisory / consultative body only and is not intended to have any legal capacity;
 - (iii) is not meant to be the Council's agent or a partnership or joint venture body; and
 - (iv) no legal relationship is created between those serving on the CHIB.

OPERATIONAL ROLE OF CHAIR & BOARD

11. The Chair will liaise with HBC councillors and senior officers and represent the CHIB at various events and meetings with key stakeholders and community groups.
12. In addition to chairing the CHIB meetings, the Chair may represent the Board at any HBC committees and other relevant meetings.
13. The Chair does not have a casting vote and any decisions will be made by a simple majority. Where agreement is not unanimous a minority view may be noted.
14. Membership of the CHIB will be refreshed at regular intervals to respond to the development of programmes, projects and partnerships. Decisions on Board membership will be taken by HBC, in consultation with the Chair and wider board members. HBC may ask other officers to attend specific meetings from time to time, if necessary.
15. In the absence of the Chair, the Board may nominate an acting Chair.
16. Members of the CHIB are required to declare any conflicts of interests which may affect recommendations or outcomes to the Chair, and should refrain from voting where there is such a conflict.
17. The quorum for a meeting of the CHIB will be four members.
18. The Chair will arrange meetings monthly, or as required to fulfil the CHIB's responsibilities, will collate and circulate agenda items and arrange for circulated notes of action points and recommendations / decisions to the Board.
19. There is no intention for the Board to keep personal data but the Chair will ensure that Data Protection regulations are followed in cases where this is required and must report any concerns or potential data protection breaches to HBC's Data Protection Officer

To be reviewed by HBC on an annual basis or as required