



London Culture Forum Advisory Board

Terms of Reference

1. Purpose

1.1 The London Culture Forum brings together officers from across the 32 London boroughs and the City of London Corporation with additional cultural representatives from key agencies operating in the capital.

1.2 The Forum's aims are to:

- develop and promote local government arts and cultural provision across the capital;
- share information and good practice;
- identify areas for collaboration;
- support advocacy work for local arts and culture services;
- embed a clear role for arts and culture in wider agenda.

2. Core Responsibility of the Advisory Board

2.1 To shape and deliver London Culture Forum's offer to members.

2.2 To identify opportunities to advocate on behalf of London borough Arts and Culture Officers.

2.3 Design and deliver events that support and inform members of the London Culture Forum.

3. Supplementary Purpose of the Advisory Board

3.1 To shape and inform the London Borough of Culture legacy programme and other projects identified by the Advisory Board.

3.2 Oversee commissioning activity undertaken by the London Culture Forum.

3.3 To contribute to the delivery of projects and programmes outside of the Forum's core activity.

4. Governance, Organisational Structure, Culture and Values

4.1 The Advisory Board does not have a chair and all members deliver the same responsibilities outlined above.

4.2 All members of the Advisory Board endeavour to equally contribute to the delivery of London Culture Forum activity.

4.3 Administrative support is provided by officers from London Councils and the GLA Culture Team.

4.4 The Advisory Board is consulted on any changes to the function or formation of the Advisory Board and the activity of the London Culture Forum.

4.5 Advisory Board decisions are made through majority-rule decision making.

5. Financial, Performance and Risk Management

5.1 The Advisory Board advises on the London Culture Forum's performance and scrutinises the use of the funds London Culture Forum holds.

5.2 The Advisory Board advises on challenges and risks relating to the achievement of the London Culture Forum's goals.

5.3 Substantial spending, outside of costs related to event operations, should be approved by the Advisory Board on a majority-rule basis.

6. Membership

6.1 The Advisory Board should aspire to 50 per cent representation from London boroughs, with representation from both inner and outer London boroughs.

6.2 The Advisory Board should aspire to have a diverse membership with regards to gender, ethnicity, age and other protected characteristics.

6.3 New Board members should be recruited through a transparent process, for example by inviting expressions of interest in the London Culture Forum newsletter.

6.4 Membership of the Advisory Board should be approved by existing members on a majority-rule basis.

6.5 Members of the Board going on an extended period of leave (such as maternity leave) may nominate a substitute member from the same organisation for the duration of the period of leave.

6.6 Board members may bring colleagues along to Board meetings if they are required to attend for a particular discussion item, or for professional development reasons.

6.7 The Advisory Board will review the composition of the Advisory Board annually.

7. Frequency of meetings

7.1 The Advisory Board will timetable their meetings at the beginning of each calendar year.

7.2 The format for meetings will be decided by the membership, who will decide the balance between physical and virtual meetings.

7.3 All members of the Advisory Board are expected to shape the calendar of meetings and approve, ensuring high attendance at each meeting.

7.4 Meetings should be aligned to London Culture Forum events where possible for efficiency.

8. Commitment

8.1 To be a member of the London Culture Forum Advisory Board, there is an expectation that members try to ensure the workload created by supporting the Forum is shared equitably.

8.2 All members of the Advisory Board should attend a minimum of two meetings a year, except in exceptional circumstances.

8.3 All members will support London Culture Forum events either through supporting delivery, utilising networks or pooling outside help from contacts. The Advisory Board will receive support from London Councils and the GLA officers in order to do so.

8.4 All members of the Advisory Board will utilise their networks and contacts to leverage spaces for hosting London Culture Forum events, contributing to the reduced operational cost of the London Culture Forum. This results in increased impact.

9. Quorum

9.1 The quorum for a meeting of the London Culture Forum Advisory Board shall be four.

9.2 A London borough representative must be in attendance for quorum to be reached.

10. Review

10.1 This Terms of Reference for the London Culture Forum Advisory Board should be reviewed on an annual basis.

10.2 The next review of this document will be undertaken in September 2021.