

CULTURAL GRANTS REVIEW 2017

TERMS OF REFERENCE AND SCOPING OF REVIEW

Review topic	Cultural Grants Review 2017
TFG members	Members and Chairman to be appointed at OSC meeting on 14 March 2017
Officer Support	Steve Hansford, Lisa Higenbottam
Background	The Council has a funding agreement in place with both Chichester Festival Theatre (CFT) and Pallant House Gallery (PHG) until 2018. The Council negotiates a Service Level Agreement (SLA) with both organisations annually to ensure that appropriate outcomes are achieved for the local community, schools, etc.
Purpose of review	The Council reviews progress annually against the expected outcomes in these SLAs. Every third year a fuller review is undertaken with representatives from the theatre and gallery reporting to the Overview & Scrutiny Committee with regard to their performance and progress. This will take place in 2018, the final year of the current funding agreement.
Outcomes to be achieved	Good levels of performance against the previous years' SLAs. A negotiated and focused SLA for the following year. A final report to the OSC.
Methodology/ approach	As set out in the project plan.
In scope	Review of performance against current 2016/17 SLAs and development of 2017/18 SLAs.
Excluded from scope	Financial information and funding arrangements.
Consultation	In consultation with representatives of the theatre and gallery.
Evidence sources	SLAs; annual reports on performance from both organisations; financial reports
Site visits/ attendance by representatives	Site visits to CFT/PHG.
Review completion date	Report to OSC 13 June 2017.
Does the review link to strategic aims/priorities?	Links to strategic priorities in the council's Corporate Plan.

PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	Action	Timescale
1	TFG to meet to review the performance of both organisations over the last year and to review the draft SLAs for 2016/17	Early April 2017
2	Lead Officer to communicate with both organisations regarding any further clarification requests from the TFG to finalise the reports to the OSC.	April/May 2017