

# Culture & Creative Industries

## Terms of Reference document to engage with external advisory or consultative bodies

### ***Name of Group***

Bristol City Council's Culture & Creative Industries (C&CI) **Decolonisation\* Working Group** (\*see *Definition of Terms* below)

### ***Date of the agreed Terms of Reference (ToR)***

14 May 2021 (to be reviewed by 30 November 2021)

### ***Purpose/Role of the Group***

- *The broad purpose of the Group*  
To identify, discuss, prioritise and action projects and activities within C&CI that relate to our decolonisation agenda, reporting to SLT.
- *When it was established and by whom (including SLT agreement)*  
As a result of staff requests and on the recommendation of Black South West Network partners, Head of C&CI, Jon Finch, established the Group in Summer 2020 – first meeting early Sept 2020.
- *The overall aims and responsibilities of the Group and its members*
  - Actively work against racism and xenophobia through our work
  - Oversee the progress of decolonisation work across the ensure that it meets the aims and objectives set.
  - Recommend the best methodology to deliver decolonisation projects/activity eg by establishing sub-groups.
  - Maintain a record of such activity for transparency and accountability.
  - Members take responsibility for canvassing the workforce and feeding in their thoughts, ideas and concerns to the process. Also to communicate back to all regarding the activity undertaken in this regard.
- *Relation to any other such Groups already established]*
  - Inclusion and Diversity Working Group –  
(Deliver good practice in inclusion and diversity and to monitor targets and actions taken relating to inclusion and diversity work)
  - Black History Steering Group –  
(To make our Black history content reflective of Bristol's communities and responsive to user need. To produce content that is chosen and authored by local creatives, activists and historians with expertise in and/or lived experience of the being Black in Bristol)

### ***Membership***

- *Who can belong/Criteria for membership/Recruitment process*  
Membership was initially drawn from staff members currently working in this area or with specific areas of responsibility relevant to decolonisation but this is likely to change.

- *Whether there is a restriction on numbers and if so what*  
The group size 6-8 was initially agreed upon to be appropriate to allow for a broad range of expertise but focussed enough to allow for efficiency. However, as the need for greater representation has been acknowledged this has risen to 12. All staff are encouraged to comment via Basecamp and the option of 'spectators' at the meetings to promote communication is available.
- *Make up of staff v members of the public*  
Currently all members are paid members of C&CI staff. This is to be reviewed following a meeting with external stakeholders planned for June 2021.
- *Are the Group members representing themselves or other organisations?*  
Currently not applicable but if external members join this will need to be established.
- *Length of membership*  
Membership reviewed at least annually - next due May 2022.
- *Voluntary v reimbursement, if the latter how BCC rules on payments will be followed]*  
For external members TBD depending on role and whether the work is part of another paid position.

### **Accountability**

- *To whom and how does the Group report on its activities, make recommendations or observations?*  
The Group is currently chaired by a member of SLT and minutes of the meeting are shared on the Basecamp site with all staff that are signed up to it. Decolonisation updates are also a standing agenda point at the weekly virtual staff meetings. Feedback is encouraged via any members of the Group.
- *What status do such recommendations and observations by the Group have within the organization?]*  
All actions agreed and recommended by the Group are taken forward for SLT ratification – monitoring progress and feedback from any project work/activities is the responsibility of the project owner and the Group.

### **Values**

- We are self-critical and self-reflective.
- We demonstrate organisational humility and acknowledge our failures (both inherited and current).
- We collaborate with external partners to ensure minority voices are represented
- We are transparent and share our progress.
- We acknowledge that the process is more important than the product.
- We listen to one another.
- We will continue to learn.
- We will respond to user needs.

### **Way of working**

- *Number and frequency of meetings*  
Currently fortnightly to assist in maintaining momentum but likely to be reviewed.

- *Who will chair meetings?*  
Currently chaired by member of SLT but to be kept under review.
- *Who will act as the secretariat?*  
Currently chair of meeting.
- *How will agendas and minutes etc be generated and circulated?*  
Currently chair of meeting – sent to Group and added to Basecamp.
- *How will information generally be shared around the Group members?*  
Email and Basecamp.
- *How will confidential items be managed and GDPR observed?*  
Subject to normal BCC and C&CI protocols
- *What resources can be made available to the Group eg access to contribute material online?*  
Access to upload info to C&CI website via the Digital Team

### ***Definition of terms***

*[Should any be necessary for sake of clarity]*

Decolonisation:

- Taking a stance that is explicitly and actively anti-racist and anti-xenophobic
- Interrogating the inherent biases embodied in our work across Bristol's culture and creative industries including collections, our buildings and our workforce.
- Ensuring accessibility, welcoming and representing our whole community in our work.