

Southampton Heritage and Arts People (SHAPe)

Terms of Reference

The arts and heritage sector is of great value to the city of Southampton. Over 1000 years of history has shaped the city and the communities who live here. A vibrant arts and creative scene has emerged with strong roots into the rich cultural diversity of this dynamic multicultural city. Together, the work of arts and heritage is critical to the overall image of the city, the quality of life for local people and the attractiveness of Southampton as a place to visit or live.

The arts and heritage sector is made up of organisations large and small, private, public and voluntary, and of individuals. SHAPe is intended to provide a strategic lead to make the most of what we already have and develop the real opportunities which lie ahead of us. By working together and contributing what we each have to offer we can realise the true arts and heritage potential of the city.

PURPOSE

- To be a focus for realising the City of Southampton Strategy Towards 2026 vision that Southampton will have imaginative arts and cultural opportunities achieved by being:
 - A centre of national excellence for the arts and culture
 - A place that fosters and celebrates creative and media industries, and the arts
 - A place which celebrates and shares its rich maritime heritage
- To champion and help take forward the contribution of arts and heritage in delivering the City of Southampton Strategy and the new Local and Multi Area Agreements within the wider context of the Partnership for Urban South Hampshire
- To facilitate effective partnership working across the arts and heritage community through the creation of cross-disciplinary working groups that develop and implement practical action plans in agreed priority areas of activity:
 - ❖ Raising education attainment (Education)
 - ❖ Delivering the City Cultural Olympiad (Cultural Olympiad)
 - ❖ Championing creative industries (Creative Industries)
 - ❖ Communicating Southampton as a city of culture (Communication)
- To facilitate one-off partnership activities of strategic relevance to delivering the City of Southampton Strategy

SHAPe will not be a talking shop, but an initiative which people attend to contribute and work towards achieving things.

METHODOLOGY

- Working groups established with a leader identified and flexible membership of relevant volunteers who are able and willing to contribute towards delivery
- Each working group to develop and champion the implementation of a realistic SMART action plan in agreed priority area of activity
- Two evening conferences per annum (Nov/ Dec and June/ July) at which:
 - Working group leaders update and consult with wider SHAPe constituency regarding SMART action plan
 - Keynote addresses on bigger picture as relevant
 - Opportunity to network with a glass of wine
- Occasional one-off forum to focus on a particular identified strategic issue of topical importance (e.g. vision for Northern Above Bar cultural quarter)

GOVERNANCE

Executive Board consisting of a Chair (who also sits as SHAPe representative on the Southampton Partnership Board), 4 working group leaders and 1 Southampton City Council representative. Members of the Executive Board to be appointed by Southampton City Council and Southampton Partnership and derive from the wider SHAPe membership.

Chair and working group leaders serve for 3 years.

Working groups work to a 3-year programme with role and progress reviewed on an annual basis by the Executive.

Facilitation and administration of Executive, Working Groups and Conferences will be provided by Southampton City Council

Each working group includes a Southampton City Council officer to provide assistance to working group in delivering SMART action plan, including assistance with identifying funding opportunities as required

EXECUTIVE: TERMS OF REFERENCE

- To champion development of the SHAPe consortium
- To approve working group SMART action plans and monitor progress
- To co-ordinate working group activity and communicate progress to other key partnerships as well as Southampton City Council and the Southampton Partnership Strategy Board

- To lead on identifying partnership funding opportunities
- To develop the conference programme and deliver conferences
- 4 meetings per annum

WORKING GROUPS: TERMS OF REFERENCE

- To champion development of their relevant themed area
- To develop and implement an achievable action plan with practical SMART deliverables identified and evaluated
- To carve out the work across working group members so the actions are shared around
- To obtain approvals as necessary from the Executive and provide appropriate updates and monitoring information
- To provide advice on relevant partnership funding opportunities
- To contribute to the conference programme as appropriate to update wider SHAPe membership and consult
- Meetings as required to deliver working group action plans