



Terms of Reference: Arts Consultative Panel for the Jersey Opera House Interim period

1. Purpose

Following a series of consultation meetings, focused principally on ideas for the future of Jersey Opera House ('JOH'), Government of Jersey ('GoJ') intends to form an Arts Consultative Panel ('ACP') to support the work of the Interim Director of JOH in preparing the artistic and commercial aspects of JOH's relaunch alongside the refurbishment project, and to offer officials and ministers an impartial sounding board for other strategic decision making in the arts and cultural venue space.

The ACP is being formed with four principal objectives:

- i. To provide a sounding board and source of reference for the Board and Interim Director of the Opera House, as part of a broader accountability framework.
- ii. To provide an ongoing forum for collaborative dialogue about the Jersey Opera House and the performing arts venue landscape in Jersey.
- iii. To provide advice from the sector to the Minister with Responsibility for Arts and Culture towards the successful relaunch of JOH, post the renovation process and a successful interim closure period; and
- iv. To participate in further consultation exercises to provide valuable qualitative feedback and expert evidence in the development of a comprehensive and strategic approach to relaunching the JOH and supporting a vibrant performing arts venue offering in Jersey.

2. Membership

The ACP is notionally under the chairmanship of the Minister with Responsibility for Arts and Culture.

The standing Chair is not expected to attend regular consultation sessions which will either be moderated by a professional facilitator or chaired by a member of the ACP on an ad hoc basis.

The Department for the Economy will provide a secretariat service to the ACP, scheduling sessions, making and circulating notes and sourcing professional support where required.

The ACP comprises:

[members to be confirmed following signoff of this TOR]

These are individual members who are appointed at the time of the formation of the ACP by virtue of the relevance of their role in the arts scene in Jersey, broadly defined.

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- The following civil servants may support the ACP from time to time.

Paul Milbank	- Arts, Culture and Heritage
Chris Kelleher	- Arts, Culture and Heritage
Victor Guerin	- Arts, Culture and Heritage
Lauren Sanders	- Local Economy

When the ACP's founding membership has been confirmed, each individually invited member will retain membership for as long as their position or function or their expertise is pertinent to their membership, or until they decide to resign.

When standing down from the ACP, each member may nominate a replacement. It is incumbent on the individual member to inform the ACP of changes in their role which may make their membership of the ACP less relevant, allowing the ACP to decide if their membership continues to be warranted

Ultimate appointing or unappointing power resides with the Chair.

At the discretion of the ACP, other arts or heritage organisation may be invited to join meetings, from time to time, on matters specific to their expertise.

3. Procedures/Meetings

The ACP will meet monthly for the first six months after establishment and thereafter every two months. Frequency thereafter to be decided by the ACP.

- Extra-ordinary meetings may be called if agreeable to all.
- Members will be consulted in planning dates. Members are invited to submit agenda items.

Meetings may be cancelled if a quorum of 3 people is not met/there is no business to transact.

Actions to be agreed and accepted by those undertaking them.

An officer from the Department for the Economy should be present at all ACP meetings.

Reporting of actions from meetings will be published by the Department for the Economy.

4. Agendas

Proposals for agenda items must be sent to the relevant official in the Department for the Economy at least a week before the date of the meeting then issued one clear weekend before the meeting.

Papers supporting agenda items must be supplied by this deadline.

5. Minutes

Drafted and approved at the subsequent meeting following agreement of amendments and signed by a panelist, the minutes will record the discussion in general terms comments will not be attributed to individual members.

I	Welcome
2	Actions tracker
3	Project status updates
4	Papers for approval/ decisions required
5	Papers for noting
6	Governance <ul style="list-style-type: none"> a. Approval of last minutes b. Date of the next meeting c. Meeting effectiveness

6. Meeting effectiveness

The meetings effectiveness should be reviewed every six months, and recommendations made for any changes and suggested enhancements. Verbal feedback should also be obtained after each meeting.

7. The status of advice

Advice offered by the ACP is offered as expert opinion from the sector to the Jersey Opera House Board, Interim Director and the GoJ. Advice is not binding and does not imply any responsibility on the part of the ACP. Advice offered will not be accredited to any individual but will be recorded as the general advice of the ACP.