



WMCA Cultural Leadership Board Meeting 1 Minutes of the Meeting

Date	Friday 21 February 2020
Time	9:00 – 11:00 am
Location	Room 116, West Midlands Combined Authority, 16 Summer Lane,
	Birmingham B19 3SD
Attendees	Rashid Bhayat (RB)
	Doreen Foster (DF)
	Ian Francis (IF)
	Adam Hawksbee (AH) - WMCA
	Adrian Jackson (AJ)
	Jay (Jerrel) Jackson (JJ)
	Cheryl Jones (CJ)
	Andrew Lovett (AL)
	Catherine Mallyon (CM)
	Ellen McAdam (EMA)
	Timothy Maycock (TM)
	Julia Negus (JN)
	Karen Newman (KN)
	Aftab Rahman (AR)
	Simeon Shtebunaev (SS)
	Martin Sutherland (MS) - Chair
	Ammo Talwar (AT)
	Salla Virman (SV) - WMCA
	Keziah Watson (KW) - WMCA

#	Minutes & actions recorded	Action owner	Deadline
1	Welcome & Apologies: Apologies were received from Pamela Cole-Hudson (PCH), Julia Goldsworthy (JG), Indi Deol (ID), Christine McNaught (CMN), Stephen Snoddy (SS) and Parminder Dosanjh (PD)		





2	Declarations of interest		
	It was confirmed that the WMCA will hold a conflict of		
	interest log as per terms for reference for the CLB. It was acknowledged that currently board members are likely to have conflict of interests in relation to their own organisations and these will be automatically recorded.		
	Any other potential conflicts of interests should be brought to the attention of KW or SV at the WMCA team.	All	06/03/20
3	Discussion & approval of terms of reference (Paper 3)		
	For Chapter 2 (Purpose), it was agreed that further work is needed to incorporate: • Detail about success measures (could be linked to Chapter 9 around deliverables) • Further strengthen the purpose section in relation to diversity and representation, specifically relating to BME populations, disability, and young people, including 2d and 2e • Separate the last sentences of 2e and 2b to their own points • Determine how the term 'young people' is defined for the purposes of the board and if this should also be extended to including 'children'. This is to ensure alignment with wider policies • Incorporate the potential of the board to have an impact at national & international level/engage work with a national/international focus • Outline that CLB is also there to provide provocations and challenge to the WMCA Salla and Keziah to update Chapter 2 to incorporate the above. Jay, Rashid, Simeon & Karen to have a separate conversation to clarify how the terms 'children' & 'young people' are defined for the purposes of the board, report back to the Board at the next meeting (NB. board papers likely to be send 13 March 2020 so information should be send to KW and SV by then)	SV, KW JJ, RB, SS, KN	28/02/20





	On 3.2 the board agreed that the maximum number of		
	people on the board would be 22, with an initial term until		
	31 May 2021, after which a term will consist of 12 months.		
	A board member can serve maximum 2 terms.		
	On 3.4 the board agreed that each working group can determine their own membership and also recruit members, with the Chair of each group then reporting back to the main board.		
	The board also requested a framework to be developed to support the Chairs of the working groups, and diversity to being considered in the membership of the groups. Salla to develop framework and circulate as soon as possible	sv	13/03/20
	On 4.7 the board agreed that decisions are made by consensus where 50% is required to reach agreement. (Board currently has 21 members in total). Board members can also join meetings virtually where possible.		
	It was agreed that board members should attend a minimum of 50% of the meetings to ensure meaningful engagement, and the Chair will have a conversation with members who are not engaging to the agreed level. SV to add to ToR.	sv	13/03/20
	The board also agreed that approved minutes of board meetings should made public on the WMCA website, Salla and Keziah to facilitate this.	SV, KW	27/03/20
4	Selection of Vice-Chair		
	One expression of interest was received by the Chair and the board approved Catherine Mallyon's appointment as Vice-Chair.		
5	Vision & objectives (Paper 5)		
	After discussion the board felt that the vision would need		
	further clarity to fully capture the purpose of the board, and		
	to ensure board members can clearly articulate the purpose of the board to external stakeholders. It was		
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	agreed that Salla would collate responses and provide another draft. Salla also captured suggestions on being more ambitious, highlighting the role of WMCA is supporting the cultural sector, links with other policy areas, definition of 'clean & inclusive growth' and the need to be more action driven. Anyone wishing to contribute to the development of the vision statement should contact Salla by end of February (through email or Slack channel).	All	28/02/20
6	Workstreams & working groups		
	The board approved the proposed three Working Groups although there was a recognition that some groups might require further sub-groups given the broad range of potential workstreams. It was agreed that individual groups would set priorities, appoint members and seek input from within the WMCA and external parties as required. SV to update ToR.	sv	13/03/20
	The board agreed the initial working group membership as:		
	 Workstream 1 (CA economic & social ambitions): Ammo, Ellen, Simeon, Jay, Ian Workstream 2 (Funding & resilience): Timothy, Andrew, Cheryl Workstream 3 (Leadership, entrepreneurship, engagement): Aftab, Doreen, Julia, Rashid, Adrian, Karen 		
	Keziah suggested using Slack to collaborate and communicate (main board & working groups) and the board agreed. An email with the sign-up details will be sent to all board members and board members should sign up.	All	06/03/20
	The board agreed that the Working Groups would appoint their own Chairs, and this could be done e.g. at the first meeting or via email/Slack.	WG Members	27/03/20
	(NB. Those who were not able to take part in the board meeting can contact Salla or Keziah to join a Working		





	Group. The Working Groups should also coordinate with		
	Keziah and Salla to ensure WMCA can support the initial		
	meetings and administration)		
7	Initial workplan and timeline (Paper 7)		
	Board approved initial workplan although it was		
	acknowledged that there may be further changes.		
8	Internal & External Communications (Paper 8)		
	Board approved the initial communication plan and agreed to set up a separate event working group. Members of the event group will work with Keziah & Salla to coordinate the public launch in June, as well as any comms or branding before that. It was suggested that the public launch could		
	link with a major external event such as a festival.		
	Members of the group include Adrian, Simeon, Jay		
	Salla & Keziah to get in touch with the event group about next steps	SV, KW	13/03/20
9	AOB		
	Ian to distribute Birmingham Festival Guide.	IF	06/03/20
	Aftab to distribute details for a celebratory event for Legacy WM.	AR	06/03/20
	Simeon recommended that the Board engages with the Young Combined Authority. Keziah will work on a proposal of how to help them develop their cultural asks in their Mayoral manifesto.	KW	27/03/20
	Ammo asked to work collaboratively with other Cultural Boards across the country. Martin agreed to keep contact lines open with other Cultural Boards	MS	Ongoing
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10	Dates of the next board meetings:		
	The board approved the dates for board meetings. It was noted that morning meetings should not commence until 10am to allow time for travel. The next meeting was confirmed at WMCA although other locations could be used going forward. Keziah thanked the board members for proposals received to date. (NB. Next board meeting will take place Friday 27 March 2020 at Soho House Museum, Soho Avenue, Birmingham B18 5LB, Tel 0121 348 8150 at 10:00 am – 12:00 noon.) Keziah to send updated invitations.	KW	28/02/20
	It was considered that paperless meetings would be preferred, although those preferring printed copies can contact Keziah to organise this.		
	It was agreed that an agenda item should be added to the next meeting to discuss if the board is overall representative (diversity, art form). The results of the equality survey and a potential a skills audit should be used to guide these conversations.	SV & KW	13/03/20
	Salla & Keziah will develop & distribute board skills audit survey	SV & KW	06/03/20
	Board members should complete in the skills audit survey.	All	10/03/20
	Board members should complete the equality monitoring survey which has already been distributed.	All	10/03/20
11	Meeting close		