

**Minutes of a meeting of Cultural City Executive  
Performance and Commissioning Group**

**Wednesday 10 February 2010**

**Present** Bob Betts  
Helen Osler  
Peter Helps  
Janet Tristram  
Cath Harcula  
Sue Jacklin

<b>Item</b>	<b>Issue</b>	<b>Action</b>
<b>1</b>	<b>Introduction and apologies</b>	
	Apologies: Andrew Beddow	
<b>2</b>	<b>Minutes of the last meeting</b>	
	These were read and accepted. Commissioning to be added to the agenda for the next meeting	<b>Sue</b>
<b>3</b>	<b>LAA Performance Update – Quarter 2</b>	
	None of the Cultural City indicators have reported to date this year. Concern was expressed at Cultural City's lack of ability to give input on its contribution to other indicators. This was re-visited under item 5	
<b>4</b>	<b>Cultural City Action Plan – progress report</b>	
	Good progress to date in the main. There are 63 actions in the plan, 40 are complete or not yet scheduled to start, 10 have missed the target date and 3 have the potential to slip the target date. Of these three are the responsibility of CCE, seven of Most Active City, two of Forum of Faiths, one of Learning for Living and none of the Arts Forum.  For Action B4a it was agreed that the current narrative needed to be amended and should be focused on Arts Venue audience figures. Helen to email relevant people with a table to collate audience figures from across arts venues in the city to update for the next meeting.	<b>Helen</b>

DRAFT

Item	Issue	Action
	<p>It was agreed that in the next review at the year end (31 March) that actions that had been achieved by this date would be recorded as achieving the target even if the date that this had been achieved had slipped within the year.</p> <p>As part of the next review of progress sub groups need to consider if the actions that have not been achieved in this year should be carried forward in to the next year of the plan or if any new actions need to be added in or actions for 2010/11 need any alterations.</p> <p>Helen to be included in the circulation for progress updates to provide input for CCE.</p> <p>It was agreed that Helen will request for the Cultural City Action plan to be included on the next Management Group agenda after the year end to show what has been achieved within Cultural City, this also be highlighted by Bob at DCP Board.</p> <p>Some of the NI's included in the Action Plan were queried. Sue to review these for the next meeting.</p>	<p>Sue</p> <p>All sub group chairs and Helen</p> <p>Sue</p> <p>Helen</p> <p>Sue</p>
<b>5</b>	<b>Update on capturing Cultural City contribution to LAA</b>	
	<p>A meeting was held with the LAA performance manager to discuss the contribution of the Arts Forum to LAA indicators and that there is currently no process for capturing this. It was agreed that this would not be pursued with the current LAA arrangements but instead to focus on the new SCS and LAA arrangements. Sue to send the list of NI's and their Accountable Officers to the Arts Forum and to arrange to attend a future Arts Forum steering group to explain in more detail the process for contributing to the new SCS and LAA. Peter to confirm the dates for forthcoming steering group meetings. Arts forum to approach officers responsible for indicators to give information and involve them in their activity.</p>	<p>Sue</p> <p>Peter</p>
<b>6</b>	<b>Any other business</b>	
	There was none.	
	<b>Date, time and venue of next meeting</b>	
	Wednesday 12 May 2010 from 11.30 am - 12.30 pm, DCP meeting room, St Peter's House.	