

Terms of Reference

Sector Network Group

(Covid-19 response group)

1.0 Purpose

To act as a two-way conduit of information, intelligence and expertise between Creative Scotland and the professional creative sector to support a collaborative, peer-to-peer approach to the Covid-19 response, reset and recovery.

2.0 Membership

Creative Scotland and RFO organisations with national remit representing professional creative arts and industry sectors; plus Culture Counts and Festivals Edinburgh.

At present, meetings also attended by Culture Division and Creative Industry staff from Scottish Government.

Others may be invited with the consent of the group.

3.0 Responsibilities

Sharing Information

Where information is to be passed on either to other Creative Scotland staff or Board, other parts of Scottish Government, Ministers, or the wider cultural sector – through membership organisations or other communication routes – this to be agreed clearly at the end of the meeting, with actions linked to be identified and connected to people for delivery.

CEO of Creative Scotland will act as Chair initially, however the members shall elect one of themselves to Chair on a rotational basis.

4.0 Accountability

Creative Scotland is accountable to its Board and onward to Ministers.

Scottish Government is accountable to Ministers.

Sector bodies are accountable to their memberships/constituencies.

5.0 Meetings – attendance

All members of group will be invited to attend all meetings.
Meetings will take place with a quorate of half the members of the group.

6.0 Meetings – frequency

To be defined by need and circumstance. At present, fortnightly. Previous meetings were held bi-monthly.

7.0 Reporting

Agenda and notes to be made public on CS website.

8.0 Evaluation and review

September 2020