

Item 128 – Terms of Reference – Theatre Management Group

1 General Information

Whilst the Town Council, through the Rose Committee, look after the overall management of the theatre, there is a need for a smaller working group to assist with the co-ordination of volunteers, creation of a programme for the year and arrangement of the promotional material. This working group sits under the Rose Theatre Standing Committee for Rugeley Town Council.

2 Membership

The Rose Theatre Working Group shall be comprised of no more than 7 representatives. These should be volunteers and come from the following:

Rose Theatre committee to agree

3 Remit of the Working Group

- To oversee the creation and management of a list of volunteers to assist with Front of House at events held in the Theatre
- To develop a programme of events on a six-monthly basis
- To promote and market these events
- To report back to the Rose Committee every Quarter on events and activities in the theatre.
- To work with the Theatre Manager to maintain the mailing list
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5 Funding

The working group will have no budget to undertake any work. Should funding be required for actions, e.g. to market events, reports will be heard by the Rose Theatre Committee at its monthly meetings.

Background

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed the, by their peers, and put in place the conditions for continued improvement.

The scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practices, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector will reach their full potential.

There are three levels of this award: Foundation, Quality and Quality Gold. The Town Council achieved Foundation in 2017 and Quality in 2018. It is proposed to apply for Quality Gold.

Dates for 2022

Over the past two years this council has been developing and working towards the highest level – Quality Gold. The deadline for LCAS applications is 28th January 2022. In order to make this application, the council must provide proof that the Foundation and Quality levels continue to be attained and provide evidence of further development aligned with Quality Gold.

Fees

There are two fees payable to make this application:

- 1) A registration fee payable to the National Association of Local Councils (NALC) – **£50**
- 2) An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process - **£200**

Additional Documentation

The Town Council continue to achieve the Foundation and Quality levels. For the Quality Gold level, we need to provide a business plan covering a financial forecast for at least 3 years linked to revenue and capital plans for the council and its community; ensure that the council delivers value for money; ensure that the council engages with the community on issues related to the environment and climate change.

Over the past months, council have approved the business plan and on tonight's Full Council agenda – item 127, councillors are in possession of the forecast budgets for the council.

Recommendations

- 1) Cllrs are asked to confirm by resolution that all documentation and information is in place to proceed with this application.
- 2) Cllrs are asked to approve funding of £250 to pay for the application.

Rugeley Town Council policies list, renewal dates and legislation

Council Policies	Historic Docs	17/18	18/19	19/20	20/21	21/22	Legal Reference
Standing Orders		Apr-17	May-18	Oct-18	Nov-20	May-21	Local Government Act 1972, sections 106 and 107 and Schedule 17, paragraph 41, and Local Government and Housing Act 1988, section 20
Financial Regulations		Apr-17	Mar-18	Nov-18		Nov-21	Accounts and Audit Regulations 2003
Business Plan						Oct-21	
Anti Slavery and Human Trafficking Statement					Oct-20		Modern Slavery Act 2015
Banking and Investment Policy				Mar-20			Local Government Act 2003
Child, Young Persons and Vulnerable Adult Protection Policy			Sep-18				Children's Act 2014
Community Engagement Policy		Jan-18					Freedom of Information Act 2000
Complaints Procedure		Jul-17					Freedom of Information Act 2000
Councillor Code of Conduct				Oct-19			Localism Act 2011
Councillor Co-opton Policy				Nov-19			
Disciplinary and Grievance Procedure	Sep-14	Jul-17					Employment Act 2008
Diversity Opportunities Policy		Jan-18					Equality Act 2010; Equal Pay Act 1970; Sex Discrimination Act 1975
Gender Equality Policy		Jan-18					Equality Act 2010; Equal Pay Act 1970; Sex Discrimination Act 1975
Health and Safety Policy	Apr-15		Nov-18				Management of Health and Safety at Work Regulations 1999; and the Health and Safety at Work Act 1974
Information Protection Policy			Jul-18				General Data Protection Regulation May 2018; and Data Protection Act 2018
Information Security Policy			Jul-18				General Data Protection Regulation May 2018; and Data Protection Act 2018
Lone Worker Policy and Risk Assessment		Mar-18					Management of Health and Safety at Work Regulations 1999; and the Health and Safety at Work Act 1974
Paternity, Parental and Adoption Policy		Jan-18					Employment Rights Act 1996; Employment Relations Act 1999; Employment Act 2002; Work and Families Act 2006; Children and Families Act 2014
Risk Assessment	Jul-17	Feb-18	Sep-18	Nov-18		Jul-21	Accounts and Audit Regulations 2003
Social Media and IT Policy		Feb-18					General Data Protection Regulation May 2018; and Data Protection Act 2018
Statement of Internal Control		Feb-18					
Strategy and Action Plan						May-21	
Time Off for Dependents			Sep-18				Care Act 2014
Training Policy		Jul-17					Health and Safety at Work Act 1974; Employment Regulations 1999; Equalities Act 2010
Whistleblowing Policy				May-19			Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998)
GDPR Documentation			Jun-18				General Data Protection Regulation May 2018; and Data Protection Act 2018
Documents to be reviewed annually by law							
Policies to be covered by a possible Equality Statement							