



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

In June 2019, NELC accepted a £3.2m grant award from Department for Culture, Media and Sport (DCMS) through Arts Council England (ACE), as part of their Cultural Development Fund (CDF). In June 2020, a revised proposal to Arts Council England was submitted to review the existing programme and extend delivery through to 31 March 2023. This was subject to an Officer Decision Record covering the whole CDF programme (governance, 4 strands, risks, project plan and budget). The CDF programme is now known as Grimsby Creates.

This Officer Decision Record (ODR) relates to the development and commissioning of activities in the creative programme.

The aspects that are included in this decision record are:

Creative Programme

The creative programme will seek to ensure that there is strong ambition, scale of quality, builds on the themes of the Magna Vitae report, is accessible to local audiences and utilises exciting spaces in Grimsby such as curated site specific work in heritage buildings, green spaces and waterside locations. This may include building upon existing events or commissioning of new events, festivals, activities and installations. The total budget for the creative programme will be £700k for the grant period to 31 March 2023.

Festival of the Sea

The revised proposal in June 2020 provided a summary of the Festival of the Sea budget and activity. Since then, this has been worked up into a tender document which will be available on the Council's procurement portal for bidders to submit proposals.

The Grimsby Creates programme wishes to commission a Festival Director to lead the development and delivery of the inaugural '**Grimsby Festival of the Sea 2021**'. A maximum budget of £10,000 excluding VAT, is being offered for the role of Festival Director, financed by the Cultural Development Fund (CDF). There are also funds available for the delivery of the inaugural Festival which will be a budget of approximately £40,000, but as we would like to ensure the sustainability of the Festival for future years, one of the roles the Festival Director will be developing new partnerships with businesses and organisations. A further £50k is assigned from the creative programme budget to repeat Festival of the Sea in 2022 which may be subject to a contract extension to the provider dependent upon the outcome of the 2021 event.

It is anticipated that the Festival's activities will take place across a range of sites in Grimsby Town Centre. The Festival's schedule will be focused in the daytime, on one weekend in June 2021 and needs to be focused on events and activities connected to the theme of the Grimsby Creates themes of Food, Heritage, Origins and Future. Ultimately, the Festival will demonstrate the scale and creative ambition of Grimsby and needs to contribute to and celebrate Grimsby's rich sea faring heritage in contemporary and engaging ways to deliver the impacts of the Cultural Development Fund.

The vision is for Festival of the Sea to be a great family day out and will deliver content which can be enjoyed by audiences physically attending the festival and virtually through a blended approach to programming. We expect artists, businesses, educational establishments, community groups, heritage experts, creative individuals and arts organisations bring brought together.

Other large commissions

The Grimsby Creates programme wishes to procure four service providers as a lead organisation to deliver the elements of the creative programme.

The creative programme tender objectives will be to:

- Deliver ambitious creative programmes and projects which explore the themes of Grimsby Creates which are 'Origins', 'Heritage', 'Food' and 'Future',
- Help artists, creative organisations, educational establishments, community groups, heritage experts, creative individuals and arts organisations to come together and engage with issues of common interest and opportunity,
- Build the foundations for potential commission creative programmes and projects in Grimsby between early 2021 and March 2023 (Budget £85,000+),
- Encourage creative people and organisations to find creative ways to discuss Grimsby's heritage in an innovative and exciting way that appeals to both local and national audiences,
- Develop national and international links connecting Grimsby's creativity with other places, these may be existing relationships, but may also be new partnerships,
- Commence the process of creating and delivering work which has not been seen in Grimsby before
- Deliver activities that can be demonstrated in any creative or artistic medium

Each provider will lead on one of the 4 themes (Origins, Heritage, Food and Future) of the creative programme of Grimsby Creates. Each of the 4 themes will have a maximum of £105,000 budget, split as follows:

£85,000 for creative content and production (from creative programme budget)

£10,000 marketing (from marketing budget)

£10,000 professional development (from business development budget)

An open virtual launch event will take place to generate ambitious forward-looking thinking and encourage collaboration and partnerships. Lincolnshire based Jason Bradbury, former Gadget Show host will deliver the keynote address. Up to £10k will be available to launch and market these commissions in the creative programme.

Following this, there will be an open call for organisations to develop responses and initiate development of partnerships by submission of a proposal which will see four selected following presentation and evaluation as the lead organisations to deliver the themed festival, event, activity, installation or exhibition.

St James Square Open/Launch activities

The public realm works for St James Square are progressing well and in anticipation of the square being opened to the public, the steering group in conjunction with the Minster would wish to commission activities to take place to celebrate this green space in central Grimsby. The open/launch would need to be sympathetic to the surroundings and incorporate activity that celebrates Grimsby's heritage and environment. A maximum budget of £25k has been allocated to this event and additional monies may be secured from other sources.

Sub-groups

As highlighted in the revised proposal submitted to Arts Council England on 12 June 2020 and previous ODR of 11 June 2020 the Grimsby Creates programme has a revised governance model which sees internal governance enhanced with a programme management group ensuring that all accountable body functions are delivered.

Each of the work strands have been developed and will be delivered with the support of sub-groups who will make recommendations to the accountable body for the delivery of the programme. Specifically:

- Creative leadership will be through the creative panel who will make recommendations for the creative programme for Festival of the Sea, the research and development stage and artistic commissions process ensuring that artistic decisions fulfil the criteria of the funding.

Proposed Timeline

Activity will take place between November 2020 and March 2023.

2. Is it a Key Decision as defined in the Constitution?

No this is not a key decision.

The decision is in accordance with the delegations established in relation to the CDF programme through the Cabinet approval of 5 June 2019 (Cabinet Decision Notice DN7). As a result of Covid-19, the Director of Health and Wellbeing transferred the responsibility of decision making for the Cultural Development Fund with effect from 22 April 2020 to 31 December 2020 to the Director of Economy and Growth as constitutionally permitted.

3. Details of Decision

To enable the Cultural Development Team to develop the creative programme as follows:

Festival of the Sea

- Finalise the procurement process including publishing, appraisal, approval and evaluation of the tenders.
- Finalise the contract to be entered into with the successful provider in accordance with grant conditions and ensure that all actions necessary and ancillary thereto be completed.

Creative Programme

- Finalise the specification and contract to be entered into for the launch of the creative programme
- Finalise the procurement process including publishing, appraisal, approval and evaluation process for the other large commissions aspect of the creative programme.
- Finalise the contract to be entered into with the successful providers for the creative programme, in accordance with grant conditions and to ensure that all actions necessary and ancillary thereto be completed.
- Determine and finalise the commissioning process for launch activity to take place in St James Square with the relevant sub-groups and Grimsby Minster.
- Empower the creative panel to finalise the artistic curation and commissioning process for the creative programme, subject to conflict of interest declaration.

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4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)

Approval of these activities will contribute to the delivery of the Grimsby Creates (CDF) programme as specified in the funding agreement with the Arts Council. Benefits and impacts will be realised within Grimsby and the wider borough as follows:

Grimsby's residents are proud of their shared heritage, look forward and have the opportunity to participate and enjoy creativity and culture.

Grimsby has a strong network of ambitious creative organisations and individuals who have places to develop and showcase their work and are connected locally, nationally and internationally.

Grimsby's vibrant culture contributes to the social and economic prosperity of Lincolnshire.

Grimsby's creative individuals and organisations have well-established funding sources from private and public investors.

6. Details of any alternative options considered and rejected by the officer when making the decision

Option 1 - Do Nothing. The Council would not be fulfilling its requirements to deliver the Grimsby Creates programme in Grimsby. We would not be able to link creativity, culture and heritage with the visitor economy and improve our engagement in arts and culture. This option is not recommended.

Option 2 – Seek alternative activities to deliver the Grimsby Creates programme. We need to be able to develop the local creative sector to deliver the ambition of quality and scale within the programme and offer local creatives the opportunity to collaborate internationally and with the local community. Alternative activities may not present the same opportunities within the timescales for this programme. This option is not recommended.

7. Background documents considered

The Cultural Development Fund (CDF) programme was approved by Cabinet on 5 June 2019.

<https://www.nelincs.gov.uk/wp-content/uploads/2018/05/Cabinet-Minutes-5th-June-2019-1.pdf>

The revised CDF programme was approved by an Officer Decision Notice on 12 June 2020 under delegated authority by the Director of Economy and Growth and Portfolio Holder for Tourism, Heritage and Culture.

<http://www.nelincs.co.uk/wp-content/uploads/2020/07/Officer-Decision-Records-2020-Part-1-Reduced.pdf> (Page 32).

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No.

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

None.

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The CDF programme has been, and will continue to be, supported by Legal Services colleagues. The activities listed in this decision record are in line with the Cabinet decision of 5th June 2019 and approved delegations. The Council will be concerned to

ensure that all terms and conditions of the grant funding are adhered to. The proposals illustrated above appear to be consistent with the expectations of the funder.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

A total commitment of £591k is proposed to be covered from CDF revenue grant funding.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications contained within this ODR.

13. Risk Assessment (in accordance with the Report Writing Guide)

This a major project for NELC and partners to deliver which has the opportunity to show that North East Lincolnshire is 'Open for Culture'. Given the scale of the funding, there are significant opportunities to develop new creative partners, empower and support local creative entrepreneurs and, in collaboration with initiatives such as the Heritage Action Zone, develop vibrant, interesting and engaging green space in the town centre. This is a complex project and as such there are many risks which need to be managed. These include developing a creative programme which engages local audiences and developing a sustainable model for the continuation of programme following the end of the grant. The activities listed in this decision record contribute to minimizing these risks.

A detailed project plan is in place to ensure key milestones are met and the programme team are working closely with Arts Council England to ensure successful delivery of this grant funded programme.

14. Decision Maker(s):

Name: Clive Tritton

Title: Director Economy and Growth

Signed: approved via email

Dated: 12/11/2020

**15. Consultation carried out with
Portfolio Holder(s):**

Name: Councillor Callum Procter

Title: Portfolio Holder Tourism,
Heritage and Culture

Signed: REDACTED

Dated: 12/11/2020

**16. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

APPENDIX 1 – Email approval

From: Clive Tritton (NELC) <Clive.Tritton@nelincs.gov.uk>
Sent: 12 November 2020 11:01
To: James Trowsdale (NELC) <James.Trowsdale@nelincs.gov.uk>; Cllr Callum Procter (NELC) <Callum.Procter@nelincs.gov.uk>
Cc: Bethany Salkeld (NELC) <Bethany.Salkeld@Nelincs.gov.uk>; Damien Jaines-White (NELC) <Damien.Jaines-White@Nelincs.Gov.Uk>; Sarah Smith (NELC) <Sarah.Smith@nelincs.gov.uk>; Rebecca Hodgson (NELC) <Rebecca.Hodgson@nelincs.gov.uk>
Subject: RE: CDF Grimsby Creates ODR

James – I am fine with this.

Thanks
Clive

Clive Tritton, Interim Director; Economy, Growth and Environment; North East Lincolnshire Council
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Tel: 01472 323 901 | clive.tritton@nelincs.gov.uk | www.nelincs.gov.uk

Stay alert. Control the virus. Save lives.

From: James Trowsdale (NELC) <James.Trowsdale@nelincs.gov.uk>
Sent: 10 November 2020 17:00
To: Clive Tritton (NELC) <Clive.Tritton@nelincs.gov.uk>; Cllr Callum Procter (NELC) <Callum.Procter@nelincs.gov.uk>
Cc: Bethany Salkeld (NELC) <Bethany.Salkeld@Nelincs.gov.uk>; Damien Jaines-White (NELC) <Damien.Jaines-White@Nelincs.Gov.Uk>; Sarah Smith (NELC) <Sarah.Smith@nelincs.gov.uk>; Rebecca Hodgson (NELC) <Rebecca.Hodgson@nelincs.gov.uk>
Subject: CDF Grimsby Creates ODR

Dear Cllr Procter & Clive,

Please see attached ODR for review and signing which has been agreed with Damien. Monitoring Officer comments are complete.

Thanks
James

James Trowsdale, Strategic Lead for Culture, North East Lincolnshire Council
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