



**PETERBOROUGH CULTURAL ALLIANCE**

**30 MARCH 2023 at 1130 ON ZOOM (invite on next page)**

**A G E N D A**

- 1 Introductions and apologies
- 2 Notes of last meeting
- 3 **Financial and other contextual updates:**
  - 3.1 Budget update
- 4 **The Infrastructure leg of the programme**
  - Data: update on discussions with companies (SH verbal)
  - The Collective (EZ/AO verbal)
  - Cultural Forum (KH verbal: note meeting next Monday at 1800 re callout)
  - Overall (Inc recruitment)
- 5 **The Collaborative Programme - update on process, and panel**
- 6 **Evaluation**
- 7 **Comms** (NP/PH verbal)
- 8 **Peterborough Festival & ACE visit – Alliance presence** (discussion)
- 9 **Upcoming dates**
- 10 **AOB**
  - Heritage Attractions Network and Tourism meeting (verbal)

Item	Attachment
2	PCA Notes 020323
3	Budget PCA 300323.doc and PCA Budget Monitoring.xlsx and Transition Programme final report draft
4	Infrastructure & Recruitment PCA 300323
5	Collaborative Programme PCA 300323
6	Evaluation
9	Upcoming Dates

*Future meetings- upcoming all in person and see item 9*

27 April 2023 **at 1130** – in person. At UCP

25 May 2023 **at 1130** – In person. At University House ARU

22 June 2023 **at 1100 and suggest two hours** – in person. Chauffeurs Cottage



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**NOTES**

**1 Introductions and apologies**

Apologies: Jamie, Sarah W, Emillia

Present: Kate, Sarah T, Sarah H, Ruth, Steph, Ally, Ivan, Susie, Jamie, Caroline

**11 Notes of last meeting**

Dave had sent his apologies. Otherwise accepted.

**12 Financial and other contextual updates:**

3.1 Shared Prosperity Fund – all in hand. Noted need for ongoing clarity about exactly how the Priority Place bid is managed.

**13 The Infrastructure leg of the programme**

- *Chauffeurs Cottage* (RC-E, Susie & JF verbal): ongoing work needed within the Council and an element of internal PCC process so timeframe yet to be finalised.
- *Data*: update on tender (SH paper already circulated): noted that limited proposals even though it was a substantial budget. Some of that might be influenced by TAA current contractual status. TAA did propose and not a bad one but we might want to further benchmark with Indigo or others. Discussed whether we should wait for appointment but noted the importance of alignment with ACE expectations, maintaining the momentum. **SH** to investigate a previous Indigo client and further discuss with Board members (esp **NP**) on whether to just go with AA or ask Indigo for further explanations (ie more info will help). Bear in mind that this is about supporting the wider sector with fit for NPOs rather than the other way round; and that progress on data will help all sorts of funding applications.
- *Comms* (NP/PH): started work moving.
  - Tidying up website well underway thanks to PH and RC-E so it looks tidy for that work. New Linked In account set up so please **all** add to list of current positions.
  - Also **all** who can please take on password and blog/post on behalf of PCA on LI. This is invaluable during the recruitment.
  - Update on Comms & Advocacy strand done: **SCT** to pass to everyone and especially **CW** so clear we are focussing comms about the Alliance itself, what it's for, how to access it etc.
  - Next task is a rejigged budget and timeline.
  - Will be banners to put in Ivan's Dome at Peterborough Celebrates.
  - A 4-5 page spread on PCA in Moment to tie in with the recruitment: we have a budget which would cover the cost but we are concerned with its reach for recruitment. It would significantly help establish PCA in Peterborough consciousness. *Agreed* that we would want to do this with the appointed director. We would also want the spread to create as a brochure and calling card for the future.
  - All images in Google docs file could also be used on the website.



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- *Needed*: alt text is needed on all the images, and we need a volunteer to do it please for existing images. When you upload (or refresh) your pix **all** to ensure they have alt text and credits.
- *Also see below* on the 'get involved' page
- *The Collective* (EZ/AO):
  - have contracted for branding and designer, with strong emphasis on joy, vibrancy, potential etc. Work will come in in next few weeks.
  - Also redone recruitment for the Collective. **AO** to recirculate links etc for everyone to promote madly on socials. Mighty Creatives are being recontracted to take this work forward.
  - Would be good to have a page for the Collective on the website, illustrating what's in place, signpost to its own links etc. Noted it would be good to do a get involved menu on the website which will get longer as we grow, so Collective, Forum, Multicultural Forum, Heritage Attractions etc etc. Some new, some driving requirements, some older etc etc. **PH** to take forward.
- *Cultural Forum* (KH): feedback still being compiled from the Open Spaces. Still needs work on diversifying the programme and will feed into the next set of discussion.

### 14 Recruitment

- Recruitment of the Director – Susie to send list of recruitment sites to SCT; **all** to keep sharing every week during April including (especially) with external networks et Touring Network. CPP Directors, Cambridge Arts Network. Note that this is also very importantly about selling Peterborough itself – there is so much energy at the moment and so much potential. Also will be very useful to look at what is getting traction across social media and posts: discussion 27 March. What have people done and what's worked? Also be ready to *approach* people directly and tell them the job is here and exciting.
- Penny to make application form a JotForm and the EOPs form a survey monkey
- Encourage people to sell the job and Peterborough as a great place to come

### 15 The Collaborative Programme - review of workshops and preview of thinking for meeting on 6 March

- Congrats to Kate and Anita for the three Open Spaces events: felt very positive and strong.
- Time is needed for the assimilation of the outcomes and discussions
- All to send the stuff they sent to Kate to me please asap and Kate to share folder with Sarah
- Sarah and Ivan fed back from the Multicultural Arts Forum meeting on 1/3 and importance of continuing the discussions
- Noted that the diversity of the city is not represented in the leadership but we need to find ways from the Programme and participation including thinking about diversifying the group making decisions on the programme

### 16 Other strands of the Transition Programme – update where not covered above)

Nothing to add

### 17 Comms and PR

Nothing to add



## 18 AOB

- 9.1 Developing Creative Practice now has a ceiling on 12K.
- 9.2 ACE trying to focus on Peterborough, including lots of senior ACE people coming for a meeting on 19 May. **CW** to invite them to the festival, where PCA will have a presence. After 5pm would be best and we could offer a drink.
- 9.3 ACE CEO will be visiting New Theatre shortly so greater visibility.
- 9.4 NOTE that there is only 8 weeks allowed from agreement of EOI to submission of the bid. Do not go for EOI too soon.
- 9.5 Discussed the Festival on 19 April and the presence in different venues. The EA Dome is currently called the PCA Dome on the planning sheet – opportunity to offer engagement with the public around the Alliance. There are multiple partners offering other experiences in the Festival but it might offer some partners a site eg Museum. So PCA needs to think about that dome and how best to use. **PH** is producing banners for the PCA: add notion of a postcard and hammered placards with a QR card linking to the website. Needs a Call To Action: eg (1) complete a survey (2) get involved via the various networks (3) ??? -**all** to contribute ideas. The Dome offers a place to do some activities but there may be a challenge filling it? EA will be flagging up community play in 2024 etc, but noted there will be activities elsewhere. Also to revisit on **Monday** in the line of what each organisation is doing across the weekend.
- 9.6 **SP** and **SW** are revisiting the Heritage Attractions Network with an open invite to an IRL meeting at Lakeside at 1500 on 20 March. All with an interest are very welcome.



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## BUDGET MONITORING

The attached spreadsheet sets out the draft budget and expenditure to date.

The Board should note the expenditure to date, the importance of spending the Transition Programme by the end of June and the pressure on the budget to ensure we get leverage from it.

I had a meeting with Adrian at NPT this week to pin down better details of processing invoices etc to best manage the move from a smaller budget to a larger one.

The Board should note that the money from the Shared Prosperity Fund is contingent on their acceptance of our subsidy control statement (attached below for reference). We cannot draw down this resource until that agreement is confirmed. Jamie and I have met with colleagues pursuing this issue and continue to chase it. *(NB this control statement has since been significantly amended.)*

The profile remains at £5,000 this financial year and £140,000 next year and the support of Nene Park Trust to cash flow must be acknowledged.



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Subsidy Criteria	District Council	Delivery Bodies	Beneficiary e.g. Students receiving the free support	Beneficiary e.g. Businesses receiving the free support
1. <b>Is there direct/ indirect financial assistance from public resources by a public authority?</b>	No	Peterborough City Council		Yes
2. <b>Does the measure confer an economic advantage to an enterprise?</b>  <ul style="list-style-type: none"> <li>• An enterprise is any person / entity that carries out economic activities - i.e. provides goods or services in a market.</li> <li>• An economic advantage is any benefit that is not available in normal market conditions.</li> </ul>		No		No (NPT is not an enterprise in the meaning of the Act, and neither will PCA be when formalised)
3. <b>Is the measure specific?</b>		Yes		Yes
4. <b>Could the financial assistance potentially affect: (a) competition or investment within the UK or (b) trade or investment between the UK and another country?</b>		No		No (although it is hoped that Peterborough will achieve additional investment as a result of the work of the PCA over the long term.)
Is there a subsidy to the beneficiary?		No		No

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EXPENDITURE MONITORING:		27-Mar-23			
	Total Budget	Spent/Committed to Date	Outstanding	From Transition Programme at current allocation (though cash flow monitors it differently)	
Recruitment to Director	6000	4000	2000	150	(included in original budget: spent)
17 month of salary inc costs	111150	0	111150	0	
Governance & set up	2000	2000	0	0	
Recruitment to team	1000	0	1000		
Team salaries for 12 months	34612.5	0	34612.5		
Data Support till recruitment	20000	0	20000	469	Must be spent by end June
Comms Collective	7500	0	7500	0	
Forum	10000	0	10000	425	Must be spent by end June
Multicultural Forum Evaluation	20000	0	20000	0	
Feasibility	10000	0	10000	125	
Other / Congingency	2000	0	2000	0	
	40000	0	40000		
	2177.5	750	1427.5	750	(for governance )
	276440	7650	268790	124	
Available funds	276			40	
	440				
<b>Notes</b>					
<b>27/3/23</b>					
Recruitment to Director	400	3000 for pack; 1000 current estimate for additional platform costs			
Governance and set up	275	Includes 12 freelancers for Panel, 3 of 1 and 12 of 2 freelancers attending monthly board meetings pls access costs for 3/4 Culture Forum estimate			
Recruitment & team salaries	0	None spent till director appointed			
Data		None spent but discussions active re best use of this budget			



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Support till recruitment		Will be invoiced by end June at the latest
Comms		Budget profile to be confirmed with PCA presence at Festival
Collective		None spent but final budget being confirmed
Forum		None spent but final profile being confirmed
Multicultural Forum	900	Set up costs already incurred
Feasibility		Timetable being confirmed when valuation received
Evaluation		Board considering 30/3123
Contingency	550	Reduced to allow for additional governance costs for Consultative Panel





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### TRANSITION PROGRAMME FINAL REPORT DRAFT

#### Q1

We have achieved significant progress in collaboration, strategic development, advocacy and data development as envisaged in the transition programme. In particular: the proto PCA Board is now a resilient and collaborative body, developing fast; the first stage of the data work has now enabled procurement for a shared framework. The Shared Prosperity Fund (SPF) award has permitted the recruitment of a Director, we have made a successful, fundamentally important approach to our three year strategy and we have developed a stronger voice for culture

#### Q2

Yes:

- we now have both the Peterborough Collective, a leadership voice for young people (under 26) in the area (with the help of N&N Festival Bridge) and the new Multicultural Arts Forum doing the same for artists and organisations led by people from ethnic minorities;
- we have worked with a wide range of organisations to develop a robust approach to a shared data framework, a key recommendation of the Cultural Strategy. We are about to move to the next stage of this work which will benefit everyone seeking to build cultural audiences in Peterborough;
- Throughout we are focused on Peterborough. A key finding of the Cultural Strategy was to develop a voice to deliver cultural ambassador roles and leadership for Peterborough and this has been greatly enhanced
- After a long and challenging period we have now developed a resilient, value-driven body, about to become a CIC, which will deliver an important programme the sector and audiences
- The Transition Programme enabled a successful bid to the SPF which will now underpin leverage for other funding for a 3 year programme to demonstrate and embed the Cultural Strategy

#### Q3

##### *Achievements & outcomes*

- Achieving £264,000 award from SPF
- New networks and relationships across different communities
- Resilience in the face of significant organisational and financial challenges
- Developing data frameworks
- Improving comms across Peterborough and beyond

##### *Problems*

- The biggest problem faced by far was the delays to decision making on the key element of funding from SPF via PCC. The aim of the Transition Programme was to support the PCA and build on data recommendations while anticipating resources as



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the cornerstone of a 3-year programme. The funding decision came much later than originally anticipated, only confirmed in late December 2022. Maintaining momentum and connection through that extended programme was a challenge.

- In discussion with ACE we elongated the programme while waiting for this decision so that some expenditure is still ongoing into 23/24.
- The Board managed this through 5 strategies:
  - Focusing on work where there could be outcomes, especially developing the basis for a data framework
  - Retaining and building on its value driven approach as a group which greatly enhanced resilience for the Alliance in the long term
  - A range of focused events including workshops on data and (led by the Culture Forum) Open Space events on the next stages
  - Managing comms carefully so that material was available online but we were not creating meetings with nothing to say/deliver (a common complaint in Peterborough)
  - Reducing the pace of work to ensure the consultancy support was retained throughout this period.

### *Impact and difference*

- The new networks and relationships will be key to the long term delivery of the Cultural Strategy. Both young people and people from the diverse minority communities in the city are priorities in the Strategy so the Collective and Multicultural Arts Forum are very welcome developments after many conversations
- The robust Board is willing and able to prepare for a three year programme. This will build on the work supported by the SPF to create a proposal to the Priority Places Programme and for further investment. This ongoing development of the Strategy would not have been possible without the support of the Transition Programme, and so the work put into the Cultural Strategy would have had far less outcome
- The planning for the next three year stage is now well underway with calls for proposals from targeted communities, a strong cultural infrastructure plan and recruitment begun.

### **Who**

Creative Practitioners: we said 200 – 250

Active Participants: we said 100 – 75

*Adrian/Kate/Sarah* for our records and so we know:

It is difficult to differentiate these two groups (eg for the Open Space at UCP) but here in the working

Culture Forum plus 3 Open Spaces: approx. 25+12+30+10 – 77

Traffic to website and relevant Jumped Up Blogs – c150 (but we can reasonably expect many of these to be practitioners)

Data workshop – 20 (all practitioners)



## How

We said we were focused on longer term public engagement in England. This did not change.

*Add this para to the box on longer term public engagement or add a line to the table as an additional comment*

Across an in-person Cultural Forum and three Open Space events, the data workshop, developing the new Forums, and traffic on the website and the relevant Forum blogs on JumpedUp, we have seen engagement approximately as anticipated. We can see this growing already since the SPF award . The renewed comms plan, the new Forums and an Alliance presence at Peterborough Festival will significantly enhance these numbers

## Income summary

Income heading	Budgeted income (£)	Actual amount (Final report) (£)
Earned income	£0	£0
Local authority funding	£1,500	£1500
Other public funding	£0	£0
Private income	£2,200	£2200
<b>Income total (cash)</b>	<b>£3,700</b>	<b>£0</b>
Support in kind	£25,140	£25020
<b>Arts Council England funding</b>	<b>£30,000</b>	<b>£30,000</b>
<b>Income total</b>	<b>£58,840</b>	<b>£58720</b>

## Income details

Local authority – actual 1500

Private income – actual 2200

Support in kind – 25020 (to date: see below for additional anticipated to these elements of the work)

## Expenditure summary

Expenditure heading	Budgeted expenditure (£)	Actual amount (Final report) (£) <i>See below re timing</i>
Artistic spending	£1,000	£0
Making your work accessible	£0	£0



Developing your organisation and people	£25,300	£18634
Marketing and developing audiences	£6,700	£5460
Overheads	£0	£0
Assets - buildings, equipment, instruments and vehicles	£0	£0
Environmental responsibility costs	£0	£0
Other	£500	£0
Personal access costs	£200	£0
<b>Expenditure total (cash)</b>	<b>£33,700</b>	<b>£24094</b>
<b>Support in kind</b>	<b>£25,140</b>	<b>£25020</b>
<b>Expenditure total</b>	<b>£58,840</b>	<b>£49114</b>

**(Cash – table bottom p9)**

Expenditure	Description	Budgeted	Actual
Developing your organisation	Establishing PCA and next stages	25,300	18634
Personal access costs	Allocated for access	200	0
Marketing	Data framework and comms	6700	5460
Artistic spending	Artistic commission as evaluation	1000	0
Other	Contingency	500	0

**Expenditure details**

Developing organisation and people 18634  
 Personal access costs 0  
 Marketing and developing audiences 5460  
 Artistic spending 0  
 Other (contingency) 0

**Budget questions**

*Income* There are no differences in the cash income. The in-kind support has not changed significantly although there have been less meetings in person than anticipated

*Expenditure*

The major difference is elongation of the programme while waiting for the SPF decisions. Therefore we have agreed delayed spending as follows:

	Budget		Spent to 10/3/23		Planned next 6 months		Comments on planned exp
	Cash	In-kind	Cash	In-kind	Cash	In-kind	
Org'l dev	25300	24260	18634	24260	6666	720	This is on comms etc, inc subgroup meeting 2x a month for 1 hour
Aud dev	6700	760	5460	760	1120	360	Carried forward for data plus additional subgroup discussions



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Artistic	1000	0	0	0	1000	0	Carried forward as evaluation carried forward to include in further commissioning callout
Making acc.	200	0	0	0	200	0	Carried forward contingency
Other	500	120	0	0	620	0	
	<b>33700</b>	<b>25140</b>	<b>24094</b>	<b>25020</b>	<b>9606</b>	<b>1080</b>	
Underspend on expenditure			9606	120			The majority is in comms, which has been extended, including material for the Alliance Dome at the May Festival.
Total of expenditure and planned					33700	26100	
Total spent	49114						
Total spent and planned	59800						

*Organisational development:* includes the Transitional Programme element of the bill expected imminently for recruitment, plus advisor costs and the Open Spaces. The Feb Comms updated is attached: underspend is c/f and plan to be agreed 30 March 2023.

*Accessibility & contingency:* anticipated additional governance costs about to be received to be included here by year end.

*Audience development* is almost entirely data and the underspend will be put to the next stage currently in procurement.

*Evaluation:* deferred till after the Festival for capacity reasons

**Support in kind**

A small underspend is recorded to this point, mostly as a result of only having one longer meeting (the data workshop), less professional input to governance and fewer Board meetings (as they went to monthly during this period). However, there were more subgroup meetings throughout the period. Matching the remaining element of the Transition Programme is an additional element of in-kind (venues and time) which results in a greater than originally proposed contribution.

**Attached**

C&A Programme Update Feb 2023



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### **INFRASTRUCTURE AND RECRUITMENT**

The next meeting of the Board will see a further update on preparation for the infrastructure element of the Priority Places Bid.

#### *Recruitment*

In the meantime the Board should note the recruitment to the Director role is open till 11 April. All members of the Board should continue to promote this as widely as possible. The link is <https://peterboroughculturalstrategy.org.uk/seeking-the-director-of-our-new-cultural-alliance/>. Proposed dates for process are in the paper at item 9.

#### *Forums and structure*

A key outcome of the Cultural Forum workshops on the Collaborative Forum in February has been the creation of a new Multicultural Arts Forum (MCAF), which has nominated Karima Shah of Diaspora Arts to this Board. The Board meeting in early March allocated a budget of £10,000 to this Forum, matching that for the Cultural Forum, of which some has been spent on set up. These budgets, as for the Collective are for one year only, given available resources and will be the basis of their inclusion in the Priority Places Programme for future years, within the infrastructure leg.

Both the Cultural Forum and MCAF have been asked to set out their proposals for the use of this resource in line with the aims below, recognising the Collective has already given us significant material and has been asked to confirm the branding and materials for this meeting. The allocated funds are therefore to build that robust platform, including where necessary support for governance and time according to the principles of PCA whilst acknowledging the funds are limited.

These three networks are the building blocks of the basket of connections envisaged in the Leadership Model: the PCA is predicated on building these links and the aim of the allocated resources is to support the values and objectives of the Strategy. The aims of the Alliance work with those networks are below, recognising each group has its own life and may give itself further objectives:

- to ensure that the voices of our key communities and practitioners are clear and present in the cultural leadership work for Peterborough
- To build capacity in those communities, especially to produce, fund and enjoy work across many disciplines
- To ensure the Alliance is operating transparently and accountably over time

Those target communities are particularly young people (under 26), rural communities and the black, Asian and ethnic minority communities. We are also keen to work with

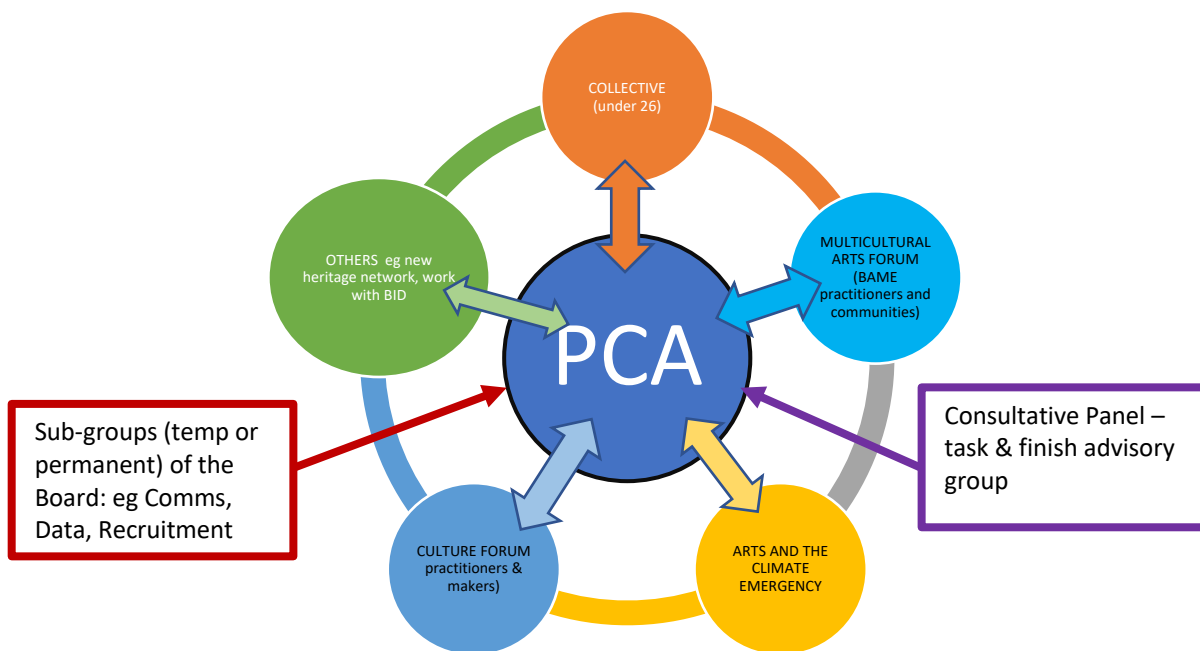
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practitioners generally and we also recognise the lack of robust heritage/attraction joint working.

### *Progress on the Leadership Model*

We have had from the beginning the benefit of the Cultural Forum, originally established during lockdown by Jumped Up (not then an NPO) which is invaluable in supporting the voices of makers and creatives from a wide range of career points and experience. With support from Norfolk and Norwich Festival Bridge, the Collective is developing their role regarding young people. We are trying (for the second time) to see more connections between heritage assets, an area in which Peterborough has great potential and poor performance, in work led by the Museum and NPT.

The diagram below is an update from that included in the Leadership Model showing where we are at the moment. The Collective and the MCAF were then aspirations, while sub-groups and the Consultative Panel have only recently gathered pace.





## COLLABORATIVE PROGRAMME

The Board is asked:

- *To note steps so far*
- *To consider scoring and process*

The call-out for proposals is now on the website. Please promote this as widely as possible through your networks:

<https://peterboroughculturalstrategy.org.uk/call-out-for-artists-to-join-the-collaborative-programme/>

This closes on 23 April.

The Consultation Panel were suggested by yourselves for people who might wish to participate in this task and finish group. I wrote to all those suggested and as at 27 March this is the situation. Including whether a payment will be needed:

Name of person suggested	Invite response	Name of person suggested	Invite response
Annamika Gosh	Yes (150)	Peterborough Youth Council, either Eva Woods or Yfuma	
Iveta		Aisha Zia	Yes (150)
Teddi or Representative from Peterborough Pride (Brian Bell)		Karima Shah	Yes (150)
Dorothy Halfhide (Rural- representative from Thorney)		Emilia Zirker/ Cerys James	
Julie Fernandez	Yes (150)	Dilraj Kaur	
Deljit Singh	Yes (150)	Mark Woods	
Malika Speaks (also lives in Eye so could be rural rep too)	Yes (150)	Kiel Richardson	Interested depending on timing of meetings

(The maximum fee has been included in the budget spreadsheets.)

Following this meeting I will be seeking (via Doodle) to set up a pre-meeting to discuss it, and the actual meeting to consider proposals. If it is possible to do this in person while I am in Peterborough at the end of April, we will do that; if not the meeting will be the following week on zoom. As many Board members are possible will be asked to be at that meeting.





Proposals shortlisted will be asked to complete a form based on the template already prepared for proposals and trialled last summer. I or other Board Members can help applicants if needed. (Some proposals have already started/done this.)

The aim will be to consider these for the Priority Places Programme on 25 May so they can be finalised with any necessary bidding information for the meetings of 22 June. See the schedule of upcoming dates at item 9.

The next section is a draft guidance and scoring pack for use by the Consultative Panel and Board for this round. Board Members are asked to review and consider any additional wording, points etc that should be included, and comment on the highlighted text about practicalities.



## **GUIDANCE ON REVIEWING PROPOSALS FOR THE PETERBOROUGH CULTURAL ALLIANCE COLLABORATIVE PROGRAMME**

This note is to help the Consultative Panel and Cultural Alliance Board evaluate artistic proposals. The context is in the call-out papers (attached when circulated). The overall aim of this programme is to demonstrate and embed the values and vision in the Cultural Strategy. We are considering proposals for inclusion in a large scale Priority Places bid to Arts Council England

If you are also making a proposal, please see the note on probity. In short: you must not participate in any discussion about your own proposal.

The evaluation is in two parts:

- Each proposal on its own merits, followed by
- How do we shape the programme as a whole?

Both of these should be captured on the attached form, which you should complete for *each* proposal you review. If you have trouble getting these printed off and need multiple copies, please contact **who can we put here** for assistance.

Each proposer has been asked:

- Not more than 500 words or a 4 minute video/audio file
- To provide contact details, and
- To tell us which of the priority communities they are coming from

If they have not done this, they will not have been circulated.

Please try to complete this form for all the proposals you have been sent before we meet during the fortnight beginning 24 April (date yet to be confirmed); you will not have long to do this.

Marks out of 5 will mean:

1. Does not achieve this at all (eg it is a single organisation proposal with no evidence of partnership)
2. It has a spark but not more (eg the proposer has done this before and there's no new challenge in it)
3. Definitely promising (eg I can see how this might be fun. Can they step it up to be amazing?)
4. Great idea needing a bit more work (eg there are several partners here but I don't see anyone there the proposer has not worked with before)
5. Amazing! (eg we will be talking about this for a long time and they really know what we're looking for)



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When we meet we will:

- Ensure we have identified any conflicts of interest and who needs to leave the discussion for which proposal
- Review each proposal to arrive at either an agreed upon scores or (if we cannot) an average
- See how many we think are good enough to go the next stage on their own merits
- Consider what this means for the programme as a whole and whether that means some other proposals may not go through.

As we prepare this process, we do not know how many proposals we will get – anywhere from 2 to dozens! If we get a lot, we might decide to allocate a sub-set of proposals to Panel members to keep the workload manageable.

The outcome of those discussions will shape a group of proposals who will be asked for more information to complete the decisions on the Collaborative Programme. **Board members will be available to help proposers with that if needed.**

### *Probity*

We recognise that Peterborough is not a big city and that people may be both on this Panel or the Board *and* making a proposal for the programme. We do not want to disqualify people from either role. However, it is important that you, the Alliance and everyone else involved is seen to act fairly and impartially.

If you are making a proposal or are a major partner in one, you must not evaluate the submission and you must leave the room during any discussion of that proposal.

We also ask that if you have a particular history with a proposer (organisation or individual) which means you might find it difficult to be impartial and fair, that you excuse yourself from considering that proposal.

Failure to comply with these expectations would mean any proposal on which you are a lead or major partner would be disqualified from further consideration for the Collaborative Programme.



NAME OF PROPOSAL			
Name of reviewer			
Criterion	What it means	Marks out of 5	Comments
Joy	Do you love this? Will others? Will it be amazing, beautiful, inspiring and fantastic?		
Ambition	Is this a new challenge for the proposer and others involved? Will it show the best they and Peterborough can offer?		
Partnership and collaboration	Is this is a multi-partner project? Does it bring new people to the table and keep them there? Who has had the chance to be part of this? How broad are the originators and decision-makers? Can it be better?		
Create a step change in the cultural life of Peterborough	What will be different for the proposer, for partners, for Peterborough because of this project? Will it have a long-term impact, or a legacy?		
<b>Should this proposal, on its own merits,:</b> (1) Be considered for the next stage? (2) Be suggested for possible future call-outs? (3) Referred elsewhere and not considered further for the collaborative programme?			
<b>Comment on how this fits with other proposals.</b>			



## PETERBOROUGH CULTURAL ALLIANCE

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### EVALUATION

*The Board is asked to consider:*

- *Do you wish to commission a small piece as evaluation of the Transition Programme?*
- *If so, before or after June 2023?*
- *Outline proposals for evaluation for SPF and inclusion in the Priority Places bid*

This paper is a short note to start the thinking about evaluation for three reasons: we need to decide our evaluation proposals as the Transition Programme draws to a close, we will be asked to set out our evaluation process for the SPF funds during the upcoming months and we will need to have a clear evaluation proposal for the Priority Places bid.

We have always informally used four criteria for evaluation (though not articulated as such before)

- Alignment with funder requirements
- Appropriate to scale of funding/project
- Alignment with the cultural strategy values and objectives
- Producing art wherever possible

*Budget:* The current version of the 3 year budget includes £2000 for evaluation. The original proposal included £1250 under this heading which comprised £250 for write up, and £1000 for an artistic commission. There is no further evaluation budget in the SPF. The write up could be included in my time as a considerable element is already prepared for the Final Project Report.

*Timing* is relevant. The Transition Programme should be all spent by end of June at the absolute latest. If we do not wish to commission an artist before then, we will need approval to transfer that resource to another element of the transition programme, and then use the SPF funding for that £1000. This is doable, but the Board should be aware of that requirement.

*The SPF funding evaluation* may be challenging as we may still be awaiting the ACE bid outcomes into 2024. Bearing this in mind, we might consider straight forward self-evaluation, possibly with a survey of Forum members, to include determining whether we have:

- a stronger infrastructure of networks that ensure that people from our priority communities are active in governance and the decision making process.
- Effective systems which have allowed us to create a baseline of data about engagement levels



## PETERBOROUGH CULTURAL ALLIANCE

- Been effective in leveraging the SPF funds for investment in culture
- Formally created the PCA and recruited the staff team

This would be very cheap to do, being staff time and an ad hoc survey using SurveyMonkey sometime in early 2025. (The funding from SPF runs through till March 2025.)

*Priority Places Programme proposals* will need an evaluation strategy which might include:

- Further leverage and investment
- Achieving key milestones in the Strategy
- Can we see real change in participation by practitioners and audiences, particularly in terms of participation by our target communities. (How will we know this is a key question being addressed through current development of a data framework.)
- Artistic evaluation of our work, which will be central to our practice
- (Possible element but largely outwith our control) - improved public perception of Peterborough.

In April and May we will need to shape this evaluation in detail for the bid.



**PETERBOROUGH CULTURAL ALLIANCE**

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**UPCOMING DATES**

*Italics – closing dates*

Grey – to be held if needed

<b>Date or w/b</b>	<b>Event</b>
31/3/23	Confirm Panel for callout and circulate doodle poll to those members and PCA board for prep meeting and shortlisting
<b>April</b>	
w/b 3/4/23	Last push on recruitment by everyone
11/4/23	<i>Recruitment closing date</i>
14/4/23	Board longlisting for the Director (zoom)
24/4/23	<i>Closing date for call-out</i>
w/b 24/4/23	First round interviews on zoom
27/4/23	PCA Board meets in person: shortlisting for director At UCP
<b>May</b>	
w/b 2/5	Panel meets on zoom* to consider proposals
Fortnight beginning 2/5	Final interviews and we hope appointment (start date of course depends on situation of appointee)
19 May	ACE visit to Peterborough
19-21 May	Peterborough Festival
23/5/23	Deadline for shortlisted proposals detailed information
24/5/23	If needed final meeting of Panel
25/5/23	PCA Board meets (in person?) to consider shortlisted proposals. AT University House
<b>June</b>	
22/6/23	PCA Board meets in person to finalise Priority Places submission. Suggest 2 hours starting at 1100, at Metal

\* I will offer an in person meeting on 26/4 or before the Board on 27/4 as well, in case that is possible