

## **JAZZ SOUTH - SUB REGIONAL ADVISORY PANELS (SRAPs)**

### **TERMS OF REFERENCE AND APPLICATION DETAILS**

#### **1. Role and Terms of Reference**

SRAP advice and recommendations will be an important part of Jazz South decision making. The SRAP role is to be an advisory group rather than to make binding governance decisions.

Jazz South will ask the SRAPs and their individual members to assist with and/or advise on a range of activity, including some of the following items as examples:

- Assist with and contribute to the development of Jazz South policy and project development
- Contribute to consultations undertaken by Jazz South
- Advise on, and assist with, the assessment of specific Jazz South projects and schemes.
- Attend performances/events/other meetings etc. and feed back to Jazz South in SRAP meetings or in specific reports as appropriate
- Contribute to peer-group activities
- Attend occasional meetings/providing submissions to assist us in the review and development of new plans, initiatives and projects
- Contribute local input into the development and ongoing work of Jazz South
- Be 'ambassadors' for Jazz South - by promoting and publicly supporting the programme at their venues/in their work wherever possible
- Feed-back information where appropriate from each SRAP meeting into their own networks/organisations/contacts (i.e. through websites, newsletters, e-bulletins and word of mouth)
- Be champions for fundraising, helping to identify and develop relationships with potential funding bodies and donors
- Assist Jazz South to establish specialist selection sub groups of musicians, promoters and other industry experts for, inter alia, selecting Artist Ambassadors; artists for the Showcases and Platform South; commissioned new work; artists participating in residencies; emerging artists and gifted and talented children and young people participating in masterclasses; emerging artists participating in Jazz South Introduces.

- Where/when possible, to host SRAP meetings
- Champion Jazz South programme outputs to interact with or influence practice in other regions
- Feed in best practice examples from other regions to strengthen Jazz South delivery
- Lobby on behalf of jazz and Jazz South, including lobbying such organisations as Music Hubs to deliver jazz provision
- Contribute to local Cultural Education Partnerships on behalf of Jazz South

## **2. Regions**

There will be two SRAPs - one for the South West as defined by the ACE South West region and the other for the South East as defined by the southern sub-region of the ACE South East region - see the appended list of local authorities covered by each.

## **3. Membership**

Each SRAP will comprise a mix of – for example - educators, artists, individuals or representatives of organisations promoting or interested in promoting jazz and representatives from areas of work such as Music Hubs or the record industry.

Jazz South will strive to maintain a balance of gender, age and diversity within the SRAPs.

The number of panel members on a SRAP will depend on the personnel available but in general will not exceed ten nor fall below six.

SRAP members will be able to demonstrate expertise, knowledge and experience in their chosen field(s). Many individuals will have knowledge and expertise across a number of areas but in order to balance the composition of each SRAP Jazz South will ensure coverage of a wide range of specialist areas within the membership.

SRAP members do not necessarily have to be based in the region of the SRAP but knowledge of their specialist field(s) and its relation to the SRAP sub-region will be an important factor.

SRAP membership will be for the duration of the three years of the Jazz South project but if vacancies occur they may, if necessary, be filled by co-option on the advice of the Jazz South team and other SRAP members.

#### **4. Recruitment and How to Apply for SRAP Membership**

In October 2018, Jazz South is issuing a call for applications for individuals looking to be SRAP members from the outset of the Jazz South project. This current document is available online from a link on [www.jazzsouth.org.uk](http://www.jazzsouth.org.uk)

Applicants are asked to submit a simple written document (or email text) with basic contact details – including residential address, phone and email - and an outline of their expertise and experience – plus a statement as to what they can contribute and why they want to commit themselves to advise Jazz South as a SRAP member. It is recommended that this submission should be no more than approximately 500 words or 2 sides (maximum) of A4.

The document attachment or email should be headed 'Submission to Jazz South – consideration for SRAP membership' – and emailed to [info@jazzsouth.org.uk](mailto:info@jazzsouth.org.uk)

The deadline for submissions is midnight on Monday 26 November 2019

#### **5. Selection**

Selection of membership will be by a one-off group consisting of the Jazz South Strategic Lead (Turner Sims' Concert Hall Manager), the Jazz South Manager and/or Interim Set-Up Manager, an invited ACE officer if available, a member of the Turner Sims Strategic Board and an invited external expert from another UK region or nation with specialist knowledge of jazz and the organisation of jazz development activities.

The group will assess the applications and select SRAP members with the objective of creating a panel that balances diversity and a broad range of expertise, knowledge and regional

#### **6. Meetings**

SRAPs will meet four times per year (twelve meetings per sub region over three years) and be attended by the Jazz South Strategic Lead and/or the Jazz South Manager.

SRAPs will also invite, as appropriate to a meeting agenda, contributions from representatives from other regional and national bodies and networks.

The location for meetings will rotate within the sub regions and if possible will be hosted by SRAP members.

#### **7. Transparency**

The names of SRAP members and current information on SRAP roles and terms of reference will be published on the Jazz South website.

The Jazz South Strategic Lead and/or Jazz South Manager will issue a brief annual overview report of the activities of the SRAPs which will be published on the Jazz South website.

## **8. Conflict of interest**

Panel members will be asked at the outset to declare and record any potential conflicts on the Jazz South register of declarations of interest which will be updated annually.

Panel members are not in any way employees of the Jazz South project but will be seen as 'ambassadors' of the project and asked to behave with the propriety that would be expected of anyone fulfilling a public role.

Organisations with a connection to a panel member (for example, where a panel member is a board member or an employee) will also be able to engage with Jazz South projects but where there is a selection or assessment or competitive process involved the panel member will take no part in the process for any organisation with which they have a connection.

Artists who are SRAP members will be able to apply for Jazz South projects in which funding, selection or assessment is involved but will not be able to participate in any part of the process relevant to that project or scheme.

SRAP membership status can be listed as part of an individual's Curriculum Vitae. However, SRAP membership status confers no other benefits and should not be used in exploitative ways to benefit professionally or financially.

## **9. Administration**

SRAP meetings and other activity will be initiated and agendas proposed by the Jazz South Strategic Lead and/or the Jazz South Manager.

The Jazz South Manager will take lead responsibility for the administration and co-ordination of SRAP meetings and activities and will delegate some administrative tasks to the Jazz South Excel Interns.

Induction and occasional briefing/training events will be organised for SRAP members.

## **10. Financial**

SRAP membership is voluntary and no fees are payable but in certain circumstances to be agreed with the Jazz South Manager in advance of the meetings or activities members can claim reasonable out of pocket expenses.

It is assumed that SRAP members in employment will obtain release from their employer who will enable their attendance at panels or meetings.

## **Jazz South Sub Regional Advisory Panels - by Local Authority area**

### **SOUTH WEST**

Bath & North East Somerset  
Bournemouth  
Bristol  
Cornwall  
Devon  
Dorset  
Gloucestershire  
Hampshire  
Isles of Scilly  
Isle of Wight  
North Somerset  
Plymouth  
Poole  
Portsmouth  
Southampton  
Somerset  
South Gloucestershire  
Swindon  
Torbay  
Wiltshire

### **SOUTH EAST**

Bracknell Forest  
Brighton and Hove  
Buckinghamshire  
East Sussex  
Kent  
Medway  
Milton Keynes  
Oxfordshire  
Reading  
Slough  
Surrey  
West Berkshire  
West Sussex  
Windsor & Maidenhead  
Wokingham