

# CIC Terms of Reference

## **Mandate**

1. The purpose of the Creative Industries Council is to provide a forum for the Creative Industries and Government to engage in a coordinated and effective way. Members instigate industry-led approaches to boosting growth and competitiveness, with Government facilitating and removing barriers where appropriate.
2. As the policy areas under consideration are largely devolved, the Council confines its remit to England only, but working closely with the Devolved Administrations where appropriate. Officials from the Devolved Administrations are invited to attend council meetings as Observers and may be invited to attend certain working groups, where appropriate.

## **Objectives**

3. The Council aims to achieve the following:
  - a. Enable close working between industry and government on issues relevant to the Creative Industries;
  - b. Represent, champion and support the Creative Industries;
  - c. Highlight the significant impact the Creative Industries make to the UK economy;
  - d. Address key concerns and opportunities for the creative industries with a view to boosting their growth and competitiveness;
  - e. Develop and promote practical action and policies to address key priorities for the sector;
  - f. Address social and cultural issues affecting the sector.

## **Membership**

4. The Council is co-chaired by Secretaries of State for Digital, Culture, Media and Sport, and Business, Energy & Industrial Strategy, together with an industry co-Chair.
5. One or two deputy chairs may be appointed from the Council membership, to share responsibilities with the Industry Co-Chair and to strengthen the Council's delivery ability.
6. Membership will be drawn from industry representative bodies, key public sector actors, and senior individual industry leaders and experts.
7. Members of the Council are appointed by agreement between the co-Chairs, for (renewable) terms of up to 3 years.

### **Responsibilities and ways of working**

8. The Council will establish working groups to develop and take forward proposals in areas of key strategic importance. The Council will set the number of working groups and agree their remits.
9. Each working group will be led by a council member, who will define its Terms of Reference in collaboration with the Council's industry co-chair. Working groups may co-opt members from outside council membership.
10. The Council may appoint a small steering group to ensure coordination across the working groups and monitor implementation of agreed commitments, between full council meetings.
11. Relevant officials from DCMS, BEIS and other Government Departments will engage with the work of the working groups.
12. DCMS and industry partners will provide the secretariat for the Council and its sub-groups respectively.
13. Council members commit to contributing proactively to the work of the Council, including regularly attending meetings and involvement in the work of at least one working group. Rare use of substitutes to attend meetings are acceptable by prior agreement.
14. Council members may occasionally be called upon to support marketing and communications work to promote the work of the Council and any projects and programmes it supports.

### **Frequency of Meetings**

15. The Council will meet 3-4 times a year, with working groups responsible for determining the frequency of their meetings.