

Terms of Reference

Festival Production Group

Thamesmead Festival

The annual Thamesmead Festival, which takes place around Southmere Lake, is part of Thamesmead's ongoing cultural programme. The programme aims to empower local communities and bring exceptional cultural experiences to the local area. The festival, in its current form, has been running since 2017. Each year it has grown in ambition and scale. The key to the festival's success has been the input from the Thamesmead community. They have helped shape the festival by putting an emphasis on showcasing local talent and celebrating the unique setting of the festival.

In 2018 we established the Festival Production Group (FPG). The aim is to put local residents at the heart of planning and producing the festival. We are excited to continue developing this group of local people and grow the Thamesmead Festival for 2024 and beyond.

The FPG is made up of people who live and/or work in the local community and are interested in helping to shape and produce the annual festival which celebrates the whole of Thamesmead. The annual event attracts a wide demographic from the local community and visitors from London and surrounding areas.

Working with an experienced festival company and local Festival Programmers, the Festival Production Group make key decisions about the creative content of the event such as how the event is promoted and communicated, how the budget is spent, how local artists and community groups are involved, and what future festivals might look like. Please see the festival roles and responsibilities diagram at the end of this document.

The purpose of the FPG is to:

- represent and advocate for the whole of Thamesmead, and all its diverse communities
- produce a high-quality, diverse and inclusive festival that is of benefit to all Thamesmead residents
- positively raise the profile of Thamesmead for benefit of all who live here

Appointment of FPG members:

- The appointment of FPG members will be based on a review of applications to join the group. We are looking for people who live and/or work in Thamesmead and have a strong connection to the local community.
- We are looking for dedicated and passionate community champions, change-makers, people who get involved in their local community and will help spread the word about the festival and tell people about how they can get involved.

- We are looking for people who can commit to meeting once a month. This may change to twice a month closer to the festival day.
- FPG members will be appointed for a minimum of one year and a maximum of three years, after which the FPG will be refreshed. This gives new people the chance to get involved with their local festival. In case a member would like to step down earlier, we ask for reasonable notice to be given and we may fill this space with someone new. We ask that members commit to staying on the FPG for at least one festival. The first available opportunity to step down will be in September each year.
- If a FPG member misses more than three meetings, without reasonable notice given, we reserve the right to ask them to step down from the group.
- Members of the FPG will be offered a £24 bursary per two- hour meeting to cover costs for attending the meeting. An attendance log for meetings will be kept and members will receive two reimbursements per year from the delivery partner – one in April and one in September.

Role of the FPG:

- Represent the local Thamesmead Community and act as a champion for the Thamesmead Festival, supporting it and promoting it locally.
- Approach the development of the festival with dedication and ambition. With the aim of making sure it is a welcoming, engaging, high-quality and celebratory event which is relevant to the widest communities in Thamesmead.
- Attend regular Production Group meetings and have availability and capacity to take on the role. Meetings will be held monthly, with the possibility of more frequent meetings closer to the festival date. The meetings will be held online as well as in-person.
- Work closely with the Festival Programmers, listening openly to their programme suggestions and respecting their expertise.
- Respect the viewpoints of other FPG members and promote a unified external voice for the festival.
- Work in the best interests of the wider Thamesmead population and ensure their needs and priorities are considered in developing the festival.
- Provide opportunities for local artists, art groups and community groups across Thamesmead to be part of the festival.
- Approach the role with the highest standards of openness, diversity, and inclusion.
- Help advertise the festival among your peers and communities, ensuring that as many local residents as possible benefit from and experience the festival.
- Attend the festival and feedback on how the day went at the festival de-brief meeting.
- Be part of the selection process for the next delivery partner in 2026. The delivery partner is appointed every two years and is just about to be appointed for 2024 and 2025. Members of the FPG are required to review the tender document, making sure it is representative of the communities' wishes for the festival. Members of the FPG will also have the chance to be part of the interview panel for a new delivery partner.

Role of the Festival Programmers:

- The Festival Programmers will work closely together with the FPG and Delivery Partner to improve the quality and diversity of the festival's programme. They will specialise in performances for the various stages, visual art installations on the festival site, and community outreach and marketing.
- The Festival Programmers will be selected by the FPG and delivery partner. They will start in January 2024 and be contracted on a freelance basis by the delivery partner.
- This is a paid role for a 2-year period.
- The role of the Festival Programmers is to conduct extensive research into local talent, as well as talent from further afield. They will present recommended artists, performers and community groups to the FPG for input and final approval.

Role of the Delivery Partner

- To take overall responsibility for delivering the festival event
- To always listen and put the views of the FPG and Festival Programmers at the forefront of all decisions
- To have monthly meetings with the FPG. At least one member must attend the meetings. These meetings may increase closer to the festival day.
- Manage and contract the Festival Programmers, sharing expertise and best practice, as well as facilitating their presentations to the FPG
- To hold responsibility for the health and safety of all events associated with the festival. This includes ensuring all licenses, insurances and processes are in place to keep residents and visitors safe.
- To manage the overall budget for festival, sharing overviews of the budget with the FPG at regular intervals.
- To program the final content of the festival following direction from the FPG and Festival Programmers, contracting all artists and performers
- To work with all stakeholders outlined in the tender document (where possible) and give local businesses and groups the first right of refusal when opportunities arise.
- To be responsible for promoting a positive reputation and image of Thamesmead
- To support with any funding applications to the Arts Council England or similar. This includes writing applications and reporting back to funders.

Role of the Peabody Culture team

- To take overall responsibility for the development of the festival and the FPG
- To support the FPG, the Festival Programmers and Delivery Partner to work effectively together.
- To provide suitable meeting spaces for festival meetings

- To provide support and resources for all marketing and publicity of the festival
- To hold ultimate responsibility for the festival budget
- To be responsible for responding to all concerns, issues and complaints raised by local residents as a result of the festival and its planning.
- To be responsible for event and production management in line with Peabody's health and safety policies

Meeting structure and governance

- There will be monthly meetings held to develop the festival. These meetings may increase closer to the festival date. Meetings will be a mix of online and in-person meetings, which will all take place in the evening from 6pm to 8pm.
- All meeting dates will be agreed with the FPG in advance.
- There needs to be at least five members of the FPG present to be quorate and for the meeting to go ahead. Key decisions will be made at these meetings. External guests may be invited to the meeting to present proposals for inclusion in the festival.

Conflicts of interest:

It is important that all decisions on the festival programming are fair and objective. They need to be in the best interests of the wider community. This means that the FPG members should not be involved in making decisions on the festival programme where they have a vested interest in the group or performer which has applied, or where there is financial gain. FPG members will be required to record all significant connections with voluntary, community groups or artists who are looking at applying to perform/be part of the festival. A significant connection can be defined as a relationship that leads an FPG member to have a personal interest in a group, such as being a (family) member, volunteer, beneficiary, trustee or employee of an organisation.

- When joining the FPG, members will be asked to state any continuing involvement with local groups.
- FPG members will be asked to leave the room when any relevant application is being discussed.
- When considering what to declare, the golden rule is: "if members of the public, knowing the facts of the situation, would reasonably conclude that the interest involved might influence the approach taken on an application."
- At each meeting, FPG members are required to declare any interest they may have in any item under discussion and will, once again, be required to leave the room when the relevant discussion is taking place.

Confidentiality:

All information presented and discussed in FPG meetings will remain strictly confidential. This policy is intended to protect anyone applying to be part of the festival, as well as FPG members and Festival Programmers. This will help to make sure that discussions which take

place in FPG meetings can be done in an open and safe space. To maintain clear lines of communication, the Delivery Partner will be responsible for engaging with artists and groups. They will book and contract artists and performers.

Expectation of individual FPG members (I will):

- Approach the festival with an open mind and treat all members of the FPG with kindness and respect
- Always make contributions with the interests of the local community in mind (not my own interest)
- Make the FPG aware if there is a conflict of interest.
- Never benefit financially from FPG’s programming decisions, unless you are a performer who has been chosen by the FPG to perform following the ‘conflicts of interest’ process (i.e. leaving the room when decisions are made)
- Notify the Peabody Culture team and FPG if I am unable to attend a meeting or wish to step down from the FPG.
- If I miss more than three meetings with no prior notification, I understand that I will leave the FPG.
- I’m aware that the minimum term for this role is one year and the FPG will be refreshed after three years (in September 2026).

Disclaimers:

- If members are unable to uphold these expectations, then they may be asked to step down from their role under the discretion of the Peabody Culture team.
- This agreement is binding in honor only; it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

FPG member name:

Date and signature

Organisational Chart showing collaboration between the Festival Production Group, Peabody, the deliver partner and the Festival Programmers

