

## Terms of Reference

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### 1. Background and rationale

The South East Creative Economy Network (SECEN) works to accelerate growth in the digital, creative and cultural sector. It was established in 2013 to work with the South East Local Enterprise Partnership (SELEP) to identify barriers to growth for the Creative Economy in the South East. SECEN works through collaboration with strategically positioned geographic hubs, as well as sharing knowledge and scaling-up network activity to add value on both a local and national scale.

### 2. Role and purpose

To implement practical and scalable initiatives to overcome barriers to the growth of the Creative Economy in the SELEP area by aligning the efforts of businesses, education bodies, strategic organisations and local authorities.

### 3. Composition

There is no formal membership of the network. Organisations based in the SELEP area are welcome to join at any time and engage with the group within the terms of reference agreed here. The network welcomes:

- Creative businesses
- Strategic bodies
- Local authorities

### 4. Meetings

#### Frequency

The network will meet six times a year, at two monthly intervals, although the Chair(s) may call for additional meetings as deemed appropriate.

#### Location

The meeting location will move around the SELEP region, or be held at a mutually convenient or central location.

#### Expenses

No money to cover travel, or any other expenses, is available.

#### Budget and delivery

No budget is held by the Network. Work streams have a nominated lead partner and this partner is responsible for managing any associated budget.

#### Chairing and secretariat

The meetings are chaired by the nominated Chair to represent East Sussex, Greater Essex and Kent.

#### Reporting

The Chair(s) is responsible for preparing the agenda and briefing papers, and circulating them a week in advance of scheduled meetings. Minutes of meetings will be formally recorded and circulated to all members within 14 working days of the meeting.

#### Quorum

As a minimum the quorum shall be three attendees plus the Chair.

#### Work streams

The network shall nominate a team member or members from their organisation to lead on and deliver work streams. The Project Teams will provide reports to the Network.

### 5. Status of Terms of Reference

These Terms of Reference were approved in June 2016. Amendments to these Terms of Reference must be agreed at a scheduled meeting.