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From: [Redacted]
Sent: 15 June 2011 15:03
To: Undisclosed recipients:
Subject: Creative Industries Council - papers for meeting on 6 July
Attachments: CIC letter and papers Jun 11.pdf

Dear All,

Please attached a letter from Ed Vaizey updating you about the Creative Industries Council, and including papers for the meeting on 6 July, 10:30-12noon. This will take place at the Department for Business, Innovation and Skills, 1 Victoria Street, SW1.

We look forward to seeing you at the meeting. If you have already advised us that you are unable to attend, these papers are sent to you for information.

Regards,

[Redacted]

Private Secretary to Ed Vaizey MP
Minister for Culture, Communications and Creative Industries

[Redacted]

Department for Culture, Media & Sport
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department for
culture, media
and sport

15 June 2011

Dear Creative Industries Council Member,

Following the establishment of the Creative Industries Council, I am writing to update you on progress thus far in advance of our first formal meeting.

1. Next Meeting

The first meeting of the Creative Industries Council will take place on 6 July, 10.30-12 noon at Department for Business Innovation and Skills, 1 Victoria St. London. I have attached an agenda and also proposed terms of reference for the Council to be discussed and agreed at this meeting.

2. Working Groups

At the meeting on 16 March it was agreed that a limited number of issues should be identified where clear actions can be taken forward and progress measured and that BIS / DCMS officials would work up proposals to establish working groups in the areas of skills, access to finance and 'routes to scale' including intellectual property/exports. The working groups will meet during the course of 2011 and will present their findings and recommendations to the Creative Industries Council when we meet in January 2012.

If everyone is content with these proposals we will be in touch shortly in advance of the 6th with discussion papers/terms of reference to kick start a conversation in each area and proposed meeting dates for each working group. Discussion points and the agenda for each meeting will be agreed by attendees before the first meeting of each group. If you are interested in joining one of the working groups please contact

by 30 June.



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3. Access to Finance Research

DCMS and BIS published in May the results of joint independently commissioned research which provides for the first time a clear evidence base that indicates that some sectors of the creative industries experience particular problems in accessing finance. This can be found on the DCMS website at <http://www.culture.gov.uk/publications/8160.aspx>. Building on this research the access to finance working group will seek to create a dialogue between the financial community and the creative industries in order to address this issue. BIS are also in the process of creating guidance on access to finance specifically designed for the creative industries. This will be tested with the access to finance group in due course.

4. Website

A web presence for the Creative Industries Council will be launched on the DCMS website in July. We would like to publicise the membership of the Council with a short biography for each member. Members of the DCMS web team will be in touch shortly to discuss this with you- please inform them if you would rather not have this information disclosed.

On behalf of myself and the Council co-chairs, Secretaries of State Jeremy Hunt and Vince Cable, I look forward to seeing you at this meeting and to continuing to work with you to boost the growth and international competitiveness of the UK's Creative Industries.



Ed Vaizey MP

Minister for Culture, Communications and Creative Industries

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Creative Industries Council Meeting 6 July

Agenda

Venue: Department for Business, Innovation and Skills, 1 Victoria Street, London.

Time: 10.30-12.00.

1. Terms of Reference for the Council.
2. Communications Review – what this means for the creative industries, and next steps on the green paper.
3. Hargreaves Review and agenda for the ‘routes to scale’ working group which will cover IP and innovation.
4. Access to Finance research – the outcomes of the research and next steps through the Access to Finance working Group.
5. Skills issues- How we can boost skills development and training in the creative industries in order to drive growth. How this work will be taken forward through the Skills group led by Skillset.
6. Any other business and date of next meeting.

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Creative Industries Council: Draft Terms of Reference

Remit

1. The purpose of the Creative Industries Council (hereafter known as the Council) will be to provide a forum for the Creative Industries and Government to engage in a joined up way. Members will instigate industry led approaches to boosting the growth and competitiveness of the creative industries 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, working closely with devolved administrations where appropriate.

Responsibilities

3. DCMS will work with industry partners to provide the secretariat for the Council and working groups.
4. The Council will continue to be co-chaired by Secretaries of State for Business and Culture, Media Olympics and Sport.
5. Relevant Ministers from BIS and other Government Departments will engage with the work of the working groups.
6. Council members will commit to taking forward industry led solutions to identified issues through the working groups.
7. BIS and DCMS will jointly following up any resulting actions for Government.

Frequency of meetings

8. The Council will meet once every 6 months to July 2012, when it's work will be reviewed by Ministers and Industry.

Membership

9. The group which met for the first time on 16 March shall be taken as the basis for the Council membership. Although it will not be possible to include all stakeholders with an interest in the membership of the Council, this group provides cross cutting representation from a wide spectrum of the creative and digital industries, as well as representation from smaller businesses, so each of the sub sectors and interests will have an opportunity to contribute.
10. There has been considerable interest from stakeholders in joining the Council following its announcement in the Growth Plan. We propose to seek ways to involve these stakeholders through the work of the working groups where possible. CIC members will also share information with interested parties in their sectors and seek to feed wider viewpoints into the work of the Council where possible.

Communications

11. DCMS website will host content including these terms of reference and the membership of the council. Regular updates on the work of the Council will be provided by the DCMS website and social media.
12. The final reports of the working groups will be posted on the DCMS website following their reporting to the Council.

Evaluation

13. The Council and each of the working groups will agree key performance indicators and their work will be assessed against these.

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Working Groups

14. Three task and finish working groups will be established to look at the key areas identified by the roundtable and the Digital and Creative Industries Growth review.
15. The working groups will report back to the main Council on their progress. We envision each group meeting up to three times.
16. The groups will be limited to around 10-12 people most expert in the subject to ease the running of them.