

Governance, Risk and Best Value Committee

10.00am, Thursday 28 January 2016

Edinburgh Jazz and Blues Festival – referral from the Culture and Sport Committee

Item number	7.1
Report number	
Wards	All

Executive summary

The Culture and Sport Committee on 20 October 2015 considered the attached report by the Deputy Chief Executive providing information on the successes and governance arrangements of the Edinburgh Jazz and Blues Festival as requested by the Governance, Risk and Best Value Committee on 5 March 2015.

The report has been referred to the Governance, Risk and Best Value Committee for its information.

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Terms of Referral

Edinburgh Jazz and Blues Festival

Terms of referral

- 1.1 On 20 October 2015, the Culture and Sport Committee considered a report by the Deputy Chief Executive providing information on the successes and governance arrangements of the Edinburgh Jazz and Blues Festival as requested by the Governance, Risk and Best Value Committee on 5 March 2015.
- 1.2 The Culture and Sport Committee agreed:
 - 1.2.1 To note the success of the Edinburgh Jazz and Blues Festival.
 - 1.2.2 To note the governance procedures the organisation had in place.
 - 1.2.3 To refer the report by the Deputy Chief Executive to the Governance, Risk and Best Value Committee for information.

For Decision/Action

- 2.1 The Governance, Risk and Best Value Committee is asked to note the report.

Background reading / external references

[Minute of the Culture and Sport Committee - 18 August 2015 - Thundering Hooves 2.0: Ten Year Strategy to Sustain the Success of Edinburgh's Festival](#)

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Head of Legal and Risk

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Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	Appendix 1 - Report by the Deputy Chief Executive Appendix 2 – Jazz and Blues Festival Board Members

Culture and Sport Committee

10.00am, Tuesday, 20 October 2015

Edinburgh Jazz and Blues Festival Update

Item number	7.3
Report number	
Executive	
Wards	All

Executive summary

As requested by the Governance, Risk and Best Value Committee on 5 March 2015, this report provides information on the Edinburgh Jazz and Blues Festival successes, alongside information on its governance procedures. The report was to be presented to the Culture and Sport Committee, and referred to Governance, Risk and Best Value Committee members thereafter.

Links

Coalition pledges	P24, P31
Council outcomes	CO8, CO20, CO26
Single Outcome Agreement	SO1

Edinburgh Jazz and Blues Festival Update

Recommendations

- 1.1 Note the success of the Edinburgh Jazz and Blues Festival.
- 1.2 Note the governance procedures this organisation has in place.
- 1.3 Refer this report to the Governance, Risk and Best Value Committee for information.

Background

- 2.1 As set out by the Scottish Charity Regulator OSCR on its [website](#), the key objective of the Edinburgh Jazz and Blues Festival (EJBF) is ‘the advancement of education by the cultivation and improvement of public taste in jazz music, other related improvised forms of music and the performing arts in Scotland and elsewhere’.
- 2.2 To achieve this objective the EJBF programmes an annual festival of international artists, alongside leading Scottish musicians, with over 150 ticketed concerts, a free Mardi Gras in the Grassmarket, a free Edinburgh Festival Carnival along Princes Street and the Gardens, and a week-long education programme for aspiring players. The organisation presented its 37th edition in 2015.
- 2.3 Partnerships with organisations such as Festivals Edinburgh and Napier University are core to the Festival’s collaborative working. International partnerships have also been fostered in Italy, Taiwan, Luxembourg, Switzerland, USA, Norway, Spain and Germany through their Governments and cultural agencies. EJBF also works closely with partners in Liverpool to enhance the Edinburgh Festival Carnival, widening the scope of participants to China, the West Indies, the Indian Ocean, and across Europe.
- 2.4 To deliver all of this work EJBF has three part-time members of staff, referred to in this report as the Company’s Executives. A further ten are contracted for shorter periods of time and a team of 40 volunteers also perform a variety of roles.
- 2.5 The organisation submits annual accounts and reports to Companies House and [OSCR](#) each year. Yearly turnover was £900k in 2014 and £925k in 2015.
- 2.6 The Council grant funds EJBF annually, the most recent award being £127,891 as approved by Committee on [10 March 2015](#). This funding is linked to specific targets and objectives contained within a Funding Agreement and monitored by a Council link officer. Income is also generated through grants from Creative

Scotland and Scottish Government, sponsorship and ticket income. Details about governance are included in the main body of this report.

Main report

- 3.1 Ticketed attendances at the [2015](#) Edinburgh Jazz and Blues Festival exceeded 36,500, a 20% increase over 2014. Sales also hit record levels, up 11% from last year, and over £600,000 for the first time. The Mardi Gras and Festival Carnival free events jointly attracted large audiences of more than 30,000 people. These free un-ticketed events also include community group participation, with at least 100 people from ethnic minority groups.
- 3.2 Audience feedback on this year's programme has been very positive, with praise for the new venue at St Andrew Square; the high quality Expo-funded projects; for the burgeoning international blues programme; and for the wealth of new talent being discovered. Artistic successes include the Festival Orchestra's Ellington project; David Patrick's outstanding Rite Of Spring show; Trio HSK's collaboration with Cory Henry; and the three collaborative blues projects curated by Jed Potts and Sandy Tweeddale.
- 3.3 To sustain and build on this success the Company Executives and the Board work to an approved business plan. A summary of the main objectives within this plan are as follows:
 - 3.3.1 To secure long term sustainability;
 - 3.3.2 To increase audiences with a target of 40,000 by 2022. In doing this, an increase in participation and attendances by under 35 year olds is planned;
 - 3.3.3 To invest in the creative development and status of Scottish musicians;
 - 3.3.4 To widen the impact of the Festival taking programmes to an international stage;
 - 3.3.5 To deepen links with Edinburgh communities;
 - 3.3.6 To grow the organisation's commitment to education and life-long learning;
 - 3.3.7 To grow the public perception of jazz and blues, creating a more positive environment for practitioners and audiences; and
 - 3.3.8 To work towards the organisation being carbon neutral.
- 3.4 As one of the 12 Edinburgh Festivals represented by the ongoing work of [Festivals Edinburgh](#), EJBF is also now working to deliver the objectives set out in Thundering Hooves 2.0 as approved by Committee recently on [18 August 2015](#).
- 3.5 In addition, to strategically lead the organisation, the Board has a set of current governance procedures as set out in its Memorandum and Articles of Association. These articles are annually reviewed by the Board and amendments made periodically to ensure that they remain appropriate. These papers are also regularly consulted to ensure that procedures are correct, and to ensure that new actions or proposals are appropriate.
- 3.6 As a registered Scottish Charity (number SC012211) the organisation also complies with OSCR 'Meeting the Charity Test [Guidance](#)'. This is achieved

through formal board meetings held to debate and agree on reports from senior officials, consultants, and where appropriate, from individual directors who have been charged with reviewing and reporting on specific issues of a strategic, organisational or operational nature. As part of the business plan outlined above, the Directors have also assessed the major risks to which the charity is exposed and have initiated a formal risk management strategic plan to mitigate these potential challenges.

- 3.7 All strategic decisions are made by the Board, with additional work being addressed by sub-groups, for example the Governance Group which considered issues such as executive pay and succession planning. Sub-groups report to the Board, which makes the final decision. Board members declare interests at meetings, and, if appropriate, absent themselves from any section of the meeting in which they have a conflict of interest.
- 3.8 Board composition has recently been reviewed. A recent skills audit has identified that Board members possess skills in finance, law, business, the communications and entertainment sectors, community involvement and local government (in the latter, as councillors).
- 3.9 The Councillors are: Councillor Cardownie (Scottish National Party), Councillor Lewis (Scottish National Party), Councillor Milligan (Labour), and Councillor Rust (Conservative). They understand that whilst they are serving on the Board of EJBF, their primary concern is the best interest of the charity. From time to time, Councillors, as with other Board members, will be asked to take on specific roles, for example as members of a Governance Group or an Audit Group; their position as Councillors has no bearing on the allocation of such roles.
- 3.10 Budgets are drawn up by the Company's Executives, and presented to the Board for approval. These are updated on a regular basis and presented to the Board for discussion and approval. Draft Accounts are produced after each Festival to advise the Board of the Festival performance, and audited accounts are produced annually after the year end on 31 December. The Board approves the accounts, and two members of the Board sign them to be filed, along with the annual return, with Companies House and OSCR. Neither organisation has any outstanding issues with EJBF. The last filing with Companies House was the Annual Return on 25 November 2014. The last filing with OSCR was 26 November 2014.
- 3.11 Further information can be shared with the Committee members on request, or provided directly by the organisation.

Measures of success

- 4.1 Each year an annual report is presented to Committee on the success of the summer festivals. This report includes information on the performance of the Edinburgh Jazz and Blues Festival.

Financial impact

- 5.1 There is no direct financial impact arising from this report.

Risk, policy, compliance and governance impact

- 6.1 There are no risk, compliance or governance impacts arising from this report. The EJBF is aware that information held by the Council about the Festival is subject to Freedom of Information requests.

Equalities impact

- 7.1 As set out in the funding agreement with the Edinburgh Jazz and Blues Festival, the organisation is required to 'agree to provide to the City of Edinburgh Council evidence of what action they are taking actively to promote access to their services for different equalities groups'. This is done through the application process, funding agreement and an annual report to their Council link officer.

Sustainability impact

- 8.1 Grants to third parties contribute to the city's Sustainable Edinburgh 2020 objectives and enable the Council to meet the public sector duties under the Climate Change (Scotland) Act 2009.

Consultation and engagement

- 9.1 EJBF is actively involved in consultation processes led by both the Culture and Sport Service and the Thundering Hooves Strategy referred to previously. In addition, the organisation gathers feedback from participants and audiences as part of the development of each annual festival.

Background reading/external references

[Edinburgh Jazz and Blues Festival Website](#)

[Culture and Sport Grants and Service Payments to Organisations 2014/15 and 2015/16](#)

[Thundering Hooves 2.0: Ten Year Strategy to Sustain the Success of Edinburgh's Festivals](#)

[Summer Festivals 2014](#)

Alastair D Maclean

Deputy Chief Executive

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Links

Coalition pledges	P24 Maintain and embrace support for our world-famous festivals and events
	P31 Maintain our city's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure
Council outcomes	CO8 Edinburgh's economy creates and sustains job opportunities
	CO20 Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and futures of citizens
	CO26 The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives
Single Outcome Agreement	SO1 Edinburgh's economy delivers increased investment, jobs and opportunities for all
Appendices	

Appendix 2

Current Board Members – Edinburgh Jazz and Blues Festival

Councillor Steve Cardownie

Leslie Deans

Bob Dryburgh

Brian Fallon

Duncan Lonie

Moira McKenzie

Councillor Eric Milligan

Paul Nolan

Tom Ponton

Councillor Jason Rust

Jeff Shortreed