

Bradford Producing Hub Limited

Company information for prospective Board members

If you require support with this document, please contact hello@bdproducinghub.co.uk

1. Introduction

Bradford Producing Hub Limited (BPH) is an arts development organisation that tests radical new approaches to producing work, supporting talent, and developing a thriving local arts workforce.

BPH was established in 2019 as an Arts Council England funded pilot project with the University of Bradford as its accountable body. In March 2023, BPH was constituted as a not-for-profit Company Limited by Guarantee and since November 2023, BPH has been operating as an independent organisation.

We are seeking a Director with finance expertise to join the BPH Board on a voluntary basis. It is an exciting time of growth and development for Bradford and BPH Board members have a major role to play in the future of the company and the district.

This paper describes the governance of BPH - the charitable objects of the organisation, its activities, structure and the responsibilities of Board members.

Our aim is for BPH's Board to reflect the demographic of the region and the nation. Board members do not need to be based in Bradford and previous Board experience is not necessary - appropriate training and development is part of the induction process.

2. Background to BPH

Following a successful application to Arts Council England by a Consortium of 6 Bradford arts organisations, BPH was established in 2019. With an initial investment of £1.5m in Arts Council England funding, BPH was tasked with developing a 'Performing Arts Producing Hub' for 'ambitious place-based approaches to building a vibrant and diverse local performing arts ecology.'

BPH has been needs-led and responsive from the start, using needs analysis, consultation and sector intelligence to develop an innovative delivery model of bespoke training, funding and support for the sector. We test radical new approaches to producing work, supporting talent, and developing a thriving local arts workforce. In September 2022, BPH expanded to include visual arts in addition to performing arts.

During the four years of the initial pilot project, BPH put a strong focus on building the skills, capacity, confidence and networks needed to drive and sustain a vibrant and fair arts ecology. Over that period, BPH supported over 5,700 artists and creative practitioners (74% living or

working in Bradford); commissioned nearly 500 freelancers and micro-organisations; delivered 4,498 hours of skills development; and helped to attract an additional £1.8m+ of funding into Bradford's arts sector.

Over this period, BPH acted directly as a commissioner of new work, with authentic and distinctive stories, shaped within Bradford, claiming centre stage. Over the four years, BPH directly distributed £478k+ in creative grants.

Over our last financial year (2023 - 2024), BPH delivered 83 events (conferences, networking, performance platforms and more) and 80 training opportunities (including one-off sessions and full training programmes); distributed 72 grants (to a value of £105,759); and supported 29 mentoring partnerships. Over 700 artists and creative practitioners engaged in networking opportunities including inspirational Go & See trips, networking and collaboration events, Play Days and more.

BPH's core work over the next two financial years (2024 - 2026) spans four main strands:

- Creative Development
- Skills Development
- Organisational Development and Sustainability
- Caring Culture

Alongside our core on-the-ground work, BPH has developed an important strategic position in Bradford and beyond, ensuring that creative development and opportunity are at the heart of local cultural planning and that Bradford is recognised nationally as leading the way in arts development. We sit on the Cultural Place Partnership Board chaired by the Leader of Bradford Council and played a key role in Bradford's successful bid to be the UK City of Culture. In September 2022 we became the Cultural Capacity Building Partner for Bradford 2025.

3. The Company's Key Principles

BPH has a set of principles that define its scope and strategic direction, these being:

- Encourage risk and innovation** by breaking new ground, doing something new and understanding that it won't always work.
- Creative rigour and striving for better** by taking things seriously and recognising the importance of putting the right things in place to get the best outcomes.
- Straightforward processes** to find out, get involved and get what you need.

- d. **Champion stories not in the cultural mainstream** by supporting people from many different backgrounds and who we don't usually see.
- e. **Positive about collaboration** by working well with other people and groups/companies to make things happen.

These principles will be reviewed as part of the developing business plan in the next year.

4. The Organisation

Board

During the Arts Council England funded pilot phase of BPH, the University of Bradford acted as the accountable body and the BPH Consortium - a group of Bradford cultural organisations and independent freelancers - acted as a non-legal Board and project delivery function.

Four Directors transferred across to the new limited company from the previous BPH Consortium, and four additional Directors were recruited via an open call process and officially appointed between October 2023 and January 2024.

BPH is registered at Companies House and its purposes are not-for-profit. A Company Limited by Guarantee does not pay dividends to its Trustees and they receive no payment for their activities as Board members.

Following an interim chairing period by Alex Croft, to cover the transition from Consortium to Board, the Board decided to implement a co-chair model.

BPH currently has 8 active and committed Board members:

Kamal Hussain (Co-Chair)

Karen Watson (Co-Chair)

Alex Croft

David Glanville

Liz Mytton

Stephanie Highett

Stephen Thorp

Urussa Malik

Company

In March 2023, BPH was constituted as a not-for-profit Company Limited by Guarantee and since November 2023 (completion of the associated TUPE process to separate from the University), BPH has been operating as an independent organisation. BPH became VAT-registered in January 2024.

BPH is in the process of becoming a registered charity. Our application is being submitted imminently, following appropriate consultation and advice. The Company's Charitable Objects are:

to advance the arts and culture for the public benefit within the United Kingdom and internationally by (1) developing, producing and promoting creative and cultural activities, (2) supporting the development, production and promotion of creative and cultural activities and (3) fostering access to and engagement with creative and cultural activities.

BPH has a small staff team led by the Executive Director (Lisa Mallaghan - 5 yrs), who manages a General Manager (Rosie Hay - 2 yrs) and a Marketing and Communications Manager (Frances Murphy - 2 yrs).

Recruitment for two additional staff members, an Administrator and a Programmes Producer, is currently underway increasing the team to 5 full-time staff from Autumn 2024.

BPH deliberately keeps the core team small, with an essential element of our ethos being to provide as much work as possible to Freelancers and to benefit the development of the wider arts sector. This combined team of PAYE and freelance staff deliver a huge volume of responsive, needs-led, opportunities each year.

For more information on the company, please visit our website at bdproducinghub.co.uk

Financial

BPH has a range of core funding and partnerships, including:

- City of Bradford Metropolitan District Council (CBMDC) - to Mar 25
- Bradford Culture Company (Bradford 2025 City of Culture) - to Mar 26
- Arts Council England (Place Partnership with CBMDC, The Leap and Cultural Voice Forum) - to Mar 26
- Esmee Fairbairn Foundation - to Oct 25
- PRS Foundation - to May 25, with potential for extension

The operating budget for the current financial year, 24-25, is approximately £650k

5. Role of BPH Board Members / Trustees

The Board of BPH Ltd is the governing body of the organisation. Trustees (Board Members) are independent and have been recruited with the expectation that BPH will acquire charitable status in the near future.

Trustees are appointed for three years, renewable for a further three, by the existing Board. BPH Ltd has a maximum of 12 trustees, and the Company aims to ensure a range of relevant skills and a diversity of backgrounds.

Trustee statutory responsibilities include:

- a. Controlling the management and administration of the charity. BPH Trustees are unpaid positions and by law must take an active role in the running of the charity.
- b. Achievement of the Company's charitable objectives and effective business planning.
- c. Approval of quarterly management accounts and company annual accounts.
- d. The safe and legal operations of the organisation. Major decisions as to projects, finance and employment are discussed and agreed upon at the Board level. The Trustees approve the management accounts quarterly and the company accounts annually.

Additionally:

- a. Trustees receive notices of all meetings and approve the minutes and actions of the Company. Regular attendance at Board meetings is essential; failure to do so can result in removal from the Board. Board meetings usually take place in person, however online access can also be provided.
- b. Meetings will normally take place every three months, although at certain times they may be more frequent.
- c. Trustees declare at the beginning of each meeting if they have any interest in the proceedings taking place and these are minuted. Board meetings typically include minutes of previous meetings, reports on recent actions, planning for the future, financial reporting and any actions that require Board approval.
- d. Minutes record all matters relevant to the practical and legal operation of the company and the decisions consequently made, including additional requirements placed on Boards by company funders, such as Arts Council England.
- e. Trustees will undertake to support the team and consider relevant matters on an 'as needed' basis and may set up sub-committees to achieve this.

6. Appointment of Board Members / Trustees

Having delivered an audit of current Trustees' skills and experience, BPH's Board is now looking to recruit a Trustee with finance experience. We welcome applications from individuals with knowledge and experience in:

- Charity Accounting and treatment of grant funding, including restricted funds
- Financial statements and reporting, including management accounts and annual accounts
- Managing budgets of up to £750,000 - £1,000,000
- VAT, Tax and compliance

We welcome applications from people with and without experience of being on Boards, of any age, and any background.

Shortlisted applicants will be invited to meet with the Co-Chairs and observe our upcoming Board meeting in October 2024, aiming to formally join the Board in January 2025.

If you are interested in becoming a Board Member, please read this document carefully. Should you wish to discuss the role further, please contact BPH Executive Director, Lisa Mallaghan at lisam@bdproducinghub.co.uk. We can also connect you with one of our Co-Chairs if you'd like to speak directly with an existing Board Member.

When you are ready to apply, please send details of your experience and the relevant skills you can bring to BPH, together with a letter of application. Please email your application to hello@bdproducinghub.co.uk.

The closing date for this round of applications is Sunday 6 October 2024 at 11 PM