



Creative Café/Insight Café development Task and Finish Group Terms of Reference

PURPOSE

To develop the Creative Café events and associated Insight Café discussion series so that they become embedded and sustainable mechanisms by which GM/GL staff and community partners can come together, share insights and explore ideas that can be developed into Glasgow Museums' way of working.

KEY TASKS

To be established by group at the first meeting but to include:

- Practical planning for next Café event (9th June)
- Development of concept – how does café model evolve going forwards from June?
- Attendance and participation of cafes – who comes, how are they contacted?
- Ongoing communication of Creative Café events and Insight Café series internally (within Glasgow Life) and externally to our wider networks
- Facilitation of feedback between GM and participants of Cafes – how are ideas decided on and taken forward?
- Practical planning of Creative Café events including facilitation of events

TIME COMMITMENT

To ensure that the mechanisms are properly monitored as they embed within the organisation, the working group should convene for a period of eight months: April/ May 2015 – December 2015. To be reviewed.

The time commitment for each member will be approximately **3-4 hours per month** which should include carrying out specific assigned tasks and attendance at meetings and Creative Café events.

BACKGROUND INFORMATION

Glasgow Museums is focused on changing the course of our organisation's working practice to better meet the needs of our communities. So, what does Glasgow Museums' theory of change look like? What building blocks have we put in place to create a more connected and participatory service and how do these connect to reveal the complex web of activity required to bring about real and lasting change?

To date, we have focused on creating spaces for dialogue and exchange that provide opportunities for our staff and community partners to come together, share ideas and form relationships that can lead to new collaborations. Our Insight Café series and our Creative Café events are becoming spirited fora for ideas to be exchanged and developed in order to help shape our public programmes and the way we work as a service.

We understand that active participation cannot start from zero and that spaces for capacity building – both for our community partners and our staff – are vital to embedding active and meaningful participation. Our Staff Ambassadors Programme has now evolved to include a wider staff group who work in community facilities and libraries, widening the network of connections and relationships being formed across our organisation. Our Work Shadowing Scheme, open to community partners as well as staff, is similarly allowing greater understanding of the range of expertise that resides within our service and within our volunteers and community partners.

Together, these spaces create the building blocks that we are using to not only change the way we work but to sustain this way of working beyond the life span of the Our Museum process.

Insight Café discussion series

The Insight Café discussion series brings new perspectives, ideas and current research into Glasgow Museums that will allow us to connect with issues relevant to our city and the people who make up our diverse communities.

Working to complement our Creative Café events, our Insight Café discussions series provides further space for us to come together to share ideas and information and to debate and discuss topics relating to Glasgow Museums' work.

Anyone – our staff as well as our community partners – can set up and host an Insight Café around a topic that connects to the work of Glasgow Museums.

Cafés happen throughout the year.

Creative Café: ideas generation events

Designed as a regular ideas generation mechanism that provides regular and ongoing opportunity for community partners and Glasgow Museums' staff to share and collaboratively generate ideas and dialogue to drive GM programme planning. These Cafes encourage and capture the creativity of our staff and communities from the very beginning of the planning process for programmes of displays, events, learning opportunities and research.

Creative Café events are scheduled to occur at regular points throughout the year, coinciding with Glasgow Museums' planning cycles.

Attendees of the Creative Café and Insight Cafes will be part of the working groups formed to develop the ideas generated through these forums. They will be involved right from concept through to execution