

Fred Brookes Cultural Research and Strategy

PRE-QUALIFICATION QUESTIONNAIRE INFORMATION

SECTION 1: INTRODUCTION

This document provides the range of information often required for clients' procurement processes. To minimize repetition I have brought together in this section of the website all of what I have found to be necessary to fulfill the requirements of Preliminary Qualification Questionnaires.

I now direct PQQ enquiries to this section of the site, where current information can be read or downloaded in a convenient .pdf format.

I believe that making this information readily and publicly available will save the valuable time of intending clients (as well as my own).

If there is anything you require that is not provided here, or you have any queries or clarifications, please contact me directly on f.brookes@ntlworld.com

SECTION 2: IDENTITY & BASIC DETAILS

1

Trading name:	Fred Brookes Cultural Research and Strategy
Address:	4 Second Avenue Sherwood Rise Nottingham
Postcode:	NG7 6JJ
Telephone:	0115 912 1117
E-mail address:	f.brookes@ntlworld.com
Website:	www.fredbrookes.com
Person to contact:	Fred Brookes
Position:	Director

2

In its present form my practice was established in August 2000.

Legal status:	Sole Trader
Employment status:	Self-employed
Inland Revenue Office:	Nottingham 1
Unique Taxpayer Ref No:	538 583 5480

3

This practice is:

Not an incorporated company.

Not part of a group or parent company.

Does not have charitable status

Does not have a Memorandum and Articles of Association or Constitution

Is not a member of any industry or professional association.

4

This practice currently employs two people, one full-time and one part-time.

5

Principal fields of activity:

- Cultural and creative industries research and policy development
- Evaluation of arts and cultural programmes and projects
- Preparation of cultural and arts strategies for public and private sector clients
- Organisational reviews and business plans for cultural organisations
- Arts and cultural input into urban and rural development and regeneration programmes
- Feasibility studies and production of funding bids for arts and cultural projects

Relevant experience:

I have worked in the cultural and creative industries as an artist, craftsperson and teacher, in arts organisation and management, as a development consultant and researcher, at a senior level in the arts funding system, and as an investor and company director. I was chair of Nottingham Media Centre Ltd (Broadway) and am currently a director, I am a director of Advantage Creative Services Ltd, Comedia Research Centre Ltd, and Nottingham Playhouse Ltd. I have had three spells of self-employment in my career to date, as a creative practitioner and as a researcher and consultant.

Since 2000, as an independent consultant and also an associate partner in Comedia, I have undertaken a wide range of contracts for public and private sector clients including several pioneering research studies of the creative industries, cultural and arts strategies, evaluation of local and national projects, organisational reviews of arts projects, substantial funding bids to regional and national sources, acted as advisor to a leading private foundation, and contributed to policy development at local, regional and national level. Until 2006 I took part in the management of the Creative Advantage Fund, the cultural industries venture capital investment fund for the West Midlands, for which I raised £6M of capital funding.

Information about current and future projects can be found on the projects page of my website. A full detailed cv is on my career page.

Position in the market:

I undertake consultancy and research work on my own account, in my role as a Comedia associate, and in collaboration with others, as suits the specific job in question. I like a varied diet of projects and to work at different scales, small and large, across a range of disciplines and spheres where I can bring my extensive experience and knowledge to bear. I am a freelance, essentially solo, operator with no corporate status or ambitions. All the work I undertake receives my personal attention, I have no staff other than some part-time administrative support. I only take on work which interests me and to which I feel I have something of value to offer. While much of what I take on comes to me by recommendation, I also bid for tendered contracts where they are relevant to my interests and capacities.

SECTION 3: FINANCIAL DETAILS

1

Bankers: LloydsTSB Bank plc
PO Box 99
BX1 1LT
Account Name: Fred Brookes
Account Number: 00075366
Sort Code: 30 90 50

2

Turnover in the last three years
2004/5: £56,770
2005/6: £81,430
2006/7: £63,837

3

There have been no County Court judgements against this practice in the last five years (or ever!).

4

There has been no period of cessation of trading, administration and/or receivership during the last five years.

5

Annual accounts for the last two years can be provided on request by e-mail to f.brookes@ntlworld.com

SECTION 4: PROFESSIONAL AND BUSINESS STANDING

1

Neither I nor my practice are in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, nor subject to relevant proceedings.

2

Neither I nor my practice has been convicted of a criminal offence related to business or professional conduct.

3

Neither I nor my practice has committed an act of grave misconduct in the course of business.

4

Neither I nor my practice has not fulfilled obligations related to payment of taxes.

5

Neither I nor my practice is guilty of serious misrepresentation in supplying information.

6

Neither I nor my practice has failed to comply with the statutory filing obligations under the Companies Act 1985 (amended 1989).

7

Neither I nor my practice is not in possession of relevant licences or membership of an appropriate organisation where required by law.

SECTION 5: EQUAL OPPORTUNITIES & DIVERSITY

1

It is my policy to comply with my statutory obligations under the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 and the Race Relations Act (Amendment) Regulations 2003, the Equal Opportunities Act 1991 and the Equal Opportunities (Persons with Disabilities) Act 1999, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion and Belief) Regulations 2003 and the Employment Equality (Age) Regulations 2006 and, accordingly, it is my practice not to treat any person or group of people less favourably than others because of (but not limited to) their colour, race, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age, trade union membership, educational background, family/care responsibility and pregnancy?

2

My Equal Opportunities Policy can be downloaded from the download section of this site [here](#).

SECTION 6: HEALTH & SAFETY

1

My Health and Safety Policy can be downloaded from the download section of this site [here](#).

SECTION 7: INSURANCE

I hold professional indemnity insurance with a limit of £250,000.00, provided by Trafalgar Risk Management, detail available on request.

There are not, and have never been, any insurance claims against me or my practice in respect of work undertaken.

SECTION 8: CONTRACT PERFORMANCE & REFERENCES.

Below are contacts for referees whom intending clients are welcome to consult in respect of my work in general. When making proposals I name referees specific to the contract in question.

1

Michaela Butter

Director, External Relations
Arts Council East Midlands
St Nicholas Court
25-27 Castle Gate
Nottingham NG1 7AR
0115 989 7520

Michaela.butter@artscouncil.org.uk

2

Vanessa Rawlings-Jackson

Chief Executive
Cultivate
6th Floor, City Gate East
Toll House Hill
Nottingham, NG1 5FS
0115 935 2015
0115 935 2006

info@cultivate-em.com

3

Case studies as evidence of work I have undertaken can be found on the [projects](#) page of this site.

4

No contracts awarded to my practice during the last five years been terminated early, i.e. before the contract termination date initially agreed.

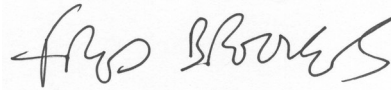
5

Neither I nor my practice have been subject to any contract 'penalties' (e.g. for non-performance of contract) during the last five years

SECTION 9 DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED IN THIS SECTION AND ANY SUPPORTING DOCUMENTATION ARE CORRECT. THE INFORMATION CAN BE USED IN CLIENTS' EVALUATION PROCESS TO ASSESS MY SUITABILITY TO BE INVITED TO TENDER.

Name: Fred Brookes
Position: Director, Fred Brookes Cultural Research and Strategy



Signed:
Last updated: 24 March 2007