



LEEDS CULTURAL EDUCATION PARTNERSHIP

TERMS OF REFERENCE

Updated April 2022

Overview

Established in 2017, Leeds Cultural Education Partnership (LeedsCEP) seeks to address inequality in Leeds by ensuring all children and young people have access to a high-quality arts and cultural education offer that responds to their needs. It brings together arts, cultural, educational and community organisations, businesses and the local authority to create an evidence-based, joined-up approach to strategy and investment in work with and for children and young people.

Governance overview of the Leeds Cultural Education Partnership (LeedsCEP)

Independent Chair:

Working with, and on behalf of the Steering Group, the chair steers and supports the delivery of the LeedsCEP action plan through advocacy and strategic oversight. This is a voluntary role. The independent chair works closely with the Executive Group and Steering Group.

Executive Group:

The LeedsCEP/LEEDS 2023 Children & Young People's Partnership Manager is funded through Partnership Investment between Leeds Culture Trust (LCT) [LEEDS 2023] and Arts Council England (ACE). They are employed and formally managed by LEEDS 2023 whilst working across the partnership.

The Executive Group comprises representatives from Leeds City Council, ACE Bridge Organisation, Leeds Culture Trust and the LeedsCEP Chair. They are responsible for ensuring the key outputs and requirements, linked to the Partnership Investment funding, are met.

- ArtForms Music & Arts Service, Leeds City Council
- IVE, ACE Bridge Organisation, Yorkshire & Humber
- Leeds Culture Trust (LEEDS 2023)
- Independent Chair, LeedsCEP

The Children & Young Person's Partnership Manager reports to the Executive Group.

The Steering Group:

The Steering Group is responsible for driving forward the LeedsCEP Action Plan and ensuring the operational and organisational aspects of the partnership functions effectively.

Dissemination: Activity and recommendations from the Steering Group will be reported to the wider LeedsCEP membership. A line into LEEDS 2023 and Leeds City Council will be maintained but this will not be a reporting relationship.

Operation: The LeedsCEP Steering Group will meet as frequently as is agreed by the Steering Group. The suggestion is that this would be between 8 -12 weeks.

Administrative support will be provided by Leeds Culture Trust through the CYP Partnership Manager role.

Priority Pods:

Priority Pods will take responsibility for priorities identified in the LeedsCEP Action Plan and will take a lead on driving forward actions which will meet objectives within each Priority Area.

The Steering Group will review and agree priorities and establish different Priority Pods as need requires.

Membership of Priority Pods bring together individuals/organisations with specific knowledge, expertise and experience relating to that Priority. Priority Pods report back to the Steering Group through a Pod Leader, who will be an ex-officio member of the Steering Group.

The Pod Leader will drive forward the work and activity of the Pod and be a connector between the Steering Group and the Pod. The Pod Leader role can be held by two people, in order to share workload and responsibility, and either can attend Steering Group meetings. The CYP Partnership Manager will support the Pods with coordination and administration.

Priority Pods will be involved with

- identifying and sharing best practice and research in their area
- developing or sharing CPD opportunities/ peer learning for the group and wider membership
- developing partnership projects
- identifying funding to support activity
- setting up 'task & finish' groups to deliver specific activity

Involvement in Priority Pods is flexible and with no fixed terms or formal membership. LeedsCEP members can self-select to join the Priority Pods relevant to their work or area of expertise. Pod Leaders represent the rest of the group at Steering Group meetings. Pod Leaders can nominate themselves and will be appointed by the Steering Group. Pod Leaders are appointed for a two-year term, after which new Leaders can be nominated, or an extension to the term can be made through mutual agreement with the Steering Group.

Priority Pods will meet every 8 – 12 weeks, as determined by the group.

Task & Finish Groups

Actions arising from the work of the Priority Pods may require 'Task & Finish' Groups to be set up. These are task-focused, time-limited groups and will comprise of individuals

who have the specialist skills or interests to get that particular task done. Membership of 'Task & Finish' groups is fluid and can come from within Priority Pods or wider membership. Task & Finish groups disband when a task is complete.

Wider Membership:

LeedsCEP membership includes stakeholders across the cultural sector, including artists/creatives and freelancers; education sector; community and third sector; local authority, strategic stakeholders and policy makers; creative/industries and businesses. Any LeedsCEP member can be involved in activity through involvement in Priority Pods and/or 'task & finish' groups.

Members are not selected. To become a member, individuals sign-up to a mailing list held by a designated host organisation, providing their role, organisation and contact details.

Members will have opportunity to be involved in networking events, CPD and special events as well as receiving regular communication about cultural and creative learning, and opportunities within the work of the Priority Pods. Communications include emails, half-termly newsletters and social media. Membership provides opportunity for the sharing of practice, peer to peer advice and support, and further involvement in the work of LeedsCEP through the Priority Pods.

Terms of reference – Steering Group (SG)

Membership of the Steering Group

Approximately 12-15 members, including the Executive Group (4). The SG draws on expertise from the Cultural Sector, Education Sector, Community, Creative Industries and other key stakeholders (as decided by the group). Priority Pod Leaders will also be part of the Steering Group due to their role (ex-officio). Membership will be balanced across the sectors and be as representative as possible of the diversity of the city.

Executive Group:

- Independent Chair
- ArtForms Music & Arts Service, Leeds City Council
- IVE, ACE Bridge Organisation Yorkshire & Humber
- LEEDS 2023, Leeds Culture Trust (LCT)

Additional Members:

- Representation from the Cultural Sector
- Primary headteacher/senior leader

- Secondary senior leader
- Representation from FE/HE
- Third Sector representation
- Creative industries/commercial
- 4 Priority Pod Leaders (ex-officio)
- Young person representation (to be developed)

In addition:

- Membership can be extended, at the decision of the group to reflect key stakeholders in the area and beyond and to ensure diverse representation
- Youth Governance can be included either through young person representation on the existing Steering Group, or by establishing a separate group of young people that will report into the Steering Group. For young people to have a voice in how the LeedsCEP is governed is a priority and will be agreed going forward.

Steering Group (SG)

The Steering Group will:

1. Appoint an Independent Chair.
2. Have an overview of cultural education and influence and inform joint strategic cultural education programmes and policies within the city
3. Set strategic priorities in response to the LeedsCEP Action Plan and review the action plan, delivery plan and budget each year
4. Monitor and review progress against the Action Plan and delivery plan and provide challenge as and when appropriate.
5. Establish Priority Pods as required, in order to meet the priorities set out in the Action Plan and to monitor progress of the Priority Pods in delivering against the Action Plan.
6. When appropriate, commission, research and develop programmes to deliver on key strands of the Action Plan, when these stand outside of the Priority Pods' remit.
7. Champion and advocate for the value of cultural education and increase its reach within the city and with funders and stakeholders
8. Provide advice and practical support by drawing on individual expertise and knowledge.

9. Ensure that good practice and learning experiences are shared across the partnership and beyond.
10. Ensure that clear lines of communication are established across the partnership and beyond.
11. Ensure that all delivery meets relevant health and safety legislation, Health and Safety Guidance, and Safeguarding.
12. Review the terms of reference and membership as and when appropriate.

The appointment, retirement and removal of members:

Chair

An independent chair will be appointed through an open recruitment process. The term of office will be for 2 years with the option to extend for a further 2 years. A notice period of one month is required by either party.

There is the option of the term being terminated earlier if there is a vote of no confidence from the Steering Group.

If the Chair is not able to fulfil their role for any reason, i.e. sickness, a member of the Executive Group would fill the role in the interim or agree on an interim chair from the Steering Group.

Executive Group

Self-appointed by IVE ACE Bridge organisation and Leeds Culture Trust as Partnership investors in the Leeds CEP, and Leeds City Council as key stakeholder.

Steering Group members

Primary and Secondary school representatives, and FE & HE representatives will be recruited through an open process. The term of office will be for 2 years with the option to extend for a further 2 years.

Representatives from the Cultural Sector will be recruited through an open process. The term of office will be for 2 years with the option to extend for a further 2 years.

Third Sector and Creative Industries representatives will be recruited through an open process to be part of the Steering Group. The term of office will be for 2 years with the option to extend for a further 2 years.

Representation from young people will not be introduced when there is appropriate support for young people and capacity.

Priority Pod Leaders will be Steering Group members due to their position. The term of office will be for 2 years with the option to extend for a further 2 years or for as long as that Priority Pod exists. Pod Leaders can be from any sector.

To establish the Steering Group, the Executive Group will select Steering Group members from an open process of members putting themselves forward. Once established, the Steering Group will select new members as required.

Conflict of interest

If a member of the Steering Group identifies a conflict of interest where their personal interest, or the commercial interest of an organisation with which he or she is associated, might be affected by the outcomes of a discussion by the Steering Group, he or she is to declare it and, if appropriate, withdraw from the discussion.

Administration

Meetings may be clerked by any person appointed by the Steering Group, except the Chair. Leeds Culture Trust and the CYP Partnership Manager is responsible for administration of the Steering Group meetings.

Membership

Membership is open to anyone with an interest in cultural and creative learning and is non-selective. Members can put themselves forward to be part of Priority Pods or Task & Finish Groups and opportunity for involvement will be communicated through LCEP Comms.

LEEDSCEP Organisational Structure 2022-2023

