

Calderdale LCEP Terms of Reference

Role & Purpose

Calderdale LCEP will provide a vehicle to:

1. Co-ordinate, deliver, publicise and champion a cross-sector strategy for how arts and cultural activity can increase opportunities for children, young people and families in Calderdale
2. Identify and secure funding for work which delivers on the strategy
3. Develop provision, capacity and structures to enable the delivery of the strategy
4. Build and maintain relationships vital to the delivery of the strategy
5. Identify needs and gaps and undertake evaluation to inform the strategy
6. Raise awareness and aspirations of what can be achieved through arts and cultural provision

Values

Calderdale LCEP has five core values which the managing agent and all members and partners must uphold:

1. We are inclusive
2. We are transformational
3. We are accountable
4. We are creative
5. We are collaborative

Governance

The Creative Learning Guild will act as managing agent and provide strategic direction and leadership to ensure the LCEP can achieve its purpose working within the five core values.

A strategy group will operate alongside the managing agent to provide appropriate checks and balances and inform the strategic direction. This group will comprise of no more than 15 members of the LCEP.

We will actively seek diverse representation on this strategy group to ensure it is representative of both the sector and communities we serve.

In particular we will encourage strategy group members who represent diverse:

- Geographies
- Art forms
- Protected characteristics
- Organisational sizes / structures (including freelancers)
- Sectors (LA, education, charity, cultural)
- Ages (including young people themselves)

All LCEP members will be invited to submit an expression of interest in becoming part of the steering group. These will be considered by the Chair of the LCEP giving particular consideration to diversity.

Members of the strategy group will usually serve for a term of up to 3 years, though the strategy group membership will be reviewed annually to consider how we can continuously improve diversity.

Membership

Any individual, organisation or collective may join the LCEP as a member, providing they can demonstrate they have a legitimate interest in using arts and cultural activity to increase opportunities for children, young people and families in Calderdale. In circumstances where it is considered that applicants do not have a legitimate interest in delivering the aims of the LCEP then membership may be refused.

LCEP members will receive regular bulletins & updates on the work of the LCEP, be invited to express an interest in all project and programme delivery and CPD opportunities the LCEP co-ordinates.

Becoming a member does not guarantee individuals or organisations will be involved in project / programme delivery or CPD opportunities as this is governed through a separate 'partner selection' mechanism detailed below.

To join as a member, individuals, organisations and/ or collectives can contact the managing agent and request to join.

All members will be asked to complete a simple GDPR compliant registration form that requests the following:

- Contact details
- Reasons for joining the LCEP
- Overview of current work with CYP and / or arts and culture in Calderdale
- A logo or image to represent their membership
- Confirmation that they agree to the terms of reference

Once the registration is complete, members will then be added to a mailing list where they will receive updates and information about opportunities and provided with information on how to deal with conflicts of interest.

Members can choose to leave at any time and can do so by informing the relevant member of staff at the Guild.

Membership of the LCEP is non-exclusive and individuals, organisations and collectives are free to be part of any other consortia they deem relevant.

In instances where an LCEP members' association to another consortia or organisation becomes a conflict of interest they have a duty to inform the Guild.

Partnership Selection

The LCEP will deliver projects and programmes in order to meet its strategic aims. Each of these projects and programmes will require delivery partners. Only LCEP members will be eligible to become delivery partners.

The Guild will operate a fair and transparent process for selecting the most appropriate partners to deliver on programmes and projects and take part in workforce development and CPD. The EoI process will be co-produced with the LCEP steering group and reviewed annually.

As a minimum requirement, the EoI process will involve:

- Inviting all partners to submit an expression of interest to deliver on any projects or programmes. (Expressions of interest will have a clear structure, set deadline and scoring system which all members will have to adhere to)

- Using a clear scoring criteria to select the most appropriate expressions of interest for any given projects / programmes.
- Providing feedback to any members who request it

The process of partnership selection will be overseen by nominated staff of the Guild. In the event of a disagreement with partnership selection outcomes, members should refer to the separate complaints process.

Partnership agreements

Each programme, project or CPD / workforce development opportunity will be subject to a separate partnership agreement or contract.

The detail of such agreements and / or contracts will be determined by the requirements of the funder and the specifics of the programme.

As a minimum standard all partnership agreements / contracts will include:

- Agreed outcomes for delivery
- Agreed budgets and payment schedules
- Monitoring and evaluation requirements
- Mandatory policies and procedures
- Processes for terminating the agreement by either party

Roles and Responsibilities

The Managing Agent is accountable for:

- Providing a governance structure and accountable body for the LCEP via the existing charity (The Guild)
- The administration of the LCEP membership, strategy group and all associated meetings
- The financial management, accounting and reporting associated with all LCEP activities

- Supporting the development and implementation of the strategic plan
- Servicing a strategy group who can provide appropriate checks and balances to the LCEP's work
- Identifying appropriate funders and actively seek funding for partnership projects which meet the strategic aims of the LCEP
- Managing funder relationships
- Issuing partnership agreements / partner contracts
- Undertaking appropriate contract management and quality assurance across all LCEP activities
- Co-ordinating workforce development and CPD opportunities for LCEP members
- Co-ordinating impact evaluation across all LCEP activities
- Co-ordinating mapping and data gathering to support strategic planning
- Ensuring a Trustee position is held open on the board of the Creative Learning Guild for a strategy group member.

Members of the strategy group will commit to:

- Actively engaging the communities they seek to represent in conversation / consultation to inform the strategy
- Attending scheduled LCEP and strategy group meetings
- Regularly reviewing, and where necessary, updating, the LCEP strategic plan
- Providing an annual review of relevant policies and procedures
- Responding to grievances and complaints as per the complaints policy
- Championing the LCEP with wider stakeholders
- Taking timely action so as to not hold up LCEP's activities
- Supporting the Guild if any matter arises which may be deemed to affect the development of the LCEP

Members of the LCEP will commit to:

- Actively promoting and supporting the work of the LCEP
- Providing honest and accurate information to the Guild and Strategy Group
- Upholding the values of the LCEP
- Informing the managing partner of any conflicts of interest as soon as they arise

- Not sharing commercially sensitive information with non-members

All members of the LCEP can expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to support with decision-making
- To be alerted to potential risks and issues that could impact the LCEP, as they arise
- Open and honest discussions, without resort to any misleading assertions
- Ongoing 'health checks' to verify the overall status and 'health' of the LCEP to take place

Meetings

- Full LCEP meetings will be chaired by a member of staff from the Guild
- Strategy group meetings will be chaired by a nominated chair from the strategy group
- A meeting quorum of the strategy group will be 50% of appointed members
- Decisions of the strategy group will be made by majority vote. If not possible, the strategy group chair will make the final decision
- Meeting agendas and minutes will be provided by The Guild, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and information
- Full LCEP meetings will usually be held annually for a full day at a convenient location in Calderdale
- Strategy group meetings will usually be held quarterly for half a day at a convenient location in Calderdale
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

- Where necessary, attending meetings via electronic communication is acceptable

Financial Management

The Guild operates a financial policy in line with charity commission standards which is reviewed annually by its board of trustees. It also produces accounts which are audited by an independent body on an annual basis.

Funding for LCEP activity will be clearly detailed within the accounts.

All LCEP activity will be costed transparently and the Guild will seek to implement best-practice financial standards across all LCEP activities which ensure:

- All parties receive a fair fee for the work they undertake which covers their costs
- The unit cost of activity delivers good value for money for the funders who support our work (who are often charities themselves)
- Workforce development and CPD costs are included where possible in addition to core delivery
- The payment structure supports the sustainability of members and partners

The strategy group will be asked to review the best-practice financial standards on an annual basis.

Conflicts of Interest

On occasion an LCEP members' other work may create a conflict of interest. It is the responsibility of the member to disclose the conflict of interest to the Guild at the earliest possible opportunity.

A conflict of interest procedure will be in place which is reviewed annually by the strategy group. A copy of this procedure will be provided to members as they sign up.

Data

All data concerning LCEP members or activities will be treated in accordance with the Guild's privacy policy which can be viewed at:

<https://creativelearningguild.co.uk/home>

Any member or partner gathering or processing data as part of LCEP activity will be bound by data protection procedures outlined in their partnership agreement.

Complaints

A separate complaints procedure will be in place which will be reviewed annually by the strategy group. The complaints procedure can be accessed by contacting a member of staff from the Guild.

Amendment, Modification or Expulsion

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by The Guild and the LCEP Strategy Group.

If any member is discovered to have provided false information, behaved in conflict with the values of the LCEP or is otherwise considered to be bringing the LCEP into disrepute then the Guild may at their discretion expel the member.