

Please note: This document has not been scrutinised by any internal departments and is intended as a demonstration of the mechanics of the group.



Staffordshire Moorlands District Council

Cultural Strategy Steering Group

Terms of Reference - DRAFT

1 Purpose

- 1.1 The purpose of the Cultural Strategy Steering Group is to advise on, and make key decisions relating to, the delivery the Arts, Culture & Heritage Strategy and associated Action Plan for Staffordshire Moorlands District Council.

2 Authority

- 2.1 The group will provide assistance to the Arts, Culture & Heritage Officer in respect to the Cultural Strategy Delivery.
- 2.2 The Arts, Culture & Heritage Officer oversees the progress made by the group with professional support from the Head of Communities and Climate Change.

3 Membership

- 3.1 The Group shall be administered by the Arts Culture and Heritage Officer.
- 3.2 The Group shall consist of selected Councillors and selected External Representatives with relevant knowledge of the Arts, Culture and Heritage Sector and the local community.
- 3.2 The Chair will be an elected representative of the Council, chosen by the Policy Holder for Culture. Should the Chair resign, a new chair will be selected by the Policy Holder for Culture.
- 3.3 The number of Members of the Steering Group shall be no more than 20, and no fewer than 10.
- 3.5 Applications for external Members to join the group will be openly advertised.
- 3.6 Members will be chosen by the Chair, with support from the Arts, Culture & Heritage Officer.

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- 3.7 Membership of the Group may occasionally be reviewed accordingly to reflect changes in plans, working methods, resignations or any other reason as deemed appropriate by the Chair.

4 Functions

4.1 Through the consideration of reports, the Group shall advise the Chair and Arts, Culture and Heritage Officer throughout the process of developing the Arts, Culture & Heritage Strategy and Associated Action Plan.

4.2 The Group will:

- Assess progress of the Cultural Strategy Development as reported by the Arts, Culture and Heritage Officer.
- Discuss, provide guidance and feedback on elements of the Cultural Strategy Development.
- Vote by simple majority to approve key steps within the Development, as detailed in the Cultural Strategy Development Plan.
- Where necessary, utilise individual Members' networks to aid development of the Cultural Strategy (for example, community engagement, data gathering etc).

5 Procedure

5.1 The Group will meet as set out in the Cultural Strategy Development Plan but shall be no more than 8 weeks apart. The exact meeting dates will be subject to change. Agendas will be circulated at least five days prior to the meetings. Copies of the minutes will be made available to all employees of the Intranet, within 15 working days of the meeting taking place. A summarised version of the meeting minutes will be made available on the Council's website for public viewing within 20 working days of the meeting.

5.2 The Chair will nominate a suitable deputy to cover meetings during periods of absence.

5.3 All Members must complete a Conflict-of-Interest Form before their first meeting as a Member. Any changes to this must be reported at the start of each meeting under the Agenda Item "Declarations of Interest".

5.4 If a Member cannot attend a meeting, they may send an alternative person to represent them/their organisation at the discretion of the Chair. Such a request must be made at least 4 working days before the meeting via email to the Chair.

5.5 Members should endeavour to attend all meetings. Where a Member does not attend three cumulative meetings, and fails to identify a substitute person to attend in their place, they will be issued with a warning. Any further absence will give the Chair authority to remove the Member from the Group at the Chair's discretion.

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- 5.6 Any person outside of the Membership may observe any Meeting of the Cultural Strategy Steering Group at the discretion of the Chair. The request must be made at least 4 working days prior to the meeting via email to the Chair. The Chair may also request the attendance of any external persons to any meeting of the Group in order to provide specialist knowledge to Members. The Chair will have the right to ask an observer or invited guest to leave the meeting, should a private matter need to be discussed.

6 Review

- 6.1 At least once per half year, the Group shall review its own performance and terms of reference to ensure it is operating at maximum effectiveness.
- 6.2 During the final stages of the Cultural Strategy Development, the Group shall assess the potential to continue the Group in a different format (for example, a Cultural Compact). No matter the decision, the Cultural Strategy Steering Group will dissolve on the date of the official publication of the Cultural Strategy and may submit a new Terms of Reference to form a different group should this be necessary.

7 Approval

- 7.2 The Terms of Reference were agreed by the Alliance Leadership Team on xxx and by the Cultural Strategy Steering Group on xxx.