Our culture is our past, present and future.

1. **Context:**

Dudley Cultural Education Partnership (DCEP) is a mutual partnership that includes arts and cultural organisations, enthusiasts, advocates and educational settings who are working with children and young people (aged 0-25 years) in Dudley. ‘DCEP’ was formed in response to the national Cultural Education Challenge supported by Arts Council England.

At the heart of DCEP is our manifesto ’25 Things to do by 25’. Designed to stimulate debate and challenge those with responsibility to engage with our purpose and aims.

1. **Our Vision:**

We believe that the key to preserving and celebrating our culture are the things we do and the experiences we share. We recognise the value of local heritage and want our young people to engage with the richness of our area as well as the most significant cultural opportunities form from outside our area.

Our purpose is to develop strategies that result in a culturally rich life for all of our young people. Our aim is simply that this will result in a stronger positive community.

1. **Our Aims:**

We will work together to actively provide opportunities for our young people and have identified “25 Things to do by 25”. These are activities that all our children and young people should experience regardless of gender, cultural heritage, race, disability or wealth.

Developing…

* …sustainable partnerships and collaborations within DCEP.
* …opportunities that ensure Children and Young People’s voices are heard and that they can influence the arts and cultural experiences in the borough.
* … how we can influence the arts and cultural experiences in the borough.
* … opportunities for joint funding and project.
* … a structure to facilitate specific work.
* … the voice of the child or young person to ensure they are at the heart of DCEP.

Challenging…

* …providers of cultural activities to turn passive visits into active experiences.
* … perception in sectors of our community who believe ‘That’s not for me’.

Promoting…

* …the demographic diversity of Dudley and a sense of belonging/place.
* …our belief that success would be all young people engaging rather than merely providing an entitlement.
* …the well-being of children and young people.
* … the value of the creative industries and signpost pathways into the broader cultural sector.
* … ‘25 Things to do by 25’ manifesto to encourage debate and challenge organisations/individuals to do more.
* …the importance of DCEP with key decision makers locally, regionally and nationally.

1. **Governance and Ways of working:**

**4.1. Structure:**

DCEP consists of three levels:

1. Steering Group

Purpose is to drive the development of the Wider Membership, ensure strategic milestones are met and provide overall governance. This includes ensuring that the work of the DCEP is compliant with matters relating to equal opportunities, health and safety, safeguarding and other legal frameworks such as GDPR.

1. Working Group

Purpose is to drive specific operational development and deliver projects.

1. Wider Members

Members will have a knowledge of events and activities of DCEP. They will be asked to sign up to the philosophy of DCEP through a Statement of Intent. Members should be engaged in the arts, culture, learning or have responsibility for the development of young people or children. Organisations and individuals may express an interest in joining the Steering Group to the Chair and will be considered for inclusion at the next available meeting.

* Membership of the Steering Group will be reviewed annually.
* Where members are organisations, it is acceptable for regular attendees to send colleagues as replacements when needed.
* ‘New Members’ will be a standing item on Steering Group meeting agendas.
* Current membership, as of November 2018 is:

|  |  |
| --- | --- |
| Arts Connect |  |
| Black Country Arts Council | Dudley Canal & Tunnel Trust |
| Black Country Radio | Dudley Zoological Gardens |
| Creative Health | Dudley Public Health |
| Black Country Living Museum | Dudley College of Technology |
| Dudley Performing Arts | Dudley Libraries & Archives |
| Dudley Planning and Regeneration | Dudley Museums |
| Dudley Youth Services | Haydn Moss (Education Consultant) |

* 1. **Roles:**

The role of the Chair is to chair meetings of DCEP.

The role of the Vice Chair is to assist the Chair.

In addition, the Chair and Vice Chair will:

* Act as advocates for DCEP.
* Represent DCEP and its interests in meetings with funders and stakeholders.
* Progress urgent business in between meetings. This does not include decision making, unless specifically authorised.

In 2018/2019 these roles are held by:

Chair: Chris Jones,

Vice Chair: Kate Figgitt

Administrator: Julie Edmonds

The standard term of office for the Chair is three years. A Chair may stay on for a longer term (with the agreement of the Steering Group) if recruitment does not identify a viable candidate. The total length of service for a Chair will not exceed five years.

* 1. **Accountability:**

The Steering Group does not have a statutory function or legal structure. Seed funding is provided by Arts Connect who are also a partner of DCEP and members of the Steering Group. Arts Connect report quarterly to Arts Council on the development of LCEPs within the region. The partners have mutual responsibility to the young people and children of Dudley to whom the group is ultimately accountable.

* 1. **Finance:**

Any funding/investment raised on behalf of the partnership will be managed by a lead member organisation agreed by the Steering Group.

* 1. **All members of the Steering Group agree to:**
* Participate in activity with a sense of openness, purpose and generosity, believing that open-minded exploration and the sharing of ideas and will result in better outcomes for all involved.
* Commit to the vision, aims and purpose as set out in the Terms of Reference, and subsequent planning documents.
* Keep regular and open lines of communication, discussing opportunities and concerns relating to the development of DCEP and associated activity.
* Not commit any act, which shall prejudice or damage the reputation of anyone concerned with DCEP.
* Formally declare a conflict of interest where relevant either during a Steering Group meeting or directly to the Chair should need arise between meetings.
* Uphold the best principles of professional behaviour both within meetings and at all times when engaged in DCEP related activity.
* Respect any wish for confidentiality.
  1. **Meetings:**
* Meetings will take place quarterly and will be convened by the Administrator
* The Chair and Vice Chair will agree the agenda in advance in conjunction with the Administrator. Any additional items to be sent in by members to [cep@dudley.gov.uk](mailto:cep@dudley.gov.uk)
* Meetings will be hosted by members of the Steering Group and at cultural buildings within the area.
* Meeting notes will be circulated within the Steering Group and will be made freely available to Wider Members as required.