

Terms of Reference for Hampshire Cultural Education Partnership

CONFIRMATION OF MEMBERSHIP

Following on from reading the ToR please follow the link to agree and confirm partnership with the HCEP.

<https://forms.gle/8NE6P3m1J9wKvaze9>

1. Introduction

The Hampshire Cultural Education Partnership (CEP) was formed in response to Arts Council England's (ACE) Cultural Education Challenge in 2015. We are a network of leaders from the arts, heritage and education sectors within our county who:

- Have committed to work in partnership
- Adopt a shared approach
- Are responsive to contemporary issues
- Align our aims and objectives to local and national cultural priorities and strategies including Arts Council 2020 Let's create
- Ensure that all children and young people in Hampshire have access to high quality arts and cultural opportunities

2. Vision & Aims

Hampshire CEP's vision is for all children and young people in the county to participate in, enjoy and benefit from high quality arts and culture.

To achieve this, Hampshire CEP will focus its work on collaborating to achieve these four aims:

- Have a positive impact on the health & wellbeing, particularly mental health, of children & young people in Hampshire.
- Engage with those less likely to be able to access arts and culture.
- To raise the aspiration, achievement & progression of children & young people in Hampshire with and for them.
- Increase skills & employment, particularly into creative careers for children & young people in Hampshire.

In line with Arts Council England's original intention to establish LCEPs, we will support the cultural and educational sectors to make the most of the opportunities provided by ACE quality principles, Arts Award and Artsmark offers using current strategies such as Let's Create.

Artswork (ACE Bridge Organisation) will support the development of the CEP and report on its progress to ACE.

3. Role of Hampshire Cultural Education Partnership

- **Connection:** To work together to connect arts and culture for children and young people in a strategic and relevant way to provide opportunities.
- **Collaboration:** To build relationships between the cultural sector and education sector in Hampshire; Actively create partnerships, growing relationships, and expanding our reach and collaboration.
- **Sharing:** To share expertise, intelligence, sector knowledge, best practice and be a joint voice for positive cultural change.
- **Quality:** Be driven by high quality learning outcomes.
- **Inclusivity:** To foster and create an inclusive and diverse culture.

4. Operating Principles

As CEP members we want to work in the following way:

- Children and young people will be at the heart of our approach.
- We will co-design our strategies, plans and activity with those we aim to work with e.g. children, school/settings, young people, youth organisations, so our practice is informed by their knowledge and understanding of what works for and speaks to them.
- We will be informed by data and evidence to ensure any strategy, plan or activity responds to genuine need.
- If we can't help with a need, we will try to refer to someone else within the CEP who can, using the knowledge base and expertise of the CEP to progress beyond just those who are involved.
- The CEP will maintain focus on its four stated aims, setting itself realistic and relevant objectives and targets towards these aims.
- The CEP will actively monitor, review and evaluate its progress towards these aims, objectives and targets, holding to the highest standard and level of integrity. The CEP will work to reflect on and learn from such reviews.
- The CEP will work towards a culture of genuine collaboration and inclusivity, with all members taking active responsibility and contributing to activity that progresses the CEP's shared aims.
- Hampshire CEP meetings will be operated in a transparent and constructive way with decisions recorded, all participants being supported to contribute and requests for confidentiality being respected.

5. Members' Commitment

The organisations and individuals represented on the CEP will approach the partnership in the following way:

- Wholeheartedly championing the work of the CEP.
- Aligning available capacity and resources towards our shared aims.
- Actively seeking opportunities to secure shared investment and funding.
- Using their influence as individuals or within their own organisations to mobilise a positive contribution toward achieving the CEP's aims.
- Promoting the benefits of arts and cultural education by making the case locally and nationally.
- Aligning their work to the Arts Council Quality Principles in order to drive continuous improvement in the standard of work by, with and for children and young people.
[Quality principles | Arts Council England](#)
- Encouraging relevant contacts in their networks to participate in the CEP.

6. Structure

6.1 Strategic Steering Group

- This group is accountable for steering the direction of the CEP, identifying and agreeing priorities and maintaining oversight of any subgroups.
- Hampshire Music Service (HMS) as the lead organisation, will chair and coordinate the group. The secretariat support will be sourced by the lead organisation.
- Members will be in a position to bring insight or influence at county-wide level, and may include:
 - Leaders in county-wide or national arts, cultural and education organisations
 - Key players in relevant partnerships, such as teacher networks
 - The coordinators of Hampshire CEP subgroups, such as Action Groups
Artswork, the ACE Bridge Organisation
- New members may be suggested by existing members or may put themselves forward by contacting the chair. Such proposals will be discussed by the group, with a final decision being at the discretion of the chair.
- Steering group meetings will be held every four to six weeks online or by agreement in rotating locations; Calendar Invitations will be sent via email at least four weeks in advance.
- For decision-making purposes, a quorum will be 6 members. Decisions will be made by consensus where possible and when this cannot be achieved, will be put to a vote. If a vote is tied, the chair will have a second and casting vote.
- Members must commit to attending 75% of scheduled meetings during a year and may be asked, by the Chair, to stand down if they do not do so.
- Topics for the agenda will be generated from the members.
- Non-members may occasionally be invited to group meetings to present on relevant topics of interest.

- Brief meeting notes will be recorded, emphasis on actions, minutes circulated by HMS within one week of the meeting.

6.2 Wider CEP Membership

- Is open to all within Hampshire, who are committed to improving outcomes for children and young people through arts, culture, and creativity. There is no minimum or maximum number of members.
- Will meet once a term online or by agreement at rotating locations; organised and chaired by lead organisation Hampshire Music Service. These meetings will be designed to enable members to actively engage in the work of the CEP, for example through sharing good practice in areas relevant to the CEP's aims; or through working together to propose solutions to common challenges.
- Will be encouraged to collaborate to form place- or theme-based Action Groups with an allocated coordinator.
- Will be encouraged to link into existing platforms such as:
<https://connectingwithculture.com/>
- All members must commit to work within these Terms of Reference, in order to be part of the CEP.

6.3 Action Groups

- Thematic or locality Action Groups may be established and meet as needed to progress delivery of CEP activity.
- Each Action Group will nominate a Coordinator to act as its representative to the Strategic Steering Group. Action Group coordinators will organise and chair meetings, and report back to the central steering group regularly.
- The Coordinator will facilitate the members of the Action Group in agreeing objectives that contribute to the delivery of the CEP's aims, and will keep the Strategic Steering Group updated on progress towards these objectives.
- Action Groups may secure resources through their own efforts or may be tasked with utilising resources secured by the CEP as a whole. For example, where an Action Group is set up to deliver a grant-funded activity.

6.4 Annual Meeting

The Hampshire CEP commits to an annual 'conference' style event for the wider network of arts, cultural and education providers in Hampshire.

7. Review

- The group will review the relevance and value of its work and the terms of reference on an annual basis, which will be carried out via the steering group and AGM.
- The period of membership is currently unlimited but can be reviewed at any time.
- Artswork (ACE Bridge Organisation) will continue to support Hampshire CEP.

Hampshire Cultural Education Partnership

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Continuation of current ToR agreed at meeting 19 July 2023

Next revision July 2024