

## **CULTURE DERBYSHIRE**

Culture Derbyshire is a multi-agency partnership which is the delivery mechanism for the Derbyshire Partnership Forum, exercising strategic leadership of the cultural sector in Derbyshire. Culture in this context includes Archives, Arts, Libraries, Museums, Sport and Active Leisure and Tourism. It also has close links with heritage and conservation bodies. Culture Derbyshire will champion cultural services and act as a focus for their co-ordination and development within the county and with external partners.

## **TERMS OF REFERENCE**

1. Provide strategic direction for cultural services within the Derbyshire Sustainable Community Strategy;
2. Take wider responsibility for championing, co-ordinating and developing cultural provision across Derbyshire, engaging with public and private enterprise in the cultural domain;
3. Work with partner agencies and cultural providers regionally and nationally, including Arts Council England and the Local Government Association, as appropriate;
4. Co-ordinate performance improvement activity across the sector: for example, overseeing a Collaborative Doctoral Project with the University of Sheffield to create a methodology for establishing outcomes from cultural services;
5. Work with the Derbyshire Partnership Forum and its thematic partnerships on cross-cutting priorities;
6. Ensure that the needs of service users, communities of place and communities of interest are reflected in strategy development;
7. Ensure that identified priorities are reflected in the key plans and budgets of relevant partner organisations;
8. Ensure that Derbyshire is effective in contributing to significant national and international initiatives: for example, playing a part in a successful London 2012 Olympic and Paralympic Games and maximising the opportunities arising from the Games;
9. Engage partners, including Derby City, to ensure a county-wide approach to cultural strategies and programmes: for example, the delivery of a Year of Culture in 2015.

### **Accountability**

Culture Derbyshire will report its progress on a formal basis to the Derbyshire Partnership Forum.

Culture Derbyshire is not in itself an executive body. This means that the constituent partner organisations may require formal decision making through their individual structures in line with their governance and financial regulations.

### **Membership**

Chair	Cabinet Member for Culture, Derbyshire County Council
Vice-Chair	To be elected from the membership of the Board

Lead Accountable Officer	Strategic Director of Cultural and Community Services, Derbyshire County Council
Secretariat	Assistant Director of Cultural and Community Services
<b>Representatives</b>	
Derbyshire County Council	Cabinet Member for Culture
	Strategic Director of Cultural and Community Services
District/Borough Councils	Elected member or nominee
Derbyshire NHS	Associate Director of Public Health
VCS Infrastructure Consortium	Representative
Culture Derbyshire Executive Group	Chair
Derbyshire Sport	Board member (non local authority)
Derbyshire Arts Partnership	Arts Partnership Manager
Derbyshire Museums Forum	Elected Member
Peak District National Park Authority	Board member
Visit Peak District and Derbyshire	Board member
Derwent Valley Mills World Heritage Site	Chair
Creswell Crags	Board member
Chatsworth	Duke of Devonshire's nominee
Caravan & Camping Club	Regional Council member
National Tramway Museum	Committee member
Renishaw Hall	Alexandra Sitwell or nominee
Arts Council EM	Board member
National Trust	Regional Manager
English Heritage	Regional Director
Heritage Lottery Fund	Regional Head of HLF
<b>Attending in an advisory capacity for specific agenda items as appropriate</b>	
Derbyshire County Council	Head of Arts
	County Museums Manager
	Conservation and Design Manager
	Senior Policy Officer
	Head of Adult Community Education Service
	Assistant Director, Environmental Services
	Head of Service, Partnership Development and Commissioning, Children and Younger Adults Department
Derbyshire Sport	Director
Visit Peak District and Derbyshire	Director

Derwent Valley Mills World Heritage Site	Director
Creswell Crags	Director
District/Borough Councils	Officer supporting elected member
Peak District National Park Authority	Officer supporting Board member
Arts Council	Officer supporting Board member

- Any vacancies should be notified in writing to the Lead Accountable Officer as soon as practicable.
- Members or their nominees should be of sufficient seniority within their organisations/sectors to participate in decision making.
- Wherever possible there should be a continuity of representation. In exceptional circumstances organisations may send their nominated substitute. The nominated substitute will be required to adhere to the agreed individual roles and responsibilities and participate in any decision making processes.

### **Appointment of Chair and Vice Chair**

- The Chair shall be appointed by the County Council on a two yearly basis.
- The Vice-Chair shall be elected from the membership on a two-yearly basis.

### **Co-option**

- Additional members may be co-opted on a temporary or permanent basis, subject to agreement by a majority of the voting members.

### **Roles and responsibilities of individual members**

Members undertake:

- To reflect the views of the organisation(s) and sector(s) that they represent in meetings and workshops, being sufficiently briefed and able to make decisions about future policy developments/service delivery;
- To ensure that there are communication mechanisms in place within the organisation/sector that they represent to enable information about the work and priorities of the Partnership to be disseminated and to ensure that decisions are fed down to other relevant individuals;
- To feed in information about local issues, needs and priorities in the development of the Sustainable Community Strategy;
- To consult about the work of Culture Derbyshire where appropriate;
- To act on decisions taken by Culture Derbyshire;
- To influence any consequent changes to policy development/service delivery in their own organisation and sector;
- To champion the work of Culture Derbyshire in their wider networks and in the community.

### **Meetings**

#### **Frequency**

- It is anticipated that Culture Derbyshire will meet three or four times per year.

- An annual schedule of meetings will be agreed at the commencement of each calendar year.
- Additional meetings may be convened at the request of the Chair.

### **Location**

- Meetings will normally be held at County Hall, Matlock.

### **Voting**

- Wherever possible decisions will be reached by consensus.
- In exceptional circumstances and where decisions cannot be reached by a consensus of opinion, voting will take place and decisions agreed by a simple majority.
- Where there are equal votes the Chair of the meeting will have the casting vote.

### **Quorum**

Meetings will be quorate if, at a minimum, there is attendance of:

- Chair or Vice Chair
- Lead Accountable Officer
- Six voting members

### **Declaration of Interests**

- Any personal or prejudicial interests held by members should be declared on any item of business at a meeting.

### **Access to Information/ Freedom of Information**

- Culture Derbyshire shall be regarded as a “working group” for Access to Information Act purposes and consequently meetings shall not be open to the press/public.
- Freedom of Information (FOI) Act provisions shall apply to all Culture Derbyshire business.

### **Papers**

- The agenda and supporting papers shall be in a standard format and circulated at least ten days in advance of meetings.
- The minutes of decisions taken at meetings will be kept and circulated to partner organisations as soon as possible.
- Minutes of meetings will be published on the county council web site.

### **Support Arrangements**

- The Assistant Director of Cultural and Community Services will act as Secretary to Culture Derbyshire.
- Culture Derbyshire will be supported by an Executive Officer Group. The terms of reference for the Executive Officer Group are shown at Appendix A.