



West Norfolk Local Cultural Education Partnership (WNLCEP)

Terms of Reference

Context:

Local Cultural Education Partnerships (LCEPs) are a partnership of organisations and individuals looking to radically enhance the opportunity for children and young people to engage in cultural activity in their locality. They work from the ground-up to define and implement activity which will make a long-term change in the cultural education in the locality. The Festival Bridge supports the formation of these groups including providing Partnership Investment. There is already a successful LCEP in Norfolk called Enjoy Great Yarmouth, alongside burgeoning Partnerships around the wider eastern region.

Through the Festival Bridge, Arts Council England has provided £25,000 of partnership investment to match a total of £25,000 provided by the Borough Council of Kings Lynn and West Norfolk for Sept 2017 – March 2020. These funds will be held and administered by Creative Arts East, in their contracted role as WNLCEP Lead between September 2017 – March 2020, in accordance with the Terms of Reference agreed by this steering group.

The ambitions of the WNLCEP are in line with the West Norfolk Cultural Prospectus (published May 2018) and will work in collaboration with the emerging Cultural Board for the Borough.

Our aims for April 2018 – March 2020:

- To pursue increased and/or improved cultural education opportunities across West Norfolk
- To act as a means of communication, information and connection about cultural education practise and strategy across the Borough
- To engender an ethos of trust and cooperation between stakeholders and sectors
- To increase levels of investment in cultural education across the Borough
- To model inclusivity, best practise and ambition in all our work; particularly ensuring the partnership is inclusive of all settings where cultural education could take place including outreach activity and through support services available for children and young people
- To create a sustainable partnership with which to grow our aspirations and activities

Our primary objectives between April 2018 - March 2020

- To generate, or help secure, additional income of at least £15,000 towards cultural education activities across the Borough
- To support the set-up of a new partnership comprising at least 20 Cultural and Education representatives dedicated to furthering a thriving cultural education offer across the Borough
- To host at least 10 partnership meetings
- To facilitate at least 10 schools to engage with the cultural education agenda through training or activity
- To create a map of existing cultural education opportunities for children and young people in the Borough, providing a base-line against which to conduct on-going evaluation for the continuous improvement of project activity
- To provide at least 1 means of effective and regular communication about the cultural education offer within the Borough

- To develop an outcomes framework against which to develop new, and support existing, cultural education activities and initiatives
- To provide match-funding for at least 5 new cultural education projects in the Borough
- To establish a multi-year vision for cultural education activity in West Norfolk beyond March 2020

Partnership operation

1. The area of this partnership encompasses the residents of towns, villages and hamlets with the Borough of West Norfolk.
2. Membership of the Local Cultural Education Partnership is open to anyone with an interest in the cultural education offer in the area covered by the partnership. Membership will contain, but is not exclusive to:
 - a) Representatives of Norfolk's cultural network
 - b) Representatives of the education sector, at all levels including early years
 - c) Representatives of local authorities and other public bodies relating to the support of children and young people
 - d) Representatives of charities with specific programmes of work benefiting children and young people
 - e) Individual artists and cultural practitioners
 - f) Representative(s) of the West Norfolk Youth Advisory Board
3. The partnership will be coordinated and facilitated by nominated officers from Creative Arts East, providing dedicated administrative, fundraising and communications functions.
4. The partnership will be chaired by an independent person recommended by the Partnership. Until such time as this appointment is made a representative from Creative Arts East will act as Chair.
5. It is anticipated that over the next two years the Partnership will meet every 6-8 weeks, particularly within the first 12 months, after which this will be reviewed.
6. The members will appoint specific task and finish groups from among the membership to enable key areas of ambition to move forward between partnership-wide meetings. These groups will gather around a particular issue or topic and make recommendations to the Partnership. Groups may be formed for: Partnership growth, Commissioning, Fundraising and Business planning, etc.
7. A representative from Festival Bridge will be invited to attend all meetings as an observer.
8. This Terms of Reference, and the corresponding Aims and Objectives, will be reviewed at an interim point, and on completion of the two year set-up period, to ensure they remain relevant and fit-for-purpose as the Partnership evolves.

Appendices

- Cultural Education Activities Audit, June 2018
- Outcomes Framework – November 2018
- Action Plan – April 2018-March 2020 – TBC