

Report to: Arts & Culture Forum



Date of Meeting 8th November 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Arts & Culture Forum constitution

Report summary:

The report proposes some minor amendments to the original Arts & Culture Forum Constitution which were agreed by the Council in 2013. The amendments are intended to reflect the increased activities brought about by the adoption of East Devon's Culture Strategy 2022-2031 and the need for the Arts & Culture Forum to have oversight of its delivery plan. The appointment of East Devon DC's Cultural Producer to drive the delivery of the Culture Strategy has meant there is now increased project activity which requires reporting on. Also, there will be funding bid applications moving forward which will require comment and support from the Forum before they are submitted. This may require a decision from the Forum to agree and support an allocation of funding to enable the funding bid to succeed. The report also highlights the development of the ACED Network since 2021/22 which now brings together East Devon's creative communities and organisations and has provided a much stronger and more visible platform for our communities to proactively engage in our creative arts and cultural programmes. This therefore has meant there is no longer a specific need for community representatives on the Forum as that was their original intention to provide a community platform for arts and culture.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Arts & Culture Forum recommends to Cabinet the proposed changes in the constitution of the Arts and Culture Forum.

Reason for recommendation:

These changes will update the Forum's constitution to reflect since it was last reviewed in 2013 the adoption of East Devon's Culture Strategy 2022-31 and the creation of the ACED Network which now represents the activities and networking of the district's cultural and creative arts communities.

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Portfolio(s) (check which apply):

- Climate Action and Emergencies
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Culture, Tourism, Leisure and Sport

- Democracy and Transparency
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; .

Links to background information .

Link to [Council Plan](#):

Priorities (check which apply)

- Outstanding Place and Environment
- Outstanding Homes and Communities
- Outstanding Economic Growth, Productivity, and Prosperity
- Outstanding Council and Council Services

Report in full

1. The current constitution for the Forum:

1.1 It is proposed that the areas highlighted in **green** are removed and those in **yellow** are added.

1.2 There is only one area being considered for removal in green and that is the election of two community representatives. The current and only community representative has signalled that he wishes to step down with immediate effect. Despite advertising the roles over the years we have been unable to fill the second representative. A major step forward has already happened with the engagement of our grassroots and community cultural organisations with the creation and setting up of the ACED Network. This now has over 200 members and meets regularly as well as having an ACED website to share information. So, it is felt this where our community representation from across the district is best located rather than within the Forum.

1.3 The additional text in yellow recognises that since the constitution was agreed we have a new 10-year Culture Strategy for East Devon 2022-31 and a Cultural Producer who has been appointed to help drive the delivery of the Strategy.

1.4 There is also reference to the adoption of the East Devon Tourism Strategy and the need for the Forum to receive regular updates on the delivery of this strategy as within it and also the Culture Strategy there are a number of ambitions and objectives to mutually support each other's delivery plans.

1.5 Finally, the addition of South West Museums recognises the importance of the work this organisation carries out in supporting all of the district's museums and its volunteers as well as the annual contribution the Council makes to help support their work in this area.

EAST DEVON DISTRICT COUNCIL CONSTITUTION OF THE ARTS & CULTURE FORUM

The Membership of the Forum shall consist of:

One Cabinet member and two Assistant Portfolio Holders
(Portfolio Holder Coast, Country and Environment
Assistant Portfolio Holder Coast, Country and Environment
Assistant Portfolio Holder Democracy and Transparency)
Culture Champion
Three other East Devon District councillors
Two community representatives

A district or town councillor representing each of the towns of Axminster, Budleigh Salterton, Cranbrook, Exmouth, Honiton, Ottery St Mary, Seaton and Sidmouth

Officers of the Council, other invited guests and invited members of the public are able to attend meetings of the Forum in an advisory capacity.

Meeting agendas will indicate in advance whether any part of the meeting is to be open to the public.

- 1) The Forum shall make recommendations to the Cabinet of East Devon District Council on matters relating to Arts & Culture in East Devon. This remit includes:

Providing oversight on the delivery of the Culture Strategy for East Devon 2022-2031 receiving updates on progress against the Delivery Plan. Also, to consider any requests by Officers for funding to help support the delivery of the Culture Strategy 2022-31.

Future plans and proposed strategies of towns and surrounding villages and arts and culture organisations within East Devon, as well as achievements of the following:

- a) The Manor Pavilion
 - b) The Thelma Hulbert Gallery
 - c) Countryside Team's events
 - d) East Devon Tourism Strategy activities and events**
 - e) East Devon and Blackdown Hills AONBs events**
 - f) Villages in Action
 - g) **South West Museums**
- 2) The Forum shall make recommendations to the Officers on other relevant matters relating to Arts and Culture in East Devon.
 - 3) There will be an annual election for the Vice-Chair position. The Chair will be the East Devon District Council Culture Champion and the Vice-Chair can be any member of the Forum.
 - 4) Any Member may resign or in the case of those Members appointed by named bodies may be removed by the appointing bodies. The Advisory Forum must be advised in writing of any changes.
 - 5) The two community members will be appointed for an initial four year term by Full Council, which can be extended for a second four year term with a maximum of 8 years in total. Therefore after the first four year term the Forum will have the ability to approve a second four year term so that their experience and knowledge could continue to be used for the benefit of the Forum. They may resign or be removed by the District Council.**
 - 6) Town representatives will be appointed by the Town Councils. Substitutes are permitted.

- 7) The meetings of the Forum will be quorate if at least a quarter of the membership is present.
 - 8) Every recommendation from the Forum shall be determined by a majority of the votes of the Members present (including community members) voting on the matter, the Chairman of the meeting, in the event of a tie, having a second or casting vote.
 - 9) The Forum shall meet at least twice each year and at other times if business warrants it. The Forum may set up smaller working groups if necessary to deal with particular issues. The Chief Executive may and shall at the request of one quarter of the Members of the Forum, convene a special meeting.
 - 10) If the Chairman of the Forum is not present at a meeting of the Forum, the Chair shall be taken by the Vice-Chairman and in the absence of both, the Forum shall elect a Chairman for the meeting.
 - 11) The minutes of the Forum shall be open to inspection, and a copy of the minutes will be sent to East Devon District Council following each meeting of the Advisory Forum.
 - 12) Nothing stated or implied in this Constitution shall be construed as giving power to the Advisory Forum to incur any expenditure or liability on behalf of the District Council.
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Financial implications:

There are no financial implications identified within the report.

Legal implications:

As indicated in this report, changes to the Forum's Constitution will require the approval of the Cabinet.