



Creative Wakefield Steering Group – Terms of Reference

1. Background

Creative Wakefield is an Arts Council England (ACE) Cultural Compact, supported by Wakefield Council, and bringing together Culture, Heritage and the Creative & Digital Industries with other sectors, including business, health and education with a shared vision to bring forward an outstanding quality of life for everyone in our district.

Creative Wakefield is guided by a framework that was developed through extensive consultation with over 150 stakeholders between May and September 2019, led by BOP consultancy.

The Creative Wakefield Steering Group was formed in August 2020. Its primary purpose is to appoint a wider reaching Board that will lead Creative Wakefield and implement its vision.

2. Role of the Board *

**This will be initially assumed by the Steering Group.*

- To direct and assume responsibility for Creative Wakefield's activities and outputs.
- To ensure effective consultation and engagement.
- To provide scrutiny, evidence and evaluation of Creative Wakefield activities.
- To work with the Council to ensure that the operation of the Board is in accordance with the Nolan standards of behaviour in public life.
- To ensure Creative Wakefield's commitment to equality, diversity and inclusion.

3. Relationship to the Council

Creative Wakefield is an unconstituted body that is enabled by Wakefield Council. The Council will:

- convene and facilitate meetings
- provide initial seed funding and advice via Service Director: Arts, Culture & Leisure to support the Board recruitment and ongoing training of its members
- align Creative Wakefield's ambitions with Arts, Culture & Leisure policy areas and wider areas of Council policy e.g., housing, employment and education
- act as the accountable body for Creative Wakefield responsible, where appropriate, for delivery of major funded projects, such as the Cultural Development Fund and contracting service providers to deliver professional services on behalf of Creative Wakefield.



4. Membership of the Steering Group

Andrew Balchin	Chief Executive, Wakefield Council – Interim Chair of the Steering Group
Helen Featherstone	Board member, LEP Deputy Director, Yorkshire Sculpture Park
Mark Finch	Director Real Estate, Rushbond
Gill Galdins	Chair, Theatre Royal Wakefield
Jenny Layfield	Museum Director, National Coal Mining Museum
Julie Russell	Service Director: Arts, Culture & Leisure, Wakefield Council
Kevin Trickett	President, Wakefield Civic Society

5. Behaviours

Members of Creative Wakefield Steering Group are expected to display the following behaviours:

- Be committed to the vision of Creative Wakefield and achieving its 5 key aims.
- Be committed to equality, diversity and inclusion.
- Be playful, kind, open and transparent.
- Be non-confrontational and adopt a collaborative approach to addressing barriers.
- Be willing to set new and stretching targets for Creative Wakefield.
- Be willing to work well together as a team with the rest of the Board and with staff.
- Be willing to challenge any behaviours that limit the scope for cooperation.
- Give the time and commitment that's needed to carry out their role well.
- Act with integrity and honesty.
- Understand that being a Board member is an important leadership role that has specific responsibilities and take time to fully understand these.

6. Meeting decisions

Decisions made by the Steering Group will be binding providing that a minimum of 4 members is present including the Chair.

7. Declaration of interests

If any member has an interest in any discussion item they will declare that interest as early as possible and shall not participate in any relevant discussion. The Chair will have the power to request that member to withdraw until the Steering Group has given due consideration to the item.

All declarations of interest will be recorded in the notes of the meeting.



8. Administration

Administration of Creative Wakefield meetings is enabled by Wakefield Council. Each meeting will have a formal agenda which will be circulated at least two days in advance of meetings. Agenda items can be nominated by any member of the Steering Group with the final content of each agenda being agreed by the Chair.

All meetings will have action notes taken, with these distributed via e-mail once approved by the Chair.

9. Frequency of meetings

Meetings will be held bi-monthly initially, with frequency reviewed by the Board once it is formed.

10. Term of appointment

To ensure a smooth transition from the Creative Wakefield Steering Group to the new Board Steering Group members will be co-opted to the Board for a period of 12-months. Any Steering Group member who wishes to continue to be part of the Board can then apply to join the group in the standard way.

All new appointments to the Creative Wakefield Board will be for a term of 3 years.

Note: these Terms of Reference will be reviewed by the Board once it is formed.