



## Cultural Learning Alliance

### Terms of Reference for Advisory Panel members

November 2020

#### **About the Cultural Learning Alliance**

The Cultural Learning Alliance (CLA) is an independent body that advocates for the rights of every child to arts and culture. It seeks to inform and influence policy making at local and national levels, from schools to arts organisations, to government, to ensure that every child has access to arts and cultural learning.

The CLA consults with colleagues in the fields of education, arts, culture and heritage to inform calls to action and research. It creates the tools that the education, arts and cultural sectors need to advocate for the place and importance of arts and culture in every child's life.

The CLA has a specific focus on social justice; this informs its approach and decision making. It is anti-racist, and support calls for a culturally representative curriculum as well as arts and education workforce.

#### **Governance structure**

There are two core groups which support the CLA in the development of its thinking and advocacy: a Strategy Group\* and an Advisory Panel. The CLA Strategy Group provides the governance structure for the CLA and agrees, monitors and reviews the overall aims and objectives of the CLA. The delivery of the work of the CLA, overseen by the Strategy Group, is undertaken by the Co-Directors.

Both groups are under-represented in terms of people from ethnically diverse backgrounds and those who identify as disabled<sup>1</sup>. We are taking positive action to ensure that the groups include individuals with both the expertise to inform CLA advocacy, and the lived experience of communities who are under-represented in leadership positions in education, arts and culture.

#### **1. Composition and role of Advisory Panel**

- I. The Cultural Learning Alliance Advisory Panel provides advice and sector insight to the CLA.
- II. The Group is made up of representatives of both the cultural and education sectors, and other key stakeholders in the core work of the Alliance.
- III. The purpose of the Advisory Panel is to support the Strategy Group and Directors, providing insight, advice and information relevant to the delivery of the CLA's overall aims and objectives .

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<sup>1</sup> The term "disabled" covers people who self-define as D/deaf, as neurodiverse, as disabled or as learning disabled.

- IV. The delivery of the work of the CLA, overseen by the Strategy Group and informed by the Advisory Panel, will normally be undertaken by the Co-Directors of the Cultural Learning Alliance, or by a freelancer / partner organisation engaged for a specific purpose. Any additional contractors will be managed by the Co-Directors.
- V. Budget oversight, management and financial hosting will be undertaken by the Clore Duffield Foundation on behalf of the CLA, and a financial report will regularly be presented to the Strategy Group for information and approval. The Strategy Group will be responsible for approving the allocation of funds.
- VI. The Advisory Panel may delegate part of its work to sub-groups. Such sub-groups will have clear terms of reference as defined or approved by the Strategy Group.

## **2. Make up of Advisory Panel members**

- I. Advisory Panel members are required to have a range of lived experiences and backgrounds that can inform CLA policies and practice.
- II. Each member will represent an organisation that is a key CLA stakeholder or an area of expertise that is a key focus for the Alliance.
- III. The Advisory Panel will include no more than one representative from each organisation, and as rule, members will not delegate to other members of their teams or organisations.
- IV. Each Advisory Panel member must be committed to the overall aims of the CLA and will undertake to work with the other stakeholders and partners to achieve its objectives. The Strategy Group recognises that stakeholder organisations will have different areas of expertise and varying levels of capacity.

## **3. Recruitment of Advisory Panel members**

- I. Membership of the Advisory Panel will be by annual open recruitment or by invitation from the CLA Directors and Strategy Group.
- II. Membership will prioritise individuals with the skills and expertise to contribute to the CLA's current core aims, and the lived experience of communities who are under-represented in leadership positions in education, arts and culture.

## **4. Terms of service and role**

- I. The length of service of individual Advisory Panel members will be dependent upon the context of the individual but will not be more than four years. Renewal or extension beyond four years will not be automatic and will reflect the needs of the Advisory Panel at that time.
- II. Where appropriate Advisory Panel members may be invited to review documents and communications, or to help make connections or introductions for the CLA. They may also be asked to draft occasional blogs or articles for the CLA (with the assistance of the Co-Directors).

- III. Where possible, Advisory Panel members should regard their membership as part of their core day-job, and should integrate the work of championing the Alliance and its work into their own work and that of their organisations, identifying any opportunities to contribute to the national picture, and, where possible, aligning any relevant events, resources or messaging to the objectives of the CLA.
- IV. Meetings of the Advisory Panel will take place as and when required by the Strategy Group but no less than once a year. Whenever possible, dates and times of meetings will be agreed with sufficient notice to allow as many Advisory Panel members as possible to attend. Members should notify the Chair & Co-Directors in advance if they are unable to attend a meeting. Agendas will be prepared by the Co-Directors.
- V. Meetings will take place online via Zoom or another suitable platform. They may also occasionally take place in person.
- VI. Where appropriate sub-groups of the Advisory Panel will be formed around specific issues. These decide their own meeting schedule and activities. Members will be drawn from the CLA Strategy Group, Advisory Panel and Directors.
- VII. The Strategy Group or the Co-Directors may invite observers, including funders, or guest contributors to attend the Advisory Panel meetings.
- VIII. If a member of the Advisory Panel behaves in a manner that is not in keeping with the ethos and values of the CLA a quorate of members of the Strategy Group can remove their membership of the Advisory Panel, Strategy Group and Cultural Learning Alliance. The CLA ethos and values are anchored in our mission and the Seven Nolan [Principles of Public Life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- IX. The CLA will reimburse all reasonable expenses incurred by the Advisory Panel in the cause of their duties. For unwaged contributors, an honorarium of £100 will be paid for attendance at each meeting.