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**Template strategic document for LCEPs**

This template is intended to help Local Cultural Education Partnerships develop their governance and strategic documents. Any north east LCEP will need to have the following elements agreed in order to apply to Culture Bridge North East (CBNE) for Partnership Investment. Other documents, for example delivery plans and budgets, will be developed as part of a Partnership Investment application. The format below is a guide only, and LCEPs are free to adapt it to fit their purposes. CBNE Area Managers can provide additional support to LCEPs to complete governance and strategic plans.

**1. Name of the LCEP**

**2. Purpose and aims of the LCEP**

a. A concise summary clearly explaining the LCEP’s key purpose, intended outcomes and the activities planned to achieve these. For example, LCEPs could use a Theory of Change or similar format, like this one produced by the Newcastle LCEP:

Macintosh HD:Users:carolinemurphy:Desktop:NLCEP TOC.pdf

b. A statement explaining the process through which the goal and outcomes were developed. This should include an explanation of how the needs of children and young people in the LCEP area were identified. For example, has the LCEP undertaken any data analysis or consultation? How are children and young people’s needs and voices represented on the LCEP? How were assumptions tested?

c. A statement explaining how the LCEP will evaluate whether they are meeting their outcomes and making progress toward their goal. For example, and LCEP might undertake an annual review of progress towards its purpose or intended outcomes.

**3. Terms of reference**

a. CBNE recommends that LCEPs adopt a framework of ethical standards for the group, like for example the Nolan Principles of Public Life:

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| 1. Selflessness  Holders of public office should act solely in terms of the public interest. |
| 2. Integrity  Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships. |
| 3. Objectivity  Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. |
| 4. Accountability  Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this. |
| 5. Openness  Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing. |
| 6. Honesty  Holders of public office should be truthful. |
| 7. Leadership  Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs. |

b. Membership roles and responsibilities. This should include a description of the rationale for membership: who is membership of the LCEP open to? Are there any restrictions on numbers? LCEPs should create a role description for members outlining what each member commits to do for the LCEP, like this example from the North East Historic Environment Forum:

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| **North East Historic Environment Forum role description for new members** |
| 1. To help champion the heritage of the North East and Tees Valley to help ensure that heritage is understood, valued and cared for. |
| 2. To share information, experience and best practice in order to achieve an integrated and consistent approach to heritage in the North East and Tees Valley. |
| 3. To use networks and influence to benefit the wider heritage sector as represented by the North East Historic Environment Forum. |
| 4. To make positive contributions to support activities undertaken by the North East Historic Environment Forum. |
| 5. To commit to regularly attending quarterly meetings of the North East Historic Environment Forum. |

c. A list of current members identifying any specific roles (e.g. Chair, Vice Chair and administrative roles). Include a brief explanation of how these roles are allocated and for how long an individual or organisation holds the role.

d. A description of the LCEP’s working methods, including

* frequency of meetings
* how agenda items are generated
* when and how meeting papers will be circulated
* under what circumstances non-members will be invited to meetings
* whether individual group members are responsible for reporting back on activities of the group and if so to whom

e. A statement describing the LCEP’s commitment to safeguarding children and to promoting equality.

**4. Sharing of information and resources**

a. How will group members share information and resources among themselves? How will confidential materials and copyright issues be identified and dealt with?

b. How will non-members find out about the LCEP’s aims, plans and activities?

c. How can non-members contact the LCEP?

**5. Document review information stating when the LCEP’s documents were created and when they will be reviewed.**