



Dumfries and Galloway Cultural Partnership Note of Meeting

Wednesday 4 December 2024 at 3pm via Teams

Present:

Dumfries and Galloway Cultural Partnership Chair: Katharine Wheeler

Dumfries and Galloway Council (DGC): Lee Seton

DG Unlimited (DGU): Tabi Mudaliar

Dumfries and Galloway Museums and Heritage Network (DGMHN): Judith Hewitt

South of Scotland Enterprise (SOSE): Mark Geddes

In attendance: Caitlin Wallace (Secretariat)

***Discussion around support staff roles and commissions has been redacted as recruitment process is currently underway (as at 28 February 2025)**

1. Welcome and Apologies	
<p>NOTED Chair welcomed the founder members to the inaugural meeting of the Cultural Partnership.</p> <p>AGREED the Note of Meeting on 5 November 2024 as a correct record.</p> <p>Meeting Retention Policy</p> <p>AGREED to carry over meeting recording retention policy utilised by Cultural Partnership Steering Group.</p> <p>AGREED video recording of meeting to be kept until the Note of Meeting is agreed as a correct record and then it will be deleted.</p> <p>ACTION: Recording of meetings to be stored until Note of Meeting is agreed.</p> <p>Interim Support Arrangements</p> <p>AGREED Caitlin to attend as secretariat and to support development of Partnership and carry out co-ordination tasks in interim until Co-ordinator and Administrator are in post until end of March 2025.</p>	CW



<p>2. Standing Orders for the Cultural Partnership</p>	
<p>NOTED Partnership reviewed the draft Standing Orders proposed by Steering Group. CW confirmed there had been no amendments since previously agreed at the Steering Group.</p> <p>AGREED Standing Orders for the Cultural Partnership.</p>	
<p>3. Framework for the Cultural Partnership</p>	
<p>NOTED Partnership reviewed the draft Framework proposed by Steering Group. CW confirmed there had been no amendments since previously agreed at the Steering Group.</p> <p>NOTED –</p> <ul style="list-style-type: none"> - The group felt that “environmental sustainability” should be moved from the Equality, Diversity, and Inclusion section to the Purpose section for better alignment. - Fair Work to be separated from the Equality, Diversity, and Inclusion section to establish it as its own distinct principle. <p>ACTION: CW/KW to amend Framework to reflect above thoughts and to bring updates to next meeting of the Partnership.</p>	<p>CW</p>
<p>4. Code of Conduct for the Cultural Partnership members</p>	
<p>NOTED Partnership reviewed the draft Code of Conduct proposed by Steering Group. CW confirmed there had been no amendments since previously agreed at the Steering Group.</p> <p>NOTED –</p> <ul style="list-style-type: none"> - Protocols for chair removal if not fulfilling/adhering to Code of Conduct not defined. - Adding a statement in all documents like “this forms part of the overall governance of grouping which includes standing orders, framework and code of conduct” emphasises their collective function. - Need to be clear in documentation that when we refer to Cultural Partnership, this applies to paid officers as well as partners. <p>ACTION: CW/KW to agree a form of wording that captures the above and to circulate to Partnership via email. Framework, Standing Orders and Code of Conduct to be brought to the next Cultural Partnership for final sign off.</p>	<p>CW</p>



<p>5. Cultural Partnership Work Programme</p>	
<p>NOTED Partnership reviewed the draft work programme proposed by KW/CW.</p> <p>NOTED –</p> <ul style="list-style-type: none"> - Co-ordinator and Administrator may take on more of the actions outlined once in post. - Consider starting Thematic Groups gradually, setting up 1 or 2 to begin with to see how they work and function. - Need to break down high-level actions - Change "Regional Arts Fund" to "Regional Cultural Fund" - Important to recognise and champion the work being done through the Regional Cultural Fund <p>ACTION: LS to share original UK Shared Prosperity Fund application from the Regional Cultural Fund with KW.</p> <p>ACTION: Partnership to collaborate with Ian Bar to promote messaging around Cultural Fund.</p> <p>ACTION: CW to add a column to the work programme for tracking milestones.</p> <p>Thematic Groups</p> <p>NOTED Partnership aims for broad and widespread engagement in relation to the Thematic Groups. A press release could be looked at to share information on how groups can express an interest in being involved.</p> <p>NOTED that due to limitations with capacity, it may be best to wait until support posts are in place before looking to fully launching Thematic Groups.</p> <p>AGREED CW/KW to discuss with partners who we want to engage with in relation to Thematic Groups and to begin introductory conversations.</p> <p>Inaugural Event</p> <p>NOTED event could aid with engagement with Thematic Groups by providing collaborative spaces for interested parties to connect and discuss.</p> <p>AGREED provisional date for event to be Thursday 24 April in the early evening to consider preferences of professionals working within arts and heritage sector.</p>	<p>LS</p> <p>CW/KW</p> <p>CW</p>



6. Support Arrangements	
Co-ordinator and Administrator	
AGREED forecast budget to be presented at each quarterly meeting to track if we are on track for spending.	
NOTED TM will hold regular monthly meetings with MF, DGC Principal Officer of Arts and Museums, maintaining the same setup as with the previous officer as part of their SLA agreement.	



Interim Support Arrangements

AGREED CW to attend as secretariat and to support development of Partnership in interim until Co-ordinator and Administrator are in post until end of March 2025. This will include taking on some tasks associated with the coordination of the Partnership.

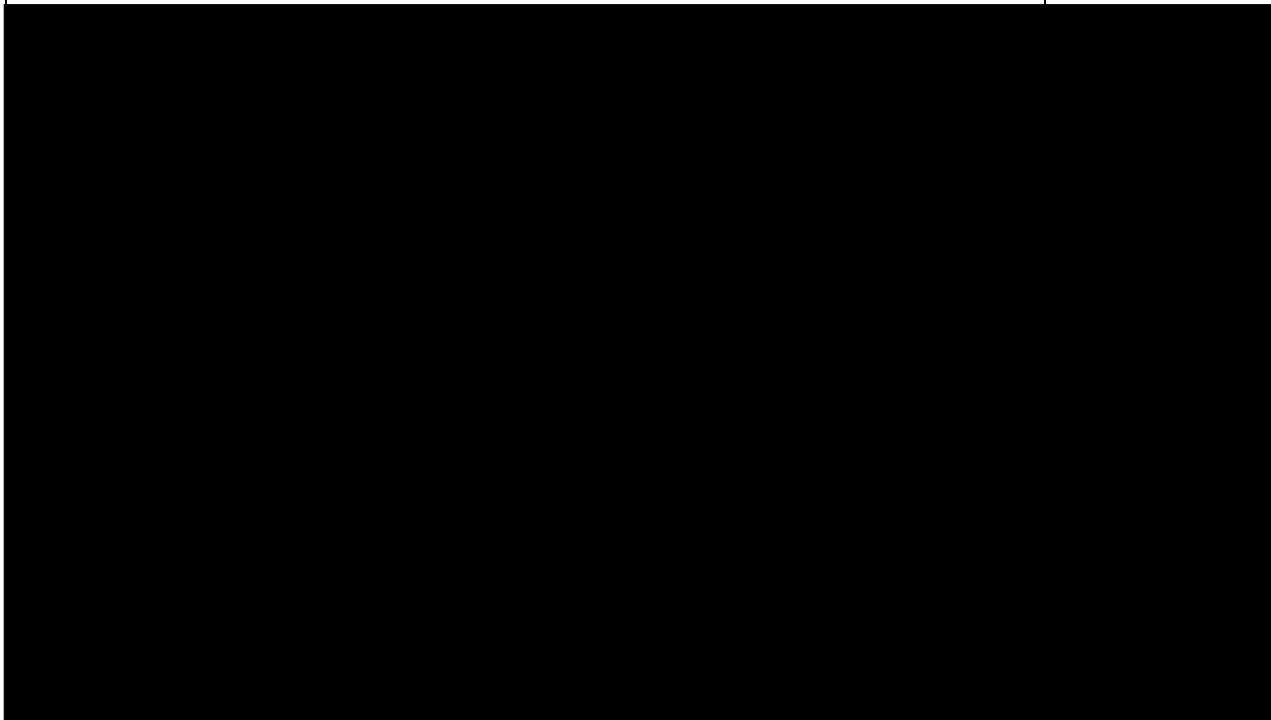
NOTED that since the Co-ordinator's role includes communication responsibilities, CW will temporarily handle some of these tasks, particularly managing the CP email inbox in interim. However, if CW becomes ill or takes leave, alternative arrangements will be necessary.

AGREED MF, as DGC Representative, to manage CP mailbox in the interim in the case of CW's absence, prior to the commencement of the Co-ordinator and Administrator.

NOTED that not all partners can access all systems due to existing restrictions, with Teams currently being used to store Partnership information.

ACTION: KW/TM to look at how we can smoothly transition systems when Co-ordinator and Administrator are in post.

Communication Commission –



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<p>7. Reports to Dumfries and Galloway Community Planning Partnership</p>	
<p>Senior Leadership Team</p> <p>NOTED KW and EJM (as Chair of Steering Group) presented report on progress of Partnership to Senior Leadership Team on 15 November 2024. Group was engaged and KW is keen to continuing engaging with people in this space and to follow up with some of the conversations started.</p> <p>NOTED ask from CPPB that next year’s report is presented in more of a visual way to enhance its impact.</p> <p>Community Planning Partnership Board</p> <p>NOTED previous report to also be presented to CPPB (meeting at same time as this one).</p> <p>Place Planning Partnership</p> <p>NOTED KW currently sits on PPP as the WWDN representative and hopes to introduce the Cultural Partnership at next meeting of PPP in early January.</p> <p>AGREED KW to provide a summary of the progress of the Cultural Partnership to PPP.</p>	
<p>8. Proposed dates for future meetings</p>	
<p>NOTED -</p> <ul style="list-style-type: none"> - CP recommended to provide quarterly updates to CPBB. These take place in March/June/September/November - Chair proposed CP to meet February/May/August/November to enable Partnership to prepare necessary papers ahead of CPPB - First Wednesday of each month at 3pm works well for all partners. <p>AGREED meetings of CP to take place on first Wednesday of February/May/August/November at 3pm.</p> <p>ACTION: CW/KW to send out invitations to all future meeting dates.</p> <p>NOTED additional meetings will be required due to proximity of Inaugural Conference.</p> <p>AGREED CP to meet early January and Mid-March in order to support lead up to inaugural event and set up of thematic groups.</p>	<p>KW/CW</p>



9. AOB	
<p>NOTED KW shared that, in her capacity as chair of CP, she has put in an application to be part of a Steering Group for Culture Counts, a national body who advocates for the development and protection of culture in Scotland.</p> <p>NOTED Partnership's thanks and congratulations to the chair for successful first meeting.</p>	