

Arts Council of Wales

Terms of Reference

Welsh Language, Culture and Equalities Committee

July 2024



Terms of Reference

Council's work is initiated, managed and monitored by Council itself and a series of Committees to which Council delegates certain powers. Committees are subordinate to Council within the Governance structure. Other than those areas where Council has delegated defined tasks and/or authority to act, Committees have an advisory role. They report to Council on the performance of those activities that fall within the remit of each Committee. Committees will also bring to Council's attention any issues of concern, or areas for improvement.

There are three Committees and one Sub-Committee with delegated powers. The three Committees are: Audit and Risk Assurance Committee, HR and Remuneration Committee and Welsh Language, Culture and Equalities Committee. This latter Committee incorporates the roles of the previous Future Generations, Strategic Equality and Welsh Language Committees ensuring a fully integrated approach and cohesive consideration of each of these areas into the development and progress of all areas of our work.

The Council's Capital sub-Committee also has delegated powers to make decisions on capital grants within its delegated authority. The sub-Committee makes recommendations directly to Council on grant applications over its delegated authority. This Sub Committee reports its advice and, where appropriate, its decisions, to the Council's Welsh Language, Culture and Equalities Committee. This supports the inclusion of its work in the development of relevant policy and processes across the Council's wider work, including the development of grant programmes.

One Group – Health and Safety Group - also reports to Council through its minutes and Annual Report presented to Council by the Group's Chair, the Director of Finance and Business Services.

The specific remit of this Committee is set out below.

The Terms of Reference for this Committee are reviewed and approved by Council on an annual basis. This document was reviewed and approved by Council in July 2024.

Role of the Committee

1. To review, monitor and contribute to the development of policies and procedures that enable Council to pursue a progressive agenda in the delivery of the organisation's strategic priorities, ensuring that its activities in this area are consistent with the ambitions and requirements of the Welsh Language (Wales) Measure 2011, Welsh Government's Well-being of Future Generations Act, and the Equality Act 2010 as well as the Arts Council's 6 principles. It will do this by:

- a. Ensuring culture and creativity is at the heart of everything we do and everyone we support, contributing to the delivery of a wide variety of creative forms and practices that inspire and enrich, created with communities and audiences in mind, which encourages artistic innovation, ethical practices and inclusivity.
 - b. promoting the use of Welsh and the notion that the Welsh language is an intrinsic part of Welsh Culture and belonging to everyone as it develops its bilingual service as set out in its Policy for Facilitating and Promoting the Welsh Language and in compliance with the Welsh Language Standards
 - c. ensuring Council and its officers embed the sustainable development principle (acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs) and 5 ways of working (Long term, preventative, collaborative, integrated, involved) as a routine aspect of Arts Council of Wales' investment, processes and programmes of work
 - d. ensuring a progressive agenda for advancing equality across all of the 'protected characteristics' covered by the Equality Act 2010 (age, disability, gender reassignment, marriage/civil partnerships, pregnancy and maternity, ethnicity, religion or belief, sex and sexual orientation
2. To consider new proposals and programmes of work, including grants programmes, and development of existing activities within the context of Point 1 and Arts Council's 6 principles, providing advice and making recommendations where appropriate, prior to their relevant approval process. This will include the receiving of regular reports from the Chair of the Council's Capital sub-Committee on:
 - a. the considerations and decisions in respect of related Arts Council policy on all aspects of capital development including funding priorities and schemes,
 - b. capital funding grant applications made by the sub-Committee within its delegated authority, and
 - c. its recommendations proposed to Council for applications over its delegated authority level.
 3. To assist the development of embedding young people's voices into Arts Council of Wales future structures.
 4. To contribute to the monitoring of Arts Council of Wales' compliance with all relevant statutory and regulatory requirements, including any associated general and specific

duties, including monitoring the implementation of relevant action plans and the production of annual reports in line with legislation.

5. To advise on the development, implementation and monitoring of specific policy and developmental projects in each of the following areas:
 - a. Arts Council Wales key initiatives, activity, programme and project areas, including: Climate Justice, Strategic Equalities, Welsh Language, Wales Arts International, Arts and Health, Creative Learning and Programme and Sector Development Groups
 - b. The multi-year funded organisations, including on any of the above areas, through funding agreements and annual reporting mechanisms.
 - c. The Arts Council Wales funded projects – via Strategic Funds and National Lottery Funds.
 - d. Research, evaluation and consideration of application of learnings across the work of the organisation.

6. The Committee will ensure that these functions are adhered to through the adoption of the following:
 - a. Active oversight of the effectiveness of the Arts Council of Wales’ activities in demonstrating a commitment to sustainable development as a fundamental governing principle
 - b. Monitoring implementation of the requirements of the relevant legislations (including the Combined Impact Assessments)
 - c. Engaging with and inviting participation and attendance from external stakeholders including Arts Associates, representatives of diverse and under-represented groups and communities, young people and specialist external advice (eg representatives of the Commissioners for Future Generations and Welsh Language)
 - d. Advising on initiatives that assist in the training and professional development of Arts Council of Wales staff
 - e. Providing advice, guidance and signposting on relevant matters for the benefits of artists and arts organisations. As well as sharing good practice by facilitating and brokering knowledge sharing and appropriate case studies.
 - f. Making recommendations to ELT and Council on any of the above

- g. Working collaboratively with other areas of the organisation, including the Executive Leadership Team, Communications and specific task and project/programme groups, to identify and progress and related areas of work and increase advocacy and stakeholder engagement through publishing of achievements. The specific task groups include strategic areas e.g. Welsh language, Equalities, Climate Justice and project/programme groups include existing officer groups such as Creative Learning and Arts and Health.

Chair	Council Member, appointed by Council
Membership	Members will include nominated Council Members and up to 4 independent or panel members. The Chief Executive, Director of Arts, staff with lead responsibilities for Future Generations, Equalities and Welsh Language, Research, Communications, International and Planning Performance and Compliance Manager will also attend. Other Officers will be invited to attend particular meetings in response to specific agenda items.
Quorum	Any 5 members of the Committee, of which at least 3 must be a Council Member. Another Council Member may deputise as Chair in the absence of the appointed Chair.
Accountability	<p>Ultimate responsibility for policy and procedure in this area remains with Council. The group has no delegated powers other than the above, and is expected to liaise with Council and its Executive Leadership Team.</p> <p>The conduct of the group members – individually and collectively – is bound by the Council’s ethical code as outlined in the Code of Best Practice. Members are also required to declare any interests at each meeting.</p>
Meetings	These will be bilingual and held quarterly as a minimum with additional meetings scheduled as and when necessary. For environmental considerations meetings will be held hybrid or virtually on most occasions, and bilingually with the provision of Welsh to English simultaneous translation. Meetings will be scheduled to allow subsequent timely reporting to the next Council meeting.
Papers	To be circulated to the Committee beforehand whenever possible, via email and stored electronically within the Council’s electronic data and records management system.

Reporting

Minutes of the Committee will be presented to the Council. The Committee will also produce an Annual Report for approval by Council that details:

- The work of the Committee during the year
- Arts Council of Wales' performance against the objectives and targets set out in relevant and associated annual action plans
- The work of the Council during the year in meeting its obligations under each of the relevant legislations
- The work of Arts Portfolio Wales members, in meeting the objectives referenced in Point 4 above.

Minutes & Records

All documentation relating to the Committee will be filed electronically within the Council's electronic data and records management system.

Updated:

This document was created and approved by Council in July 2024. It is reviewed for accuracy on an annual basis.