

## CULTURE SERVICE CONDITIONS

## CITY OF EDINBURGH CULTURE PLEDGES

**PLEDGE 24 - Maintain and enhance support for our world-famous festivals and events**

**PLEDGE 31 - Maintain our city's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure**

## INFORMATION TO BE SUBMITTED

**REPORTING:**

In Autumn 2023, the organisation will be expected to submit, to the lead revenue service:

- **formal update report** detailing the following:
  - Achievements relating to the funding agreement targets;
  - Future plans related to your application for 2023/24;
  - Progress with your business plan including details of best practice and partnership working;
  - The work undertaken by your organisation to expand access to your services for example education and outreach activity;
  - Details of your audience/participants/users and evaluation documents where appropriate with recommendations to improve future practice; and
  - The financial situation, current and projected. (Culture Service funded organisations are expected to submit fully accrued accounts to their lead support officer on an annual basis).

A template to support this process will be sent to you in advance. Failure by the organisation to submit the required annual performance report or financial information on request will seriously jeopardise the future funding relationship with the Council.

In addition to the above, the organisation will also be expected to submit/develop the following:

- **breakdown of your Community Engagement Activity per ward.** A template to support this process will also be provided in advance which the organisation will be asked to complete and return.

In addition to the above, the organisation will also be expected to develop a Carbon Management Plan for 2023/24. Information about, and support for doing this, is available on the [Creative Carbon Scotland website](#). You are also encouraged to contact Creative Carbon Scotland Carbon's Green Arts Development Officer, Matthew Belsey ([matthew.belsey@creativecarbonscotland.com](mailto:matthew.belsey@creativecarbonscotland.com)) for assistance. A link to a survey will be placed on this page in May to allow submission of information about your Carbon Management Plan by 28 July. This will ask about your Carbon Management Plan for the year 2023/24 and about progress on your Carbon Management in 2022/23. A prompt for this survey will be sent to you when the link is live.

To minimise the effort involved, for those organisations in receipt of Regular Funding from Creative Scotland, the survey will provide an option to authorise Creative Carbon Scotland to report the data you provide to both Creative Scotland and the Council.

## SERVICE CONDITIONS OF AWARD

**ACKNOWLEDGEMENT OF COUNCIL FUNDING:** The City of Edinburgh Council funds a range of cultural partners in the city. In order to ensure recognition for the Council's role in the city's cultural offering, a tiered approach has been devised, detailing our requirements based on the following three criteria; Council ownership of venues, size of funding package and percentage of turnover.

Level 1: Council ownership of building and/or over £100,000 grant/or representing over 10% of turnover.

Level 2: Over £100,000/or grant representing over 10% of turnover.

Level 3: Over £30,000/or grant representing over 10% of turnover.

Level 4: Over £10,000/or grant representing over 5% of turnover.

Level 5: Under £10,000/or grant representing under 5%.

Agreements with partners involving capital funding will be dealt with separately.

Please see the table below to assess criteria for your own organisation:

	Level 1	Level 2	Level 3	Level 4	Level 5
Plaque on building	x				
Option for semi permanent branding	x				
Opportunity for inclusion in press releases	x	x			
Council Logo included on website front page and acknowledgment of Council support through social media activity	x	x	x	x	x
A link to the <a href="#">Culture Edinburgh</a> website on front page of your website	x	x	x	x	x
Council Logo included on promotional materials	x	x	x	x	x
Invitation to launch events	x	x	x	x	

In addition to this basic outline of categorisation, we welcome additional opportunities to work with you on raising the city's cultural profile. Your key contact in the communications team is Karen Lloyd, Media and Social Media Officer, Strategy and Communications - Place (Tel No: 0131 469 3573 3795) ([karen.lloyd@edinburgh.gov.uk](mailto:karen.lloyd@edinburgh.gov.uk)).

**BOARD PAPERS:** are to be sent to the Grant Monitoring Officer as a matter of course and copied to Sandra Elgin, Cultural Development Officer for electronic filing retention purposes: ([sandra.elgin@edinburgh.gov.uk](mailto:sandra.elgin@edinburgh.gov.uk)).

**GOVERNANCE:** The challenges facing arts companies are increasing and we urge all our funded organisations to read [Care, Diligence and Skill](#) and implement the advice. This booklet is practical and informative with sections on legal duties, operational responsibilities, board membership (including terms of appointment and rotation), operation of the board and finally, there is a useful checklist to guide any board through an annual review of its operation and performance. It is also essential that all funded organisations comply with the Scottish Charity Regulator (OSCR). OSCR has a duty to encourage and facilitate compliance by charities with the requirements of legislation. To find out more about their reporting requirements please access the following link:

<http://www.oscr.org.uk/charities/managing-your-charity>

**ANTI-BRIBERY ACT 2010:** As per the Anti-Bribery Act 2010, all UK employers must have an Anti-Bribery Policy in place. Funded organisations should provide, on request. Organisations without employees should provide written assurance that they understand

and will comply with the City of Edinburgh Council's Anti-Bribery Policy ([CEC Anti-Bribery Policy](#)).

**FAIR WORK PRACTICES/LIVING WAGE FOUNDATION RATE:** The Council expects funded organisations to adopt policies which comply with fair work practices. Fair and equal pay, including the UK Living Wage, is a positive factor and one of the clearest ways in which a funded organisation can demonstrate that it adopts fair work policies. The Council has committed to the Living Wage Foundation Rate (£10.90 per hour - not to be confused with the Government's National Living Wage which is lower), and therefore expects funded organisations to align to that commitment. Funded organisations can also demonstrate this through a variety of policies (including, but not limited to, recruitment, remuneration, terms of engagement, skills utilisation and job support and worker representation).

**BUSINESS CONTINUITY AND RESILIENCE PLANS:** As a requirement of funding, funded organisations must be able to produce, on request, evidence of annual supplier testing for both services and systems with regards to their Business Continuity and Resilience Plans.

**SCOTTISH GOVERNMENT'S PREVENT GUIDANCE:** The *Prevent* strategy, published by the UK Government in 2011, is part of the Scottish Government's overall counter-terrorism strategy, CONTEST. The aim of the *Prevent* strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as "*prevent people from being drawn into terrorism*". As such, the Council must ensure that the *Prevent* duty is covered in contracts and grants made with and to any private, voluntary agencies and organisations performing a relevant function that involves the delivery of Council services. To find out more about this strategy, please access the following link: [Prevent guidance](#).

#### CITY OF EDINBURGH COUNCIL CULTURAL POLICIES AND INITIATIVES

The organisation will continue to participate in the ongoing delivery of the Culture Plan.

#### THE CITY OF EDINBURGH COUNCIL – LOOKED AFTER CHILDREN:

There are approximately 1300 children and young people in the care of the City of Edinburgh Council. Children in care can be "looked after" with foster carers; kinship cares; prospective adopters; at home with their parents under the supervision of social services; in residential care homes; other residential settings like schools or secure units.

If a young person is looked after on or beyond their 16<sup>th</sup> birthday they become eligible for Aftercare services. This provides additional support, up to the age of 26, with issues such as employment, finance and accommodation. In addition to 1300 children and young people who are looked after there are approximately 960 young people eligible for Aftercare services from City of Edinburgh Council.

The City of Edinburgh Council has corporate parenting responsibility for all of these children and young people.

Part 9 of the Children and Young People (Scotland) Act 2014 provides a statutory description of 'Corporate Parenting' applying it to over twenty organisations. It aims to help all public bodies who have a responsibility for corporate parenting to be clearer about what responsibilities they have. Under the Act, Corporate Parents have a duty to:

- Assess children and young people's needs for services and support
- Promote their interests
- Provide opportunities to participate

- They also have a duty to plan, collaborate and report on how they propose to exercise their legal responsibilities as corporate parents.

The Council is committed to ensuring that looked after children and care leavers are supported to develop into successful and responsible adults and where possible they will be supported through the transition from care into a positive destination.

The Culture Service is already providing significant contribution to the Council's Corporate Parenting Action Plan through our partner at Capital Theatres Limited and directly through Council facilities such as the Usher Hall. We welcome the opportunity to discuss with our funded partners the contribution they can make to our current action plan.

You may wish to offer site visits to learn about your organisation, or where appropriate, offer free tickets for performances/workshops/classes. You might have other ideas about ways that we can work together to provide opportunities for this group, please contact Lisa Kapur, Cultural Development Officer to discuss ([lisa.kapur@edinburgh.gov.uk](mailto:lisa.kapur@edinburgh.gov.uk) Tel No: 0131 529 7988).

**YOUNG PEOPLE AND OPPORTUNITIES/PATHWAYS:** You will agree to consider opportunities and pathways for young people to engage with your organisation, in order to progress the Council priority areas of Looked After Children, young people with a disability and school leaver positive destinations. You will agree to work with The Edinburgh Guarantee in the delivery of opportunities for young people, where you will also be provided with free guidance and support [www.edinburghguarantee.org](http://www.edinburghguarantee.org). By way of example, opportunities could include insights to your organisation and sector; work placements; training; and employment opportunities including Modern Apprenticeships, Graduate Apprenticeships and jobs. Tel No: 0131 529 3525 - email: [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk)

**GAELIC LANGUAGE PLAN:** The Council's Gaelic Language Plan for 2018-22 was approved on 15 May 2018. This is the second Gaelic language plan the Council has produced. It builds on the success of the first plan which saw:

- the expansion of Gaelic Medium Education (GME)
- a new GME primary school, Taobh na Pàirce
- improved community relations with our Gaelic communities.

The new plan has seven themes and commitments relating to:

- cultural
- economy
- education
- workplace
- community
- arts and heritage
- home and early years.

You are asked to take cognisance of the recommendations where applicable and to provide information on relevant activity to be reported the Gaelic Implementation Steering Group upon request.

[Edinburgh Gaelic Language Plan 2018-2022 and accompanying committee report.](#)

The [final monitoring report](#) of the 2012-2017 Edinburgh Gaelic Language Plan.

Contact: Jo Navarro, Cultural Development Officer, email: [jo.navarro@edinburgh.gov.uk](mailto:jo.navarro@edinburgh.gov.uk) or tel: 0131 529 6716.

**THIRD SECTOR CULTURAL GRANTS:** Together with the Council business planning and service priorities, the Culture Plan will help to inform strategic priorities and partnerships for cultural grants.

#### WORKING WITH OFFICERS IN OTHER SERVICES

If your organisation is involved with developing new initiatives related to Place, Communities and Families (learning and participation), Health & Social Care as indicated in your funding agreement, it is expected that these initiatives will be developed in partnership with appropriate City of Edinburgh Council officers in these Services. Your lead support officer can assist you with identifying the appropriate officer on request and should be kept informed of the progress of these projects as they develop.

**COMMUNITIES AND FAMILIES:** The organisation agrees to liaise with **Arts and Creative Learning**, when planning school or community based creative learning and arts-based outreach and participation for children and young people, when developing Teacher Packs and/or delivering CLPL (CPD) for teachers/CLD/Lifelong Learning staff. The organisation agrees to invite a member of the Arts and Creative Learning Team onto Teacher or School Advisory groups. In return Arts and Creative Learning can provide advice and support projects and programmes, Creative Learning Network meetings and professional development opportunities, co-deliver CLPL, promote arts and creative learning to schools and communities and support CLPL and networking opportunities for organisations.

Contact: Linda Lees, Lifelong Learning Strategic Manager (Creativity, Health and Wellbeing), tel: 0131 469 3956 or email [linda.lees@edinburgh.gov.uk](mailto:linda.lees@edinburgh.gov.uk).

**HEALTH & SOCIAL CARE:** The organisation will work for the benefit of individuals, families and communities to promote health and wellbeing through appropriate art forums using a person-centred approach to determine an individual's needs and interests.

The organisation will develop appropriate qualitative and quantitative recording mechanisms to document and evaluate activity.