1. **Role/Purpose**

To improve digital inclusion across Cambridgeshire. Share information, promote good practice and working relationships between service provider organisations and individuals from the voluntary, community and statutory sectors who work to alleviate digital exclusion issues. Promote and develop funding opportunities and partnerships for digital inclusion services.

The Cambridgeshire Digital Partnership sets out to achieve

* Increased partnership working in tackling digital exclusion across the voluntary, statutory sectors and businesses in Cambridgeshire.
* Increased awareness of digital exclusion and its impact on residents and communities in Cambridgeshire.

What will success look like?

* 25 membership subscriptions
* 20 members attending each network meetings
* At least 7 active steering group members

1. **Term**

This Terms of Reference is effective from 1st October 2021 and will be ongoing until terminated by agreement between the parties.

1. **Membership**

The Steering Group will be made up from a good cross-section of organisations in Cambridgeshire working towards equal access to digital skills, kit, and connectivity.

CCVS are acting as the coordinating partner due to funding in place for the Digital Partnership Coordinator Role. This will be reviewed in December 2021.

1. **Roles and Relationships**

The Steering Group is accountable for:

• fostering collaboration

• removing obstacles to the partnership successful delivery, adoption and use

• maintaining at all times the focus of the partnership on the agreed scope and outcomes

• monitoring and managing the factors outside the partnership’s control that are critical to its success.

The membership of the Steering Group will commit to:

• wholeheartedly championing the network within and outside of work areas

• sharing all communications and information across all Steering Group members

• making timely decisions and taking action so as to not hold up the project

• notifying members of the steering group, as soon as practical, if any matter arises which may be deemed to affect the development of the Partnership

• attending (insert frequency of) meetings and if necessary nominate a proxy.

Members of the Steering Group will expect:

• that each member will be provided with complete, accurate and meaningful information in a timely manner

• to be given reasonable time to make key decisions

• to be alerted to potential risks and issues that could impact the project, as they arise

• open and honest discussions, without resort to any misleading assertions

• ongoing ‘health checks’ to verify the overall status and ‘health’ of the network.

1. **Meetings**

All meetings will be chaired by CCVS until January 2022.

A meeting quorum will be 3members of the steering group.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, advisory group chair makes final decision.

Meeting agendas minutes will be provided CCVS, this includes:

• preparing agendas and supporting papers

• preparing meeting notes and information.

Meetings will be held every month for an hour via the online platform Teams or in person if preferred. If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

1. **Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Steering Group members.