



## *Uredale Community Partnership – Steering Group*

### *Terms of Reference*

#### *1. Purpose*

The Steering Group is The Board and provides strategic oversight and coordination for the Uredale Community Partnership (UCP). It ensures that the partnership remains focused, inclusive, and aligned with its core priorities, supporting the delivery of positive outcomes for communities across the Uredale area.

It acts as the central coordination body between full Community Partnership meetings and Working Groups, helping to maintain momentum, manage resources, and guide decision-making.

#### *2. Roles and Responsibilities*

The Steering Group will:

- Plan and coordinate the activities of the UCP
- Prepare agendas and materials for Community Partnership meetings
- Monitor progress of the Community Partnership against agreed priorities and ensure accountability
- Monitor progress of the Working Groups against agreed priorities and ensure accountability
- Support communication and engagement across the wider community
- Identify opportunities for funding, collaboration, or partnership working
- Set budgets where required

- Escalate issues or recommendations to North Yorkshire Council or other bodies where appropriate
- Review and propose updates to the UCP's Terms of Reference annually

### *3. Membership*

The Steering Group was created to move the UCP pilot along and acts as The Board to the Community Partnership.

Decision-making Members:

- The Dean (appointed Chair)
- 4 NYC councillors
- Peter Horton (RCC)
- Ian Pruden (Churches Together)
- Mike Chambers (Community House)
- Lilla Bathurst (BID)
- Simon Hewitt (Community)
- Working Group leaders (where not included in the above).

With support from

- North Yorkshire Council Localities Team
- Administration

Members are asked to make a commitment for three years.

Membership will be reviewed at the mid-point of the Councillors' four year term. End of next term - May 2027

### *4. Meetings*

- The Steering Group will meet at least quarterly, or more frequently as required.
- A minimum of five Members is required for quorum.
- Agendas and papers will be circulated in advance.

- Notes will be shared with all Community Partnership members using a shared drive

### *5. Decision-Making*

The Steering Group will seek to operate by consensus. Where necessary, a simple majority vote of Members present will be used. The Chair will hold a casting vote in the event of a tie.

### *6. Accountability*

Financial accountabilities remain to be sorted depending on the funding model adopted.

### *7. Review*

These Terms of Reference will be reviewed annually by the Steering Group.