

# Developing a Partnership Sheffield City Street Tree Strategy DRAFT V1 Steering Group Terms of Reference



Sheffield &  
Rotherham

*Through the life of the project, the Steering Group will:*

- Work to the agreed scope as set out in the *Developing Sheffield's Street Tree Strategy Project Set Up Sheet*
- Steer and guide the programme of development to ensure outputs and priorities are delivered on time as planned in the project set up
- Attend a majority of the Steering Group meetings, and deliver any agreed tasks or actions in a timely manner as requested.
- Support and assist partners in carrying out their agreed tasks
- Offer time, skills, knowledge, networks and expertise to enable the efficient and effective development and delivery of the partnership's work
- Submit any relevant information, data or evidence in a timely manner to help support the process
- Champion the Street Tree Strategy as it develops, at a local, sub-regional and regional level to ensure that maximum benefit is achieved for the people and environment of Sheffield
- Work together to resolve conflicts that may arise and to manage risks and realise opportunities
- Disclose any conflict of interest and maintain high professional standards and integrity at all times
- Raise any concerns and complaints about the process with the Chair in the first instant so as to provide an opportunity to reconcile issues within the Steering Group prior to any public statements
- Accept that when a consensus cannot be reached the Chair will make a decision that they believe to be in the best interest of the project aims
- Seek opportunities for additional funds and resources to the Strategy as it develops.

We recognise and support the role of the Chair, Liz Ballard, Sheffield and Rotherham Wildlife Trust, who will:

- Oversee the development and delivery of the Strategy
- Lead and co-ordinate the Steering Group, preparing the agenda and subjects to be worked on as set out in the scope
- Impartially and objectively direct the meetings, workshops etc, ensuring that all views are heard
- Foster consensus based decision-making amongst the Steering Group wherever possible
- Promote a professional and respectful culture
- Ensure that Group members have the appropriate expertise to contribute effectively to the Group
- Summarise and confirm key decisions and actions, clarifying with individuals any allocated key tasks and the agreed timelines for completion.
- Ensure that resources are used efficiently to further the development of the Strategy

- Ensure that any Strategy publicity is approved collectively by the Steering Group prior to release and signed off by the Chair.

### Ways of Working

- Attendance, should wherever possible, be in person. It is accepted that occasionally group members may be unable to attend in person and conference call facilities will be provided where practicable.
- If the person who normally represents an organisation cannot attend, they should send their alternative in their place.
- People will be free to respectfully express their personal and organisational views during group meetings and workshops.
- Meetings may not be captured through detailed minutes but through Decision & Action Notes, Workshop papers etc. that will be circulated shortly after the meeting.
- Sharing of Steering Group papers, discussions held and the work of the group beyond the immediate individuals involved must first be agreed with the Chair.
- Group members identified by the Chair to have breached these terms of reference and ways of working will have their involvement reviewed. The Chair will be the decision-maker about continued membership of the group.

### Each Steering Group Partner confirms their commitment to these Terms of Reference:

Organisation	Name	Signed
Sheffield and Rotherham Wildlife Trust (SRWT)	Liz Ballard (Chair)	
Amey	Darren Butt Brian Stock	
Sheffield City Council (SCC)	Mick Crofts Karen Ramsay	 
STAG	Paul Selby Deepa Shetty Christine King	  
Woodland Trust	Joe Coles	
Independent Advisers	Dr Alison Holt Glen Gorer	 