

DTS COMMUNICATIONS GROUP TERMS OF REFERENCE

Purpose

The DtS Communications Group will provide support to the LSP Board regarding communication about the partnership and key LSP initiatives.

Role

The role of the group will be to:

- Oversee production and delivery of communication plans relating to any annually agreed LSP priorities in partnership with priority theme leads, to include:
 - communication of achievements relating to the priority
 - communication to support the delivery of individual actions/targets within the plan, such as awareness raising or increased service uptake.
- Identify and oversee delivery of communication requirements relating to key partnership activities, including:
 - Sustainable Community Strategy
 - Local Area Agreement
 - Comprehensive Area Assessment
- Make recommendations and oversee the use of branding and logos in relation to partnership initiatives where required.
- Provide reports to the LSP Board and Theme Boards on communication issues as requested.
- Facilitate communication regarding the LSP to staff within partner organisations
- Act as a support network and a way of sharing information between partner organisations' communications staff.

Membership

The group will consist of representatives from the following organisations:

- Doncaster Council
- South Yorkshire Police
- NHS Doncaster
- South Yorkshire Fire and Rescue
- Doncaster College
- St Leger Homes of Doncaster
- Doncaster CVS (communication to the Third Sector)
- Doncaster Chamber (communication to the Private Sector)

The group may agree additions to this membership list at any time.

Each organisation retains one vote when formal decisions are taken such as the annual election of a Chairperson.

Meetings

The group will meet quarterly but will have continuous contact outside of the group.

A Chairperson will be agreed by the group on an annual basis.

There are currently no resources directed at providing support arrangements. It is therefore the responsibility of the Chair to make arrangements regarding the:

- organisation of meetings
- production and circulation of agendas and associated papers
- production and circulation of minutes/action points.

Resources to deliver any support arrangements beyond these basic requirements will be identified on an ad-hoc basis.

The group may agree, as required, to set up task and finish sub-groups to progress work between meetings.

Amendments

Amendments to the terms of reference of the Communications Group may be proposed by any members of the group and should be agreed formally at a meeting of the group.

Annual Review

The Communications Group will undertake an annual review to assess its performance and ensure that its structure and practice remains fit for purpose.

Feedback will also be sought from the DtS Board and Partnership Director on a regular basis.