

<b>SUBJECT:</b>	<b>Establishing the Chiltern and South Bucks Strategic Partnership and Steering Group – Terms of Reference</b>
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**1. Purpose of the Report**

- 1.1 To seek approval for the draft Terms of Reference of the Chiltern and South Bucks Strategic Partnership and the Chiltern and South Bucks Strategic Partnership Steering Group.

**2. Partnership Terms of Reference**

- 2.1 The Terms of Reference is the document which frames and guides the work of the Partnership and it is therefore important that all members are happy with it and feel that it reflects their intentions.
- 2.2 The Terms of Reference could be reviewed after a year of operation. The draft is attached as Appendix A
- 2.3 The full list of members for the Chiltern and South Bucks Strategic Partnership is attached as Appendix C.

**3. Steering Group**

- 3.1 In the joint report which proposed the setting up of a merged Chiltern and South Bucks Partnership, it was suggested and accepted that there should be a separate Steering Group, reporting to the main Partnership.
- 3.2 The Steering Group's separate Terms of Reference have been drafted and are attached as Appendix B. Our role as the Steering Group is to work to drive forward partnership issues and concerns.
- 3.3 Minimum membership of the Steering Group has been suggested as follows, with a full list attached as Appendix D:
- Voluntary Sector – including youth services
  - Parishes – two from each district
  - Buckinghamshire County Council
  - BFRS
  - Police
  - Health
  - Housing Provider
  - The two Councils
  - Private Sector

**4. Resource and Other Policy Implications**

- 4.1 The District Councils will administer the Partnership but all Partners are encouraged to input reports and prepare and place items on the agenda. It is not anticipated that any additional resources will be required.

**5. Recommendations**

- 5.1 The steering group recommends that the Partnership's terms of reference and membership list are approved by the Partnership.

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6. **Officer Contact info**

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<b>Background Papers:</b>	Report to Chiltern Community Partnership on 7 <sup>th</sup> March 2013 and to the South Bucks Partnership on 13 <sup>th</sup> February 2013.