

## 100% Digital York Steering Group



### Terms of Reference

#### Purpose

Maximise opportunities for all in York to use digital technology and tools access information and services in the right way for them by recognising individuals and the communities needs.

#### Objectives

To build a co-ordinated, connected and collaborative approach to digital inclusion across York

To increase the capacity of organisations across the city to deliver digital inclusion in a sustainable way

To increase awareness and understanding of the digital inclusion agenda across the city

#### Reporting

The group will report progress and developments to CYC Financial Inclusion Steering Group, contribute to Executive Member Scrutiny Report, and any other funding body as required.

#### Membership

Organisations, community groups, who are interested in digital inclusion as a tool to improve community outcomes.

- Current membership
- Age UK
- CYC
- Citizens Advice York
- Explore York Libraries
- IT Reuse
- JRHT
- Keeping Digital Foundation
- Live Well York

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- Make it York
- York CVS
- York Disability Rights Forum
- York Human Rights City Network
- York Learning

### Membership Accountability

Members are required to contribute to meetings and projects as appropriate.

### Meetings

The partnership will aim to meet 6 times a year (every 3 months).

Time, meeting space etc to facilitate the partnership steering group will be given on an in-kind basis.

The meetings will:

- Initiate shared projects related to identified workstreams
- Steer these projects;
- The chair, where possible will be from the lead organisation;
- Admin support such as minute taking will be provided by the Digital Inclusion Co-ordinator;
- Papers for the meeting will be circulated 5 days before.

### Comms and promotion

Members will actively promote and support the communication of positive messages about 100% Digital York.

Members will endeavour to keep the group informed about funding opportunities and developments.

### Evaluation

Members will collect and feedback evaluation information as appropriate.