



# Sheffield Street Tree Partnership

## Terms of Reference - revised October 2023.

### Purpose

#### To work in partnership to:

1. Oversee delivery of the actions in the Sheffield Street Tree Strategy
2. Contribute and secure skills, resources and funds to deliver the actions in the strategy
3. Develop and evolve the strategy over time in response to the needs of the people of Sheffield, and in the context of the climate and biodiversity emergency
4. Encourage and direct donations with reference to this strategy –including funds for new tree planting and to support the retention of existing trees.

### Structure

To support delivery through collaboration and ensure input from a wide range of stakeholders, the Sheffield Street Tree Partnership comprises the following groups:

— Street Tree Partners - Responsible for overseeing and driving delivery of the actions in the strategy, the Street Tree Partners have an independent, elected chair and representatives from the main organisations involved in delivering the Partnership's vision for a network of street trees that Sheffield can be proud of.

— Street Tree Stakeholders - A wider group of partners interested in engaging with and supporting the delivery of the actions in the strategy, and able to offer expertise, ideas, and resources. This includes Street Tree Wardens - The group of volunteers assigned to different parts of Sheffield who have committed to help care for the street trees and/or be the eyes and ears for their 'patch'. See Appendix 6 of the Strategy for more information.

Street Tree Partners are supported by 4 standing Working Groups, bringing additional capacity to drive progress on strategy actions. They are focussed on the following priority areas:

- Community Planting
- Public Engagement
- Street Tree Wardens
- Data Gathering and Evaluation

Each Working Group is led by a Street Tree Partner, and is responsible for developing a vision, an action plan, and recruiting members, including Street Tree Stakeholders, with appropriate skills and expertise. The Working Groups report back regularly, and bring matters for agreement to the Street Tree Partners, as the

ultimate forum for decision making, communication and wider cross-organisation engagement.

To address specific issues or develop particular areas of work, Task & Finish Groups will be set up by the Street Tree Partners and Working Groups as required.

Task & Finish Groups will include representatives from across the partnership groups and will agree clear objectives, linking directly to the strategy outcomes and actions. Once objectives have been met, the Task & Finish Groups will be dissolved.

The structure shall be reviewed on an ad hoc basis, as determined by the Street Tree Partners.

## **Membership and Representation**

Any group or organisation that can positively contribute to the delivery of the Street Tree Strategy can become a Street Tree Stakeholder.

Groups and organisations may nominate one person to act as their key representative on the partnership unless otherwise agreed.

Street Tree Stakeholders may be invited to join a Working Group or a Task & Finish Group.

Street Tree Partner decisions will be achieved, wherever possible, by consensus. This will include decisions around membership and progression of the strategy. Where consensus cannot be achieved the Chair will consider a vote or hold the final decision making responsibility.

Street Tree Partners currently comprise: Sheffield City Council, Amey, STAG, Sheffield and Rotherham Wildlife Trust, Woodland Trust, Community Planting and Street Tree Warden representatives.

All members of the Partnership are expected to adhere to the Sheffield Street Tree Partnership Charter.

## **Leadership**

The Street Tree Partners will elect a Chair each year. The incumbent Chair will be eligible to stand for re-election. The Chair will set the agenda, direct and guide the work of the Partnership. They will also represent the Partnership in a formal capacity when appropriate.

The Chair may respond to external queries on behalf of the Partnership, and in doing so will make every attempt to consult with the other partnership groups, if time allows.

## **Meetings**

The Street Tree Partners will meet at least eight times a year and proposals for engaging the wider Partnership will be developed.

Sheffield City Council will provide and/or fund managerial and secretariat support for the Partnership.

## **Communications**

Any press statements will be agreed in advance by a quorum of Street Tree Partners.

## **Securing Resources**

The Partnership is not an independent body constituted in its own right at this time, but has commitment for support from SCC to explore options for adopting a more formal status in the future should it choose to do so.

The Partnership will actively seek funds and resources to support the delivery of the strategy. Funds will be held in a restricted account by the most appropriate organisation in relation to the grant funder e.g. SCC, SRWT, local residents group etc.

Any funds held on behalf of the Partnership will be fully accounted for and must be distributed in accordance with the priorities of the strategy as agreed by the Partnership and relevant funders.

## **Transparency**

Notes will be taken at all Street Tree Partner meetings and will be made publicly available on the Partnership's website. Key documents will be shared on the 'Resources' page of the website.