

# **Digital Communities Partnership**

## **Terms of Reference**

**Date: 16 October 2026**

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# Terms of Reference

## 1. Aim

Driving digital inclusion across Bury so that everyone has the opportunity, confidence and support to participate fully in digital life by:

- Tackling digital exclusion and related inequalities.
- Increasing awareness of local digital support provision and skills pathways among organisations, residents, and partners.
- Utilising digital means to improve neighbourhood level quality of life.
- Investing in the skills that will allow Bury residents to benefit from digital.
- Highlighting funding opportunities available to support digital upskilling and improve digital confidence and connectivity across the borough.

## 2. Role

The Digital Communities Partnership will:

- Provide a structured platform for networking and collaboration, enabling organisations to co-design and deliver opportunities at a scale not achievable individually.
- Reduce duplication of effort across organisations by improving visibility of existing provision and encouraging coordination.
- Feed into the Digital Inclusion Network Group (DING) and related strategic forums, ensuring local activity informs wider strategy.
- Facilitate mapping and formalising digital inclusion activity across Bury by compiling and maintaining an up-to-date list of organisations providing digital support within the borough.
- Support effective monitoring and reporting by maintaining oversight of borough-wide digital inclusion activity in line with reporting requirements.
- Enable timely information sharing, including relaying key updates such as consultations, funding opportunities, and policy changes.

It will do this through:

- The Business & Investment Team hosting an online meeting open to all members every three months for knowledge exchange and constructive discussion.
- The Business & Investment Team producing a monthly bulletin of relevant digital news to be circulated to all members to keep them informed and provide a vessel for members to relay digital-related news to a wider network.
- Members using supplied resources to capture good news stories and record partnership working that arises from being part of the Digital Communities Partnership.

### 3. Membership

Membership of the Digital Communities Partnership is open to charities, community groups, businesses and local organisations based in Bury (hereafter referred to as organisations).

To register as a member, interested organisations should complete the membership form on the website and available here: [Digital Communities Partnership – Copy form](#)

When members sign up, they consent to their contact details being stored and being added to a Digital Inclusion mailing list where they will receive monthly updates on digital inclusion activity in Bury. Personal information will be processed in accordance with UK GDPR and Bury Council's Privacy Notice. Contact details will be used solely for Partnership-related communications unless otherwise agreed.

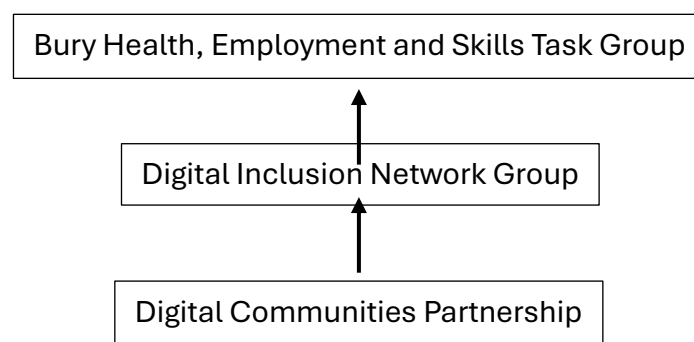
### 4. Roles and Responsibilities of Members

Members will:

- Share relevant information and opportunities.
- Promote collaboration between organisations.
- Contribute to the mapping of digital inclusion activity.
- Share good practice, challenges and learning.
- Support borough-wide digital inclusion objectives.

### 5. Partnership Structure

The Digital Communities Partnership will report direct to the Digital Inclusion Network Group, which reports directly to Bury Health, Employment and Skills Task Group.



### 6. Conduct of Meetings

The DCP is primarily a networking forum, but where necessary it will seek to make decisions by consensus. Where consensus cannot be reached, recommendations will be recorded and escalated to the Digital Inclusion Network Group for consideration.

Minutes of the meeting will be drafted and circulated to all members and will be presented for approval at the following meeting.

Each meeting will include the following recurring agenda items:

- Minutes of the previous meeting
- External funding opportunities
- Partner updates

Any potential agenda items, which will exceed 5 minutes, must be agreed by the chair, and added onto the agenda.

## **7. Frequency of Meetings**

Meetings will be held every three months online on Teams. Members are encouraged to attend all meetings or nominate a representative where possible. Organisations unable to attend for an extended period should notify the Chair.

## **8. Servicing of meetings**

Meetings will be chaired and facilitated by Bury Council's Business and Investment Team.

The Chair will be responsible for setting agendas, facilitating meetings and following-up agreed actions.

In the Chair's absence, a nominated deputy from the Digital Inclusion Network Group will act on their behalf.

## **9. Review of the Terms of Reference**

These Terms of Reference will be reviewed annually by the Digital Communities Partnership to ensure they remain relevant and aligned with local priorities, the Digital Inclusion Network Group and the Bury Health, Employment and Skills Task Group. Any amendments will be agreed by the Chair and reported to the Digital Inclusion Network Group.