**Appendix two**

Steering group terms of reference

Name of steering group

Terms of reference date created Date revised

# Aim

State the aim of the group briefly – remember to include reference to the improvement of the experience and outcome of people who access care and support services.

Are members of the steering group in a position to make decisions in line with their own governance? Where delegated authority is present, this will need to be considered and approval of decision-making may be required.

# Objectives

Aim to agree a manageable number of objectives – remember that all parties have to approve

Include reference to person-centred approaches and outcomes for individuals Consider including reference to people’s safety, regulation and best practice

# Membership of the alliance group

The following members will be represented at the steering group. Additional members will be co-opted as necessary. Further attendees will be invited as and when required. Members who are unable to attend may nominate a deputy.

# Quorum

The meeting will be quorate when key stakeholder – usually the delegating organisation and four key partners are present of which two are clinicians.

# Frequency of meetings

The meetings will take place on a quarterly basis or as agreed.

It may be helpful to refer to whether or not the meetings will take place in person.

# Accountability

Individual organisations retain their own responsibilities whilst holding each other to account.

# Group coordination

It is important that admin support is identified before the work begins. Draft minutes, the agenda and relevant papers for consideration will be circulated at least a week before each meeting.

# Approval

Formal sign off as required by individual members of the group who are representing their employer or other group.

# Review

**Date of preparation of terms of reference**

**Date of acceptance by all stakeholders**

**Date of review of terms of reference**