# Appendix 3 – Terms of Reference Template

The Terms of Reference should be completed by the co-production group once it is in place. It will contain important information about the group, such as its purpose, different roles, how often you will meet, what kind of administrative support you will have, and how you will work through any disputes. It is worth spending time on this because what you agree at the outset will help you to stay on track.

Try to use simple and clear language.

## Title of Project Group:

(INSERT NAME)

### Background:

(INSERT REASONS WHY THE PROJECT HAS BEEN SET UP)

### Purpose:

(INSERT THE PURPOSE / AIMS OF THE EXERCISE)

### Term:

(INSERT DURATION OF THE TERMS OF REFERENCE) for example:

This Terms of Reference is effective from [START DATE] and continues until [EXPECTED END DATE]. OR,

This Terms of Reference will be ongoing until terminated by agreement between the parties.

### Roles and Responsibilities:

(INSERT THE ROLES AND RESPONSIBILITIES OF MEMBERS OF THE GROUP) for example:

Members of the (INSERT NAME) group will:

* work collaboratively
* stick to the agreed purpose
* make timely decisions and take action to achieve positive outcomes
* let each other know if anything arises which might affect the development of the group or project
* attend meetings and if necessary, nominate someone to attend for them

Members of thegroup will expect:

* to be given complete, accurate and useful information when they need it
* to be given reasonable time to make key decisions
* to be alerted to potential risks and issues that could impact the project, as they arise
* to be part of open and honest discussions

### Authority and accountability

(INSERT THE MAKE UP OF THE GROUP AND WHETHER IT IS ACCOUNTABLE TO ANY PARTY, OR HAS ANY DECICION MAKING CAPABILITIES) for example:

The [INSERT NAME] Group is made up of representatives from [for example; Public Sector, VCS, and members of the public] and as such has no joint accountability or authority; these lie with each individual organisations’ structure and reporting processes.

### Membership

(INSERT DETAILS OF MEMBERS OF THE GROUP AND WHO THEY REPRESENT

The [INSERT NAME] Group must remain diverse and represent one third public sector, one third VCS and one third members of the public.

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| --- | --- | --- |
| **Name** | **Organisation** | **Contact details (available to all members)** |
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### Invited External Stakeholders

Members of specialist interest groups may be invited from time to time if this is relevant to and agreed by [INSERT NAME] group.

### Meetings

(INSERT INFORMATION ON HOW MEETINGS OF THE GROUP WILL BE MANAGED) for example:

All meetings will be chaired by [INSERT NAME & ORGANISATION]

A meeting quorum will be [INSERT NUMBER] members of the group.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

If a consensus can’t be achieved the chair makes final decision.

Meeting agendas minutes will be provided by [INSERT NAME & ORGANISATION], this includes:

* preparing agendas and supporting papers
* preparing meeting notes and information.

Meetings will be held [INSERT FREQUENCY] for [INSERT DURATION] at [ INSERT LOCATION]

If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Papers will be distributed [INSERT NUMBER OF DAYS] before meeting and a range of different options for accessing them will be offered.

For meetings where people can’t attend, other ways to be involved will be agreed on an individual basis.

### Amendment, Modification or Variation

A copy of this Terms of Reference document will be provided to all members.

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by [INSERT NAME] group.