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**Terms of Reference template**

A terms of reference for a group or meeting may contain the following headings, with further details on how to populate in the table below

1. Context/background
2. Purpose
3. Membership – i.e. roles and/or expertise
4. Meeting management – frequency, venue, time, administration support, expenses, communication methods
5. Code of conduct – see example

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| **Confirm the purpose** *What is the purpose of the project or involvement activity? What do we want to achieve? What is outside of the remit?* |
| **Roles and expertise***Why this group of people? Is anyone missing? Will it be helpful to assign roles to people, e.g. A chair or central POC for Lived Experience members?* |
| **Time commitments** *How long will the work last? What is expected from everybody regarding meeting attendance and work in between meetings?*  |
| **Communication***How is best to communicate with each other? Consider: Agendas and minutes, hands up in meetings, jargon, accessibility and communication difficulties, confidence online, sharing documents.* |
| **Confidentiality and behaviour** *What to do if someone feels overwhelmed, what to do if someone disagrees with a comment, what language is acceptable.* |