

Annex 2: Sample Terms of Reference (ToR)

When you are setting up a ToR for your steering group, the below example can be revised accordingly to an agreed purpose and objective. Having a ToR in place ensures that partners or residents involved in the group are clear on the expectations of the work involved and that there is a clear shared goal. It is important to ensure that it is a collaborative process where the views of all partners are taken into account.

(Area) Community Profile Steering Group Terms of Reference

<p>1. Overall purpose</p>	<p>To provide collaborative and positive leadership for the coproduction of a community profile of the (area).</p> <p>The Steering Group group will operate on a task-and-finish basis to help plan, create and promote the community profiles by working in collaboration with stakeholders, residents, and the community. This will lead to the production of a community profile which is jointly owned by the members of the Steering Group and the community.</p> <p>The purpose of creating a community profile is to ensure that collectively we understand as fully as possible the health outcomes, and factors that influence these outcomes, within communities in Oxfordshire where residents may be at risk of poor health, and/or experience health inequalities.</p>
<p>2. How we will work together</p>	<p>The Steering Group will bring together a breadth of experience, expertise, and perspective from across the (area) and surrounding areas. The group will:</p> <ul style="list-style-type: none">• Encourage involvement from other organisations and community groups to contribute to the production of the community profile.• Work collaboratively to gather community insight on key priorities for the community profile, identified by residents and the Steering Group.• Support with the recruitment of a community organisation to gather the community insight for the community profile.• Contribute to the co-production of the community profile, including helping to develop recommendations.• Provide expert insight as the community profile develops, including reviewing emerging themes and drafts, advising of any gaps and issues, and identifying how the community profile could be used by the community.• Support with the distribution and promotion of the community profile to relevant partnerships and local groups and residents.• Encourage all participants to contribute to discussions so that all ideas and opinions are heard.• Will remain focussed on the purpose of the group.
<p>3. Reporting arrangements</p>	<p>The Steering Group representatives will cascade information and updates within their own organisations and with any other relevant related boards, partnerships and committees as appropriate.</p>
<p>4. Participation in the Steering Group</p>	<p>Participation is open to any resident or organisation with an interest in improving the health outcomes in the (area)</p>

5. Minute Taking	This will be undertaken by (add in arrangements).
6. Frequency	The group will initially meet (monthly/quarterly/6 weekly) to inform the development of the profile, until its completion. Subgroups may be formed which may meet more regularly. The frequency of meetings will be reviewed as required.
7. Actions	Actions from each Steering Group meeting will be included in the notes and circulated to members.