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| **Terms of Reference**  [Name of National 3PG Development Group]   1. **Background / Objective**   [briefly outline, what is the function National 3PG Development Group, why it has been convened, overall purpose, any relevant background information and details of any sub-groups that will be put in place to support the programme of work].   1. **Scope of work**   In scope: [what the National 3PG Development Group will cover]  Not in scope: [what the National 3PG Development Group will not]   1. **Governance**   [clearly outline, the governance of the National 3PG Development Group, which National Function(s) the group reports to/is required to provide periodic updates to, and frequency of same].   1. **Deliverables / Programme of work**   [clearly outline]  What has to be achieved (deliverables/work breakdown)  Roles and responsibilities (who will take part in it)  Resource, financial and quality plans (how it will be achieved)  Structure and schedule (when it will be achieved)   1. **Meetings**   [clearly outline, the schedule for meetings e.g. every four weeks, the lifespan of the National 3PG Development Groups programme of work e.g. 12 months, and which National Function will provide administrative support to the group].  [clearly define, meeting quorum i.e. a set number or percentage of membership, this may also include members for whom representation is mandatory e.g. Director of Nursing, HR/Finance/ICT/Health & Safety representative etc.].   1. **Membership**   The Chair of the National 3PG Development Group should formally write to the head of relevant National Function providing the groups terms of reference, to request subject matter expert representation for the group.  [provide in a list or table with the name/title and area of representation for each member].  All members should have clearly defined roles and responsibilities and understand how they overlap, interact and collaborate to build the groups capacity.  The Terms of Reference should stipulate the appropriate selection criteria for membership in line with service values/key work areas related to the National 3PG in development]. |