

A Terms of Reference is a plan or guide that everyone can follow so they know what's happening and what they need to do. Everyone involved should agree it and it should be regularly updated. It should be accessible to the group it relates to.

Putting the date last reviewed, as well as the date they are next due to be reviewed by, at the top can help you make sure they are kept up to date.

Purpose/ role of the group

In this section you could think about:

- When the group was set up and who by
- What the group is for (purpose)
- The aim of the group
- The responsibilities of the group
- The sort of things you will do and feed in to

Membership

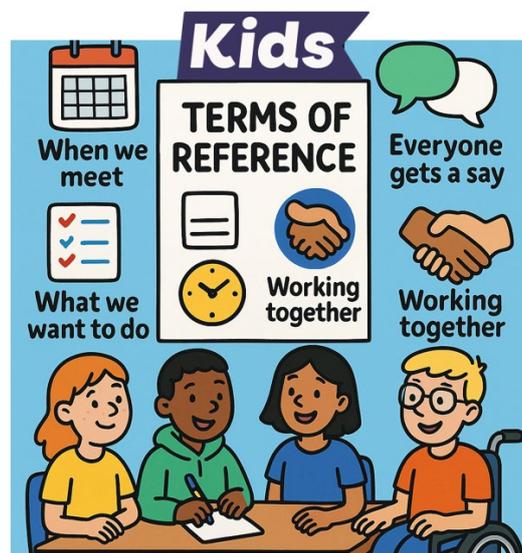
In this section you could think about:

- Age
- Gender
- Who the membership is open to (e.g. users of a particular service)
- Needs of the group and the support you are able to give to members
- Are representatives from other organisations involved
- Is membership just for a set length of time or up until a certain point. Can it be extended?
- Is there a limit to how many members you can have
- How will you recruit new members
- What information will you hold about your members

Monitoring and reporting

In this section think about:

- How you report on what you do
- How and what type of evidence you will create
- If young people will be involved in creating evidence
- How you will feedback what has happened to the young people
- How you will feedback to other stakeholders



Review

Here you could think about:

- How young people can review their own knowledge and skill development
- How young people can review activities
- How and when the group is reviewed
- How and when the terms of reference are reviewed. This should include last reviewed on and next review due by dates.

Ways of working

In this section you should think about:

- When and how often you meet
- How you will meet (face to face or virtual)
- Where you will meet
- What young people do as part of the group
- What staff do as part of the group
- Who organises and runs the meetings
- Who is involved in meetings – just members or do they meet with other stakeholders
- How topics for the agenda are developed
- How will you communicate
- Will you use social media

Information sharing

Here you should think about:

- How is information shared (spoken, written etc)
- Are resources given when face to face or sent in advance (and how far in advance)
- Are copies sent virtually or are physical copies sent out
- Confidentiality – including sensitive information and working with young people on projects which cannot be shared (and the potential for confidentiality/ non-disclosure agreements)

Expectations

This is around expectations that staff can have of young people AND the expectations young people can have of staff such as qualifications.

Glossary

Here you should define any words or phrases that young people or other stakeholders may find difficult.