



ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

OUTCOMES PROGRAMME STEERING GROUP TERMS OF REFERENCE

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Related documents	
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Relevant external law, regulation, standards	Delivering quality services, SNOMED, RCSLT Professional Standards and clinical areas (the evidence base) and research section of the website.

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Date	Change details	Approved by
9.4.15	Reviewed	Derek Munn
16.4.15	Reviewed	Kamini Gadhok
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TERMS OF REFERENCE

1. The Outcomes Programme Steering Group is established by the Board of Trustees and accountable to the Board for the oversight and governance of; the approach and on-going development of the workstreams of the Outcomes Programme, including the RCSLT Online Outcome Tool.
2. The Lead Officers for the project are the Project Sponsor (RCSLT Chief Executive), who will report to the Board of Trustees, and the Outcomes and Informatics Manager.
3. The aims of the Steering Group are to:
 - a. Continually review the scope and purpose of the RCSLT Outcomes Programme
 - b. Approve project plans for individual work-streams (which will include estimated costs, timetable and approach and evaluation of the approach to be used)
 - c. Ensure that the programme of work stays within scope and is fit for purpose
 - d. Ensure that the programme of work stays within budget and meets deadlines
 - e. Maintain close overview of external consultants who may be engaged to support the delivery of the work
4. The Steering Group is authorised to:
 - a. Oversee the workstreams of the Outcomes Programme, collaborating with other RCSLT Committees and reporting to the Board of Trustees as necessary
5. The Steering Group will report regular updates to the Finance and Resources Committee on financial spend and Board of Trustees as the work programme progresses.

CONSTITUTION

6. The Steering Group will consist of the following members:

Representatives with a balance in numbers from:

- HEIs/researcher
- Clinical and managerial practising members of the profession
- Each of the nations of the UK
- Independent and NHS clinical practice

Members of the steering group will be selected based on skills and experience required and to ensure no significant conflict of interest for any individual group member.

7. Steering Group meetings will also be attended by:
 - RCSLT Chief Executive (Chair of the Steering Group)
 - Outcomes and Informatics Manager
8. The Steering Group will not exceed a maximum of 12 core members.
9. The Steering Group may co-opt in other RCSLT Trustees, members or staff as necessary.
10. Members will join the Steering Group for a period of two years and may serve more than one term. The skill mix of the Steering Group membership will be reviewed regularly in line with changes throughout the project
11. A) In addition to the Steering Group, an operational working group will meet on a weekly basis. Membership of this will be variable at different stages of the project to meet needs at any given time. These meetings will be led by the Outcomes and Informatics Manager.

B) Task and finish groups will also be set up, as required to support the involvement of RCSLT expert members on key work-streams.

OPERATION OF THE STEERING GROUP

12. Members of the Steering Group will be asked to declare an interest for items on the agenda and may be asked to leave the meeting during the discussion.
13. The Steering Group will meet a minimum of three times a year to oversee workstreams of the Programme. Meeting dates will be set as far in advance as possible to allow maximum attendance. Timings and frequency of meetings will be regularly reviewed to support the work.
14. For the Steering Group to be quorate, the minimum attendance will be four core members.
15. The Outcomes and Informatics Manager will make arrangements for the holding of meetings, production of the agenda and minutes.
16. Steering Group minutes will be circulated electronically in draft form following meetings to all Group members; Steering Group minutes will be approved by the Chair of the Steering Group following receipt of any comments from the Steering Group members.
17. Face-to-face meetings will take place at White Hart Yard with a number of meetings held virtually to secure maximum attendance and flexibility.

18. Major decisions will be taken at Steering Group meetings. In the event of urgent decisions being required between meetings, the issue, together with sufficient background information, will be circulated by email and approval invited by email. The decision will be ratified and recorded in the minutes of the following Steering Group meeting. For a decision to be made, the minimum attendance of Steering Group members is as listed in point 14 above.