Streamlining project team

Terms of reference

<table>
<thead>
<tr>
<th>Chair:</th>
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<tr>
<td>Frequency of meetings:</td>
<td>Every four weeks</td>
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<td>Quorum:</td>
<td>Chair or deputy plus two members or their representatives</td>
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1. Constitution:

1.1 The Streamlining Project Team is constituted as a standing working group. Its constitution and terms of reference is set out as below.

1.2 The Streamlining Project Team is authorised and sponsored by <<INSERT ROLE OF EXEC SPONSOR>>

1.3 The Streamlining Project Team is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

2. Purpose

- The group is collectively responsible for managing the work streams associated with Streamlining.
- The members will monitor the local progress of the programme and provide feedback to the executive sponsor and regional networks and workstreams regarding key milestones.
- The group will act as a mechanism for sharing ideas and raising concerns associated with Streamlining.

3. Duties

- Develop local plans to support streamlining implementation
- Monitor progress against regional and national plans
- Provide regular updates to the Exec Sponsor
- Support issues as they are identified and ensure that these are worked through with the appropriate colleagues to ensure timely resolution.
4. **Membership**

4.1 The membership of the group:

- Chair
- Deputy chair
- Medical staffing lead
- Workforce information manager
- Mandatory and statutory training lead
- ESR reporting lead
- Occupational health workstream lead
- ESR systems lead

4.2 Members of the group should be act in the interests of the Trust as a whole and should not confine focus to representing or advocating for their respective department, division or service area. This will ensure the focus of the group is maintained on trust wide efficiencies.

5. **Frequency of Meetings**

- Meetings shall be held every 4 weeks

6. **Accountability and reporting arrangements**

6.1 The group shall be directly accountable to the <<Insert role of Exec Sponsor>>

6.2 The notes of the group shall be formally recorded.

7. **Review of terms of reference**

7.1 Once approved, these terms of reference should be reviewed annually.