

## Open Referral UK Steering Group terms of reference

This is a copy of the MS Word document sent to Steering Group members on 28 June 2024.

### Objective

The principal aim of the Open Referral UK Steering Group is to act as a cross government advisory group to drive the adoption of the Open Referral UK data standard. This is to enable residents to obtain information more quickly and improve connections between differing services.

### Funding and support

The Group is to be funded and supported by the Department for Levelling up, Housing and Communities for three financial years (2024/25 – 26/27). In year one, a secretariat will be administered by DLUHC. The administration for years two and three will be delivered following completion of an open tender.

### Scope

The Steering Group will be responsible for developing a UK strategy for the implementation and adoption of Open Referral UK by the public sector. It will identify, advise on and promote:

- best practice and guidance on how public sector can implement Open Referral UK into their systems
- use cases and case studies that demonstrate both cost benefit and value of implementing Open Referral UK in public sector
- public sector services that could work towards adoption in the next two years, and demonstrate the value of the standard
- suppliers to understand barriers to adopting the standard across the sector
- the international Open Referral organisation - protecting the interests of the UK public sector
- a sustainable business plan for the maintenance of the standard, following completion of DLUHC funding support in 2027

## **Meetings and procedures**

The Group's proceedings will be private to its members and their organisations. A private minute where discussions are sensitive will be kept for members and a public minute will be made available for wider dissemination.

The Group will meet on a quarterly basis and procedures for decision making (including quorum) will be decided by the Group.

## **Membership**

Members may only be appointed to the Group by the Open Referral UK Secretariat. All members so appointed must declare at their first meeting any personal or family interests — financial or otherwise — that might reasonably be thought to have capacity to influence the implementation, adoption, or development of the standard.

Members can suggest others to join the group but the ultimate decision lies with the Secretariat and Chairperson.

## **Roles and responsibilities**

Chairperson: Emily Sullivan

Head of Secretariat: Sheldon Ferguson

Secretariat: Mike Thacker, Jay O' Brien, Ben Unsworth, Catarina Matos Huevel

Administrative support: Toyin Ogun

## **Location**

DLUHC London Office, with remote option. Attendees should notify in advance if they will attend in person or remotely.

## **Duration**

Two hours

### **Sub-groups or committees**

If necessary, sub-groups or committees may be formed to address specific tasks or areas. Their purposes, formation and reporting requirements will be determined by the Steering Group.

### **Communication and reporting**

The Group will establish clear channels for internal and external communication, including the frequency and format of reports to stakeholders.

### **Amendment of terms of reference**

The terms of reference may be amended by the Steering Group as deemed necessary to ensure the Group's aims and responsibilities are met effectively. Any proposed amendments must follow the procedure outlined below:

- A. A written proposal detailing the suggested amendments must be submitted to the Group at least 30 days prior to the meeting where the amendments will be discussed.
- B. The proposal must include a rationale for the amendments and any potential impacts on the Group's operations or objectives.
- C. The proposed amendments will be discussed during a scheduled group meeting, where members will have the opportunity to debate and suggest further modifications.
- D. Amendments are subject to agreement by a quorum of current members.
- E. If approved, the amendments will take effect immediately unless otherwise specified in the amendment proposal.
- F. The amended terms of reference will be documented and distributed to all members and a public version will be made available for transparency.

Regular reviews of the terms of reference will be conducted at least once every financial year to ensure they remain relevant and effective in guiding the Group's activities.