

# PRSC Terms of Reference

## Remit

- To ensure that the review process is fair and transparent
- To oversee the delivery of the independent review from data collection, to data synthesis and final report provision.
- To provide support and guidance to the independent review team
- To direct and support external communication regarding the process
- To ensure that the final report answers the following questions:
  - What is working well in LPCs and PSNC and what could be improved?
  - What representation and support is needed by contractors now – and what is the future requirement likely to be?
  - What are the most effective structures for current and future demand?
  - How should the representation and support for contractors be financed?
  - What is the best structure to ensure all contractors are represented well?
  - What is required to enhance interaction between LPCs and the PSNC?
  - What, if any, changes are needed now and over the life of the new Contractual Framework and beyond?

## Expectations

- All members attend all meetings
- All external communication via any route, regarding the steering committee activities and decisions, to be signed off by the chair

## Process

This will be achieved through the following:

- Agreement of steering committee remit and methods of communication (December)
- Agreement regarding contractor and LPC questions to be asked within focus groups (December)
- Agreement regarding national survey content for contractors and LPCs (January)
- To identify additional evidence for inclusion within the review (December and January)
- To identify case studies, additional groups or individuals whose voices should be captured (December and January)
- To provide advice and support with respect of participant recruitment and survey completion (December and January)
- To provide advice and guidance with respect to media and press-releases
- To review high level evidence to support generation of further questions and final report recommendations (March)
- To agree format and content of final report (March and April)
- To review final recommendations (April)

## Planned meeting dates

19<sup>th</sup> December,      23<sup>rd</sup> January,      5<sup>th</sup> March,      2<sup>nd</sup> April