

Quality Standards for Services Supporting Male Survivor of Sexual Violence (MSSV)

Programme Management Group (PMG)

Terms of Reference

Purpose

1. To assure the overall direction and integrity of the development of the Quality Standards for Service Supporting Male Survivors (Male Service Standards) Project.
2. To ensure the project is delivered to an agreed timescale and budget.
3. To receive and consider reports from the LimeCulture project team and receive updates on the issue and risk log.
4. To approve the project plans and authorise any major deviations from agreed plans.
5. To ensure stakeholder engagement at all stages of the project.

PMG Membership

Duncan Craig - Chief Executive – Survivors Manchester
Neil Henderson – Chief Executive – Safeline
Martyn Sullivan – Chief Executive – Mankind Counselling
Andy Connolly – Acting Chief Executive – SurvivorsUK
Stephanie Reardon – Joint Chief Executive - LimeCulture

PMG Chairperson

Duncan Craig

Quorum

No business will be conducted unless the Project Management Group is quorate.
The quorum will be

- The Chair or deputy
- One representative from each organisation

Standing Invitation

Representatives from the steering group may be asked to attend.

Frequency

Meetings shall be held quarterly.
Additional meetings may be requested if necessary.

Any virtual communications

Reporting

Minutes will be taken by the LimeCulture Project Manager.

Minutes of the meeting will be recorded and circulated within 2 weeks of the meeting.

Role & Responsibility

1. To provide leadership, commitment and direction for the project, ensuring it remains within the agreed timescales and financial constraints.
2. To liaise with and report to Lloyds Bank Fund as required and ensure project complies with any funding conditions.
3. To confirm project tolerances with Lloyds Banks Fund and recommend future action on the project to Lloyds Bank Fund if the project tolerance is exceeded.
4. To approve project plan and delivery arrangements.
5. To review reports from the Project Manager.
6. To ensure that risks and issues are being assessed, recorded and mitigated as effectively as possible.
7. To review any significant risks identified and oversee that appropriate actions identified are taken forward by the appropriate persons.
8. To monitor and control the progress of the project at a strategic level, ensuring that any proposed changes in scope, cost or timescale are checked against their possible effects on the proposed outcomes and Grant Funding.

Timescales

The PMG will be exist for the life of the Quality Standards for Services Supporting Male Survivors project.

Once the two-year project is completed, the PMG will be dissolved.