Appendix one



Steering group membership decision tree

 Make sure that you have all of the essential people on the steering group

Is the organisation the employer Yes **Essential to steering group** of the person delegating? Is the organisation the employer of the Essential that there is representation Yes person to whom the activity will be at the steering group delegated? Does this person manage the resources Yes **Essential to steering group** involved in the pilot and/or ongoing costs? Is the organisation responsible for Not essential to steering group but regulation of delegator and/delegatee? will need minutes Should be included in the steering group Does the organisation represent people - the group may need support to work who draw on care and support? within a co-production approach. Can this person or organisation bring It may make sense to include them expertise needed to design or in the steering group, or invite to implement the delegation? specif c meetings.