

DRAFT

## ERYLINK Sub-Group/Focus Group Proforma

<b>Title of sub-group/Focus Group</b>	Acute Hospitals Sub Group	
<b>Status of Group Sub-group/Focus Group</b>	Sub Group	(Please refer to Governance document sections 6.2 and 6.3)
<b>Name of Chair including contact details</b>	Undetermined as yet	<b>Budget requirements</b> as determined by group
<b>Members of Group including contact details</b>	Ruth marsden                      ruth@myford.karoo.co.uk Sylvia Whitton                      Via Host Jean Turner                      Skipsea151@aol.com Ron Hart                      willowstail@willowstail.karoo.co.uk Lesley Saunders                      LJSaunders@talktalk.net Ray Evans                      rayevans@clara.co.uk	
<b>Group Description</b>	<p><b>Aim:</b> To monitor, raise and maintain the standard of health care provided in acute settings used by the residents of the East Riding.</p> <p><b>We will do this by:</b> Gathering feedback from Members of the East Riding of Yorkshire LINK, their relatives and friends, on their experiences within the acute hospital settings.</p> <p>Prioritising these experiences, actively promoting the good practice identified whilst also identifying ways in which the ERYLINK can work with the relevant departments and units to improve areas of poor practice.</p> <p>Monitoring services through visiting and reporting.</p> <p>Working proactively with the acute hospitals, the Public and Patient Engagement (PPE) departments and Commissioners to raise standards.</p> <p>Providing feedback to members of ERYLINK and members of the general public on work undertaken and the improvements made.</p>	

	Working across boundaries with neighbouring LINKs to ensure collaborative working and avoid duplication of effort.
<b>Priority 1</b>	Identification and prioritisation of current issues, concerns and areas of good practice
<b>Priority 2</b>	Monitoring of service provision through visiting and reporting
<b>Priority 3</b>	Working proactively with PPE Departments, commissioners, providers and neighbouring LINKs
<b>Date of Approval at Lead Group Meeting</b>	

### Sub-group/Focus Group Workplan

<b>Priority 1</b>			
<b>Outcome to be achieved</b>			
	<b>How this will be achieved</b>	<b>By whom?</b>	<b>By when?</b>
<b>Step 1</b>			
<b>Step 2</b>			
<b>Step 3</b>			
<b>Step 4</b>			
<b>Step 5</b>			
<b>Step 6</b>	Present outcome to ERYLINK Lead Group		
<b>Priority 2</b>			
<b>Outcome to be achieved</b>			
	<b>How this will be achieved</b>	<b>By whom?</b>	<b>By when?</b>
<b>Step 1</b>			
<b>Step 2</b>			
<b>Step 3</b>			
<b>Step 4</b>			
<b>Step 5</b>			

<b>Step 6</b>	Present outcome to ERYLINK Lead Group		
<b>Priority 3</b>			
<b>Outcome to be achieved</b>			
	<b>How this will be achieved</b>	<b>By whom?</b>	<b>By when?</b>
<b>Step 1</b>			
<b>Step 2</b>			
<b>Step 3</b>			
<b>Step 4</b>			
<b>Step 5</b>			
<b>Step 6</b>	Present outcome to ERYLINK Lead Group		

### Sub-Group/Focus Group Proforma checklist

<b>Activity</b>	<b>Date completed</b>
Terms of reference completed	
Workplan completed	
Terms of Reference & Workplan agreed by Lead group	
Terms of Reference & Workplan uploaded to Website	
Message sent to all Members re: posting on website	
Insert summary into Newsletter	

## **Governance Guidance re: Sub-groups/Focus Groups**

- 6.1 The ERYLINK Lead Group may establish time limited Focus Groups and more permanent Specialist Sub-Groups to examine and report on ERYLINK issues and priorities.
- 6.2 Focus Groups will focus on specific pieces of work as set out in the ERYLINK work plan (e.g. a specific health or social care service). They will co-ordinate research and produce recommendations to the ERYLINK Lead Group and Forum for approval and submission to external stakeholders. They will allow a wider range of members to participate in the ERYLINK's work based on their specific interests and expertise.
- 6.3 Sub-Groups will focus on ongoing specialist areas of work such as the monitoring of specific NHS Trusts, commissioning issues, or ERYLINK operations issues.
- 6.4 The ERYLINK Lead Group will decide the terms of reference and criteria for membership of Focus Groups and Specialist Sub-Groups taking account of: local specialism and expertise; the issues to be examined; and the local situation regarding health and social care.
- 6.5 The ERYLINK Lead Group will invite expressions of interest from people interested in joining Focus Groups and Sub-Groups. Once established, Focus Groups and Sub-Groups may invite further members to join if they feel their skills and experience would benefit the group.
- 6.6 Focus Groups should ideally be chaired by a member of the Lead Group. If this is not possible the Chair will be co-opted to the Lead Group for the life of the Group.
- 6.7 Sub-Groups must be chaired by a member of the Lead Group.
- 6.8 There is no set number of members for Focus Groups and Sub-Groups. Groups will be encouraged to operate flexibly in order to achieve the best outcome. Groups will be able to decide how they manage themselves in terms of roles within the Group and how the Group operates. If such issues cannot be resolved by the group members they will be referred to the ERYLINK Lead Group for a decision.
- 6.9 Focus Groups and Sub-Groups will agree their work plan and budget with the ERYLINK Lead Group. Support will be available from the ERYLINK staff team. Decisions to exercise any of the ERYLINK statutory powers will require the prior approval of the ERYLINK Lead Group.
- 6.10 Focus Group and Specialist Sub-Group members will be expected to act in a reasonable manner and abide by relevant governance policies such as the ERYLINK Code of Conduct and the ERYLINK Conflicts of Interest Policy. (see Appendices)
- 6.11 The Chairs of Focus Groups and Sub-Groups will report regularly to the ERYLINK Lead Group.
- 6.12 Focus Groups and Sub-Groups will communicate with and report to the wider ERYLINK membership and relevant statutory service commissioners and providers.

6.13 The decision to wind-up any Focus Group or Sub-Group which has completed its work will be taken by the ERYLINK Lead Group, after consulting with the Group concerned.

6.14 The ERYLINK Lead Group will consult with the Focus Group or Sub-Group which it feels is not operating effectively, or in accordance with its aims, or in the best interests of the ERYLINK, with view to achieving a suitable resolution. Ultimately the ERYLINK Lead Group may decide to wind up a Group, or to exclude a member of a Group, if it feels this is in the best interests of the ERYLINK.