

ERYLINK Sub-Group/Focus Group Proforma

Title of sub-group/Focus Group	Care in the Community Action Group	
Status of Group Sub-group/Focus Group	Sub Group	(Please refer to Governance document sections 6.2 and 6.3)
Name of Chair including contact details	Ron Hart (willowstail@willowstail.karoo.co.uk)	Budget requirements to be determined
Members of Group including contact details	Jean Turner (skipsea151@aol.com) Lesley Saunders (headwayhull@talktalk.net) Graham Perry (gperrycpa@aol.com) Trevor Hulse (tel: 01482 634092) Colin Goodman (goodmancolin@hotmail.com) Ruth Marsden (ruth@myford.karoo.co.uk) DianaSandy (diana@foodandnutrition.karoo.co.uk) Mavis Austin (austmav@aol.com)	
Terms of Reference	Overall aim of the Care in the Community Action Group is to ensure appropriate health and social care services to appropriate standards for clients and carers in need. Further, to investigate reports in connection with community health and social care services to establish their veracity or otherwise and to make suggestions to rectify or improve care.	
Priority 1	Review present health and social care services provided by the PCT and Social Services	
Priority 2	Review future health and social care services proposals by the PCT and Social Services	
Priority 3	Identify shortfalls in local services and appropriateness of standards of training	
Priority 4	Recommend and follow through the required action to remedy shortfalls	

Date of Approval at Lead Group Meeting	
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Sub-group/Focus Group Workplan

Priority 1	Review present health and social care services provided by the PCT and Social Services		
Outcome to be achieved			
How this will be achieved		By whom?	By when?
Step 1	Obtain details from the PCT and Social Services of all health and social care buildings and services (incl. Neighbourhood Health Teams and Locality Teams) within the East Riding of Yorkshire which provide care in the community for East Riding residents and catchment area.	The Group	
Step 2			
Step 3			
Step 4			
Step 5			
Step 6	Present outcome to ERYLINK Lead Group		
Priority 2	Review future health and social care services proposals by the PCT and Social Services		
Outcome to be achieved			
How this will be achieved		By whom?	By when?
Step 1	Members of the Group to be involved with the PCT and Social Services when community care services are being developed or changed.	The Group	
Step 2			
Step 3			
Step 4			
Step 5			
Step 6	Present outcome to ERYLINK Lead Group		
Priority 3	Identify shortfalls in local services and appropriateness of standards of training		
Outcome to be achieved			
How this will be achieved		By whom?	By when?
Step 1	Visit community health and social care services to identify areas of concern	The Group	

	ensuring that standards are being met.		
Step 2			
Step 3			
Step 4			
Step 5			
Step 6	Present outcome to ERYLINK Lead Group		
Priority 4	Recommend and follow through the required action to remedy shortfalls		
Outcome to be achieved			
How this will be achieved		By whom?	By when?
Step 1	Arrange to make visits to all premises where care in the community is given and provide reports for the Action Group and Lead Group on observations taken or information obtained.	The Group	
Step 2	Study information received from the PCT and Social Services and others and by use of local knowledge of members to identify areas of concern.	The Group	
Step 3			
Step 4			
Step 5			
Step 6	Present outcome to ERYLINK Lead Group		

Sub-Group/Focus Group Proforma checklist

Activity	Date completed
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.