

## ERYLINK Sub-Group/Focus Group Proforma

<b>Title of sub-group/Focus Group</b>	Patient Transport Action 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>	Jean Turner (skipsea151@aol.com)	<b>Budget requirements</b>
<b>Members of Group including contact details</b>	Jean Wormwell ( <a href="mailto:jean.wormwell@btinternet.com">jean.wormwell@btinternet.com</a> ) Pat Perkins ( <a href="mailto:pat.perkins@hotmail.co.uk">pat.perkins@hotmail.co.uk</a> ) Jim Whitfield ( <a href="mailto:admin@bclift.karoo.co.uk">admin@bclift.karoo.co.uk</a> ) Robert Murden ( <a href="mailto:robertmurden@yahoo.co.uk">robertmurden@yahoo.co.uk</a> ) Caroline Wegrzyn ( <a href="mailto:hart@medibus.org.uk">hart@medibus.org.uk</a> )	
<b>Terms of Reference (Group Description)</b>	<p>The Patient Transport Action Group deals with all transport difficulties affecting patient services and all associated issues, e.g. patient discharge, closure of wards, appointment times.</p> <p>The Group works in partnership with all administrative bodies concerned such as Scarborough and North East Yorkshire Healthcare Trust, NHS East Riding, Yorkshire Ambulance Services, Hull and East Yorkshire Hospitals, Social Services, Community Services, GPs, the East Riding of Yorkshire Council, community transport and community groups, e.g. Older People's Charter Monitoring Groups and Pensioners Action Group East Riding.</p>	
<b>Priority 1</b>	To improve patient transport services within the Bridlington district	
<b>Priority 2</b>	To improve patient transport services within South Holderness	
<b>Priority 3</b>	To address all other associated issues	
<b>Date of Approval at Lead Group Meeting</b>		

### Sub-group/Focus Group Workplan

<b>Priority 1</b>	<b>To improve patient transport services within the Bridlington district</b>		
<b>Outcome to be achieved</b>	Priority to be achieved as soon as possible		
	<b>How this will be achieved</b>	<b>By whom?</b>	<b>By when?</b>
<b>Step 1</b>	By achieving a 1:00pm Shuttle Bus service between Bridlington and Scarborough Hospitals	The Group	March 2011
<b>Step 2</b>	By participating in Yorkshire Ambulance Services pathway meetings	The Group	March 2011
<b>Step 3</b>	By achieving a closer working relationship with Yorkshire Ambulance Services	The Group	March 2011
<b>Step 4</b>	By mapping the capacity etc of community patient transport services	The Group	March 2011
<b>Step 5</b>	By optimising the effectiveness of community patient transport services	The Group	March 2011
<b>Step 6</b>	Present outcome to ERYLINK Lead Group		
<b>Priority 2</b>	<b>To improve patient transport services within South Holderness</b>		
<b>Outcome to be achieved</b>	Priority to be achieved as soon as possible		
	<b>How this will be achieved</b>	<b>By whom?</b>	<b>By when?</b>
<b>Step 1</b>	By working in partnership with the authorities and the public		
<b>Step 2</b>	By a mapping exercise of patient transport between Withernsea and Hull and East Yorkshire Hospitals to identify gaps	The Group	March 2011
<b>Step 3</b>	By supporting the Withernsea Older People's Charter Monitoring Group to publicise the LIONS' hospital visiting service	The Group	March 2011
<b>Step 4</b>	By liaising with community transport services to integrate and improve patient transport	The Group	March 2011
<b>Step 5</b>			
<b>Step 6</b>	Present outcome to ERYLINK Lead Group		
<b>Priority 3</b>	<b>To address all other associated issues</b>		
<b>Outcome to be achieved</b>	Priority to be achieved as soon as possible		
	<b>How this will be achieved</b>	<b>By whom?</b>	<b>By when?</b>
<b>Step 1</b>	By doing a survey on hospital discharge arrangements	The Group	March 2011
<b>Step 2</b>	By looking at the national consultation on car parking	The Group	March 2011

<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.