

The Path to Excellence
Travel and Public Transport Working Group

TERMS OF REFERENCE

1. Introduction

- 1.1 The Path to Excellence Travel and Public Transport Working Group (the group) is established as a sub group of the Programme Management Group, in accordance with the governance arrangements for the path to excellence programme and the South Tyneside and Sunderland NHS Partnership.
- 1.2 Work being undertaken by the NHS South Tyneside and Sunderland Partnership in the Path to Excellence Programme will cover a sustained period of reform for hospital services over the next few years.

The partnership comprises of:

- NHS Sunderland Clinical Commissioning Group
- NHS South Tyneside Clinical Commissioning Group
- City Hospitals Sunderland NHS Foundation Trust
- South Tyneside NHS Foundation Trust

- 1.3 These terms of reference set out the membership, role, scope and reporting arrangements of the group.

2. Principle function

- 2.1 The principle role of the working group is to develop new relationships and understanding across the NHS, local authorities, transport operators and the community and voluntary sector in order to help mitigate travel and transport issues that are identified as a direct result of the Path to Excellence public consultation programme and the decisions about changes to how local NHS services might be arranged in the future.

3. Accountability

3.1 The group is a sub group of the Path to Excellence Programme Governance Group – however each organisation represented will work within its own organisations governance or statute.

4. Membership

4.1 Membership of the group will consist of representatives of travel and transport organisations and communities of interest in health and public transport and place from South Tyneside and Sunderland.

4.2 The role is not an individual one, but rather to bring the views of the community or organisation they represent to the group and to share the thinking of the group with that community or organisation between meetings.

- NHS Sunderland Clinical Commissioning Group
- NHS South Tyneside Clinical Commissioning Group
- Sunderland City Hospitals Foundation Trust
- South Tyneside Foundation Trust
- Health Watch Sunderland
- Health Watch South Tyneside
- Path to Excellence programme manager
- Path to Excellence communications and engagement lead
- Sunderland City Council – elected member
- South Tyneside Borough Council - elected member
- Nexus
- Go North East
- Stagecoach

Other organisations or groups may be co-opted as required by the groups work programme.

5. Authority

5.1 The Programme Governance Group authorises the group to pursue appropriate activities to ensure effective delivery of its role and scope as set out in these terms of reference.

5.2 In undertaking its activities the group will comply with the governance arrangements as specified by the South Tyneside and Sunderland NHS Partnership. A copy of the governance arrangements is available via the programme manager.

6. Role and scope of the group

6.1 The group will offer advice, views, suggestions or opinions on the path to excellence around:

- The improvement of travel and transport links as a direct consequence of Path to Excellence public consultation feedback
- Ways to work together across sectors in the best interest of local people to enable accessibility
- Recognise financial envelopes and restrictions of organisations and look for creative ways to offer solutions
- Oversee procurement and ongoing management and monitoring of any accessibility analysis work required to inform work
- Produce regular update report to Programme Governance Group
- Supply PtE Communications and Engagement Groups with data to support effective communications and consultation planning

7. Administration

7.1 NECS will provide support to the group and ensure appropriate administration of the meeting, including meeting notes and a supporting action log.

8. Declarations of interest

8.1 The chair will ask members to make any declarations of interest at the beginning of each meeting and these will be recorded in the minutes.

8.2 The chair will remind members that should any declarations of interest arise during the course of the meeting, these should also be declared and recorded in the minutes.

9. Quorum

9.1 The quorum shall be one third of the membership of the group.

9.2 Where the meeting is not quorate, owing to the absence of certain members or conflicts of interest, the discussion will be deferred until such time as a quorum can be convened.

9.3 Where a quorum cannot be convened from the membership of the meeting, owing to the arrangements for managing conflicts of interest or potential conflicts of interests, the chair of the meeting will decide an appropriate course of action to progress the item of business. These arrangements will also be recorded in the minutes.

10. Frequency of meetings

10.1 Meetings will be held on a six weekly basis and members are expected to attend each meeting.

10.2 In exceptional circumstances and where agreed in advance by the chair, members of the group or others invited to attend may participate in meetings by telephone, by the use of video conferencing facilities and/or webcam where such facilities are available. Participation in a meeting in any of these manners shall be deemed to constitute presence in person at the meeting.

11. Reporting arrangements

11.1 Minutes of the meetings shall be formally recorded and submitted to the Programme Governance Group. These will be published on the path to excellence website and the actions of the group will be reported in public communications. This is to ensure transparency of the work being carried out.

12. Conduct and Confidentiality of the Group

12.1 All members of the group will be expected to comply with the standards of business conduct for NHS staff, the NHS code of conduct, the local government code of conduct and the Nolan principles.

12.2 When items are considered to be confidential, members will be asked to agree to a compact of confidentiality. This will be fully explained and members will have the opportunity to agree or decline. The intention would be that all confidential information will be time sensitive and will be made public as part of future consultation processes.

13. Date of Review

13.1 The group will review these terms of reference on a six monthly basis as a minimum or when the Path to excellence programme is concluded in order to consider the future of the group.

Date agreed by group: 2nd February 2018