

Sustainable Health Care in East Kent Joint Committee of NHS Clinical Commissioning Groups		Agenda Item:		034/19	
Date of Meeting:	9 May 2019				
Title of Report:	Travel Advisory Group				
Author:	Victoria Marshall				
Executive/ Lay Sponsor:	Lorraine Goodsell				
This paper is for: <i>(please X as applicable)</i>	Approval	Decision	Assurance	Information	
	X		X		
Are any members of the meeting conflicted?	N	None identified: members to declare conflicts as necessary.			
Is circulation restricted? <i>(please X as applicable)</i>	No	Yes			
	X				
Report summary/purpose:					
Responding to feedback from the pre-consultation events held between October 2018 and January 2019, the paper and attached Terms of Reference seek to establish a Travel Advisory Group to identify the risks in relation to travel and transport as well as what might be needed to mitigate these risks.					
Recommendation:					
The Sustainable Health Care in East Kent Joint Committee is asked to: a) Review and approve the Travel Advisory Group Terms of Reference					
Governance					
The Terms of Reference have been reviewed by the Communications and Engagement Group, the Transformation Delivery Board, and the Sustainable Health Care in East Kent Joint Committee in April 2019.					

East Kent Transformation Travel Advisory Group

April 2019

The pre-consultation engagement events that ran between October 2018 and January 2019 highlighted that people were concerned about how they would get to health services and how people might visit them.

On the 28th of February 2019, the Sustainable Health Care in East Kent Joint Committee of Clinical Commissioning Groups agreed to establish a Travel Advisory Group.

The Travel Advisory Group will bring together patient and public representatives, travel and transport organisations, councils, healthcare providers, and third sector organisations. The purpose of the group is to identify the risks in relation to travel and transport and what might be needed to mitigate these risks. The Travel Advisory Group will make recommendations to the East Kent Transformation Delivery Board.

For Decision:

- The Committee is asked to review and approve the Travel Advisory Group Terms of Reference attached to this paper.

Next Steps:

Month	Description
May 2019	Identify Chair of Travel Advisory Group and schedule meeting in June 2019
June 2019	Inaugural meeting of the Travel Advisory Group to include: <ul style="list-style-type: none"> ○ Review of what is already known from pre-consultation engagement events and other Kent and Medway wide consultations. ○ Review of quantitative analysis of the impact of the proposals on travel times ○ Agree scope of Travel Advisory Group review
August 2019	2 nd Meeting of Travel Advisory Group: <ul style="list-style-type: none"> ○ Review of available interfaces with patients and the public to gather views on Travel ○ Agree work plan



East Kent Transformation Travel Advisory Group

FINAL DRAFT Terms of Reference

1 Context

The options being developed for changes to the configuration of hospital services in East Kent may have an impact upon how patients travel to hospital appointments and for visiting families, friends and carers. If implemented, both of the two potential options would change the travel time and distance to hospitals for people living across East Kent. Concerns about travel times were a key theme raised by patients and the public during pre-consultation engagement between October 2018 and January 2019. The resulting report recommended the establishment of a Travel Advisory Group and this was agreed, alongside other recommendations, by the Sustainable Health Care in East Kent Joint Committee of Clinical Commissioning Groups at the meeting on 28 February 2019.

Quantitative analysis of the impact of the proposals on travel times is being prepared for the detailed evaluation of the medium list options. Learning from experiences with the Kent and Medway stroke services review we are establishing the East Kent Travel Advisory Group alongside the evaluation and production of a pre-consultation business case. This is to ensure early input from relevant stakeholders to support the assessment of travel issues and development of proposals to mitigate the concerns raised by patients and the public.

2 Constitution

- The East Kent Travel Advisory Group is established by the East Kent Transformation Programme and has no powers other than those included in these terms of reference.
- The Travel Advisory Group shall be dissolved when the programme confirms that full analysis and review is complete and appropriate solutions are implemented.

3 Purpose of the Travel Advisory Group

- The Travel Advisory Group will:
 - Advise the East Kent Transformation Programme on the travel implications / opportunities associated with the potential options and associated local care plans, including identifying the impact on particular patient groups
 - Consider travel time analysis undertaken when providing this advice
 - Bring together key stakeholders who can advise on actions needed to improve the experience of travel to health services in east Kent
 - Link to other groups and organisations that can support this area of work
 - Assure itself that travel implications of any proposals for change have been identified and that opportunities for improvements and appropriate mitigations of any issues have been considered.



4 Responsibilities

- In order to achieve its purpose, the Travel Advisory Group has responsibilities to:
 - Identify qualitative travel implications of programme proposals and what these might mean for different groups
 - Work together to identify any opportunities to improve travel or to mitigate any adverse impact on travel arising from the programme's proposals
 - Propose options and recommendations to the East Kent Transformation Delivery Board

5 Membership

- The group has an independent Chair.
- The following groups and individuals will be invited to join the Travel Advisory Group:
 - Patient and Public Advisory Group representative
 - CCG Governing Body Lay-members
 - Healthwatch representatives
 - Commissioner/programme leads
 - East Kent Hospitals University NHS Foundation Trust representatives
 - Kent County Council transport planners
 - Medway Council transport planner (subject to accepting invitation)
 - District/City council joint transportation boards representatives
 - South East Coast Ambulance Service representatives
 - Patient transport providers (subject to accepting invitation)
 - Stagecoach representative (subject to accepting invitation)
 - Southeastern trains representative (subject to accepting invitation)
 - Public Health representatives

6 Travel Advisory Group Support

- Support and advice to the Travel Advisory Group will be provided from within the East Kent Transformation Programme Office.
- This support shall include:
 - Agreement of the agenda with the Travel Advisory Group Chair
 - The proper and timely preparation and circulation of papers
 - Keeping a proper record of the meetings, all decisions, and actions to be taken forward

7 Meetings

- The Travel Advisory Group will meet every other month during the options development phase of the programme
- The Travel Advisory Group may be asked to meet more frequently if required to consider matters in a timely manner
- Frequency of meetings will be reviewed after public consultation on the options.



8 Reporting

- The Travel Advisory Group will make its recommendations to the East Kent Transformation Delivery Board.

