

EXECUTIVE SUMMARY

COUNCIL OF GOVERNORS

HELD ON 26 MARCH 2019

Subject:	Strategic Transport and Travel Project Group - Terms of Reference
Supporting TEG Member:	Anne Gibbs, Director of Strategy & Planning
Authors:	Paul Buckley, Deputy Director of Strategy & Planning Paulette Afflick-Anderson, Strategy & Planning Manager Sharon Over, Hotel Services Manager
Status¹	A*

PURPOSE OF THE REPORT:

The purpose of this brief report is to provide the Council of Governor with the Terms of Reference for the Strategic Transport and Travel Plan Project Group.

KEY POINTS:

Following an initial meeting to agree process, a Strategic Transport and Travel Project Group has been formed and met on 11 March 2019, which is in response to the following:

- There is a growing need for a greater focus and development of the transport and travel arrangements for the organisation.
- The need for a review of travel and modes of transport to and from the STH sites as well as movement across sites building on the 2010 Transport and Travel Plan.
- The feedback from patients, visitors and staff including neighbouring stakeholders.

To underpin this work, the Trust anticipates that external specialist support will be required to carry out a review, contribute to the development of a comprehensive set of transport and travel options and make demonstrable progress. The scope of this will be confirmed during the first phase of work.

IMPLICATIONS²:

AIM OF THE STHFT CORPORATE STRATEGY 2017- 2020		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	
5	Deliver Excellent Research, Education & Innovation	

RECOMMENDATION(S):

The Council of Governors are asked to note the Terms of Reference for the Strategic Transport and Travel Project Group.

APPROVAL PROCESS:

Meeting	Date	Approved Y/N
Trust Executive Group	23 January 2019	Y
Board of Directors	29 January 2019	Y
Council of Governors	26 March 2019	



TERMS OF REFERENCE

STRATEGIC TRANSPORT & TRAVEL PROJECT GROUP

1. PURPOSE

- 1.1 The time limited Strategic Transport and Travel task and finish group will have the responsibility for developing transport and travel arrangements for Sheffield Teaching Hospitals NHS Foundation Trust (STH).
- 1.2 The project group will seek to produce a package of practical measures designed to influence transport to and between STH sites for patients, visitors and staff.
- 1.3 The overall aims of the project are to:
 - Review and refresh the Trust's travel and transport plan.
 - Further develop alternative options and choices for transport and travel modes for patients, staff, visitors and their representatives.
 - Oversee the development of a travel and transport plan that considers what more can be done to manage congestion and provide relief on car parking pressures.
 - Ensure a reduction in the number of journeys and time taken for travel including changes to staff working practices and the use of alternatives to travel for example tele/video conferencing.
 - Minimisation of the environmental impact of all transport options.
 - Review the access and choices for disabled car users.
 - Review options to improve car parking management and access.
 - Full engagement of all stakeholders.
 - Be cognisant of service developments and transformation projects that will change how patients access services.
- 1.4 The scope includes transport to and between STH sites for patients, visitors and staff with the following exclusions.
- 1.5 Not included in scope is the transport of medicines, specimens, inter hospital ambulance transfers and emergency patient transport.

2. DUTIES/RESPONSIBILITIES

- 2.1. Lead the development of a travel and transport project plan for the Trust to refresh the Trust's travel and transport plan.
- 2.2. To agree the scope and priorities of the project and ensure a mechanism is in place to track the progress.
- 2.3. To obtain a wide range of baseline data as well as generate new information to ensure the project has an appropriate evidence base.
- 2.4. To establish a stakeholder forum for comprehensive engagement and contribution to the development of the transport and travel plan.

- 2.5. To agree and approve the work to be undertaken by an independent consultant to review and scrutinise proposals for changes in practice.
- 2.6. To evaluate the impact of new transport and travel initiatives through detailed analysis and reporting of outcomes.
- 2.7. To oversee the development of any required business cases in relation to the implementation of the transport and travel plan.
- 2.8. Ensure that there is increased awareness of the project across the Trust.

3. PROJECT SCOPE & PHASES

- 3.1. The scope includes transport to and between STH sites for patients, visitors and staff.
- 3.2. Not included is the transport of medicines, specimens, inter hospital transfers and emergency patient transport.
- 3.3. Four phases are envisaged:

Phase 1 – Review: February to July 2019

- Internal – Review of the STH travel plan and transport surveys and supplementary information to ensure a robust baseline e.g. staff survey, patient survey and Trust activity data relating to patient episodes. Included in this work will be a consideration of service developments that will impact on future demand for travel and transport.
- External – Consider the scope of a specification to secure external capacity to develop transport and travel options for meeting the predicted transport demand.

Phase 2 – Recommendations & Report: July to September 2019

- Review alternative options and choices for transport and travel.
- Develop possible options and implementation plan.
- Report to TEG and develop business cases for investment in new options.

Phase 3 – Implementation of new travel and transport models: October 2019

- Update/Refresh STH Travel Plan (2007).
- Implementation plan.

Phase 4 – Evaluation: October 2020

- Post project evaluation and findings implementation and outcome

4. ACCOUNTABLE TO & REPORTING ARRANGEMENTS

- 4.1. The project group are accountable and will provide quarterly updates to TEG.

5. MEMBERSHIP - NAME/DESIGNATION/CHAIR OR DEPUTY

➤ Members

NAME	DESIGNATION	CHAIR/DEPUTY
Anne Gibbs	Director of Strategy & Planning	Chair
Chris Morley	Chief Nurse	Deputy Chair
Paul Buckley	Deputy Director of Strategy & Planning	
Kevin O'Regan	Hotel Services Director	
Sharon Over	Hotel Services Manager	
Richard Maxted	Deputy Chief Operations Officer	

NAME	DESIGNATION	CHAIR/DEPUTY
Jeannette Marvin	Human Resources Business Partner	
Brendan Molloy	Governor representative	
Stuart Hindmarch	Deputy Estates Director	

➤ Serviced by

NAME	DESIGNATION
Sharon Over	Hotel Services Manager

➤ Lead Officer (If applicable)

NAME	DESIGNATION
Kevin O'Regan	Hotel Services Director

6. QUORUM

6.1. For the meeting to be quorate, the following needs to be present:

- Chair (or Deputy Chair in their absence)
- At least four other representatives with at least two from the Trust

7. MEETING FREQUENCY AND PROCEDURES (MINIMUM IF APPLICABLE)

7.1. The project group will meet monthly.

8. DATE TERMS OF REFERENCE APPROVED

January 2019

9. REVIEW DATE

As required

10. PROCESS FOR REVIEWING EFFECTIVENESS

10.1. The effectiveness of the project group will be monitored through the reporting to TEG with evidence of progress against actions.

11. REPORTING STRUCTURE

11.1. The Chair will report to TEG and will report progress to the Board of Directors.