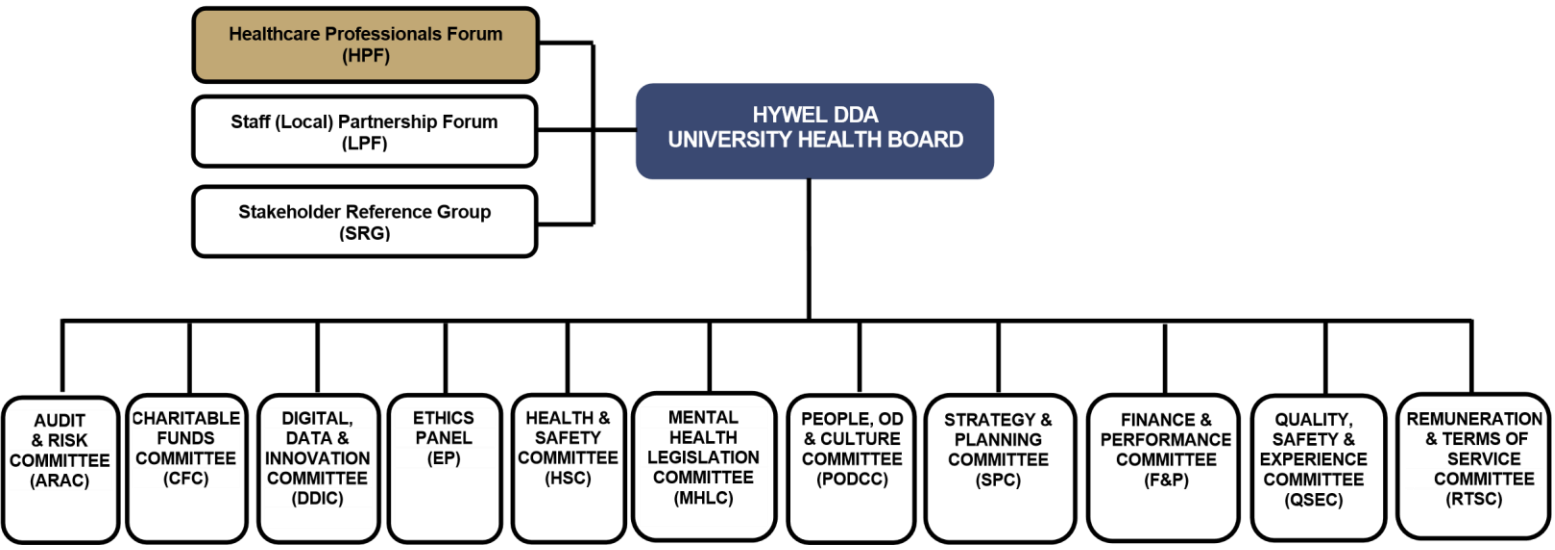


TERMS OF REFERENCE

HEALTHCARE PROFESSIONALS FORUM

Version	Issued to:	Date	Comments
V0.1	**Board**	25/03/10	Approved
V0.1	**Board (SO's)**	22/07/10	Approved
V0.2	**HPF**	23/12/10	Approved
V0.3	**HPF**	11/03/11	Approved
V0.4	**HPF**	31/10/11	Approved
V0.5	**HPF**	24/01/11	Approved
V0.6	**HPF**	05/03/12	Approved
V0.6	**LHB Board**	27/09/12	Approved
V0.7	**HPF**	20/08/13	Approved
V0.8	**Board (SO's)**	22/05/14	Approved

V0.9	**Board (SO's)**	26/11/15	Approved
V0.10	**HPF**	19/06/17	Approved
V0.10	**HPF**	08/03/18	Approved
V0.10	**Hywel Dda University Health Board**	29/03/18	Approved
V0.11	**HPF**	09/04/2019	Approved
V0.11	**Hywel Dda University Health Board**	30/05/2019	Approved
V0.12	**Hywel Dda University Health Board**	29/07/2021	Approved
V0.13	**HPF**	30/06/2022	Approved
V0.13	**Hywel Dda University Health Board**	28/07/2022	Approved
V0.14	**HPF**	02/02/2024	Approved
V0.14	**Hywel Dda University Health Board**	28/03/2024	Approved
V0.15	**HPF**	25/04/2025	Approved
V0.15	**Hywel Dda University Health Board**	29/05/2025	Approved
V0.16	**HPF**	19/06/2026	Approved
V0.16	**Hywel Dda University Health Board**	30.07.2026	Approved

HEALTHCARE PROFESSIONALS FORUM

1. Constitution

1.1 The Healthcare Professionals Forum (HPF) has been established as an Advisory Group of the Hywel Dda University Local Health Board (the Health Board) and was constituted from December 2010.

2. Principal Duties

2.1 As an Advisory Group to Hywel Dda University Health Board, the purpose of the Healthcare Professionals Forum (hereafter referred to as "the Forum"), is to provide advice to the Board on all professional and clinical issues it considers appropriate. Its role does not include consideration of professional terms and conditions of service.

3. Operational Responsibilities

3.1 As an Advisory Group to the Board, the Forum's role is to:

3.1.1 provide a balanced, multi-disciplinary view of professional issues to advise the Board on local strategy and delivery;

3.1.2 facilitate engagement and debate amongst the wide range of clinical interests within the Health Board's area of activity, with the aim of reaching and presenting a cohesive and balanced professional perspective to inform the Health Board's decision making; and

3.1.3 link in with existing internal clinical engagement structures.

4. Membership

4.1.1 The membership of the Forum shall comprise:

Chair nominated from within the membership of the Forum by its members and approved by the Minister.

Vice Chair nominated from within the membership of the Forum by its members and approved by the Board.

Members the membership of the Forum wherever possible reflects the structure of the seven health Statutory Professional Advisory Committees set up in accordance with Section 190 of the NHS (Wales) Act 2006. Membership of the forum shall therefore comprise the following eleven (11) members:

<u>Welsh Medical Committee</u>

1. Primary and Community Care Medical representative
2. Mental Health Medical representative
3. Specialist and Tertiary Care Medical representative

<u>Welsh Nursing and Midwifery Committee</u>

4. Community Nursing and Midwifery representative
5. Hospital Nursing and Midwifery representative

<u>Welsh Allied Health Professionals Advisory Committee</u>

6. Allied Health Professional representative

<u>Welsh Health Sciences Committee</u>

7. Scientific representative

<u>Welsh Optometric Committee</u>

8. Optometry representative

<u>Welsh Dental Committee</u>

9. Dental representative

<u>Welsh Pharmaceutical Committee</u>

10.1 Hospital Pharmacists representative

10.2 Community Pharmacists representative

4.1.2 In order to facilitate an exchange of information Professional Leads from the following service areas will also be named members of the Forum:

1. Allied Health Professions

2. Dental
3. Health Science
4. Nursing
5. Medical
6. Midwifery
7. Pharmacy

4.2 In attendance

4.2.1 The Executive Director of Allied Health Professions and Health Science will be the Executive Lead and sponsor for the HPF. A minimum of one Director will attend all formal meetings.

4.2.2 The University Health Board (UHB) may nominate designated Board members or UHB staff be in attendance at Forum meetings. The Forum's Chair may also request the attendance of Board members or UHB staff, subject to the agreement of the UHB Chair.

4.2.3 The University Health Board Chair and Chief Executive reserve the right to attend formal meetings.

4.3 Member Appointments

4.3.1 Appointments to the Forum shall be made by the Board, based upon nominations received from the relevant professional group, and in accordance with any specific requirements or directions made by the Welsh Government.

4.3.2 Members shall be appointed for a period of between 3 to 4 years in any one term. Those members can be reappointed but may not serve a total period of more than 8 years consecutively.

4.3.3 The *Chair* will be nominated from within the membership of the Forum, by its members, in a manner determined by the Board, subject to any specific requirements or directions made by the Welsh Government. The nomination will be subject to consideration by the HB, who must submit a recommendation on the nomination to the Minister for Health and Social Services. Their appointment as Chair will be made by the Minister, but it will not be a formal public appointment. The Constitution Regulations provide that the Welsh Ministers may appoint an Associate Member of the Board, and the appointment of the Chair to this role is on the basis of the conditions of appointment for Associate Members set out in the Regulations.

4.3.4 The Chair's term of office will be for a period of up to two (2) years, with the ability to stand as Chair for an additional one (1) year, in line with that individual's term of office as a member of the Forum. That individual may remain in office for the remainder of their term as a member of the Forum after their term of appointment as Chair has ended.

4.3.5 The *Vice Chair* shall be nominated from within the membership of the Forum, by

its members by the same process as that adopted for the Chair, subject to the condition that they be appointed from a different clinical discipline from that of the Chair.

4.3.6 The Vice Chair's term of office will be as described for the Chair.

4.3.7 A member's tenure of appointment will cease in the event that they no longer meet any of the eligibility requirements determined for the position. A member must inform the Forum Chair as soon as is reasonably practicable to do so in respect of any issue which may impact on their eligibility to hold office. The Forum Chair will advise the Board in writing of any such cases immediately. The UHB will require Forum members to confirm in writing their continued eligibility on an annual basis.

4.3.8 If a member fails to attend any meeting of the HPF for a period of six months or more, the Board may remove that person from office unless they are satisfied that:

4.3.8.1 the absence was due to a reasonable cause; and

4.3.8.2 the member will be able to attend such meetings within such a period as the Board considers reasonable.

5. Quorum and Attendance

5.1 A quorum shall consist of one third of the membership and must include the Chair or Vice Chair of the Forum.

6. Agenda and Papers

6.1 The Forum Secretary is to hold an agenda setting meeting with the Chair, Vice Chair and the Lead Executive (the Executive Director of Allied Health Professions and Health Science) at least 4 weeks before the meeting date.

6.2 The agenda will be based around the Forum's work plan, matters arising and requests from Forum members. Following approval, the agenda and timetable for papers will be circulated to all Forum members.

6.3 All papers must be approved by the Lead Director.

6.4 The agenda and papers for meetings will be distributed eight days in advance of the meeting.

6.5 The minutes and Table of Actions will be circulated to the Lead Director within **seven** days to check the accuracy, prior to sending to Members (including the Forum Chair) to review within the next seven days. The minutes must be an accurate record of the meeting which capture the discussions that take place.

6.6 Members must forward amendments to the Forum secretary within the next seven days. The Forum secretary will then forward the final version to the Forum Chair for approval.

7. Management of Meetings

7.1 The Forum will meet bi-monthly and shall agree a schedule of meetings at least 12 months in advance, consistent with the University Health Board's annual plan of Board Business. Additional meetings will be arranged as determined by the Chair of the Forum in discussion with the Lead Executive.

7.2 The Chair of the Forum, in discussion with the Forum Secretary shall determine the time and the place of meetings of the Forum and procedures of such meetings.

7.3 The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out by others to advise it in the conduct of its business.

8. Authority

8.1 The Health Board may specifically request advice and feedback from the Forum on any aspect of its business, and the Forum may also offer advice and feedback even if not specifically requested by the Health Board.

8.2 The Forum may provide advice to the Board:

8.2.1 at Board meetings, through the Forum Chair's participation as Associate Member;
8.2.2 in written advice; and
8.2.3 in any other form specified by the Board.

9. Reporting and Assurance Arrangements

9.1 The Chair is responsible for the effective operation of the Forum:

9.1.1 chairing meetings;
9.1.2 establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all business is conducted in accordance with its agreed operating arrangements; and
9.1.3 developing positive and professional relationships amongst the Forum's membership and between the Forum and Hywel Dda University Health Board, and in particular it's Chair, Chief Executive and Directors.

9.2 The Chair shall work in close harmony with the Chairs of Hywel Dda Health Board's other Advisory Groups, and supported by the Board Secretary, shall ensure that key and appropriate issues are discussed by the Forum in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.

9.3 The Chair of the HPF will be appointed as an Associate Member of the Health Board on an ex officio basis. The Chair is accountable for the conduct of their role as Associate Member on the Hywel Dda University Health Board to the Minister, through the Health

Board Chair. They are also accountable to Hywel Dda University Health Board for the conduct of business in accordance with the governance and operating framework set by the Health Board.

9.4 The Forum Chair shall:

9.4.1 report formally, regularly and on a timely basis to the Board on the Forum's activities. This includes written updates on activity after each meeting.

9.4.2 bring to the Board's specific attention any significant matters under consideration by the Forum.

9.5 All Forum members must:

9.5.1 be prepared to engage with and contribute fully to the HPF's activities and in a manner that upholds the standards of good governance – including the values and standards of behaviour – set for the NHS in Wales;

9.5.2 comply with their terms and conditions of appointment;

9.5.3 equip themselves to fulfil the breadth of their responsibilities by participating in appropriate personal and organisational development programmes; and

9.5.4 promote the work of the HPF within the healthcare professional discipline they represent.

9.6 Forum members are accountable through the HPF Chair to the UHB Board for their performance as Forum members, and to their nominating body or grouping for the way in which they represent the views of their body or grouping at the HPF.

9.7 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Forum.

10. Relationship Accountabilities with the Board and Other Committees of the Board

10.1 The Forum's main link with the Board is through the Forum Chair's membership of the Board as an Associate Member.

10.2 The Board should determine the arrangements for any joint meetings between the UHB Board and the Forum.

10.3 The Health Board's Chair should put in place arrangements to meet with the Forum Chair on a regular basis to discuss the Forum's activities and operation.

10.4 The Health Board Chair, on the advice of the Chief Executive and/or Board Secretary, may recommend that the Board afford direct right of access to any professional group, in the following, exceptional circumstances:

10.4.1 where the Forum recommends that a matter should be presented to the Board by a particular professional grouping, e.g. due to the specialist nature of the issues concerned; or

10.4.2 where a professional group has demonstrated that the Forum has not afforded it due consideration in the determination of its advice to the Board on a particular issue, or

10.4.3 the Board may itself determine that it wishes to seek the views of a particular professional grouping on a specific matter.

10.5 Executive Director of Allied Health Professions and Health Science, on behalf of the Chair, will ensure that the Forum is properly equipped to carry out its role by:

10.5.1 ensuring the provision of governance advice and support to the HPF Chair on the conduct of its business and its relationship with the UHB and others;

10.5.2 ensuring that the HPF receives the information it needs on a timely basis;

10.5.3 ensuring strong links to communities / groups;

10.5.4 facilitating effective reporting to the Board; and

10.5.5 enabling the Board to gain assurance that the conduct of business within the HPF accords with the governance and operating framework it has set.

11. Relationship with the National Joint Professional Advisory Committee

11.1 The Forum Chair will be a member of the National Joint Professional Advisory Committee.

12. Secretarial Support

12.1 The Forum Secretary shall be determined by the Executive Director of Allied Health Professions and Health Science.

13. Review Date

13.1 These terms of reference and operating arrangements shall be reviewed on an annual basis by the Forum for approval by the Board.