



GRŴP CYFEIRIO RHANDEILIAID STAKEHOLDER REFERENCE GROUP

DYDDIAD Y CYFARFOD: DATE OF MEETING:	13 November 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Chair and Vice-Chair Arrangements
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Alwena Hughes-Moakes, Communications and Engagement Director
SWYDDOG ADRODD: REPORTING OFFICER:	Clare James, Head of Corporate Governance

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to advise the Committee of the nominations for the roles of Chair and Vice Chair for selection and decision in line with the requirements set out in the Terms of Reference (TOR).

Cefndir / Background

The Stakeholder Reference Group (SRG) was established as an Advisory Group of the Hywel Dda University Health Board (HDdUHB) and was constituted from 1 June 2010.

A review of SRG membership has recently been undertaken to ascertain whether members of SRG were within the terms of appointment specified in the Terms of Reference, which are based on the Model Standing Orders for Local Health Boards issued by Welsh Government.

As part of the membership review, the Health Board has sought new representation from the various groups that are specified in the TOR and new members have been invited to all SRG meetings going forward.

The SRG was established as an Advisory Group of the Hywel Dda University Health Board (HDdUHB) and was constituted from 1 June 2010. The Terms of Reference state that Membership of the Committee must be reviewed on an annual basis and the appointment of the Chair of the Group must be approved in line with the Model Standing Orders for Welsh Local Health Boards.

The Chair shall be nominated from within the membership of the SRG, by its members, in a manner determined by the Board, subject to any specific requirements or directions made by Welsh Government. The nomination shall be subject to consideration by the HDdUHB, who must submit a recommendation on the nomination to the Minister for Health and Social Services. The appointment as Chair shall be made by the Minister, but it shall 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. The Chair's term of office shall 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 SRG. That individual may remain in office for the remainder of their term as a member of the SRG after their term of appointment as Chair has ended.

The Vice Chair shall be nominated from within the membership of the SRG, by its members, following the same process as that adopted for the Chair, subject to the condition that they be appointed from a different sector/ organisation from that of the Chair. In the SRG Chair's absence, the Vice Chair shall also perform the role of Associate Member on the UHB. The Vice Chair's term of office will be as described for the Chair.

Asesiad / Assessment

The Chair and Vice Chair arrangements

The current SRG Chair has decided to step down due to personal reasons therefore nominations are required for the appointment of a new Chair and Vice-Chair.

Nominations for Chair and Vice Chair

Following the last meeting, members of the SRG have been contacted to ask for expressions of interest/nominations for Chair and Vice Chair. To date we have received one nomination for the role of Chair and one for Vice Chair, as detailed below:

Tegryn Jones	Chair
Chesca Ross	Vice Chair

As Chesca Ross has already served 2 years as Vice-Chair, we will need to seek permission for this to be extended by an additional year to support the new Chair and provide continuity for the Group.

The table below outlines the timeline for the membership review and appointment of Chair and Vice Chair roles.

	Action	Timeline
1	Communicate the nominations for the roles of Chair and Vice Chair to SRG members for selection and decision.	November 2025 meeting
2	The nominated Chair and Vice Chair of SRG to meet with the Health Board Chair to discuss their respective roles and in the case of the SRG Chair, the appointment as Associate Member of the Board.	December 2025
3	The Health Board Chair, if appropriate will submit a recommendation on the nomination to the Minister for Health and Social Services for the SRG Chair to be appointed as an Associate Board Member	December 2025
4	Confirm the Minister's approval to appoint the chosen nominees for the Chair and Vice Chair.	When response received.
5	Report confirmation of the Minister's approval to appoint the chosen nominees for the roles of Chair and Vice	Next Board meeting following confirmation.

	Chair as part of the HDdUHB Chair's Report to Board for consideration.	
6	Formal report on Membership, including Chair and Vice-Chair reappointments/appointments, of SRG to confirm and any changes to Terms of Reference if required.	Report to SRG – January 2026
7	Contact Members to confirm in writing their continued eligibility on an annual basis as part of the Membership Review.	July 2026
<u>Argymhelliad / Recommendation</u>		
The Stakeholder Reference Group is asked to:		
<ul style="list-style-type: none"> Consider and confirm the proposed nominations for the role of Chair and Vice Chair for onward ratification by the Board. 		
Following Board approval, a letter seeking approval will be sent to the Minister for Health and Social Services for confirmation of official appointment.		

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	4.3 Member Appointments
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	1. Leadership
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	Not Applicable

Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable
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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	SRG Terms of Reference
Rhestr Termau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Grŵp Cyfeirio Rhanddeiliaid: Parties / Committees consulted prior to Stakeholder Reference Group:	Director of Corporate Governance (Board Secretary)

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impacts
Ansawdd / Gofal Claf: Quality / Patient Care:	No direct impacts
Gweithlu: Workforce:	No direct impacts
Risg: Risk:	No direct impacts
Cyfreithiol: Legal:	No direct impacts
Enw Da: Reputational:	No direct impacts
Gyfrinachedd: Privacy:	No direct impacts
Cydraddoldeb: Equality:	No direct impacts