

GRŴP CYFEIRIO RHANDDEILIAID STAKEHOLDER REFERENCE GROUP

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 August 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Stakeholder Reference Group (SRG) Membership 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)

Er Gwybodaeth/For Information

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to provide an update on the annual review of membership in line with the requirements set out in the Terms of Reference (TOR), which are based on the Model Standing Orders for Local Health Boards issued by Welsh Government in 2021.

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.

An annual review of SRG membership has been undertaken to determine whether current members of SRG are within the terms of appointment that are specified in the Terms of Reference (TOR). The Terms of Reference state that membership of the Committee must be reviewed on an annual basis.

Asesiad / Assessment

An annual review of the current membership has been undertaken to establish those members who have served for three years and are eligible for re-appointment for a further two years, and those members who have served for five years and new representation needs to be sought.

SRG membership was last reviewed in July 2024. The membership of SRG comprises of representatives from various sectors, organisations and stakeholder groups within the Hywel Dda area. The Terms of Reference, which are derived from the Model Standing Orders for Local Health Boards state:

'Member appointments to SRG shall be made by the Board, based upon nominations received from stakeholder bodies/groups. The Board may seek independent expressions of interest to represent a key stakeholder group where it has determined that formal bodies or groups are not already established or are operating within the area and may represent the interests of these stakeholders on the SRG.'

The nomination and appointment process shall be open and transparent, and in accordance with any specific requirements or directions made by Welsh Government. The appointments process shall be designed in a manner that meets the communication and involvement needs of all stakeholders eligible for appointment.

Members shall be appointed for a period specified by the Board, but for no longer than three (3) years in any one term. Those members can be re-appointed but may not serve a total period of more than five (5) years consecutively. The Board may, where it considers it appropriate, co-opt members to the SRG on an interim or short-term basis to fulfil a particular purpose or need.'

Since the previous meeting, existing members have been contacted to confirm their reappointment or to ask for new representation if their term of office is due to end this year.

The table below provides an update on the membership of the Committee. There are still some organisations/sectors where representation is still to be confirmed, and we are in communication with them to ensure there is a full membership prior to the next Board meeting if possible.

Organisations Represented	Current	Reappointment	New Representative
Armed Forces Representative	Hayley Edwards	Yes	
Carer Representative (Carmarthenshire)	Cathy Boyle	Yes	
Carer Representative (Ceredigion)	Mandy Dean	Yes	
Carer Representative (Pembrokeshire)	Vacant		Vacant – need a replacement
Citizens Advice	Suzanne Gainard	Yes	
Fire and Rescue Service	Geraint Thomas	Yes	
HDdUHB Independent Member	Iwan Thomas	Yes	
Housing Associations	Eleri Jenkins	No	Need a name for replacement – Eleri has retired.
Independent Sector	Jacky Jones	No	Gaynor Llewellyn
Llais (Citizens Voice body)	Leanda Wynn	No	Elin Mererid
Mental Health	Andrea Edwards	Yes	
Natural Resources Wales	Gillian Perry	Yes	
Patient Representative (Carmarthenshire)	Jeremy Hockridge	Yes	
Patient Representative (Pembrokeshire)	Nigel Clark	No	Vacant – need a replacement
Patient Representative (Ceredigion)	Vacant		Vacant – need a replacement
Public Health Representative	Ardiana Gjini	Yes	

Public Service Board (Ceredigion)	Timothy Bray	Yes	
Public Service Board (Carmarthenshire)	Kate Harrop	Yes	
Public Service Board (Pembrokeshire)	Tegryn Jones	Yes	
Siarad Iechyd/Talking Health Representative (Carmarthenshire)	Linda Parton	Yes	
Siarad Iechyd/Talking Health Representative (Pembrokeshire)	Tim Tilbrook	Yes	
Siarad Iechyd/Talking Health Member (Ceredigion)	Gabriella Walsh	Yes	
Third Sector (CAVO/CAVS/PAVS)	Chesca Ross	Yes	
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Carmarthenshire)	Cllr Harvard Hughes	Yes	
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Pembrokeshire)	Cllr Shan Williams	Yes	
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Ceredigion)	Cllr Anne McCreary	Yes	
Welsh Ambulance Service Trust (WAST)	Rhonwen Jones	Yes	
West Wales Care Partnership/Regional Partnership Board	Linda Jones	Yes	
Co-opted representatives			
Police and Crime Commissioner			
Diversity and Inclusion		Appropriate HB Representative	
Local Health Board County Directors		Appropriate HB Representative	
Planning		Appropriate HB Representative	
Engagement		Appropriate HB Representative	
Patient Experience		Appropriate HB Representative	
Transformation		Appropriate HB Representative	

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 will be considered at the next SRG meeting on 6 November 2025.

'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.'

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

	Action	Timeline
1	Request formal Board approval for appointment of new members and the re-appointment of current members.	By When: Board Meeting September 2025
2	Seek nominations from within the current membership of SRG for the role of Chair and Vice Chair	Start: 7 August 2025 Deadline: 30 September 2025
3	Confirm formally to nominees and current members who are eligible, their appointment/ re-appointment to SRG, stating date of appointment, length of service and rules around eligibility for re-appointment. Ensure meeting invites are updated to reflect membership.	October 2025
3	Communicate the nominations for the roles of Chair and Vice Chair to SRG members for selection and decision.	November 2025 meeting
4	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
5	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
6	Confirm the Minister's approval to appoint the chosen nominees for the Chair and Vice Chair.	When response received.

7	Report confirmation of the Minister's approval to appoint the chosen nominees for the roles of Chair and Vice Chair as part of the HDdUHB Chair's Report to Board for consideration.	Next Board meeting following confirmation.
9	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
10	Contact Members to confirm in writing their continued eligibility on an annual basis as part of the Membership Review.	July 2026

Argymhelliad / Recommendation

The Stakeholder Reference Group is asked to:

- **NOTE** the progress being made to appoint/re-appoint representatives of member organisations to SRG.
- Request nominations from within the Membership for the role of Chair and Vice Chair.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	These Terms of Reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the Board.
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)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not 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 Termiau: 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