



HYWEL DDA UNIVERSITY HEALTH BOARD – STAKEHOLDER REFERENCE GROUP

agenda items (denoted by *).

Agenda Item/Issue	Lead	6th Oct 2020	5 th Jan 2021 (Stood Down)	16 th April 2021	16 th July 2021	15 th Oct 2021	Jan 2022
Apologies*	Chair	✓		✓	✓	✓	✓
Declarations of Interests*	Chair	✓		✓	✓	✓	✓
Minutes from Previous Meeting*	Chair	✓		✓	✓	✓	✓
Matters Arising and Table of Actions*	Chair	✓		✓	✓	✓	✓
Annual Review of TORs/Membership	Chair						✓
SRG Annual Report	Chair						✓
Evaluation Toolkit	MP	✓					
Stakeholder Management System and Engagement Tool	DE/NOS	✓					
Children in Wales Participation Standards	NOS/TT	✓					
Discover Strategy	LRD			✓			
Update on Engagement	DE/NOS			✓			
Charter for Young People/Early Adopter	NOS			✓			
Building a Healthier Future After COVID-19	PW			✓			
Annual Quality Statement	NOS	✓					
New Health Board Website and Accessibility Standards	TR				✓		
Transformation Programme Update/Transformation Funding (ICF)*	MP	✓		✓	✓	✓	✓
COVID-19 Update Report to Board*	Chair	✓		✓	✓	✓	✓
SRG Annual Workplan*	Chair	✓		✓	✓	✓	✓
Recommendation to the Board*	Chair	✓		✓	✓	✓	✓
Any Other Business*	All	✓		✓	✓	✓	✓
Agenda setting meeting with Chair & Executive Lead (at least 6 weeks before the meeting)	LO'M	✓		✓	✓	✓	✓



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Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	LO'M	✓		✓	✓	✓	✓
Disseminate agenda and papers 7 days prior to the meeting	LO'M	✓		✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	LO'M	✓		✓	✓	✓	✓

DE - Delyth Evans

LRD – Libby Ryan-Davies

NOS - Nicola O'Sullivan

MP – Martyn Palfreman

PW - Paul Williams

TT - Tina Taylor

Chair: Hazel Lloyd Lubran

Vice-Chair: To be confirmed

Lead Executive: To be confirmed

Committee Secretary: Lisa O'Mahoney (LO'M)