

**GRŴP CYFEIRIO RHANDDEILIAID (GCR)
STAKEHOLDER REFERENCE GROUP (SRG)**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	16 July 2024
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

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), which are based on the Model Standing Orders for Local Health Boards issued by Welsh Government in 2021.

The purpose of this report is to provide an update on the review of membership arrangements in line with the requirements set out in the Terms of Reference, as outlined at the previous meeting.

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.

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 2023. 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)	Alison Harries	Yes	
Carer Representative (Ceredigion)	Mandy Dean	Yes	
Carer Representative (Pembrokeshire)	Samantha Nicholls	No	Vacant
Citizens Advice	Geraldine Murphey	No	Suzanne Gainard
Fire and Rescue Service	Craig Flannery	No	Geraint Thomas
HDdUHB Independent Member	Iwan Thomas	Yes	
Housing Associations	Eleri Jenkins	Yes	
Independent Sector	Jacky Jones	Yes	
Llais (Citizens Voice body)	Leanda Wynn	Yes	
Mental Health	Andrea Edwards	Yes	
Natural Resources Wales	Gillian Perry	Yes	
Patient Representative (Carmarthenshire)	Jeremy Hockridge	Yes	
Patient Representative (Pembrokeshire)	Nigel Clark	Yes	
Patient Representative (Ceredigion)	Brian Elias	No	Vacant

Public Health Representative	Ardiana Gjini	Yes	
Public Service Board (Ceredigion)	Timothy Bray	Yes	
Public Service Board (Carmarthenshire)	Llinos Evans	No	Kate Harrop
Public Service Board (Pembrokeshire)	Lynne Richards	No	Tegryn Jones
Siarad Iechyd/Talking Health Representative (Carmarthenshire)	Sian Davies	No	Linda Parton
Siarad Iechyd/Talking Health Representative (Pembrokeshire)	Rosemary Whittemore	No	Tim Tilbrook
Siarad Iechyd/Talking Health Member (Ceredigion)	Bill Parker	No	Gabriella Walsh
Third Sector (CAVO/CAVS/PAVS)	Chesca Ross	Yes	
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Carmarthenshire)	Cllr Mike Theodoulou	No	Cllr Harvard Hughes
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)	James Houston	No	Rhonwen Jones
West Wales Care Partnership/Regional Partnership Board	Kim Neyland	No	Linda Jones
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 SRG Chair's appointment for one year was confirmed by the Cabinet Secretary on 30 January 2024. Reappointment / appointment of Chair and Vice-Chair will be considered by SRG at its meeting on 5 November 2024.

	Action	Timeline
1	Request formal Board approval for appointment of re-appointment of current members.	By When: Board Meeting September 2024
2	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.	October 2024
3	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 - 15 November 2024
4	Contact Members to confirm in writing their continued eligibility on an annual basis.	July 2025

Argymhelliad / Recommendation

The Stakeholder Reference Group is requested to:

- **NOTE** the progress being made to appoint/re-appoint representatives of member organisations to SRG.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	12.1 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 Risk Register Reference:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not Applicable

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.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg: Parties / Committees consulted prior to Audit and Risk Assurance Committee:	Director of Corporate Governance (Board Secretary) Assistant Director of Assurance and Risk

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