

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	18 July 2023
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 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.

A review of SRG membership has been undertaken to ascertain 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.

As part of the membership review, we have sought new representation from the various groups that are specified in the TOR and will be inviting the new members to all SRG meetings going forward.

We will seek nominations for a new Chair and Vice Chair from within the membership following the completion of this review process.

Asesiad / Assessment

A 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 2020. The membership of SRG comprises 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 (marked with an asterisk*) where representation is still to be confirmed and we are in communication with them to ensure there is a full membership prior to the July Board meeting.

Organisations Represented	Current Representative	Reappointment / New Representative
Chair (Apr 2021) *	Hazel Lloyd-Lubran	New representative to be appointed
Armed Forces Representative	Hayley Edwards	Re-appointment
Carer Representative (Carmarthenshire)	Alison Harries	Re-appointment
Carer Representative (Ceredigion)*	Ken Jones	New representative to be confirmed
Carer Representative (Pembrokeshire)*	Samantha Nicholls	New representative to be confirmed
Citizens Advice	Geraldine Murphy	Re-appointment
Fire and Rescue Service	N Skedgell	New - Craig Flannery
HDdUHB Independent Member	Iwan Thomas	Re-appointment
Housing Associations	Nick Hampshire	New - Mark Lewis
Independent Sector*	Paula Martyn	New representative to be confirmed
Llais (Citizens Voice body)	Leanda Wynn	Re-appointment
Mental Health	Angie Darlington	New - Andrea Edwards
Natural Resources Wales*	Emma Taylor	New representative to be confirmed

Patient Representative (Carmarthenshire)*	Alan Thomas	New representative to be confirmed
Patient Representative (Pembrokeshire)*	Nigel Clark	New representative to be confirmed
Patient Representative (Ceredigion)*	Vacant	New representative to be confirmed
Public Health Representative*	Dr Jo McCarthy	New - Ardiana Gjini
Public Service Board (Ceredigion)	Vacant	New - Timothy Bray
Public Service Board (Carmarthenshire)	Llinos Evans	Re-appointment
Public Service Board (Pembrokeshire)*	Nicholas Evans	New representative to be confirmed
Siarad Iechyd/Talking Health Representative (Carmarthenshire)	Sian Davies	Re-appointment
Siarad Iechyd/Talking Health Representative (Pembrokeshire)*	Rosemary Whittemore	New representative to be confirmed
Siarad Iechyd/Talking Health Member (Ceredigion)*	Vacant	New representative to be confirmed
Third Sector (CAVO/CAVS/PAVS)	Jackie Dorian	New - Chesca Ross
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Carmarthenshire)	Cllr Mike Theodoulou	Re-appointment
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Pembrokeshire)	Cllr Shan Williams	Current Mamber
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Ceredigion)	Cllr Anne McCreary	Re-appointment
Welsh Ambulance Service Trust (WAST)	Sarah Beck	New - James Houston
West Wales Care Partnership/Regional Partnership Board	Kelvin Barlow	New - Kim Neyland
Co-opted representatives (see below)		
Office of the Police and Crime Commissioner	Gruffudd Ifan	Re-appointment
Diversity and Inclusion	Appropriate Health Board Representative	
Local Health Board County Directors	Appropriate Health Board Representative	
Planning	Appropriate Health Board Representative	
Engagement	Appropriate Health Board Representative	

Patient Experience	Appropriate Health Board Representative	
Transformation	Appropriate Health Board Representative	
Those from an ethnic community/Those with protected characteristics*	Vacant	New representative to be confirmed

The process and timeline to appoint/re-appoint representatives of member organisations are set out below.

	Action	Timeline	Progress
1	Seek formal agreement of current members who are eligible, for re-appointment to SRG and seek new representation from organisations where membership terms have been exceeded.	Start: 9 May 2023 Deadline: 23 May 2023	In progress – there are still a number of gaps as indicated above.
2	Confirm formally with representative organisations their wish to continue membership of SRG and request nomination and confirmation nominee has agreed to the appointment.	Start: 9 May 2023 Deadline: 23 May 2023	In progress – correspondence has been issued and we are waiting on a few nominees to be confirmed prior to the Board Update Report being submitted in September.
3	Confirm formally to nominees/current members who are eligible, that their appointment/re-appointment will be considered by the Board.	By When: 5 July 2023 Board meeting: 27 July 2023	Correspondence issued.
4	Request formal Board approval for appointment of nominees and re-appointment of current members who are eligible through the Committee Update Report and Terms of Reference.	By When: 28 September 2023 Board Meeting 28 September 2023	This will be included in the SRG Board Update Report to September Board.
5	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.	By When: 6 October 2023	

6	Formal report to SRG to confirm appointments to SRG membership and update Terms of Reference if required.	Report to SRG 14 November 2023
7	Contact Members to confirm in writing their continued eligibility on an annual basis.	July 2024

CHAIR AND VICE CHAIR ARRANGEMENTS

Role of Chair

Mrs Hazel Lloyd-Lubran was appointed as SRG Chair with effect from the SRG meeting held on 16 April 2021. In December 2022, the Minister approved Mrs Lloyd-Lubran's re-appointment for a further year as Associate Board Member, in her capacity as Chair of SRG. The re-appointment was made in accordance with the Model Standing Orders for Local Health Boards, therefore Mrs Lloyd-Lubran's last term will end on 9 December 2023 and she is not eligible for re-appointment.

The SRG Terms of Reference, which are derived from the Model Standing Orders for Health Boards, state that:

'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 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 Constitution 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.'

Role of Vice-Chair

The SRG has been unsuccessful in its search for a Vice Chair for a considerable time. The process for the appointment of Vice-Chair is the same as that set out for the appointment of Chair.

With regard to the role of Vice-Chair, the Terms of Reference state:

'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 Local Health Board.'

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

Below is the process and timeline for the appointment to the roles of Chair and Vice-Chair:

	Action	Timeline
1	Present the process for the appointment of a new Chair and Vice Chair for SRG.	SRG Meeting 5 May 2023
2	Seek nominations from within the current membership of SRG for the role of Chair and Vice Chair	Start: 28 July 2023 Deadline: 11 August 2023
3	Communicate the nominations for the roles of Chair and Vice Chair to SRG members for selection and decision.	Start: 16 August 2023 Deadline: 30 August 2023
4	Confirm to the chosen nominees, their selection for the roles of Chair and Vice Chair.	8 September 2023
5	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	30 September 2023
6	Confirm formally to new Chair, their appointment/ re-appointment to SRG stating date of appointment, length of service and rules around eligibility for re-appointment.	13 October 2023
7	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	13 October 2023
8	Confirm the Minister's approval to appoint the chosen nominees for the roles of Chair and Vice-Chair	When response is received
9	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
10	Formal report to SRG to confirm appointment of SRG Chair and Vice-Chair.	14 November 2023 SRG meeting

Argymhelliad / Recommendation

The Stakeholder Reference Group is requested to:

- **NOTE** the progress being made to appoint/re-appoint representatives of member organisations to SRG.
- **NOTE** the process for the appointment of a new Chair and Vice-Chair for 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