



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	02 May 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Stakeholder Reference Group (SRG) Terms of Reference and Membership Arrangements
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Alwena Hughes-Moakes Communications and Engagement Director
SWYDDOG ADRODD: REPORTING OFFICER:	Charlotte Wilmshurst Assistant Director of Assurance and Risk

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 paper is to ensure that the Stakeholder Reference Group (SRG) has clear Terms of Reference which detail its purpose, boundaries, role, composition and operating arrangements.

According to its Terms of Reference, the SRG must review its Terms of Reference and operating arrangements on at least an annual basis to ensure they remain fit for purpose. These must subsequently be approved by the Board and will form part of the Health Board's Standing Orders.

The paper also sets out the intention to confirm membership, and where appropriate, seek to appoint/re-appoint representatives to SRG, in line with the requirements set out in the Terms of Reference.

Cefndir / Background

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

The SRG last reviewed its Terms of Reference and operating arrangements in May 2023, and these were subsequently approved by the Board on 27 July 2023.

Section 4.4 of the Terms of Reference state that the Health Board will require SRG members to confirm in writing their continued eligibility on an annual basis.

Asesiad / Assessment

TERMS OF REFERENCE

The SRG's Terms of Reference have been reviewed and some changes and amendments have been made which are clearly marked in **red** text on Appendix 1. These changes have been made to ensure they align to the model Terms of Reference set out in the model Health Board Standing Orders issued by Welsh Government.

MEMBERSHIP

An annual review of membership will be undertaken prior to the next meeting to confirm eligibility to serve on SRG and establish whether:

- any Members have served for more than three years and are eligible for re-appointment for a further two years, and
- any Members have served for five years, and new representation needs to be sought.

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.

Argymhelliad / Recommendation

The Stakeholder Reference Group is requested to:

- **APPROVE** the updated Stakeholder Reference Group's Terms of Reference for onward **RATIFICATION** and approval by the Board at its meeting on 30 May 2024.
- **NOTE** the intention to review membership tenures and where appropriate, seek to appoint/re-appoint representatives 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