

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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	05 May 2023
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Stakeholder Reference Group (SRG) Terms of Reference and Membership Arrangements
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Alwena Hughes-Moakes Communications and Engagement Director
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Joanne Wilson Director of Corporate Governance (Board Secretary)

### 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 process and timelines for confirming its membership and seeking nominations for a new Chair and Vice-Chair, following a recent review of membership terms 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 2022, and these were subsequently approved by the Board on 28 July 2022.

A review of SRG membership has also been undertaken to ascertain whether current members of SRG are within the terms of appointment that are specified in the Terms of Reference, which based on the Model Standing Orders for Local Health Boards issued by Welsh Government in 2021.

The Terms of Reference also state the terms for the Chair of SRG 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. The current Chair's term of office will end on 9 December 2023 and will not be eligible for re-appointment. The SRG has also been unable to appoint a Vice-Chair.

## Asesiad / Assessment

### **TERMS OF REFERENCE**

The SRG's Terms of Reference have been reviewed and some minor changes and amendments have been made which are clearly marked on Appendix 1.

<b>Section</b>	<b>What has changed?</b>	<b>Why?</b>
Version	Insert: V.15 Issued to: SRG Date 05.05.2023 Comment: For approval	To record governance process
Version	Insert: V.15 Issued to: HDdUHB Date: 25.05.2023	To record governance process
Throughout	UHB updated to HDdUHB	For consistency
3.1.2 and 4.1	CHCs/Community Health Council amended to Llais (Citizens Voice Body)	To reflect changed status of organisations.
4.1	Sector/Organisation Inserted Carmarthen, Ceredigion and Pembrokeshire	To reflect membership representation for each under the different categories where (3) is identified
4.1	Sector/Organisation Moved HDdUHB Director representation (1)	To identify HDdUHB representation 'In Attendance'
4.1	Sector/Organisation Town and Community Councils amended to Un Llais Cymru/One Voice Wales	To reflect changed status of organisations
4.1	Total amended to 28	To reflect change in membership.
4.2.1	Inserted HDdUHB Director representation (1)	To reflect HDdUHB Director representation
By invitation	Given paragraph number 4.2.2	For consistency
By invitation	'By invitation:' Paragraph deleted	Llais (formerly CHC) membership is identified in section 4.1 'Sector/Organisation' and will be subject to the process identified at Section 6 'Agenda and Papers'
4.3	Member Appointments Paragraph is re-numbered	For consistency
6.2	Inserted additional wording	To fully reflect SRG's agenda items and process.
6.5	Replaced with new wording	To clarify processes for the Table of Actions and the draft Minutes.

6.6	Inserted additional wording	To clarify processes for the Table of Actions and the draft Minutes.
11.2	Inserted Director of Corporate Governance (Board Secretary).	To update role title.

## MEMBERSHIP

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.*

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.

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

Patient Representative (Carmarthenshire)	Alan Thomas	New Representation
Patient Representative (Pembrokeshire)	Nigel Clark	New Representation
Patient Representative (Ceredigion)	Vacant	New Representation
Public Health Representative	Dr Jo McCarthy	New Representation
Public Service Board (Ceredigion)	Vacant	New Representation
Public Service Board (Carmarthenshire)	Llinos Evans	Re-appointment
Public Service Board (Pembrokeshire)	Nicholas Evans	New Representation
Siarad Iechyd/Talking Health Representative (Carmarthenshire)	Sian Davies	Re-appointment
Siarad Iechyd/Talking Health Representative (Pembrokeshire)	Rosemary Whittemore	New Representation
Siarad Iechyd/Talking Health Member (Ceredigion)	Vacant	New Representation
Third Sector (CAVO/CAVS/PAVS)	Jackie Dorian	Re-appointment
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 Sue Thomson	Current member
Un Llais Cymru /One Voice Wales (formerly Town and Community Council) (Ceredigion)	Cllr Anne McCreary	Current member
Welsh Ambulance Service Trust (WAST)	Sarah Beck	New Representation
West Wales Care Partnership/Regional Partnership Board	Kelvin Barlow	Re-appointment
Office of the Police and Crime Commissioner	Gruffudd Ifan	Re-appointment
Strategic Partnerships, Diversity and Inclusion	Vacant	New Representation
Local Health Board County Directors	Vacant	New Representation
Mental Health	Vacant	New Representation
Planning	Vacant	New Representation
Engagement	Vacant	New Representation
Patient Experience	Vacant	New Representation
Youth Forums	Nadine Farmer	New Representation
Transformation	Vacant	New Representation
Those from an ethnic community/Those with protected characteristics	Vacant	New Representation

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

Action		Timeline
1	Seek formal agreement of current members who are eligible, for re-appointment to SRG and seek	Start: 9 May 2023 Deadline: 23 May 2023

new representation from organisations where membership terms have been exceeded.

- |   |   |   |
|---|---|---|
| 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<br>Deadline: 23 May 2023          |
| 3 | Confirm formally to nominees/current members who are eligible, that their appointment/re-appointment will be considered by the Board at the meeting on 27 July 2023.  | By When: 5 July 2023<br>Board meeting: 27 July 2023 |
| 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: 12 July 2023<br>Board Meeting 27 July 2023 |
| 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: 3 August 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.   | May 2024  |

SRG are also requested to consider other organisations/stakeholder groups and/or individuals they consider would add value to SRG's principal duties and make nominations to the SRG Chair for consideration by the Board. The principal duties as outlined in the Terms of Reference are:

- 2.1 Early engagement and involvement in the determination of the UHB's overall strategic direction;
- 2.2 Advice to HDdUHB on specific service improvement proposals prior to formal consultation; as well as
- 2.3 Feedback to HDdUHB on the impact of the HDdUHB's operations on the communities it serves.
- 2.4 The SRG has responsibilities under the Equalities Act 2010.

Note: The Board may, where it considers appropriate, co-opt members to the SRG on an interim or short-term basis to fulfil a particular purpose or need.

## **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:

	<b>Action</b>	<b>Timeline</b>
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	Present 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.	31 August 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	w/c 4 September 2023
6	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	w/c 11 September 2023
7	Confirm the Minister's approval to appoint the chosen nominees for the roles of Chair and Vice-Chair	When response is received
8	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	28 September 2023 Board meeting
9	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.	29 September 2023
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:

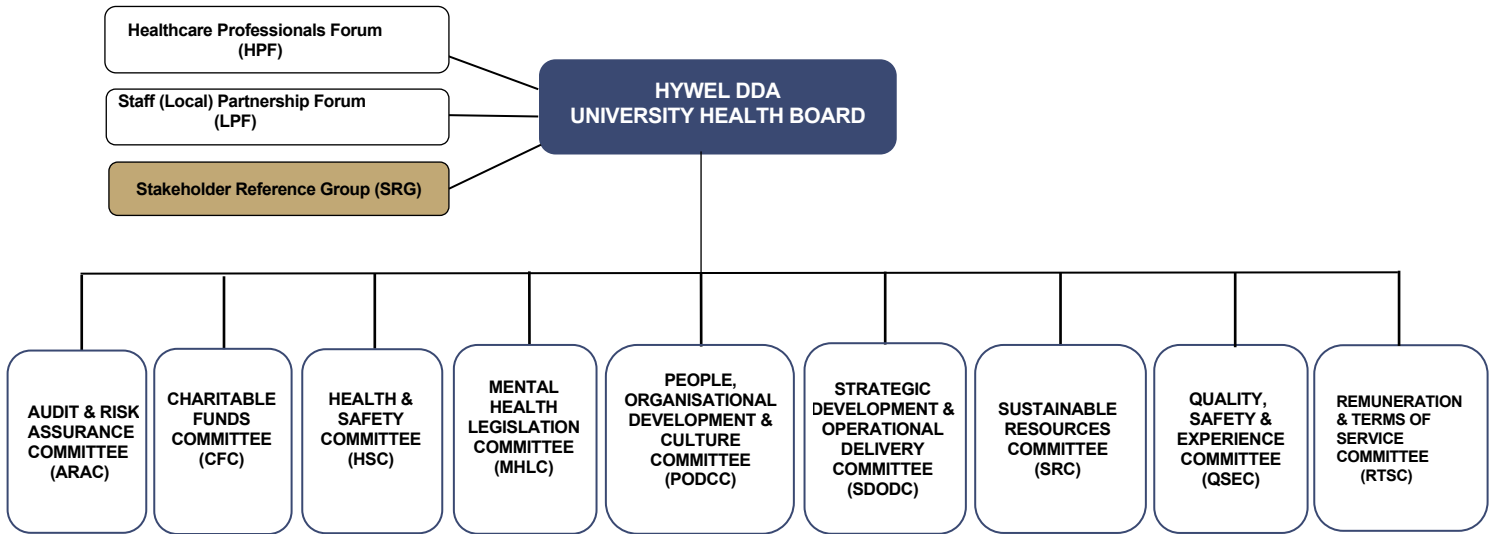
- APPROVE the updated Stakeholder Reference Group's Terms of Reference for onward RATIFICATION and approval by the Board at its meeting on 25 May 2023.
- NOTE the process and timeline to appoint/re-appoint representatives of member organisations to SRG.
- NOTE the process for the appointment of a new Chair and Vice-Chair for SRG

<b>Amcanion: (rhaid cwblhau)</b>	
<b>Objectives: (must be completed)</b>	
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: <a href="#">Hyperlink to HDdUHB Well-being Statement</a>	Not Applicable

<b>Gwybodaeth Ychwanegol: Further Information:</b>	
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

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	No direct impacts
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	No direct impacts
<b>Gweithlu: Workforce:</b>	No direct impacts
<b>Risg: Risk:</b>	No direct impacts
<b>Cyfreithiol: Legal:</b>	No direct impacts
<b>Enw Da: Reputational:</b>	No direct impacts
<b>Gyfrinachedd: Privacy:</b>	No direct impacts
<b>Cydraddoldeb: Equality:</b>	No direct impacts



## STAKEHOLDER REFERENCE GROUP

## TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V0.1	Hywel Dda University Health Board	25.03.2010	Approved
V0.2	SRG	08.06.2010	Approved
V0.2	Board (Standing Orders)	22.07.2010	Approved
V0.3	SRG	14.01.2011	Approved
V0.3	SRG	29.03.2011	Approved
V0.4	SRG	20.09.2011	Approved
V0.5	SRG	17.07.2012	Approved
V0.5	Board (Standing Orders)	27.09.2012	Approved
V0.6	SRG	22.01.2013	Approved
V0.6	Board (Standing Orders)	26.09.2013	Approved
V0.7	SRG	27.01.2014	Approved
V.08	SRG	15.10.2015	Approved
V.09	SRG	12.01.2017	Approved
V.09	Hywel Dda University Health Board	26.01.2017	Approved
V10	SRG	05.02.2018	Approved
V.10	Hywel Dda University Health Board	28.03.2019	Approved
V.11	Hywel Dda University Health Board	26.09.2019	Approved

V.12	SRG	16.04.2021	Approved
V.12	Hywel Dda University Health Board	27.05.2021	Approved
V.13	Hywel Dda University Health Board	29.07.2021	Approved
V.14	SRG	06.05.2022	Approved
V.14	Hywel Dda University Health Board	28.7.2022	Approved
V.15	SRG	05.05.2023	For Approval
V.15	Hywel Dda University Health Board	25.05.2023	

## 1. Constitution

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

## 2. Principal Duties

- 2.1 The purpose of the SRG is to provide:
- 2.1.1 Early engagement and involvement in the determination of the HDdUHB's overall strategic direction;
  - 2.1.2 Advice to the HDdUHB on specific service improvement proposals prior to formal consultation; as well as
  - 2.1.3 Feedback to the HDdUHB on the impact of the HDdUHB's operations on the communities it serves.
  - 2.1.4 The SRG has responsibilities under the Equalities Act 2010.

## 3. Operational Responsibilities

- 3.1 The SRG will, in respect of its provision of advice to the Board:
- 3.1.1 Provide a forum to facilitate full engagement and activate debate amongst stakeholders from across the communities served by the HDdUHB, with the aim of reaching and presenting, wherever possible, a cohesive and balanced stakeholder perspective to inform the HDdUHB's decision-making. NB: Even when the SRG is unable to reach a consensus, it has an important role as a forum through which to draw the HDdUHB's attention to the full range of views.
  - 3.1.2 The SRG shall represent those stakeholders who have an interest in, and whose own roles and activities may be impacted by the decisions of the HDdUHB and vice-versa. The SRG's role is distinctive from that of GHGs **Llais (Citizen Voice Body)**, who have a statutory role in representing the interests of patients and the public within their geographic areas.

## 4. Membership

#### 4.1 The membership of the Group shall comprise:

**Chair:** Nominated from within the membership of the SRG by its members and approved by the Board.

**Vice Chair:** Nominated from within the membership of the SRG by its members and approved by the Board.

**Members:** The membership is drawn from within the area served by the HDdUHB and ensures involvement from a range of bodies and groups operating within the communities serviced by the HDdUHB. It is the role of SRG members to represent fairly and fully the interests and views of those bodies and groups.

There shall be no minimum or maximum requirement in terms of membership size. In determining the number of members, the Board shall take account of the need to ensure the SRG's size is optimal to ensure focused and inclusive activity.

The membership of the SRG will also serve as the membership of the Reference Group to advise the West Wales Regional Partnership Board (RPB), especially on matters of integration and seamless health and social care.

The membership of the SRG is made up of representatives from the following sectors with the number of representatives in brackets ():

#### **Sector/ Organisation**

- Armed Forces Covenant Representative (1)
- Carer representation (Carmarthen, Ceredigion and Pembrokeshire) (3)
- Citizens Advice (1)
- Fire & Rescue Service (1)
- Hywel Dda Llais (Citizen Voice Body) ~~Community Health Council (CHC)~~ (1)
- HDdUHB Independent Board Member (1)
- ~~HDdUHB Director representation (1)~~
- HDdUHB Public Health representation (1)
- Housing Associations (1)
- Independent Sector (1)
- Mental Health representation (1)
- Natural Resources Wales representation (1)
- Patient representation (Carmarthen, Ceredigion and Pembrokeshire) (3)
- Public Service Boards representation (Carmarthen, Ceredigion and Pembrokeshire) (3)
- Siarad Iechyd/ Talking Health Member (Carmarthen, Ceredigion and Pembrokeshire) (3)
- Third Sector (CAVO, CAVS & PAVS) (1)
- ~~Town and Community Councils (3)~~
- Un Llais Cymru/One Voice Wales (formerly Town and Community Councils) (Carmarthen, Ceredigion and Pembrokeshire) (3)
- West Wales Care Partnership/ Regional Partnership Board (1)
- Welsh Ambulance Services NHS Trust (WAST) (1)

**Total: 29 28**

Additional organisational representation may be co-opted as appropriate and will include:

- Office of the Police and Crime Commissioner
- Strategic Partnerships, Diversity and Inclusion
- Local Health Board County Directors
- Mental Health
- Planning
- Engagement
- Patient Experience
- Youth Forums
- Transformation
- Those from an ethnic community/Those with protected characteristics

This membership will be reviewed by the Chair and Lead Director on an annual basis.

Members who are unable to attend a meeting may send a deputy, providing such deputies are eligible for appointment to the SRG.

#### **4.2 In attendance:**

**4.2.1 The Communications and Engagement Director will be the Lead Director and sponsor for the SRG. A minimum of one Director will attend all formal meetings.**

**4.2.2 The HDdUHB may determine that designated Board members or HDdUHB staff should be in attendance at SRG meetings. The SRG's Chair may also request the attendance of Board members or HDdUHB staff, subject to the agreement of the HDdUHB Chair.**

~~By invitation: The SRG shall make arrangements to ensure designated CHC members receive the SRG's papers and are invited to attend SRG meetings. This linkage is key and needs to be formalised through the Hywel Dda CHC Executive Committee.~~

#### **4.32 Member Appointments**

Appointments to the 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 reappointed 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.

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 LHB Board.

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

- 4.3 A member's tenure of appointment will cease in the event that they no longer meet any of the eligibility requirements determined for the position. A member must inform the SRG Chair as soon as is reasonably practicable in respect of any issue which may impact on their eligibility to hold office. The SRG Chair will advise the Board in writing of any such cases immediately.
- 4.4 The HDdUHB will require SRG members to confirm in writing their continued eligibility on an annual basis.
- 4.5 The membership of the Group shall be determined by the Board, based on the recommendation of the HDdUHB Chair, and subject to any specific requirements or directions made by Welsh Government.

## 5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than one third of the membership and must include the Chair or Vice Chair of the Group. If a meeting is not quorate, any decisions made must be ratified at the next quorate meeting of the SRG.

## 6. Agenda and Papers

- 6.1 The Group's secretary is to hold an agenda-setting meeting with the Chair and the Lead Director at least **six weeks** before the meeting date.

- 6.2 The agenda will be based around the **Group's** work plan, matters arising from **the previous meetings, issues emerging throughout the year** and requests from SRG members. Following approval, the agenda and timetable for **request for papers** will be circulated to all group members.
- 6.3 All papers must be approved by the relevant Director.
- 6.4 The agenda and papers for meetings will be distributed **seven days** in advance of the meeting.
- 6.5 **A draft Table of Actions will be issued within two days of the meeting. The minutes and Table of Actions will be circulated to the Lead Director within seven days members within ten days to check the accuracy, prior to sending to Members (including the Committee Chair) to review within the next seven days.**
- ~~6.5 The minutes and action log will be circulated to members within seven days to check the accuracy. The minutes must be an accurate record of the meeting which capture the discussions that take place.~~
- 6.6 Members must forward amendments to the Committee Secretary within the next **seven days. The Group's Secretary will then forward the final version to the Committee Chair for approval.**
- ~~6.6 Members must forward amendments to the Group's secretary within the next ten days. The Group's secretary will then forward the final version to the SRG Chair for approval.~~

## 7. Management of Meetings

- 7.1 The Group will meet quarterly and will agree an annual schedule of meetings consistent with the **HDdUHB's** annual plan of Board business. Additional meetings will be arranged as determined by the Chair of the SRG in discussion with the Lead Director.
- 7.2 The Chair of the Group, in discussion with the Group's secretary, shall determine the time and the place of meetings of the Group and procedures of such meetings.
- 7.3 The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out by others to advise it in the conduct of its business.

## 8. Authority

- 8.1 The SRG may offer advice to the **HDdUHB** through the following mechanisms:
  - 8.1.1 At Board meetings, through the SRG Chair's participation as an Associate Member;
  - 8.1.2 In written advice; and
  - 8.1.3 In any other form specified by the Board.

## 9. Reporting and Assurance Arrangements

- 9.1 The SRG Chair is responsible for the effective operation of the SRG:

- 9.1.1 Chairing Group meetings;
  - 9.1.2 Establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all Group business is conducted in accordance with its agreed operating arrangements; and
  - 9.1.3 Developing positive and professional relationships amongst the Group's membership and between the Group and the HDdUHB's Board and its Chair and Chief Executive.
- 9.2 The Chair shall work in close harmony with the Chairs of the HDdUHB's other advisory groups, and, supported by the Board Secretary, shall ensure that key and appropriate issues are discussed by the Group in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.
- 9.3 The Chair of the SRG will be appointed as an Associate Member of the HDdUHB's Board. The Chair is accountable for the conduct of their role as Associate Member on the Hywel Dda University Health Board to the Minister, through the HDdUHB's Chair. They are also accountable to the Hywel Dda University Health Board for the conduct of business in accordance with the governance and operating framework set by the HDdUHB.
- 9.4 The Group's Chair shall:
- 9.4.1 Report formally, regularly and on a timely basis to the Board on the Group's activities. This includes written updates on activity after each meeting and the presentation of an annual report reviewing the Group's activity and effectiveness against the ToRs within 6 weeks of the end of the financial year;
  - 9.4.2 Bring to the Board's specific attention any significant matters under consideration by the Group.
- 9.5 The requirements for the conduct of business as set out in the HDdUHB's Standing Orders are equally applicable to the operation of the Group.

## **10. Relationship Accountabilities with the Board and Other Committees of the Board**

- 10.1 The SRG's main link with the Board is through the SRG Chair's membership of the Board as an Associate Member.
- 10.2 The Board should determine the arrangements for any joint meetings between the HDdUHB and the SRG.
- 10.3 The Board's Chair should put in place arrangements to meet with the SRG Chair on a regular basis to discuss the SRG's activities and operation.

## **11. Secretarial Support**

- 11.1 The Board Secretary will ensure that the SRG is properly equipped to carry out its role by:
  - 11.1.1 Ensuring the provision of governance advice and support to the SRG Chair on the conduct of its business and its relationship with the HDdUHB and others;

- 11.1.2 Ensuring that the SRG receives the information it needs on a timely basis;
  - 11.1.3 Ensuring strong links to communities/ groups;
  - 11.1.4 Facilitating effective reporting to the Board;
  - 11.1.5 Enabling the Board to gain assurance that the conduct of business within the SRG accords with the governance and operating framework it has set.
- 11.2 The Group's secretary shall be determined by the **Director of Corporate Governance (Board Secretary)**.

## 12. Review Date

- 12.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Group for approval by the Board.