

# Stakeholder Reference Group

Terms of Reference & Operating  
Arrangements

## 1 INTRODUCTION

- 1.1 The LHB's Standing Orders provide that "The Board has a statutory duty to take account of representations made by persons who represent the interests of the communities it serves, its staff and health professionals. To help discharge this duty, the Board may and, where directed by the Assembly Government must, appoint Advisory Groups to the LHB to provide advice to the Board in the exercise of its functions. 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."
- 1.2 The Board's Advisory Groups include a Stakeholder Reference Group, Health Professionals Forum and Local Partnership Forum.
- 1.3 In line with Standing Orders, the Board shall establish and operate an Advisory Group to be known as the **Stakeholder Reference Group (SRG)**. The detailed terms of reference and operating arrangements set by the Board in respect of this Group are set out below.
- 1.4 These Terms of Reference should be read in conjunction with Section 4.1 of Standing Orders.

## 2 PURPOSE

- 2.1 The purpose of the Stakeholder Reference Group is to provide advice on any aspect of LHB business. This may include:
- Early engagement and involvement in the determination of the LHB overall strategic direction;
  - Advice on specific service proposals prior to formal consultation;
  - Feedback on the impact of the LHB operations on the communities it serves.

The Group provides a forum to facilitate full engagement and active debate amongst stakeholders from across the communities served by the LHB, with the aim of reaching and presenting a cohesive and balanced stakeholder perspective to inform the LHB's decision making.

## 3 DELEGATED POWERS AND AUTHORITY

- 3.1 The SRG is an Advisory Group and therefore has no delegated powers.

### Sub Groups

- 3.2 The Group may [subject to the approval of the LHB Board] establish task and finish or sub-groups to carry out on its behalf specific aspects of its function, particularly in relation to work that is time-limited or affects a particular site, client group or topic.

## **4 MEMBERSHIP**

### **Members**

- 4.1 Approximately 25 members, comprising:

Chair: Nominated by the Group for Board approval; The Chair will be an Associate Member of the Board

Vice Chair: Selected by the Group

Members: QApproximately 23 other members drawn from within the area served by LHB, from a range of bodies and groups operating within the communities serviced by the LHB, including the following:

Stakeholder	Nominations from	Number of places available
<b>Statutory</b>		
Local Authorities	Local Authorities	3
Town/ Community Councils	One Voice Wales	1
Police	South Wales Police	1
Fire and Rescue	Mid Wales Fire & Rescue Service	1
Environment Agency	Environment Agency	1
Job Centre Plus	Job Centre Plus	1
<b>Non Statutory representing</b> <ul style="list-style-type: none"> <li>○ Age: children/young people and older people*(2)</li> <li>○ Race/ethnicity</li> <li>○ Faith/belief</li> <li>○ Gender</li> <li>○ Sexual orientation</li> <li>○ Language</li> <li>○ Carer</li> <li>○ Physical/ learning disability* (2)</li> <li>○ Mental health service user*</li> <li>○ Substance misuse*</li> </ul> <p>* denotes service user/advocate/carer</p>	Third Sector's Health, Social Care & Wellbeing Network	12
<b>Total</b>		<b>20</b>
<b>4. Potential additional members</b>		
<ul style="list-style-type: none"> <li>○ Housing Association</li> <li>○ Private or Residential Homes</li> <li>○ Others – to be determined by SRG</li> </ul>	Association of Housing Associations TBC  TBC	
		<b>25 (approx)</b>

The SRG can make recommendations to the Board to extend or alter its membership at any time

- 4.2 In attendance: Executive Directors and other senior officers will attend as required to discuss work within their portfolios where the advice of the SRG is being sought.

A Non Officer Member will attend SRG meetings. The Board Chairman/Chief Executive shall attend SRG meetings as and when necessary

- 4.3 By invitation: The Committee Chair may extend invitations to attend committee meetings as required to the following:

- Task and Finish or sub-group members
- Leads from Localities/Directorates/Clinical Teams
- Representatives of Partnership organisations
- Public and Patient involvement representatives
- Others from within or outside the organisation who the group should attend, taking account of the matters under consideration at each meeting.

The Community Health Council will be invited to send a representative to all meetings of the SRG

### **Secretariat**

- 4.4 Secretary: As determined by the Board Secretary.

### **Member Appointments**

- 4.5 The membership of the SRG shall be determined by the Board, based on nominations received from stakeholder bodies.

- 4.6 Members will be appointed for a period of no longer than 3 years in any one term. Subject to ratification by the Board this can be extended but members may not serve a total period of more than 5 years consecutively.

Detailed arrangements for the appointment process for the Chair and Vice Chair, resignation, suspension and removal of SRG members is set out in Section 4.5 and 4.6 of Standing Orders

- 4.7 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of SRG members are determined by the Board, based

upon the recommendation of the LHB Chair {and, where appropriate on the basis of advice from the LHB's Remuneration and Terms of Service Committee}.

### **Support to SRG Members**

The LHB's Board Secretary, on behalf of the Chair, will ensure that the SRG is properly equipped to carry out its role by:

- Overseeing the process of nomination and appointment to the SRG;
- Co-ordinating and facilitating appropriate induction and organisational development activity
- Ensuring the provision of governance advice and support to the SRG Chair on the conduct of its business and its relationship with the LHB and others;
- Ensuring the provision of secretariat support for SRG meetings;
- Ensuring that the SRG receives the information it needs on a timely basis;
- Ensuring strong links to communities/groups; and
- Facilitating effective reporting to the Board

enabling the Board to gain assurance that the conduct of business within the SRG accords with the governance and operating framework it has set.

## **5 COMMITTEE MEETINGS**

### **Quorum**

- 5.1 At least ten members must be present to ensure the quorum of the Committee, one of whom should be the committee Chair or Vice Chair.

### **Frequency of Meetings**

- 5.2 Meetings shall be held no less than six monthly, and otherwise as the Chair of the Committee deems necessary. It is anticipated the SRG will meet on a quarterly basis in the first instance.

## **6 RELATIONSHIPS & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS**

- 6.1 The SRG's main link with the Board is through the SRG Chair's membership of the Board as an Associate Member.
- 6.2 The Board may determine that designated Board members or LHB staff should be in attendance at Advisory Group meetings. The SRG's Chair may also request the attendance of Board members or LHB staff, subject to the agreement of the LHB Chair.

- 6.3 The Board will determine the arrangements for any joint meetings between the LHB Board and the Stakeholder Reference Group.
- 6.4 The Board's Chair will meet with the SRG Chair on a regular basis to discuss the SRG's activities and operation.

## **7 RELATIONSHIPS BETWEEN THE SRG AND OTHERS**

- 7.1 The SRG shall:
- Ensure effective links and relationships with other advisory groups, local and community partnerships and other key stakeholders who do not form part of the SRG membership;
  - Ensure its role, responsibilities and activities are known and understood by others; and
  - Take care to avoid unnecessary duplication of activity with other bodies/groups with an interest in the planning and provision of NHS services, e.g., Local Service Boards.
- 7.2 The SRG shall work together with CHCs within the area covered by the LHB to engage and involve those within the local communities served whose views may not otherwise be heard.

## **8 REPORTING AND ASSURANCE ARRANGEMENTS**

- 8.1 The Committee Chair shall:
- Report formally, regularly and on a timely basis to the Board on the Group's activities. This includes verbal updates on activity and, where required the submission of minutes and written reports;
  - Bring to the Board's specific attention any significant matters under consideration by the Group;
- 8.2 The Board may also require the SRG Chair to report upon the SRG's activities at public meetings, e.g., AGM, or to community partners and other stakeholders, where this is considered appropriate.
- 8.3 The LHB may specifically request advice and feedback from the Group on any aspect of its business, and the Group may also offer advice and feedback even if not specifically requested by the LHB. The Group may provide advice to the Board:
- At Board meetings, through the SRG Chair's participation as Associate Member;
  - In written advice; and

- In any other form specified by the Board.

8.4 The Board will formally consider any report/advice received from the SRG and take this into account when reaching decisions.

## **9 APPLICABILITY OF STANDING ORDERS TO SRG BUSINESS**

9.1 The requirements for the conduct of business as set out in the LHB's/Trust's Standing Orders are equally applicable to the operation of the Committee, except in the following areas:

- Quorum
- [ insert details ]

## **10 REVIEW**

10.1 These terms of reference and operating arrangements shall be reviewed annually by the SRG with reference to the Board.