



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

# **Annual Report of the STAKEHOLDER REFERENCE GROUP 2022/23**

## 1.0 INTRODUCTION

In accordance with best practice and good governance, the Stakeholder Reference Group produces an Annual Report to the Board setting out how the Advisory Group has met its Terms of Reference during the financial year.

## 2.0 MEMBERSHIP

The Advisory Group membership is drawn from within the area served by the UHB, and involves a range of bodies, sectors and groups operating within the communities served by the UHB. In addition to the Membership, the meetings are also attended by the Executive Director of Planning (Executive Lead for the Group) and the Director of Corporate Governance. The South Glamorgan Community Health Council is also invited to attend.

## 3.0 MEETINGS AND ATTENDANCE

The Committee will have met 5 times during the period 1 April 2022 to 13 February 2023 and will also meet on 23 March. This is in line with its Terms of Reference.

The Stakeholder Reference Group achieved an attendance rate of 72% during the period 1 April 2022 – 13 February 2023 as set out below.

	24.05.22	26.07.22	04.10.22	29.11.22	24.01.23	Attendance
Sam Austin (Chair) <i>Children and Young Persons' Third Sector</i>	✓	X	✓	✓	✓	83%
Geoff Simpson* / Richard Cox <i>One Voice Wales</i>	✓	✓	-	-	✓	100%
Frank Beamish <i>NHS Volunteer</i>	✓	✓	✓	✓	X	83%
Jason Evans <i>South Wales Fire and Rescue</i>	X	X	X	X	X	0%
Iona Gordon** <i>Cardiff Council</i>	-	-	-	-	-	100%
Shayne Hembrow <i>Registered Social Landlords</i>	✓	X	✓	✓	✓	67%
Lauren Spillane <i>Carers Trust</i>	✓	✓	✓	X	✓	83%
Duncan Innes <i>Cardiff Third Sector Council</i>	✓	✓	✓	✓	✓	100%
Zoe King <i>Diverse Cymru</i>	✓	✓	✓	✓	X	67%
Paula Martyn <i>Independent Care Sector</i>	✓	✓	X	✓	✓	83%
Tim Morgan/Rhys Burton*** <i>South Wales Police</i>	X	✓	✓	✓	✓	60%

Siva Sivapalan (Vice Chair since November 2022) <i>Older Person's Third Sector</i>	✓	✓	✓	✓	✓	100%
Lani Tucker <i>Glamorgan Voluntary Services</i>	X	✓	✓	✓	X	67%
Stephen Griffiths/Janice Charles*** <i>Vale of Glamorgan Council</i>	X	X	X	X	✓	17%
Chris Willis <i>WAST</i>	-	-	-	-	✓	100%
<b>Total</b>	<b>69%</b>	<b>71%</b>	<b>75%</b>	<b>75%</b>	<b>71%</b>	<b>72%</b>

\* Geoff Simpson's term of office came to an end and was replaced by Richard Cox in December 2022.

\*\* Cllr Gordon did not stand for re-election at the Local Elections in May 2022. Awaiting new nomination from Cardiff Local Authority

\*\*\* Rhys Burton replaced Tim Morgan in May 2022.

\*\*\*\* Cllr Charles replaced Cllr Griffiths in June 2022.

\*\*\*\*\* Chris Willis nominated by WAST in January 2023

At least four members or one third of the total membership (16 members), whichever is greater, must be present to ensure the quorum of the SRG. All meetings in 2021/22 were quorate. In accordance with the Terms of Reference, reasonable cause for a run of non-attendance has been explored with members, acknowledging the operational pressures particularly on emergency services members. Where appropriate, alternative membership is being explored. Replacement members are being sought from Cardiff University and Cardiff Local Authority.

#### 4.0 TERMS OF REFERENCE

The Terms of Reference were reviewed and updated in January 2020, incorporating advice from the Director of Corporate Governance following Welsh Government's provision of Model Standing Orders.

#### 5.0 WORK UNDERTAKEN

This Advisory Group's focus is on facilitating full engagement and active debate amongst stakeholders from across the communities served by the UHB, with the aim of reaching and presenting a cohesive and balanced stakeholder perspective to inform the UHB's decision making. In particular, the role is to provide independent advice on any aspect of UHB business. This may include:

- Early engagement and involvement in the determination of the UHB overall strategic direction
- Provision of advice on specific service proposals prior to formal consultation; as well as
- Feedback on the impact of the UHB's operations on the communities it serves.

During the financial year 2022/23 the Stakeholder Reference Group discussed the following key items at its meetings:

1. The Shaping Our Future Wellbeing Strategy Refresh
2. Health Board's People and Culture Plan
3. NHS111
4. Same Day Emergency Care Units
5. Regional Collaboration
6. The UHB's Decarbonisation Plan

Suzanne Rankin also attended the meeting on January 2023 to share with the SRG her reflections on the past year and what she perceived to be the UHB's strengths, weaknesses, opportunities and threats.

## **SET AGENDA ITEMS - April 2022 - March 2023**

### **Feedback from the Board**

The Director of Corporate Governance provided the Group with a verbal update of issues discussed at every Board meeting, to keep SRG members abreast of key areas of UHB business and decisions being taken.

## **6.0 ADVISORY GROUP GOVERNANCE**

The SRG Chair is a member of the Board as an Associate Member. UHB Executive leadership for the SRG is provided by the Executive Director of Planning; the Director of Corporate Governance also attends.

## **7.0 REPORTING RESPONSIBILITIES**

A report from the Chair of the Stakeholder Reference Group is submitted to Board after every Advisory Group meeting, providing a summary of key issues discussed.

## **8.0 OPINION**

The Advisory Group is of the opinion that the draft Stakeholder Reference Group Annual Report 2021/22 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Group is aware of at this time that have not been disclosed appropriately.

**SAM AUSTIN**

**Stakeholder Reference Group Chair**