



IECHYD A GOFAL GWLEDIG CYMRU
RURAL HEALTH AND CARE WALES

RHCW

Governance Structure & Terms of Reference

05/06/18

RHCW Governance Structure

At its board meeting held on 24th March 2017, the MWHC approved a proposal by the CfERH sub-committee for roles of the sub-committee and management board to be reviewed and a new governance structure established for CfERH, which was renamed “Rural Health and Care Wales” (RHCW).

An interim RHCW Management Group was therefore established that amalgamated members of the sub-committee and management board, however new Terms of Reference (TOR) were not adopted. New TOR were therefore proposed for the Group and a supportive Steering Group. The new TOR were confirmed by the RHCW Management Group at its meeting held on 17th May 2018 and thereafter approved by the Mid Wales Joint Committee at its meeting held on the 5th June 2018, at which point the new governance structure and terms of reference for RHCW were adopted.

It was decided that the **RHCW Management Group** will meet once every six months and the **RHCW Steering Group** will likewise meet six monthly, with a three month gap between both group meetings. Members of the RHCW Management Group are included on the RHCW Steering Group, thus it will be a larger meeting of the executive and stakeholders that can input their expertise and guidance into strategic decisions.

<i>Proposed meeting dates:</i>	September 2018	-	RHCW Management Group
	December 2018	-	RHCW Steering Group
	March 2018	-	RHCW Management Group

1. Terms of Reference for the RHCW Management Group

PURPOSE	<p>The Rural Health and Care Wales (RHCW) Management Group will:</p> <ol style="list-style-type: none"> 1. Provide excellent governance for RHCW 2. Impart advice, guidance and expertise to inform RHCW strategy and direction 3. Develop strategic plans for RCHW, outlining a clear work programme that is aligned to its Vision, Aims and Objectives 4. Ensure adequate funding is in situ for RHCW to deliver its identified actions 5. Oversee the allocated budget for RHCW 6. Ensure sufficient non-financial resources (to include staff resources) are allocated to RHCW to enable it to achieve its work programme and identified targets
----------------	--

	<p>7. Represent RHCW strategically, seeking to influence national policy in Rural Health and Care</p> <p>8. Liaise and communicate with stakeholders locally, regionally, nationally and internationally on Rural Health and Care</p> <p>9. Support the integration of health and social care services and promote seamless service delivery, reflecting the Social Services and Well-being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015</p>
<p>MEMBERSHIP</p>	<p>Chair: Jack Evershed</p> <p>Vice – Chair: to be nominated by the RHCW Management Group</p> <p>Membership (representatives from):</p> <ul style="list-style-type: none"> • Health Boards <ul style="list-style-type: none"> ○ Hywel Dda University Health Board, Chief Executive ○ Powys Teaching Health Board, Chief Executive ○ Betsi Cadwaladr University Health Board, Chief Executive ○ Welsh Ambulance Service NHS Trust, Chief Executive • HEIs <ul style="list-style-type: none"> ○ Coleg Cymraeg Cenedlaethol, Chief Executive ○ Aberystwyth University, Vice-Chancellor ○ University of Wales Trinity St. David, Vice-Chancellor ○ Cardiff University, Vice-Chancellor ○ Bangor University, Vice-Chancellor ○ Swansea University, Vice-Chancellor • Local Authorities <ul style="list-style-type: none"> ○ Ceredigion County Council, Chief Executive ○ Powys County Council, Chief Executive ○ Gwynedd County Council, Chief Executive • Welsh Government • HEIW representative <p><u>In Attendance:</u></p> <ul style="list-style-type: none"> • RHCW Project Manager • RHCW Project Development Officer <p>Whilst members will make every effort to attend, should any member be unavailable to attend, they may nominate a deputy to attend in their place. Deputies will be assumed to have the full delegated authority of the member they represent.</p> <p>Additional representatives from member organisations may be invited to attend, where appropriate and subject to agreement with the Chair.</p>
<p>DUTIES</p>	<ul style="list-style-type: none"> • To govern the implementation of Rural Health and Care Wales. • To develop and agree strategic / business plans and a programme of works for RHCW that are aligned with its Vision, Aims and Objectives, and to monitor progress.

	<ul style="list-style-type: none"> • To agree and monitor financial spend and ensure adequate funding and support is in place for RHCW to meet its delivery targets. • To consider and discuss innovative approaches needed to address training, education, and research for health and social care in Mid Wales. • To explore the wider potential benefits of RHCW in Mid Wales, Wales, the UK and on the international stage. • To represent RHCW strategically, seeking to influence national policy in Rural Health and Care. • To liaise and communicate with stakeholders locally, regionally, nationally and internationally on Rural Health and Care.
<p>MEETINGS</p>	<p>Quorum</p> <p>The quorum of the RHCW Management Group shall be either the Chair or Vice-Chair, plus at least 50% of the nominated membership (including deputies where advance notice of their attendance has been given).</p> <p>Papers</p> <p>The agenda will be based on actions of the previous meeting, matters arising and requests from RHCW Management Group or work commissioned by the Mid Wales Joint Committee for Health and Social Care (MWJC).</p> <p>Agenda and papers will be distributed preferably 5 working days prior to the meeting but no later than 3 days.</p> <p>The action log will be circulated within 7 days of the meeting. Members must forward amendments within the next seven days and the final version will be agreed with the Chair and Vice-Chair.</p> <p>Frequency of Meetings</p> <p>The RHCW Management Group will meet every six months. Additional meetings will be arranged as determined by the Chair and Vice-Chair.</p> <p>As required, the RHCW Management Group may arrange workshops through which to do wider engagement and development of its specific objectives.</p> <p>The Chair and Vice-Chair, in discussion with the RHCW Project Manager, shall determine the time and the place of meetings of the RHCW Management Group and procedures of such meeting. Meetings will have video- and audio-conferencing facilities available.</p>
<p>REPORTING</p>	<p>The RHCW Management Group is accountable to the MWJC for its performance in exercising the functions set out in these terms of reference.</p> <p>The RHCW Management Group shall report formally, regularly and on a timely basis to the MWJC and key stakeholders on its activities and recommendations and bring to their specific attention any significant matter under consideration.</p>

	The RHCW Management Group may establish task and finish groups to carry out on its behalf specific aspects of its business.
REVIEW	The membership and terms of reference shall be subject to continuous review as the RHCW Management Group develops and any changes will be subject to approval by the MWJC.

2. Terms of Reference for the RHCW Steering Group

PURPOSE	<p>The Rural Health and Care Wales (RHCW) Steering Group will:</p> <ol style="list-style-type: none"> 1. Provide advice, input and feedback to the RHCW Management Group on matters pertaining to Rural Health and Care. 2. Provide input into the scoping of and initiation of training, education and research 3. Influence and advise the RHCW Management Group on new service models and the delivery of existing service models. 4. Work with the RHCW Management Group to initiate, drive and facilitate pertinent research and evaluation studies to inform and establish innovation in rural health and social care.
MEMBERSHIP	<p>Chair: Jack Evershed, Chair of the RHCW Management Group</p> <p>Vice – Chair: to be nominated by the RHCW Steering Group</p> <p>Membership:</p> <ul style="list-style-type: none"> • Members of the RHCW Management Group • Primary Care representation <ul style="list-style-type: none"> ○ GP representative* ○ Community Hospital representative* • Secondary Care representation <ul style="list-style-type: none"> ○ Bronglais General Hospital representative* • Tertiary Care representative • Chair of MWJC Clinical Advisory Group • Social Care representation from each LA <ul style="list-style-type: none"> ○ Ceredigion Social Care rep.* ○ Powys Social Care rep.* ○ Gwynedd Social Care rep.* • Community Health Council (CHC) representation <ul style="list-style-type: none"> ○ Ceredigion CHC representative* ○ Powys CHC representative* ○ Gwynedd CHC representative* • Public / Patient representatives <ul style="list-style-type: none"> ○ Ceredigion* ○ Powys* ○ South Gwynedd* • Further Education college and Work Based Learning representation: <ul style="list-style-type: none"> ○ Group NPTC ○ Coleg Ceredigion (UWTSD / Coleg Sir Gar)

	<ul style="list-style-type: none"> ○ Hyfforddiant Ceredigion Training (ACT) ○ Cambrian Training ● Other nominated individuals proposed by the RHCW Management Group and / or the MWJC Management Board <p><i>*consideration needs to be given as to how these are selected– by role or nomination or election etc.</i></p> <p><u>In Attendance:</u></p> <ul style="list-style-type: none"> ● RHCW Project Manager ● RHCW Project Development Officer <p>Whilst members will make every effort to attend, should any member be unavailable to attend, they may nominate a deputy to attend in their place. Deputies will be assumed to have the full delegated authority of the member they represent.</p> <p>Additional representatives from member organisations may be invited to attend where appropriate, subject to agreement with the Chair.</p>
<p>DUTIES</p>	<ul style="list-style-type: none"> ● To provide input into the business plan and programme of works for RHCW, also providing feedback on delivery and outcomes. ● To contribute to discussions on innovative approaches needed to address training, education, and research for health and social care in Mid Wales ● To consider and deliberate the wider potential benefits of RHCW ● To explore and exploit expertise within member organisations that will create a sound research platform to provide an evidence base for rural health and social care practice. ● To disseminate and put into practice the results of research undertaken into Rural Health and Care ● To work with RHCW Management Group to influence professional bodies and Higher/Further Education Institutions in order to ensure structured education and training programmes for doctors, dentists, nurses, pharmacists, allied healthcare professionals, paramedics, optometrists and social care staff are available to equip them with the skills and knowledge to deliver high quality care in rural areas. ● To contribute to ensuring structured education and training programmes are available to equip health, social and community care staff with appropriate skills and knowledge to deliver high quality care in rural areas.
<p>MEETINGS</p>	<p>Quorum</p> <p>The quorum of the RHCW Steering Group shall be Chair or Vice-Chair plus at least 50% of the nominated membership (including deputies where advance notice of their attendance has been given).</p> <p>Papers</p> <p>The agenda will be based on actions of the previous meeting, matters arising and requests from the RHCW Management Group or work commissioned by the MWJC.</p> <p>Agenda and papers will be distributed preferably 5 working days prior to the meeting but no later than 3 days.</p>

	<p>The action log will be circulated within 7 days of the meeting. Members must forward amendments within the next seven days and the final version will be agreed with the Chairs.</p> <p>Frequency of Meetings</p> <p>The RHCW Steering Group will meet twice a year, three months prior to RHCW Management Group meetings. Additional meetings will be arranged as determined by the Chair or Vice-Chair.</p> <p>The Chair or Vice-Chair, in discussion with the RHCW Project Manager, shall determine the time and the place of meetings of the RHCW Steering Group and procedures of such meeting. Meetings will have video- and audio-conferencing facilities available.</p>
REPORTING	<p>The RHCW Steering Group is accountable to the RHCW Management Group for its performance in exercising the functions set out in these terms of reference.</p> <p>The RHCW Steering Group meetings shall contribute to and inform the meetings of the RHCW Management Group.</p>
REVIEW	<p>The membership and terms of reference shall be subject to continuous review as the RHCW Steering Group develops and will be subject to approval by the RHCW Management Group.</p>