



IECHYD A GOFAL GWLEDIG CYMRU
RURAL HEALTH AND CARE WALES

RHCW Stakeholder Group

Terms of Reference

as from April 2023

PURPOSE	<p>The Rural Health and Care Wales (RHCW) Stakeholder Group will:</p> <ol style="list-style-type: none">1. Impart advice, guidance and expertise to inform RHCW strategy and direction2. Develop strategic plans for RCHW, outlining a clear Work Programme that is aligned to its Vision, Aims and Objectives, for approval by the PDEG3. Ensure adequate funding is in situ for RHCW to deliver its identified actions4. Oversee the allocated budget for RHCW5. Ensure sufficient non-financial resources (to include staff resources) are allocated to RHCW to enable it to achieve its Work Programme and identified targets6. Represent RHCW and uphold its Visions / Aims, seeking to influence national policy in Rural Health and Care7. Liaise and communicate with stakeholders locally, regionally, nationally and internationally on Rural Health and Care issues8. Initiate, drive and facilitate pertinent research and evaluation studies to inform and encourage innovation in rural health and social care
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	<p>9. Provide information and advice on rural health and care issues, particularly in relation to training and education, new service models and innovative practices</p> <p>10. 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: Peter Skitt, Programm Director MWJC</p> <p>Vice – Chair: to be nominated by the RHCW Stakeholder 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 • 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 • Research, Innovation and Improvement Hub representation

	<ul style="list-style-type: none"> ○ North Wales representative ○ Powys representative ○ West Wales representative <ul style="list-style-type: none"> ● Community Health Council (CHC) representation <i>Llais representative</i> <ul style="list-style-type: none"> ○ Ceredigion CHC representative ○ Powys CHC representative ○ Gwynedd CHC representative <ul style="list-style-type: none"> ● Public / Patient representatives <ul style="list-style-type: none"> ○ Ceredigion ○ Powys ○ South Gwynedd <ul style="list-style-type: none"> ● Other nominated individuals proposed by the RHCW Stakeholder Group itself and / or the PDEG / MWJC Management Board <p><u>In Attendance:</u></p> <ul style="list-style-type: none"> ● Head of Rural Health and Care Wales ● RHCW Development Officer(s) <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 develop strategic / business plans and a Work Programme for RHCW that are aligned with its Vision, Aims and Objectives, and to monitor progress, giving feedback on delivery and outcomes. The annual Work Programme and any strategic plans will be put before the PDEG / MWJC for final approval ● To agree a proposed annual budget and ensure adequate funding and support is in place for RHCW to meet its delivery targets. The budget will be put before the PDEG / MWJC for final approval ● To consider and discuss innovative approaches needed to address training, education, and research for health and social care in Mid Wales. ● To influence professional bodies and Higher / Further Education Institutions in order to ensure structured education and training

	<p>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</p> <ul style="list-style-type: none"> • 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 in member organisations whenever practicable • To explore the wider potential benefits of RHCW in Mid Wales, Wales, the UK and on the international stage. • To represent RHCW, 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 Stakeholder Group shall be either the Chair or Vice-Chair, plus at least 6 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 Stakeholder Group or work commissioned by the Planning and Delivery Executive Group (PDEG) and / or the Mid Wales Joint Committee for Health and Social Care (MWJCO).</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 Stakeholder Group will meet every three months. Additional meetings will be arranged as determined by the Chair and Vice-Chair.</p> <p>As required, the RHCW Stakeholder 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 Head of Rural Health and Care Wales, shall determine the time and the place of meetings of the RHCW</p>

	Stakeholder Group and procedures of such meeting. Meetings will have video- and audio-conferencing facilities available.
REPORTING	<p>The RHCW Stakeholder Group is accountable to the PDEG / MWJC for its performance in exercising the functions set out in these terms of reference.</p> <p>The RHCW Stakeholder Group shall report formally, regularly and on a timely basis to the PDEG / MWJC and key stakeholders on its activities and recommendations and bring to their specific attention any significant matter under consideration.</p> <p>The RHCW Stakeholder Group may establish task and finish groups to carry out on its behalf specific aspects of its business.</p>
REVIEW	The membership and terms of reference shall be subject to continuous review as the RHCW Stakeholder Group develops and any changes will be subject to approval by the PDEG / MWJC.