



HEALTH TECHNOLOGY WALES (HTW) TERMS OF REFERENCE¹

HTW Stakeholder Forum

Effective Date	27 th May 2021
Approved By	HTW Stakeholder Forum
Review Date	23 May 2023
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Version	V 0.2

1. PURPOSE

The general purpose of the HTW Stakeholder Forum is to ensure that HTW, in discharging its national remit to identify, appraise and adopt care technologies, understands the views of key stakeholders and enables them to influence the delivery and direction of HTW to ensure high quality, effective services are provided to the satisfaction of users.

The Stakeholder Forum is required to provide:

- Early engagement and involvement in the determination of Health Technology Wales (HTW) overall strategic direction;
- Support HTW to target its work programme and Guidance to support national priorities for care services in Wales;
- Feedback to HTW on the impact of its work on behalf of the communities it serves.

2. SCOPE AND DUTIES

- Provide a forum to facilitate full engagement and activate debate amongst stakeholders from across the communities served by HTW, with the aim of reaching and presenting, wherever possible, a cohesive and balanced stakeholder perspective to inform HTW's strategic direction, decision-making and operations.
- Support HTW to deliver their remit and associated benefits for Wales.
- Ensure HTW's efforts align with the vision for health and social care in Wales and related Welsh Government policy and priorities.
- Inform and direct HTW topic calls.
- Represent those stakeholders who have an interest in, and whose own role and activities may

¹ This is a living document and therefore subject to change. It will be reviewed and updated annually, or sooner if required.

be impacted by the work and Guidance of HTW.

- Assist HTW in profile raising, communicating key HTW messages and gathering feedback and stakeholder views on the impact of HTW's work.

3. DELEGATED POWERS AND AUTHORITY

Health Technology Wales (HTW) was established by Ministerial recommendation to support a strategic, national approach to the identification, appraisal and adoption of non-medicine health technologies into health and social care settings.

Please refer to HTW Terms of Reference and Operating Arrangements.

4. MEMBERSHIP

HTW Stakeholder Forum brings together the strategic stakeholders for HTW.

Members:

- Chair, nominated from within the membership of the SF
- Vice Chair, nominated from within the membership of the SF
- HTW Accountable Officer - Chief Executive Velindre University NHS Trust
- HTW Chair
- HTW Director

The membership of the SF is drawn from key care sector stakeholders and ensures involvement from a range of bodies. Each member organisation is invited to send a representative who will fairly articulate the views and interests of their stakeholder community.

- Local Health Boards
- Welsh Government
- Regional Partnership Boards
- Social Care Wales/Social Care Organisations
- Royal Colleges
- Clinical Networks
- Major Health Condition Groups
- Welsh Scientific Advisory Committee
- Welsh NICE Health Network
- Welsh Health Specialist Services Committee
- Patient and Public Involvement bodies
- Public Health Wales
- Industry and Innovation
- Planning and Value Based Health Care
- Green Health Wales

In Attendance:

- Welsh Government Representative as HTW Sponsor
- HTW Secretariat

Additional organisational representation or expertise may be co-opted as appropriate.

5. MEMBER APPOINTMENTS AND SUPPORT

The membership of the Stakeholder Forum shall be determined by the HTW Executive Group.

Members shall be appointed initially for a minimum of 12 months before formally reviewing their role on the Forum. During this time a member may resign or be removed by the HTW Executive Group. Once established, new members will be added on a staggered basis. Normal appointment lengths will be two years, with the possibility of a second term.

Stakeholder Forum meetings will be attended and supported by the HTW Secretariat.

6. STAKEHOLDER GROUP MEETINGS

Quorum - As the Stakeholder Forum is not a decision-making body, there is no specific quorum for its meetings.

Frequency of meetings - Meetings will be held 2 times per year (6monthly - typically May and November).

Meetings may be held virtually or in person. Dial-in facilities will be available for members unable to attend in person.

To ensure transparency, the HTW Stakeholder Forum meetings will be held in public.

7. RELATIONSHIP & ACCOUNTABILITIES

The Stakeholder Forum shall embed Velindre University NHS Trusts corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.

Updates from Stakeholder Forum meetings will be shared with the HTW Executive Group, Appraisal Panel and Assessment Group and reported in the HTW Quarterly Report to Welsh Government.

8. CONDUCT OF MEETINGS

The HTW secretariat will determine which items appear on the agenda in consultation with the HTW Executive Group and HTW Stakeholder Forum Chair.

The agenda and papers will be circulated to HTW Stakeholder Forum members at least 5 working days in advance of meetings. The order of business will normally follow the agenda but will finally be determined by the Chair. Tabled papers may be accepted with the express agreement of the Chair and only in exceptional circumstances.

No other business will be discussed at the meeting, unless permitted by the Chair.