



## HEALTH TECHNOLOGY WALES (HTW) TERMS OF REFERENCE (ToR)<sup>1</sup>

### HTW Steering Group

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<sup>1</sup> This is a live document and therefore subject to change. It will be reviewed and updated annually, or sooner if required.

## 1. PURPOSE AND REMIT

To provide effective strategic direction and leadership to develop Health Technology Wales (HTW) and ensure that it is 'fit for purpose'. The HTW Steering Group ensures that HTW advice on non-medicine health technologies is of national relevance for patient care in NHS Wales.

## 2. SCOPE AND DUTIES

- Ensure that HTW delivers against the Purposes and Targets outlined in the grant letter relating to the 'Award of Funding for the establishment and delivery of a National Technology Adoption Hub from the Efficiency through Technology Fund (ETTF) X.481.HTT'.
- Ensure HTW's efforts align with the vision for health and care in Wales and related Welsh Government policy and priorities.
- Monitor progress of the HTW work programme.
- Direct specific calls for new topics.
- Oversee key HTW committees and their role and remit.
- Address any challenge to HTW processes or advice.
- Oversee recruitment to key HTW positions, such as the Chair, Vice Chair and HTW Director.

## 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 care settings.

Please refer to HTW Terms of Reference and Operating Arrangements.

## 4. MEMBERSHIP

HTW Steering Group brings together the strategic stakeholders for HTW.

### Members:

- Chair HTW (Chair)
- Accountable Officer - Chief Executive Velindre NHS Trust
- HTW Director
- HTW Vice Chair
- NHS Wales Medical Director
- NHS Wales Director of Planning

### In Attendance:

- Welsh Government Representative as HTW Sponsor
- Director of Corporate Governance - Velindre NHS Trust
- HTW Secretariat

## 5. MEMBER APPOINTMENTS AND SUPPORT

The membership of the Steering Group shall be determined by the Accountable Officer, HTW Chair and HTW Director.

Members shall be appointed initially for a minimum of 12 months before formally reviewing their role on the Group. During this time a member may resign or be removed by the HTW Management Team. 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.

Steering Group meetings will be attended and supported by the HTW Secretariat. The rules on tenure of membership will not apply to those members.

## 6. STEERING GROUP MEETINGS

### Quorum

At least 50% of the voting members must be present to ensure the quorum of the Group.

### Frequency of meetings

Meetings will be held 2 times per year (typically January and June).

Dial-in facilities will be available for members unable to attend in person.

## 7. RELATIONSHIP & ACCOUNTABILITIES

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

## 8. CONDUCT OF MEETINGS

The secretariat will determine which items appear on the agenda in consultation with the HTW Director and Chair.

HTW Appraisal Panel and Assessment Group members may also submit items for consideration. Any member wishing to have an item considered for an agenda should notify the secretariat ([healthtechnology@wales.nhs.uk](mailto:healthtechnology@wales.nhs.uk)) as early as possible.

The agenda and papers will be circulated to HTW Steering Group 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.