

**WELSH EXECUTIVE COMMITTEE (WEC) of the ROYAL COLLEGE OF OBSTETRICIANS AND  
GYNAECOLOGISTS  
&  
WELSH WOMEN’S HEALTH NATIONAL SPECIALIST ADVISORY GROUP (NSAG)**

**TERMS OF REFERENCE**

**1. Title**

Welsh Executive Committee (WEC) of the RCOG and Welsh Women’s Health National Specialist Advisory Group (NSAG) reportable to RCOG and Welsh Government (WG).

**2. Aims & Objectives**

- To provide expert multidisciplinary clinical advice to Welsh Government (WG)
- To make recommendations for provision of safe, sustainable, high quality, evidence-based & cost-effective women’s health (maternity & gynaecology) services for Wales
- To advise WG and Health Education improvement Wales (HEIW) on matters relating to workforce planning and the education and training of staff involved in the provision of women’s health (maternity & gynaecology) services for NHS Wales.
- To provide updates on activity to the RCOG Membership Board and RCOG Council

**3. Membership & Quorum**

- 3.1** The membership should reflect equality and diversity principles in members as well as the public and patient voices. Additional members may be co-opted for individual meetings as required to provide balance or appropriate representation.

Membership (core):

<b>Role</b>	<b>Name</b>	<b>Job-title</b>
Fellows’ representative on RCOG Council (Chair)	Geeta Kumar	Consultant O&G, WMH, BCUHB,
Members’ representative on RCOG Council (Vice-Chair)	Angharad Sian Jones	Consultant O&G, C&VHB
Head of School, HEIW	Euan Kevelighan	Consultant O&G, SBUHB
Clinical Leads of Maternity Network, Wales	Bid Kumar &	Consultant O&G, WMH, BCUHB,

	Niladri Sengupta	Consultant O&G, YGC, BCUHB
CD, AB UHB	Gareth Edwards	Consultant O&G, AB UHB
CD, SB UHB	Marsham Moselhi	Consultant O&G, SB UHB
Clinical lead, BCUHB	Hemant Maraj	Consultant O&G, WMH, BCUHB, NW
CD, C&VHB	Nigel Davies	Consultant O&G, UHW, C&VHB
CD, CTM UHB	Jo Hilborne	Consultant O&G, CTM UHB
CD, HD UHB	Roopam Goel	Consultant O&G, HD UHB
SAS/LED rep	Tehmina Riaz	Speciality Doctor, CTM UHB
Trainee rep, Wales	Simran Sharma	ST4, AB UHB
Chair of HOMAG & CD, Powys THB	Julie Richards	Head of Midwifery, Powys THB
Patient and Public Voices	TBC	
Welsh Government rep	Heather Payne	Senior Medical Officer, WG
Welsh Government rep	Karen Jewell	Senior Midwifery Officer , WG
RCM rep	TBC	
RCN rep	TBC	

Suggested membership for co-option for relevant matters on agenda:

WHIG rep	Jonathan Williams	Head of Women & Children health Branch, WG
WRP rep/lead	Jonathan Webb	Head of WRP
Antenatal Screening Wales, Chair	Ruth Lawler	
Obstetric anaesthetist (RCoA)	TBC	
Radiology/Imaging, Consultant (RCR)	TBC	
Allied Health Professionals Rep	TBC	
Maternity and Neonatal Network, Manager	Buffy Gallagher	
NICE Implementation facilitator, Wales	Kimberley Cann/Julie Vile	
Admin secretary	TBC	

- 3.2 Meeting will be considered quorate with at least six of the members/representatives attending including the Chair and/or Vice-chair. Membership will be individual but suitable representatives may be nominated in their absence.
- 3.3 When a member has been absent from three consecutive planned meetings, chair/vice-chair shall communicate with the individual and reach a decision in consultation with members to consider replacing them unless satisfied that the absence was due to illness or other reasonable cause.
- 3.4 Membership is for a period of 3 years with extensions allowed following approval by committee chair. Any member wishing to resign from membership may do so by giving a minimum of 6 week notice in writing to the Chair.
- 3.5 Vacancies occurring during the year may be filled for the remainder of the year at the Chairman's discretion.
- 3.6 The chair and vice chair of the group will be the elected Fellows' and Members' representative from Wales on the RCOG council. The term in office is typically three years with a maximum extension of further 3 years if re-appointed.

#### **4. Meetings**

- 4.1 Meetings will normally be held each year on a **quarterly basis**. VC or phone conferencing will be planned to be available at every meeting to avoid travelling where feasible and ensure better attendance. Meeting dates for forthcoming year will be decided at the end of each calendar year.
- 4.2 Meetings will be arranged and minutes noted by admin secretary.
- 4.3 Decisions by the Group should normally be achieved by consensus. If voting is necessary the Chair shall have the casting vote in the event of equality of voting.
- 4.4 If needed, by arrangement the Welsh Government has accommodation which it can offer at no charge for meetings.

#### **5. Duties and reporting arrangements**

Annual work-plan, proposed budget and relevant reports to be submitted to responsible RCOG membership Board, RCOG Council & Welsh Government.

#### **6. Review**

- 6.1 Terms of Reference will be reviewed annually or with change of chairmanship.
- 6.2 Any proposed changes must be approved by the Committee, RCOG and the Welsh Government.