

## TERMS OF REFERENCE COMBINED CPHAC/DSAC ADVISORY COMMITTEE

### 1. Constitution

The Committee is constituted pursuant to s 34 of the New Zealand Public Health and Disability Act 2000.

### 2. Role

The role of the Committee is to advise the Bay of Plenty District Health Board on the District Strategic Plan, Statement of Intent and District Annual Plan and to monitor progress on targets.

The Committee will at all times comply with the provisions of the New Zealand Public Health and Disability Act 2000 and New Zealand Health Strategy.

### 3. Membership

- a. Membership of the Committee shall be determined by the Bay of Plenty District Health Board and shall include at least one Maori representative.

Membership of the Committee was resolved by the Board in December 2008 to be: the Board Chair, 4 Board Members, 3 community representatives and 1 Runanga member.

- b. The appointment of members must comply with the requirements set out in Schedule 4, Clause 6 of the New Zealand Public Health and Disability Act 2000.
- c. The Bay of Plenty District Health Board will appoint the chairperson and deputy chairperson. The appointment of the chairperson and deputy chairperson will comply with the requirements set out in Schedule 4, Clause 11 of the New Zealand Public Health and Disability Act 2000.
- d. The chairperson shall be a member of the Audit, Finance and Risk Management Committee.

### 4. Functions

- a. Provide advice to the Board on the implications for planning and funding of nationwide health strategies.
- b. Provide advice and make recommendations to the Board on strategies to reduce disparities in health status.
- c. Advise the Bay of Plenty District Health Board on the District Strategic Plan, Statement of Intent and District Annual Plan and to monitor progress on targets.

## **5. Delegated Authorities**

The following authority has been delegated from the Bay of Plenty District Health Board to the Community and Public Health Advisory Committee:

- a. The authority to require the Chief Executive Officer to attend or prepare reports for meetings of the Committee.
- b. The authority to have the Chief Executive Officer require designated staff to attend or prepare reports for meetings of the Committee.

## **6. Meetings**

- a. The Committee shall meet at least 4 times a year.
- b. In conducting its meetings the Committee shall comply with the Code of Conduct of the BOPDHB and the requirements of Schedule 4 of the New Zealand Public Health and Disability Act 2000.

## **7. Reporting**

- a. The minutes of the Committee shall form part of the monthly Board agenda.
- b. Any resolutions made by the Committee are recommendations to the Board will be actioned via a Recommendation Report that is to form part of the monthly Board Agenda. This report will be prepared on the Committees behalf by the Board Secretary.
- c. The Board will report back to the Committee on all recommendations. This report will be by the Board Secretary on behalf of the Board.

## **8. Relationship with Board and Management**

- a. The Committee is accountable to the Board. Its role is to advise and make recommendations to the Board on issues within its designated functions.
- b. The Committee shall receive all material and information for its review or consideration through the Chief Executive Officer.
- c. The Committee shall provide advice and make recommendations to the Board only and is not authorised to give directions or instructions to DHB staff, except as set out in clause 5 above.