

TERMS OF REFERENCE BAY OF PLENTY HOSPITALS ADVISORY COMMITTEE

1. Constitution

The Committee is constituted pursuant to s 36 of the New Zealand Public Health and Disability Act 2000.

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.

2. Role

The role of the Committee is to advise the Bay of Plenty District Health Board on matters relating to hospitals, Community Health and Disability Services, Public Health and associated services.

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.
- 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.

4. Functions

- a) To monitor the financial and operational performance of the hospitals, Community Health and Disability Services, Public Health and related services of the DHB and to advise the Board of any current or future implications of monitored performances.
- b) Oversight of efficiency gains as set out in Project LEO business case
- c) Assess and monitor strategic issues relating to the provision of hospital and other services provided by the DHB and give advice and make recommendations to the Board based on the results of the monitoring and assessment.
- d) Monitor the development of systems to manage operational and clinical risk and advise the Board if a significant risk is not being mitigated.
- e) Assess the performance of the hospital and related services of the DHB against the hospital and related services provisions of the District Annual Plan, accountability documents, and accepted industry and sector standards. Report any variation from expected standards to the Board and advise the Board of possible corrective measures.
- f) Monitor the campus redevelopment programme:

- g) Approve variations and changes that are within delegated authorities and the scope of the project.
 - i. To provide reports on progress and advice to the Board, through minutes of the Committee and representations of committee members, on all matters related to the campus redevelopment project.
 - ii. To ensure campus redevelopment aligns with the policy, clinical evidence, strategic direction and financial parameters agreed by the Board and report any variances to the Board.
 - iii. To ensure cultural issues are addressed during any redevelopment process.
 - iv. To assess and recommend to the Board any proposed variations and changes in scope that exceed the policy parameters determined by the Board.
 - v. To ensure that all phases of the campus redevelopment project are managed in an efficient, effective and timely way, having regard at all times to the strategic directions of the Bay of Plenty DHB and the policy parameters of the Project.
- h) To perform any other function as directed by the Board.

5. Delegated Authorities

The following authority has been delegated from the Bay of Plenty District Health Board to the Hospital 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 Hospital Advisory Committee shall hold no less than six meetings per annum.
- 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 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 with 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.