

Advisory Committees

SUBMITTED TO:

Board Meeting

17 December 2008

Submitted by: Gail Bingham: G M Governance and Compliance

RECOMMENDED RESOLUTION:

That the Board resolve that commencing with the February 2009 meeting:

1. CPHAC and DSAC:
 - a. continue as a combined committee or
 - b. that CPHAC and DSAC meet as separate committees
2. Subject to resolution 1 above the committee/s meet:
 - a. every two months
 - b. monthly
 - c. quarterly
3. That the committee membership:
 - a. be changed to
 - b.. remains as it currently stands
4. Committee meetings be held:
 - a. in Tauranga
 - b. in Te Puke

ATTACHMENTS:

- Otago-Southland Press Release
- Community Representative report from October Board meeting
- Terms of Reference

BACKGROUND:

At the October Meeting the Board requested management investigate the how other DHBs organise Advisory Committees and report back to the Board.

The Board had also resolved at an earlier meeting that it would review the situation regarding holding committee meetings in Te Puke once a few meetings had been held. It would be opportune for this to occur at this meeting so the venues for 2009 can be confirmed.

The attached Otago Times article is reflective of concerns that have been expressed by DHBs in relation to the functioning of Advisory Committees.

Legislative Framework

The Community and Public Health, and Disability Services Advisory Committees were established by the New Zealand Public Health and Disability Act 2000.

Section 34 of the Act requires the Board to establish a community and public health advisory committee. The only statutory requirement of the Board in relation to the committee is that it must provide for Maori representation. The section is silent on membership and meetings.

Section 35 of the Act requires the Board to establish a disability support advisory committee. The only statutory requirement of the Board in relation to the committee is that it must provide for Maori representation. The section is silent on membership and meetings.

The functions and role of advisory committees are set out in Schedule 4 of the Act. Schedule 4 is also silent on membership and meetings. These functions have been translated into the committee terms of reference.

The legislation while requiring DHBs to establish Advisory Committees provides no guidance as to how these committees should be structured therefore each DHB is free to manage these committees as it requires.

Analysis of DHB data: Committee Structure

Analysis of information across the DHBs shows there is a mixture of separate and joint meetings.

Analysis of DHB data: CPHAC Committee Meetings

All DHBs surveyed have adopted one of the following options.

- monthly meetings
- every two months
- quarterly

Analysis of DHB data: DSAC Committee Meetings

All DHBs surveyed have adopted one of the following options.

- monthly meetings
- every two months
- quarterly

Analysis of DHB data: CPHAC Committee Membership

Committees averaged between 8-12 members with 2-4 of these been community representatives.

Analysis of DHB data: DSAC Committee Membership

Committees averaged between 7-8 members with 3-4 of these been community representatives.

Committee Agendas

A review of agendas available on the DHB websites showed no consistent approach to matters covered.