

TERMS OF REFERENCE

DISABILITY SERVICES ADVISORY COMMITTEE

1. Constitution

The Committee is constituted pursuant to s 35 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 disability related issues for the over 65 age group.

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 make recommendations to and advise the Board on the disability support needs of the Bay of Plenty's population over the age of 65 or having like needs, and those whose disability is a result of a medical condition.
- b. To advise and recommend to the Board, within funding levels, priorities for disability support services for the population aged over 65 or having like needs, and those whose disability is a result of a medical condition.
- c. To liaise with community groups in relation to the provision of disability support services for the over 65 age group.
- d. To act as an advocate for the disabled population within the BOPDHB district.
- e. Refer disability support groups to the Ministry of Health to ensure that these groups with the BOPDHB region have access to and knowledge of MoH initiatives.
- f. Provide advice to the Board on how initiatives may be brought into existing funding paths.

- g. To make recommendations to the Board in relation to planning, purchasing and provision of disability services to the over 65 age group.
- h. To ensure mechanisms are in place to assess the performance of service providers against accountability documents, and industry and sector standards.
- i. To monitor the performance of service providers against accountability documents, and industry and sector standards.
- j. 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 Disability Services 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 Disability Services 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.