

## 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.

### 2. Role

The role of the Committee is to monitor actions pursuant to strategic objective three of the Bay of Plenty Strategic Health Services Plan and provide strategic advice to the Board on the same.

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.
- 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. The appointment of the 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

#### Monitoring

- a. Monitor the action plans developed to achieve strategic objective three of the Bay of Plenty Strategic Health Services Plan.
- b. Follow up with the CEO on any variance from plan that is of concern to the Committee.
- c. To monitor the financial and operational performance of the hospitals of the DHB and to advise the CEO of any current or future implications of monitored performances.
- d. Monitor clinical risk and advise the CEO if a significant risk is not being mitigated.
- e. Assess the performance of the hospital services against the hospital and related services provisions of the BOPDHB 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.

## Strategic

- a. Provide strategic advice to the Board in relation to strategic objective three of the Bay of Plenty Strategic Health Services Plan.
- b. Raise strategic opportunities for consideration/exploration with the Health Strategic Committee

## **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 Committee shall meet as per a schedule endorsed by the Board annually.
- 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 Board agenda.
- b) Any resolutions made by the Committee are recommendations to the Board.

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

- a) The Committee is accountable to the Board.
- b) Its roles are to:
  - advise and make recommendations to the Board on strategic issues, and
  - alert the CEO to matters of concern in relation to its monitoring function.
- c) The Committee shall receive all material and information for its review or consideration through the Chief Executive Officer.

## Appendix 1: Health Services Plan Strategic Objective 3

Strategic objective 3:

Evolve models of excellence across all of our hospital services

Headline actions:

Strengthen working relationships across care providers to manage demand for hospital services

Improve patient flows through the hospital

Define the future scope and mix of hospital services in the Bay of Plenty