

## 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 monitor actions pursuant to strategic objectives one and two of the Bay of Plenty Strategic Health Services Plan (Appendix 1) 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.
- d. The chairperson shall be a member of the Audit, Finance and Risk Management Committee.

### 4. Functions

#### Monitoring

- a. Monitor the action plans developed to achieve strategic objectives one and two 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. Monitor the DHB's compliance with disability related legislation.

#### Strategic

- a. Provide strategic advice to the Board in relation to strategic objectives one and two of the Bay of Plenty Strategic Health Services Plan.

- b. Raise strategic opportunities for consideration/exploration with the Health Strategic Committee.
- c. Provide advice to the Board on strategic approaches to managing the health needs of the disabled communities of the BOP.

## **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 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.
- b. The Committee shall receive all material and information for its review or consideration through the Chief Executive Officer.

## Appendix 1: Health Services Plan Strategic Objectives 1 and 2

### Strategic objective 1:

Empower our populations to live healthy lives

#### Headline actions:

Increase our focus and investment in health improvement and prevention activities

Work more collaboratively to quicken the pace and scale of 'health in all policies'

Target investment to improve the lives of our most vulnerable

### Strategic objective 2:

Develop a smart, fully integrated system to provide care close to where people live, learn, work and play

#### Headline actions:

Enhance general practice as our population's health care home

Promote and progress interdisciplinary community teams to enable people to stay well, and get well

Care coordination for people with complex needs