

Purpose:	The BOPHCC is an advisory and advocacy body which will endeavour to represent the Bay of Plenty community to advance the BOPDHB's mission of <i>"Enabling communities to achieve good health, independence and access to quality services"</i> .
Functions:	<p>The BOP Health Consumer Council will:</p> <ul style="list-style-type: none"> • Promote meaningful consumer participation and maintain an overview of consumer engagement activity across the BOPDHB • Identify and advise on issues requiring consumer and community participation, including input into the development of health service priorities and strategic direction • Review and advise on reports, developments and initiatives relating to the provision of health services • Promote communication and networking with the community and relevant consumer and special interest groups as required, for specific issues and/or problem solving • Challenge planned services for any omission or disadvantage to those in most need <p>For the avoidance of doubt, the BOPHCC will NOT:</p> <ul style="list-style-type: none"> • Provide clinical evaluation of health services • Be involved in the BOPDHB's contracting processes • Be held accountable for decisions made by BOPDHB's management and/or governance whether compatible with BOPHCC's views or not • Discuss or review issues that are (or should be) processed as formal complaints, for which full and robust BOPDHB processes exist • Represent any specific consumer interest group or organisation nor enter into communication with a clear conflict of interest
Level of Influence	The BOPHCC has the authority to give advice and make recommendations to the BOPDHB senior management and Board.
Secretariat	Secretariat support will be provided by the BOPDHB Programme Manager, Consumer and Tangata Whenua Engagement and Participation.
Membership:	<p>The BOPHCC will comprise up to 15 consumer representatives. Members will have diverse backgrounds, contacts, knowledge and skills, and must be passionate about consumers being able to access the best possible health care and services from the BOPDHB. Members will be selected to reflect a range of areas of interest e.g. Maori health, women's health, child health, long term conditions, mental health, and disability.</p> <ul style="list-style-type: none"> • Although appointed to reflect the consumer voice in a particular area of interest, an individual member will not be regarded as a representative of any specific organisation or community, nor as an "expert" in that field. • When selecting members, consideration will be given to maintaining a demographic balance that reflects the Bay of Plenty population. • Inaugural members will be appointed for a one or two year term, members may be reappointed for no more than three terms; Members will be provided with training and support by the BOPDHB to undertake their role successfully as required.

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	<ul style="list-style-type: none"> • All members are responsible for ensuring their behaviour reflects the BOPDHB's expected standards of conduct (Shared Expectations) and CARE values (Manaakitanga). • Remuneration shall be paid based on the BOPDHB consumer engagement payment and reimbursement of expenses guidelines. • Members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. • Members are required to declare any actual or perceived conflict of interests to the Chair to be recorded in the BOP Health Consumer Council Interests Register. • Membership may be terminated or full dissolution of the BOPHCC may be undertaken by the Chief Executive Officer (CEO) of BOPDHB in consultation with the Chair of BOPHCC. Termination may be requested within 3 months from when performance is found to be unacceptable. • Members who fail to attend three consecutive meetings without an apology will be asked by the Chair to step down from the BOPHCC.
Chairperson	The inaugural Chair will be appointed by the BOPDHB CEO (or delegate) for a term of one year. Thereafter the Chair will be appointed by the CEO following consultation with BOPHCC members.
Meetings:	<ul style="list-style-type: none"> • A minimum of ten meetings per year will be held February to November. Should more meeting time be required this will be treated as an 'out-of-session' consultation. • A quorum will be half the current membership, including the Chair or their delegate. • Others may attend as invited persons to facilitate the business on hand by invitation of the Chair. • Minutes and agendas will be circulated at least a week prior to each meeting, with any reading material attached. • Meetings will be up to two and a half hours, held at an agreed time, to enable all members to participate. • Meeting summaries will be published on the BOPDHB website and be open to staff and the public. On occasion when there are issues of confidentiality or other risks, meetings may be closed in full or part at the discretion of the Chair.
Reporting:	<p>The BOPHCC will report to the BOPDHB CEO.</p> <p>Reports and minutes will be placed on the BOPDHB website once approved by members.</p> <p>Minutes of those parts of any meeting held in "public" shall be made available to any member of the public, consumer group, community etc. on request to the Chair.</p>
Terms of Reference Review:	Members will review the Terms of Reference (TOR) biannually and make any recommendations for change to the CEO.

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