



TERMS OF REFERENCE

Hawke's Bay District Health Board Community and Public Health Advisory Committee

December 2013

<p>Purpose</p>	<p>The purpose of the Community and Public Health Advisory Committee (CPHAC) is to advise the Board on relevant strategic issues and the operational performance of the "primary, community and population health" services, delivered or funded by the Hawke's Bay District Health Board (HBDHB).</p>
<p>Functions</p>	<p>The functions of CPHAC are to:</p> <ol style="list-style-type: none"> 1. Provide strategic oversight of the services through ensuring: <ol style="list-style-type: none"> a) Effective planning and service development. b) Consistency with HBDHB vision and values c) Alignment with Strategic Framework and local priorities. d) Appropriate national, regional and local integration and collaboration with other services and agencies. e) Effective prioritisation of health resources. 2. Monitor the operational performance of the services. <p>The aim of CPHAC's advice is to:</p> <ol style="list-style-type: none"> 1. Specifically support the development and achievement of HBDHB goals, objectives and targets. 2. Generally contribute to: <ol style="list-style-type: none"> a) Improving the health of the Hawke's Bay community, including the reduction in health disparities. b) Enhancing the patient care experience, including quality of care, access and reliability of services. c) Reducing (or at least controlling) the per capita costs of care and enhancing value for money.
<p>Level of Authority</p>	<p>CPHAC has the authority to give advice and make recommendations to the HBDHB Board.</p>
<p>Membership</p>	<p>All members of the HBDHB Board shall be appointed as members of CPHAC.</p> <p>The appointment of a Board member to CPHAC terminates if the member ceases to be a member of the Board.</p> <p>Remuneration will be based on the Cabinet Fees Framework.</p> <p>Terms and Conditions of appointment are determined by the NZPHD legislation.</p>

Chair	The Chair is appointed by the HBDHB Board.
Quorum	A quorum will be half the members if the number of members is even, and a majority if the number of members is odd.
Meetings	Meetings will be held as required. Workshops may be held from time to time. Matters may be dealt with between meetings through discussion with the Chair and other relevant members of the Committee. The Standing Orders adopted by HBDHB apply to committee meetings.
Reporting	The Chair shall report on Committee business to the Board with such recommendations as the Committee may deem appropriate.
Minutes	Minutes will be circulated to all members of the Committee within one week of the meeting taking place.