

Document No: 54399

This is a controlled document. The electronic version of this document is the most up to date and in the case of conflict the electronic version prevails over any printed version. This document is for internal use only and may not be accessed or relied upon by 3<sup>rd</sup> parties for any purpose whatsoever.

**TITLE: Terms of Reference for Lakes DHB Disability Support Advisory Committee**

**1. Purpose/Description**

The Disability Support Advisory Committee is a statutory Lakes District Health Board (DHB) committee established by Part 3, section 35 of the New Zealand Public Health and Disability Act 2000.

Section 3, Schedule 4 (p.115) of the Act states:

1. The functions of the Disability Support Advisory Committee of the board are to give the board advice on:
  - (a) the disability support needs of the resident population of the DHB; and
  - (b) priorities for the use of the disability support funding provided
2. The aim of a disability support advisory committee's advice must be to ensure that the following promote the inclusion and participation in society, and maximise the independence of the people with disabilities within the DHB's resident population:-
  - (a) the kinds of disability support services the DHB has provided or funded, or could provide or fund, for those people
  - (b) all policies the DHB has adopted or could adopt for those people
3. A disability support advisory committee's advice may not be inconsistent with the New Zealand Disability Strategy.

*A person with a disability is "a person who has been identified as having a physical, psychiatric, intellectual, sensory or age-related disability (or combination of these) which is likely to continue for a minimum of 6 months and result in a reduction of independent functioning to the extent that ongoing support is required"<sup>1</sup>.*

<sup>1</sup> Ministry of Health Disability Support Services.

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 1 of 7

## 2. Function/Scope of Meeting

### 2.1 The committee will:

- Provide advice to Lakes DHB on the support needs of people with disabilities in the Lakes district.
- Provide advice to Lakes DHB on priorities for use of the available funding for people requiring disability support in keeping with commissioning activities to support the Lakes DHB strategic plan of equity, wellness, and integration.
- Ensure that all Lakes DHB funded disability support services focus on maximising the independence of disabled people living in Lakes region through improving equity of access to health care and health outcomes and promoting inclusion and participation in society. Including supporting, achieving and maintaining health equity for Maori who are disabled.
- Ensure that all Lakes DHB policies focus on maximising the independence of disabled people living in Lakes region through improving equity of access to health care and health outcomes and promoting inclusion and participation in society. Including supporting, achieving and maintaining health equity for Maori who are disabled.
- Ensure the principles of the Tiriti o Waitangi are maintained in the context of disability support strategy and policy development.
- Ensure all advice provided is consistent with the New Zealand Health and Disability Strategies and other national strategies relating to people with disabilities.

### 2.2 Relationships

The Committee will:

- Foster the continuing development and enhancement of the relationships with health providers and non health service providers that advantage the agenda of people with disabilities.  
Examples include: disability support sector, community and primary health care providers, ACC, education, MSD / WINZ, Housing, vocational services. Ensure community and stakeholder relationships are established with iwi and specific interest groups.
- Actively advantage Māori voice and participation including ensuring Kaupapa Māori health organisations in our region are included.
- Maintain a relationship with the Chief Executive (CE) or delegate. Where necessary this relationship may include attendance by the CE at meetings, provision of advice and preparation of reports.
- Maintain a working relationship with other Lakes DHB committees to ensure all advice and matters under consideration are consistent with all Lakes DHB strategies and objectives.

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 2 of 7

- Establish and maintain relationships with people affected by disability, their families, advocates and community organisations.

### 2.3 Duties and Responsibilities

- To be aware of local, regional, national and international trends in disability support.
- To promote understanding of the Government priorities on disability support and to establish plans for the Board to expedite and achieve the required targets as set by the Minister of Health.
- To monitor the effectiveness of and accessibility to disability support services provided or funded by Lakes DHB.
- To promote an integrated approach to disability support services by advocating the need for the various providers and sectors to work together.
- To advise Lakes DHB on disability support strategies and systems and the prioritisation process for the provision of disability services to the district's population.
- To ensure available resources and skills within the community are identified and utilised in the area of disability support strategy development.

### 2.4 Powers

- To investigate and report to the Board on any significant matter the subject of its functions.
- The committee shall have access to and authority to seek relevant information from within Lakes DHB and shall avail itself of whatever information that exists outside the organisation necessary for it to fulfil its functions, duties and responsibilities.
- The committee is authorised to seek and receive such independent professional advice as it considers necessary.
- The committee has no executive powers in respect of its findings and recommendations.

### 2.5 Fees

- Refer to Advisory Committee Members Fees and Expenses Policy (LDHB 54152)

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 3 of 7

### 3. Membership

*Chair:* Board member

*Committee Secretary:* Secretariat

*Members:* Four Board members  
Three Community representatives  
Two Midland DHB Community representatives  
One Iwi representative from Ngāti Tūwharetoa  
One Iwi representative from Te Roopu Hauora o Te Arawa

#### Ex-Officio

- Board Chairperson
- BOPDHB Support Net - MOH DSS service representative
- Te Arawa Whānau Ora representative
- Te Kaupapa Maori Provider representatives

#### In Attendance

- Chief Executive
- GM Maori Health
- Director Strategy Planning & Funding
- Portfolio Manager(s) supporting the committee
- Other DHB staff as pertinent to agenda item

The quorum for any Committee meeting shall be six (6) Committee members, one (1) of whom must be a non-executive Board member.

Normal committee voting procedures apply per the Lakes DHB Standing Orders.

The Lakes District Health Board will confirm the Committee Chairperson and members three (3) yearly, in line with the DHB election cycle.

### 4. Meeting Schedule

The Committee shall hold no less than four meetings per year

Where meetings are held on same day as CPHAC committee, both committees may overlap to enable shared information / presentations

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 4 of 7

## 5. Minutes/Documentation

The Secretariat is responsible for:

- Preparing and circulating the Committee agenda and draft minutes for the previous committee meeting for Committee approval, together with agenda material for consideration at the next Committee meeting.
- Making publicly available copies of agenda, associated reports and minutes. For more information see Section 3.1.6 and section 3.1.7 of the Lakes DHB Standing Orders.
- Circulating all material for consideration by the Committee, to all Committee members, the Board Chairperson (as an ex-officio Committee member), to other Board members as required and to other internal and external stakeholders as determined appropriate by the Committee.

## 6. Reporting

The Committee will generally report to the full Board meeting through the minutes of each meeting being placed on the agenda for the next Board meeting.

**Prepared by:** Chief Executive

**Authorised by:** Chairperson, Lakes DHB

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 5 of 7

## 1.1 ***New Zealand Disability Strategy***

1.1.1 DHBs should illustrate that they have:

- a. a plan for advancing the objectives of the New Zealand Disability Strategy that addresses the health needs of disabled people of all ages, including the disability support needs of the groups for whom DHBs have funding and planning responsibilities. This plan will require DHBs to incorporate the needs of disabled people in their population health needs assessment so that comprehensive information on the health and support needs of people with disabilities in their districts is available
- b. an accessibility plan that addresses physical and non-physical access for people with disabilities; for example, all facilities should be accessible and all information should be available in appropriate, accessible formats eg, easy-read, plain English, New Zealand Sign Language. Staff should also understand different disabilities and can tailor their communication and interactions appropriately. This plan should include an outline of how DHBs are responding to the New Zealand Sign Language Act 2006; for example, by having a written New Zealand Sign Language policy that considers other forms of communication with Deaf people to remove barriers to accessing information and services.

1.1.2 Each DHB's Disability Support Advisory Committee is required to have clearly defined responsibilities and to have a work programme in place for the year ahead.

1.1.3 DHBs are expected to:

- a. monitor their service delivery in relation to the requirements of the New Zealand Disability Strategy such as disabled people's access to services
- b. encourage primary health organisations (PHOs) and any associated non-governmental organisations (NGOs) to implement the requirements of the New Zealand Disability Strategy through developing and implementing work plans to improve services and access for disabled people
- c. ensure contracts with providers reflect the requirement to either ensure accessibility of the service for disabled people, or put in place concrete plans to transition to a more accessible service
- d. develop, implement and monitor the implementation of the plan referred to in paragraph 2.3.4(a) above in relation to the New Zealand Disability Strategy
- e. promote the inclusion and independence of disabled people both in wider society and in their local communities

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 6 of 7

- f. implement initiatives to reduce inequalities of service access and provision for Māori, Pacific people and Asian disabled people
- g. implement policies for collecting information about disabled people within their populations
- h. co-ordinate the health and support services they fund with those of other agencies/ areas (for example, the Ministry of Social Development, Accident Compensation Corporation (ACC) and Disability Support Services) to the maximum extent possible.

## **1.2 New Zealand Healthy Ageing Strategy annual action plans**

1.2.1 DHBs must ensure that their work programmes reflect the Government's priorities for:

- a. aged care and work towards implementing the Healthy Ageing Strategy (2016) and the Roadmap of actions
- b. the health component of Better Later Life 2019 and Carers Strategy 2008 and Action Plan 2019–2023.

Lakes District Health Board Governance, Board and TOR		Key Word(s): Disability Support Advisory		Document Number: 54399
Authorised by:	Issue Date: October 2020	Review Date: October 2022	Version: 9	Page 7 of 7