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TITLE: Terms of Reference for Lakes DHB Hospital Advisory Committee

1. Purpose/Description

The Hospital Advisory Committee is a Lakes District Health Board (DHB) Committee established pursuant to section 36 of the New Zealand Public Health and Disability Act 2000.

Section 4, Schedule 4 of the Act states:-

The functions of the Hospital Advisory Committee of the Board of a DHB are to:

- (a) monitor the financial and operational performance of the hospitals and related services of the DHB, and
- (b) assess strategic issues relating to the provision of hospital services by or through the DHB; and
- (c) give the Board advice and recommendations on that monitoring and that assessment

Note: For the purposes of this document, "Hospital" means all public health services owned by the Crown and previously known as "Hospital & Health Services". Accordingly, this Committee has responsibility not only for Rotorua and Taupo Hospitals but also for mental health services and community services such as district nursing.

In recognition of Te Tiriti o Waitangi (the Treaty of Waitangi) and the Crown's special relationship with Maori, Lakes DHB is committed to acknowledging the Treaty by working in partnership with Maori. Lakes DHB personnel who are involved in implementing this policy should be aware of Lakes DHB's Te Tiriti o Waitangi Policy (EDMS 40583).

2. Function/Scope of Meeting

2.1 The Committee will:

2.1.1 Monitor the financial and operational performance of the hospitals of Lakes DHB.

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- 2.1.2 Assess strategic issues relating to the provision of hospital services by or through the Lakes DHB
- 2.1.3 Advise the Lakes DHB and make recommendations on the assessment of strategic issues and the monitoring of performance.
- 2.1.4 Monitor at a strategic and policy level Treaty of Waitangi relationship issues for hospital operations.
- 2.1.5 Monitor clinical risk and advise the CE if a significant risk is not being mitigated.
- 2.1.6 Assess the performance of the hospital services against the hospital and related services provisions of the Lakes DHB 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.

2.2 Relationships

The Committee will:

- 2.2.1 Promote and encourage community and stakeholder relationships with Iwi and specific interest groups.
- 2.2.2 Promote and encourage relationships with the Minister's agencies to ensure the Board is appraised of up-to-date national strategy development.
- 2.2.3 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.
- 2.2.4 Receive reports from other Lakes DHB committees to ensure all advice and matters under consideration are consistent with all Lakes DHB strategies and objectives.
- 2.2.5 Receive reports and advice from Lakes DHB operational committees through the DHB Executive Team and Chief Operating Officer.

2.3 Duties and Responsibilities

- 2.3.1 To be aware of national and international trends in healthcare.
- 2.3.2 To monitor the development, implementation and effectiveness of Lakes DHB's strategies, policies and procedures.
- 2.3.3 To monitor consumer satisfaction of Lakes DHB's services.
- 2.3.4 To review annual business plans and make recommendations to the Board.
- 2.3.5 To monitor Lakes DHB's performance against service delivery plans, clinical benchmarks, human resource strategies and financial budgets.
- 2.3.6 To report to the Board any financial, service contract, quality or risk management issue that the committee considers it necessary for the Board to be aware.

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2.4. Powers

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

3. Membership

- 3.1 Membership of the Committee shall be determined by the Lakes District Health Board and shall include at least one Māori representative.
- 3.2 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.
- 3.3 The Lakes 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.

Chair: Board Member

Committee Secretary: Board Secretariat

Members: Four Board Members
Three Community Representatives
Two Midland DHB Community representatives
One Iwi representative from Te Roopu Hauora o Te Arawa
One Iwi representative from [Te Kapua Whakapipi – Ngati Tuwharetoa](#)

Ex-Officio

- Board Chairperson

In Attendance

- Chief Executive
- Lakes DHB Executive Team
- **Personal Health Portfolio Manager**

Comment [BA1]: ?

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- Chief Medical Officer or representative

The quorum for any Committee meeting shall be five (5) 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 Board will confirm the Committee Chairperson and members three (3) yearly, as per the DHB election cycle.

4. Meeting Schedule

- 4.1 The Committee shall meet bi-monthly (from February to October each year) once financial information for the previous month is available.
- 4.2 Additional meetings will be called if necessary to discuss particular issues.
- 4.3 In conducting its meetings the Committee shall comply with the Code of Conduct of the Lakes DHB and the requirements of Schedule 4 of the New Zealand Public Health and Disability Act 2000.

5. Minutes/Documentation

The Board 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

- 6.1 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.
- 6.2 Any resolutions made by the Committee are recommendations to the Board.

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7. Relationship with Board and Management

7.1 The Committee is accountable to the Board.

7.2 Its roles are to:

- Advise and make recommendations to the Board on strategic issues, and
- Alert the CE to matters of concern in relation to its monitoring function.

7.3 The Committee shall receive all material and information for its review or consideration through the Chief Executive.

Prepared by: Chief Executive

Authorised by: Chair, Lakes DHB

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