

INTRODUCTION

The Hospital Advisory Committee is a Statutory Committee of the Board of the Canterbury DHB established in terms of Section 36 of the New Zealand Public Health and Disability Act 2000 (the Act). These Terms of Reference are supplementary to the provisions of the Act, Schedule 4 to the Act and the Standing Orders of the Canterbury DHB.

FUNCTIONS

The functions of the Hospital Advisory Committee (as per Schedule 4 of the NZ Health & Disability Act 2000) are to:

- *“monitor the financial and operational performance of the hospital and specialist services of the Canterbury DHB; and*
- *assess strategic issues relating to the provision of hospital and specialist services by the Canterbury DHB; and*
- *give the Board advice and recommendations on that monitoring and that assessment”.*

The Hospital Advisory Committee’s advice to the Board must be consistent with the priorities identified in the New Zealand Health Strategy and with the Strategic Plan of the Canterbury DHB.

ACCOUNTABILITY

The Hospital Advisory Committee is a Statutory Committee of the Board and as such its members are accountable to the Board and will report regularly to the Board.

- Members of the Hospital Advisory Committee are to carry out an assessment role but are not to be advocates of any one health sector group. They are to act in an impartial and objective evidence based manner for the overall aims of the Committee.
- Legislative requirements for dealing with conflicts of interest will apply to all Hospital Advisory Committee members and members will abide by the Canterbury DHB’s Media Policy, its Probity Policy and with its Standing Orders.
- The Committee Chair will annually review the performance of the Hospital Advisory Committee and members.

LIMITS ON AUTHORITY

The Hospital Advisory Committee must operate in accordance with directions from the Board and, unless the Board delegates decision making power to the Committee, it has no delegated authority except to make recommendations or provide advice to the Board.

- The Hospital Advisory Committee provides advice to the Board by assessing and endorsing recommendations on the reports and material submitted to it.
- Requests by the Hospital Advisory Committee for work to be done by management or external advisors should be made by the Chair and directed to the Chief Executive or their delegate (the Principal Administrative Officer).
- There will be no alternates or proxy voting of Committee members.
- All Hospital Advisory Committee members must comply with the provisions of Schedule 4 of the Act relating in the main to:
 - The term of members not exceeding three years
 - A conflict of interest statement being required prior to nomination.
 - Remuneration
 - Resignation , vacation and removal from office.

RELATIONSHIPS

The Hospital Advisory Committee is to be cognisant of the work being undertaken by the other Committees of the Canterbury DHB to ensure a cohesive approach to health and disability planning and delivery and as such will be required to develop relationships with:

- the Board
- consumer groups
- management of the Canterbury DHB
- clinical staff of the Canterbury DHB
- Manawhenua Ki Waitaha
- the community of the Canterbury DHB
- other Committees of the Canterbury DHB.

TERM

These Terms of Reference shall apply until February 2011 at which time they will be reviewed by the newly elected Board of the Canterbury DHB who will also review the membership of the Committee. An interim review will also be carried out by the Committee in June 2009.

- The Act states that Statutory Committee members must not be appointed for a term exceeding three years. Although members are eligible for reappointment it is appropriate that membership is reviewed by newly elected Boards to consider the skills-mix of the committee and allow for a diverse and representative cross section of the community to have input into decision making.

MEMBERSHIP OF THE COMMITTEE

The Hospital Advisory Committee will ordinarily comprise a mix of Board members and members selected from the Community up to a maximum of ten members. However the Board may appoint advisors to the Committee from time to time, for specific periods, to assist the work of that Committee.

- Members of the Hospital Advisory Committee will also be appointed by the Board who will comply with requirements of the Act and provide for Maori representation on the Committee.
- The Board will not appoint to the Hospital Advisory Committee any member who is likely to regularly advise on matters relating to transactions in which that member is specifically interested. All members of the Hospital Advisory Committee must make appropriate disclosures of interest.
- The Chair of the Hospital Advisory Committee will be a member of the Board and will be appointed by the Board, who may also appoint a Deputy Chair of the Committee. If not appointed as members of the Committee, the Chair and Deputy Chair of the Board and Chairs of other Advisory Committees will be ex-officio members of the Hospital Advisory Committee.

The Chair, Deputy Chair and members of the Hospital Advisory Committee shall continue in office for the period specified by the Board or until such time as:

- the Chair, Deputy Chair or member resigns; or
- the Chair, Deputy Chair or member ceases to be a member of the Hospital Advisory Committee in accordance with clause 9 of Schedule 4 of the Act; or
- the Chair, Deputy Chair or member is removed from that office by notice in writing from the Board.

MEETINGS

The Hospital Advisory Committee will meet as determined by the Board or the Committee in accordance with the Act, with the frequency/timing taking into account the times and dates of the other Committee meetings and the Board meetings.

- Subject to the exceptions outlined in the Act, the date and time of the Committee meetings shall be publicly notified and the public are allowed to attend. The agenda, any reports to be considered by the Committee, and the minutes of the Committee will be made available to the public.

- Meetings shall be held in accordance with Schedule 4 of the Act and with the Canterbury DHB's Standing Orders, adopted by the Board on 19 January 2001 (as amended from time to time).
- In addition to formal meetings the Committee members may be required to attend workshops or forums for briefing and information sharing.

REPORTING FROM MANAGEMENT

Management will provide exception reporting to the Hospital Advisory Committee to allow measurement against the financial and operational performance indicators of the Hospital and Specialist Service of the Canterbury DHB.

MANAGEMENT SUPPORT

In accordance with best practise and the delineation between governance and management, key support for the Hospital Advisory Committee will be from staff designated from the Chief Executive Officer from time to time who will assist in the preparation of agendas, reports and provision of information to the Committee in liaison with the Chair of the Committee.

- The Hospital Advisory Committee will also be supported by clinical staff (including the Chief Medical Officer and Executive Director of Nursing) and by internal secretarial, organisation support, community and public health, planning and funding and financial management staff as required.
- The Board may appoint advisors to the Hospital Advisory Committee from time to time, for specific periods, to assist the work of that Committee. The Committee may also, through management, request input from advisors to assist with their work. Such advisors may be sourced internally using internal resources or at management's discretion out-sourced from external consultants in which case the Canterbury DHB policies on probity and tendering will be followed.

REMUNERATION OF COMMITTEE MEMBERS

In accordance with Ministerial direction, members of the Hospital Advisory Committee will be remunerated for attendance at meetings at the rate of \$250 per meeting up to a maximum of ten meetings, total payment per annum (\$2,500). The Committee Chair will be remunerated for attendance at meetings at the rate of \$312.50 per meeting, again up to a maximum of ten meetings, total payment per annum of (\$3,125). Ex officio members are not remunerated.

- These payments are made for attendance at public meetings and do not include workshops.
- Any officer or elected representative of an organisation who attends committee meetings which their organisation would expect their officer or elected representative to attend as a normal part of their duties, and who is paid by them for that attendance, should not receive remuneration.
- The Fees Framework for Crown Bodies includes the underlying principle that any employees of Crown Bodies should not receive remuneration for attendance at Committee meetings whilst being paid by their employer.
- Reasonable attendance expenses (ie reasonable travel-related costs) for Committee members may be paid. Members should adhere to the Canterbury DHB's travel and reimbursement policies.

Adopted

Alistair James

19 December 2008

Chair