



TERMS OF REFERENCE

COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE

1. Establishment

The Committee is established by the board (“Board”) of the Northland District Health Board (“NDHB”) under section 34 of the New Zealand Public Health and Disability Act 2000 (“Act”). The Board may amend the terms of reference for the Committee from time to time.

2. Functions of Committee

The function of the Community and Public Health Advisory Community Committee is to give the Board advice on:

- The needs, and any factors that the Committee believes may adversely affect the health status, of the resident population of the NDHB
- Priorities for use of health funding provided

The aim of the Committee’s advice is to ensure that the following maximise the overall health gain for that population:

- All service interventions the NDHB has provided or funded or could provide or fund for the care of that population
- All policies the NDHB has adopted or could adopt for the care of that population

The Committee’s advice may not be inconsistent with national policies and strategies such as the New Zealand Health Strategy.

3. Responsibilities

(a) The Committee is responsible for:

- Taking an overview of health improvement
- Examining the role of primary care, disability support, public health, and other community services
- Addressing the prevention of inappropriate hospital admissions through primary care and pre-primary care interventions
- Ensuring better coordination across the interface

- Ensuring Disability Support services and Public Health are considered in conjunction with Personal Health
- Monitoring the health status and needs of the Northland population
- Developing principles on which to determine priorities for using scarce health funding
- Interpreting the local implications of the nation-wide and sector-wide health goals and performance expectations
- Providing advice on strategies to reduce the disparities in health status
- Providing advice on priorities for health improvement and independence as part of the strategic planning process
- Ensuring that processes and systems are put in place for effective and efficient management of health information throughout Northland DHB district including policies regarding data ownership, privacy and standards.
- Ensuring that Maori health objectives are considered as part of all strategic planning.

(b) The Committee will identify issues and opportunities in relation to the provision of health services that the Committee considers may warrant further investigation and advise the Board accordingly.

4. Relationship with Board and Management

The Committee is established by and accountable to the Board. The Committee's role is advisory only, and unless specifically delegated by the Board from time to time in accordance with clause 39(4) of Schedule 3 of the Act, no decision-making powers are delegated to the Committee.

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

The Committee shall provide advice and make recommendations to the Board only, and is not authorised to give any directions or issue any instructions to NDHB officers or employees unless specifically requested in writing by the Board.

(d) The committee is to be cognisant of the work being undertaken by other committees to ensure a cohesive approach to health and disability planning and delivery.

(e) The Board will appoint one of the Board members referred to above, who should not necessarily be Chair of the Board, to be the Chair of the Committee.

5. Meeting Procedure

(a) The Committee shall meet monthly. Meetings shall be conducted in accordance with:

- The requirements of the Act
- The NDHB Standing Orders

(b) The Committee may invite any NDHB officers and employees to attend as required.

Ratified February 2008