



TERMS OF REFERENCE
HOSPITAL ADVISORY COMMITTEE

1. Establishment

The Committee is established by the board ("Board") of Northland District Health Board ("NDHB") under section 36 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 functions of the Hospital Advisory Committee are to :

- (a) Monitor the financial and operational performance of the hospitals and related services of the Northland DHB
- (b) Assess strategic issues relating to the provision of hospital and related services by or through the Northland DHB. Give the Board advice and recommendations on that monitoring and that assessment

3. Membership

- Membership of the Committee shall be determined by the Board
- Appointment of members must comply with the requirements set out in Clause 6 Schedule 4 of the Act
- The Board will appoint the Chair of the Committee

4. Responsibilities

To carry out its functions, the Committee will monitor and advise the Board on the:

- (a) Provision of hospital and related services by or through the NDHB including key operational and financial issues
- (b) Overall activity levels and performance of hospital and related services when assessed against Northland DHB's annual plan and relevant legislation
- (c) Management by the hospital and related services of operational and financial risk
- (d) Management by the hospital and related services of clinical quality and risk issues
- (e) Management by the hospital and related services of the delivery of Northland DHB's health services delivery programme and other hospital facilities projects
- (f) Provision of hospital and related services through other entities in which Northland DHB has an ownership or other interest

5. Relationship with Board and Management

- (a) 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.
- (b) The Committee shall receive all material and information for its review or consideration through the Chief Executive Officer.
- (c) 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.

6. Meeting Procedure

- (a) The Committee shall meet six weekly. Meetings shall be conducted in accordance with:
 - i) The requirements of the Act
 - ii) The Board's Standing Orders
- (b) The Committee may invite other Northland DHB officers and employees to attend as required.

Approved January 2017