

HOSPITAL ADVISORY COMMITTEE (HAC)

Terms of Reference

Accountability

The Hospital Advisory Committee is constituted by section 36, part 3 of The New Zealand Public Health and Disability Act 2000 (The Act).

The procedures of the Committee shall also comply with Schedule 4 of the Act.

The Committee is to further comply with the standing orders of the Southern DHB which may not be inconsistent with the Act.

Function and Scope

The statutory functions of HAC are to:

- 1) Monitor the financial and operational performance of the hospitals (and related services) of the DHB;
- 2) Assess strategic issues relating to the provision of hospital services by or through the DHB;
- 3) Give the Commissioner advice and recommendations on that monitoring and that assessment.

Responsibilities

To give advice and recommendations to the Commissioner on:

- 1) Strategic, Financial and Operational performance as set out in the statutory requirements above;
- 2) Assessing performance against relevant expectations set in the District Annual Plan, Statement of Intent and other relevant accountability documents, documented standards and legislation;
- 3) Monitoring other relevant and agreed key performance indicators;
- 4) Monitoring the capital expenditure programme;
- 5) Ensuring systems are developed to manage clinical and operational risks.

Membership

All members of the Committee are to be appointed by the Commissioner. The Commissioner will appoint the Chairperson.

The Committee is to comprise of the Commissioner and Deputy Commissioners, supplemented with external appointees as required.

Membership will provide for Māori representation on the Committee. The Committee may obtain additional advice as and when required.

Where a person, who is not a Deputy Commissioner, is appointed to the Committee, the person must give the Commissioner a statement that discloses any present or future conflict of interest, or a statement that no such conflicts exist or are likely to exist in the future.

Conflicts of Interest

Where a potential conflict of interest exists with an agenda item, these are to be declared by members and staff. A register of interests shall form part of each Committee meeting agenda.

Quorum

The quorum of members of a committee is:

- (a) if the total number of members of the committee is an even number, half that number; but
- (b) if the total number of members of the committee is an odd number, a majority of the members.

Meetings

Meetings of this Committee are generally held bi-monthly, up to six times a year.

Review

The Terms of Reference for this Committee shall be reviewed as and when appropriate.

Management Support

The Chief Executive Officer shall ensure adequate provision of management and administrative support to the Committee.