



TERMS OF REFERENCE

Hawke's Bay District Health Board Pacific Population Board

August 2021

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| <p>Purpose</p> | <p>The purpose of the Pacific Population Board (PPB) is to advise the Hawke's Bay District Health Board (HBDHB) to benefit the Pacific population within the Hawke's Bay region principally by identifying and removing health inequities and instituting processes that support Pacific-centric models of healthcare.</p> |
| <p>Functions</p> | <p>The functions of the PPB are to:</p> <ol style="list-style-type: none"> a) Identify and convey the needs and aspirations for health and wellbeing of the Pacific population within Hawke's Bay; b) Ensure effective plans are jointly developed and maintained by HBDHB to address health inequities and to foster Pacifica community collaboration; c) Monitor and make recommendations on the implementation of these plans; d) Monitor the strategic development and performance of HBDHB delivered and funded services, to ensure they support the removal of disparities and are responsive to the needs of the Pacific population; e) Monitor the operational performance of services targeted particularly at the Pacific population; f) Prioritise the use of funding, resources, and access to services. |
| <p>Level of Authority</p> | <p>The PPB has the authority to give advice and make recommendations to the HBDHB Board</p> |
| <p>Membership</p> | <ul style="list-style-type: none"> • Up to eight (8) members shall be appointed to the PPB for terms of up to three (3) years; • Members may be reappointed; • General criteria for membership shall consist of a mix of: <ul style="list-style-type: none"> - Nominated by their Pacific community and tabled through one of the existing council members; - Relevant skills and links to that Pacific community; - Knowledge and understanding of the health and disability sector; - Governance, strategic and policy skills • A maximum of two members of PPB shall have attributes to 'represent' Pacific youth issues; and • Remuneration will be based on the Cabinet Fees Framework for HBDHB Committee Members. |

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| Chair | The Chair shall be elected by the PPB and endorsed by the HBDHB Board. |
| Quorum | A quorum will consist of half, plus one, of all PPB members; either in person or by virtual link. |
| Meetings | Meetings will be held monthly, or more frequently at the request of the Chair. Workshops may be held from time to time. The Standing Orders adopted by HBDHB apply to PPB meetings. |
| Reporting | Following each meeting, the Chair shall report on PPB business to the HBDHB Board, with such recommendations as the PPB may deem appropriate. |
| Minutes | Minutes will be circulated to all members of the PPB within one week of the meeting taking place. HBDHB Board members will be sent a copy of the minutes, on request. |
| Support | <p>The PPB shall be supported by the Executive Director of Health Improvement & Equity, the Pacific Health Manager, and other members of the Executive Leadership Team (ELT) as requested.</p> <p>Representatives from associated health agencies may be invited to participate i.e. Health Hawke's Bay (HHB).</p> <p>Such support shall include the provision of regular (written or in-person) reporting and advice on:</p> <ul style="list-style-type: none"> a) The health status of Pacific populations; b) The progress and monitoring of performance and outcomes against the HBDHB annual plan, with specific focus on Pacific populations; and c) Objectives/achievements of 'dedicated' Pacific Health services and resources. <p>Members of the PPB will receive regular governance training as required.</p> |