

**16 July 2013**

<p><b>Purpose</b></p>	<p>The purpose of the Pacific Health Leadership Group (PHLG) is to provide appropriate advice to Hawke's Bay District Health Board (HBDHB) through the Community &amp; Public Health Advisory Committee (CPHAC) to improve the health status of the Pacific people within the HBDHB area and reduce health disparities.</p>
<p><b>Functions</b></p>	<p>The functions of the PHLG are to:</p> <ol style="list-style-type: none"> <li>a) Identify and convey the needs for health and wellbeing of the Pacific people within Hawke's Bay.</li> <li>b) Ensure an appropriate plan is jointly developed and maintained by HBDHB to address identified issues.</li> <li>c) Monitor the operational implementation of this plan.</li> <li>d) Monitor the strategic development and performance of HBDHB delivered and funded services, to ensure they support the reduction in disparities and are responsive to the needs of Pacific people.</li> <li>e) Monitor the operational performance of services targeted particularly at Pacific people.</li> </ol> <p>The aim of the PHLGs advice is to:</p> <ol style="list-style-type: none"> <li>a) Reduce existing health disparities and improve the health of the Hawke's Bay Pacific people.</li> <li>b) Enhance the patient care experience for Pacific people through ensuring all services are accessible and responsive to meet their needs.</li> </ol>
<p><b>Level of Authority</b></p>	<p>The PHLG has the authority to give advice and make recommendations to the HBDHB Board through CPHAC.</p>
<p><b>Membership</b></p>	<ul style="list-style-type: none"> <li>• Up to eight (8) members shall be appointed to the PHLG by CPHAC for terms of up to two (2) years,</li> <li>• Members may be reappointed.</li> <li>• General criteria for membership shall consist of a mix of:             <ul style="list-style-type: none"> <li>- Nominated by their community, having demonstrated relevant skills and links to that community</li> <li>- Knowledge and experience in the health sector</li> <li>- Experience of working in a multi-agency environment</li> <li>- Knowledge and experience of the disability sector</li> <li>- Governance, strategic and policy skills</li> </ul> </li> <li>• At least two members of PHLG shall have attributes to 'represent' Pacific youth issues.</li> <li>• Remuneration will be based on the Cabinet Fees Framework for HBDHB Committee Members.</li> </ul>

<b>Chair</b>	The Chair shall be elected by the PHLG and endorsed by CPHAC.
<b>Quorum</b>	A quorum will be half the members if the number of members is even, and a majority if the number of members is odd.
<b>Meetings</b>	Meetings will be held quarterly, 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 PHLG meetings.
<b>Reporting</b>	Following each meeting, the Chair shall report on PHLG business to the CPHAC Chair, with such recommendations as the PHLG may deem appropriate.
<b>Minutes</b>	Minutes will be circulated to all members of the PHLG within one week of the meeting taking place. CPHAC and HBDHB Board members will be sent a copy of the minutes, on request.
<b>Support</b>	The PHLG shall be supported by the Director of Population Health / Health Equity Champion and the Pacific Health Development Manager.