

## Terms of Reference

### Policy Board Committee

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#### Kaupapa/Purpose

The Policy Committee (the Committee) will ensure that Te Aka Whai Ora achieves its objectives and carries out its functions in accordance with the Pae Ora (Healthy Futures) Act 2022 and discharges its obligations and requirements. In carrying out its responsibilities the Committee will:

- be guided by the health sector principles contained in section 7 of the Pae Ora Act, and is a pro-Tiriti champion, within its scope
- be a pro-equity champion, within its scope
- discharge its work in line with the values and principles of the partnership between Te Aka Whai Ora and Te Whatu Ora (as agreed)
- act in accordance with Te Mauri o Rongo, the Health Charter.

The Committee is established by the Board of Te Aka Whai Ora (the Board) under clause 14 of Schedule 5 of the Crown Entities Act 2004 ('the Act').

#### Hōkaitanga/In scope

The Committee will undertake a variety of duties in relation to policy papers and policy issues and provide advice and recommendations to the Board relating to those activities. This may also include advice to the Board of Te Whatu Ora and Manatū Hauora.

The function of the committee is to ensure that Te Aka Whai Ora complies with their responsibilities including, but not limited to, those set out in sections 17-31 of the Pae Ora (Healthy Futures) Act 2022 and relevant sections of the Crown Entities Act 2004, Public Service Act 2020 and related regulations.

The Committee will be responsible for overseeing the development of key policy papers to support the implementation of the reform agenda and government priorities for health.

Policy papers may be in the form of responses to advice developed by other organisations that is considered to impact Māori health outcomes, or they may be papers developed by Te Aka Whai Ora directly or co-produced with other organisations.

#### Aratohu/Guidelines

The Committee is a formal Board sub-committee.

The Committee is accountable to the Board. The authority of the group is limited to giving advice to the Board and/or management. It does not have a decision-making function unless specifically delegated by the Board.

The Committee will meet and set its own work plan for approval by the Board. In doing this, the group must always focus on the equity objectives of the transition and work in partnership with Te Whatu Ora.

The Committee may call on external input for advice at any time subject to approval from the Board Chair/Co-Chair.

## Mematanga/Membership

The Committee will be composed of:

- at least three members from the Te Aka Whai Ora Board.
- a member of the Te Whatu Ora Board to be invited as an external member.
- any other person, not being a member of the Board, appointed by the Board, to assist the Committee to carry out its functions.

In addition, all other Board members will be members ex officio and are able to attend all Committee meetings.

The Committee will appoint its own Chair/Convenor.

## Accountability

The Committee is accountable to the Board. It does not have a decision-making function. However, the Board may from time-to-time delegate to the Committee the authority to make decisions and take actions on its behalf in relation to certain matters. Any such delegation must be in writing. Any recommendations of the Committee must be ratified by a Board quorum. However, where the board delegates to the Committee the authority to make a decision or take certain actions, such decisions do not need to be approved by the Board.

## Hui/Meetings

The Committee will meet as and when required to meet its responsibilities.

## Kōrama/Quorum

A quorum for a meeting of the Committee is a majority of the members if the group has an odd number of members or half the number of members if the group has an even number of members.

### **Te Whakapūrongo/Reporting**

The Chair/convenor of the Committee will provide a written report to the Board after each meeting for endorsement of any proposals or outcomes of their work.

### **Ratonga Tautoko/Support**

The Committee will be supported by the Te Whai Aka Ora Board secretariat.

### **Official Information Act**

The business of the Committee and its written reports will be subject to the Official Information Act.

Proactively Released