



Steering Group - Terms of Reference

Administration

Date of this document: 15 August 2018

Review date: Terms of Reference to be reviewed annually.

Document location: Terms of Reference will be available on CPH computer network and on SCDHB and WAVE website.

Background

The South Canterbury Child and Youth Health Project –WAVE is based on the commitment of a number of organisations, including South Canterbury District Health Board (SCDHB), Community and Public Health (CPH), Ministry of Education, local Iwi and Sport Canterbury, to creating healthier environments for children and young people. In 2005, SCDHB and C&PH jointly developed a proposal for building on work already being undertaken in this field, and both organisations have committed health promotion resources to WAVE.

A Steering Group and Working Group were formed in July 2006. The Steering Group is the governance body for WAVE, responsible for direction-setting, oversight and monitoring. The tasks of the WAVE Team will be captured in an Annual Plan, and will be informed by the Strategic Plan developed and reviewed annually by the Steering Group.

Steering Group Objectives

1. Development and annual review of a strategic plan to inform and direct work undertaken as part of WAVE.
2. Review and approval of WAVE Annual Plan.
3. Oversight of work undertaken by WAVE Team (via review of reports).
4. Accountability for WAVE to Steering Group member organisations.
5. Financial accountability to SCDHB for WAVE funds.

Policy

Membership

- Named representatives of key partner organisations for WAVE (see below)
- CPH Public Health Specialist and WAVE Team Leader to attend meetings, but without voting rights.

Meetings

- The Steering Group will meet three times per year to review reports of progress against the Annual Plan and to discuss other governance issues. These meetings will generally coincide with the dates of the Working Group meetings.
- Agenda to be developed by the meeting's facilitator in liaison with Minute Secretary, and circulated at least 5 working days prior to meeting.
- Draft minutes to be circulated within 10 working days of meeting.

- At least three groups must be represented to make a quorum.
- Meetings will be held in SCDHB premises, unless otherwise arranged
- The current Chair will follow-up if an organisation misses two consecutive meetings.

Facilitator / co-ordinator

- Rotating between CPH and SCDHB – roster to be agreed at start of each calendar year.

Decision-making

- By consensus where possible.
- Where consensus cannot be reached, a vote will be taken, with each member organization having one vote, and three votes necessary to pass a motion.

Secretarial support

SCDHB

Communication links

- Where there is public or media interest in governance issues regarding WAVE, the Steering Group will appoint a spokesperson.
- Communication regarding operational issues is the responsibility of the WAVE Team, and will generally be dealt with by the WAVE Team Leader.

Reporting and Accountability

- A report will be provided to all Steering Group member organisations for each meeting (at least 3 per year).
- An annual report will be provided to all stakeholders.
- The Steering Group is responsible for the allocation and management of funds made available to WAVE for health promotion resources, equipment, and support for education setting programmes, including transport, training etc by SCDHB, C&PH and any other organisations. Funding from SCDHB and CPH will be set prior to the commencement of each financial year. A budget for WAVE funds will be outlined in the annual plan for approval by the Steering Group, and reports on progress against the budget will be provided as part of the WAVE Leader's reports.
- Representatives of the Steering Group are responsible for participating in the WAVE funding panel which meets once per year. Its purpose is to review and decide on education settings plans applying for funding to support the implementation of their health and wellbeing priority area.
- SCDHB funding for FTE positions which form part of WAVE will be managed according to the contracts held by individual organisations. The delivery of the health promotion services provided by those FTEs will be under the governance of the Steering Group.

Membership at August 2018

| Organisation | Representative |
|---------------------------|-----------------------|
| Local iwi | Koriana Waller |
| Community & Public Health | Neil Brosnahan |
| SCDHB | Lisa Blackler |
| Ministry of Education | John Taylor |
| Sport Canterbury | Shaun Campbell |

Funding Panel members

Local iwi

SCDHB

Community & Public Health

Sport Canterbury

Koriana Waller

Lisa Blackler

Rose Orr

Shaun Campbell