

KĀPITI HEALTH ADVISORY GROUP

TERMS OF REFERENCE

Purpose

1. These Terms of Reference (ToR) set out the role, responsibilities and requirements of the Kāpiti Health Advisory Group (KHAG).

Background

2. Health is one of ten Council priorities set for the 2023/24 – 2026/27 period.
3. The key purpose of KHAG is to provide experience and evidence-based advice to the Kapiti Coast District Council (the Council) to support and pro-actively contribute to its health-related work, including work relating to disability services. This includes a key focus on supporting the development of Council's Health Strategy and Vision Kapiti 2060 work for Health.

Governance

4. KHAG is an advisory body established by the Council to provide it with advice relating to the health requirements of the Kapiti District.
5. KHAG provides advice to the Environment and Communities Committee (the Committee) of the Council.
6. The Committee will work collaboratively with KHAG but retains responsibility for all decisions in conducting Council related-business.
7. The Chair of the Committee will maintain a relationship with KHAG and may be supported by other elected representatives with an interest in the work of KHAG (to be agreed between the Chair of the Committee and the Chair/s of KHAG).
8. The Chair of the Committee will appoint the Chair/s and Deputy Chair of KHAG.
9. KHAG will not bypass the Council when collaborating with stakeholders.
10. KHAG will have regard to the role of Council and its elected members in engagement with the community and other organisations and authorities.
11. KHAG will seek Council's agreement to be involved in proactive engagement undertaken in relation to Council business. This includes engagement with Te Whatu Ora (Health New Zealand) to promote and advance the design, establishment and funding of healthcare and wellbeing services for Kāpiti. Such engagement may be via an agreed work plan, or on a case-by-case basis.

Scope

12. For the purpose of defining the KHAG scope of work, 'health' includes consideration of related matters that contribute to the direction of the Health Strategy.

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13. The scope of the KHAG work is to:

13.1. Understand and provide a joined-up view and advice to Council on:

- the health services provided within the Kāpiti District
- who the providers of those services are
- the health requirements of the Kāpiti community and their health services experiences
- health needs and service trends and projections in the short, medium and long terms.

13.2. Analyse the responses of health service organisations to Kāpiti community requirements and determine how and where needs are being met and where gaps exist now and in the future.

13.3. Determine and then present to the Council an assessment of the Kāpiti community health status and opportunities for gaps to be addressed.

13.4. Research the effectiveness of Council supported health initiatives and report back on any required changes.

13.5. Provide input into the Health Strategy being developed by Council.

13.6. Provide advice on other health related matters as agreed with the Committee.

14. Seek to establish sound relationships with Kāpiti mana whenua as may be required above the Council's existing relationship and responsibility to engage with mana whenua.

15. Work will not include:

15.1. provision of health and wellbeing services.

15.2. implementation of changes to health services.

15.3. advice on matters that are not health or health related.

Membership

16. KHAG will comprise:

16.1. Up to 12 members from the Kāpiti Community.

16.2. One or two members will be appointed as the Chair or Co-Chairs and one as the Deputy Chair (although other arrangements may be considered)

16.3. Membership is voluntary and positions are not remunerated consistent with other advisory groups to Council.

16.4. Membership is for three years, aligned with the local authority triennium.

16.5. The Chair/s of KHAG will recommend replacement members to the Committee.

16.6. Council may, in consultation with the KHAG Chair/s and Chair of the Environment and Communities Committee embark on an Expressions of Interest process to appoint new or additional members as required.

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Operating Model

KHAG Executive, Committees and Working Groups

17. The lead member (or a delegate) of each working group, plus the Chair/s and Deputy Chair will form the Executive Committee.
- ~~18.~~ Working groups comprising KHAG members, Kāpiti individuals with relevant experience and skills and representatives of Kāpiti organisations will be set up to work on specific issues, each led by a member of the Executive Committee. Working Groups have no membership limitation.

Meeting Cadence

19. KHAG will meet monthly and operate on an annual planning and implementation cycle.
20. Working groups will also meet separately to progress their parts of the work plan. Each Working Group will report progress on their work to the KHAG monthly meeting through its lead.

Approach to Providing Advice

21. KHAG advice will be based on:
 - 21.1. the responsibilities of the Local Government Act 2002.
 - 21.2. the Pae Ora Act 2022.
 - 21.3. engagement with Te Whatu Ora and with health organisations and other non-government organisations (including providers) on healthcare and wellbeing issues and on opportunities to improve access to healthcare and wellbeing services for the Kāpiti population.
 - 21.4. interaction with the Kāpiti population and Kāpiti organisations to determine their assessments of health status and needs.
 - 21.5. information on the impact and outcomes of the Council's strategies, plans and initiatives for the potential improvement of Kāpiti health outcomes.
 - 21.6. assessment of the resource requirements, including funding, workforce and facilities, to support health initiatives.

Plan and Deliverables

22. KHAG will develop an Annual Work Plan each year for review and approval by the Committee.
23. The Annual Work Plan will include all foreseen deliverables and engagement.
24. The KHAG Chair/s will provide a brief report on progress against plan to the Committee at least quarterly, to discuss progress against the Work Plan.
25. KHAG may consider other relevant matters providing they are consistent with these ToR and not inconsistent with the position of the Committee. It will ensure Council is aware of this activity and discuss with the Committee as required.

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Funding and administrative support

26. KHAG may submit to Council for approval an annual proposal for specific funding to enable KHAG to undertake its agreed work. This will be discussed at the time of consideration of the Annual Work Plan for the upcoming year.
27. The Council will provide administrative support to the running of KHAG meetings.
28. Council staff will be available to support the functioning of KHAG, including providing information regarding work on the Health Strategy and Vision 2060 Health work for KHAG to advise on.
29. The Group Manager, Strategy & Growth, or a delegate, will attend monthly meetings to support the work.

Conduct

30. All KHAG members will abide by Council's general Code of Conduct for Advisory Groups. Any concerns with conduct will be addressed via the Chair/s, Chair of the Environment and Communities Committee and Group Manager, Strategy & Growth.
31. Executive Committee members will be expected to attend all monthly meetings, or provide apologies. Should any Executive Committee member be unable to attend more than 75% of the monthly meetings this requires specific discussion with the KHAG Chair/s.

Version and Review

32. This is Version 2 of the ToR approved in June 2026.
33. This ToR will be reviewed:
 - 33.1. periodically to ensure they represent the changing requirements of the Kāpiti Coast District Council (the Council) and the wider stakeholders of the Kāpiti District
 - 33.2. after a local body election of reorganization of Council committee structure or delegations
 - 33.3. following the publication of the Council's Health Strategy.