



## Terms of Reference

### Waikato District Healthy Eating-Healthy Action Steering Group

### January 2008

#### **Background:**

Government's Healthy Eating-Healthy Action: Oranga Kai-Oranga Pumau Strategy led by the Ministry of Health aims to improve nutrition, increase physical activity and achieve healthy weight for all New Zealanders.

The Strategy has been developed to address the increasing burden of diseases resulting from obesity, poor nutrition and physical inactivity. Such diseases are now amongst the leading causes of preventable deaths in New Zealand.

The success of the Strategy requires strong links and sound working relationships within and between sector groups. The Ministry of Health (MoH) has adopted a national coordinating role with government agencies and district health boards (DHB). The MoH has funded DHBs to take a leadership and coordination role at district or regional level in the delivery of the Strategy.

#### **Purpose:**

The MoH has funded the Waikato DHB to establish an inter-sectoral Waikato District Healthy Eating Healthy Action ("HEHA") Steering Group to advise on planning, prioritising, funding and monitoring HEHA initiatives in the Waikato District. The Waikato District HEHA Steering Group (HEHA Steering Group) will have a leadership role in implementing initiatives under HEHA at Waikato District level.

#### **Role:**

The role of the HEHA Steering Group is to facilitate and co-ordinate the work of stakeholder agencies, including the DHB, PHOs, NGOs, education organisations, Sport Waikato, local government, central government agencies, and communities in implementing the District HEHA Plan. The group will:

- Provide guidance, advice and support to the Waikato HEHA Project Manager,
- Ensure the Waikato District HEHA Plan meets the needs of the Waikato population by meeting the requirements of the Ministry of Health.
- Approve and oversee the implementation of the Waikato District HEHA Plan

#### **Objectives:**

- To build on existing services and networks to facilitate the delivery of HEHA related services in a manner that reflects local needs.
- To create an environment that promotes and supports physical activity, improves nutrition and reduces obesity.
- To improve alignment of district HEHA related planning processes and funding decisions across the sectors and agencies.
- To develop a strategic direction and funding plan for HEHA at a district level and ensure alignment of activity that is focused on improving health outcomes and building a sustainable and co-ordinated health sector.

- To strengthen community actions ensuring high need communities are actively involved and successful in influencing the availability and supporting the promotion of healthy food and physical activity in their communities.
- To focus on Maori, Pacific; children, young people, and their family and whanau; lower socio-economic groups and other high need groups in their area.
- To ensure the tripartite agreement, “Partnership in Action (2003)” between the Ministry, the Ministry of Education, and Sport and Recreation New Zealand (“SPARC”) (“Partnership in Action”) is operationalised at district level.
- To ensure that “Healthy Eating-Healthy Action: Oranga Kai-Oranga Pumau (MOH 2003)” and the four pathways of “He Korowai Oranga: the Maori Health Strategy (MOH 2002)” are integrated into all health sector planning to improve physical activity, nutrition and reduce obesity.
- To contribute to improvements in whanau ora and to reduce health inequalities for Maori and Pacific peoples, with reference to “He Korowai Oranga – the Maori Health Strategy”, “Whakatataka – Maori Health Action Plan”, and to the Pacific Health and Disability Action Plan.

### **Sub-groups**

The HEHA Steering Group will oversee the work of:

1. Waikato District HEHA Education Group to:
  - Ensure the effective implementation of the Nutrition Fund, and
  - Ensure the Sub-Group co-ordinates their agency service delivery to schools and ECEs to prevent schools and ECEs becoming overloaded.
2. Maori Community Reference Group to:
  - Ensure the development and implementation of the Maori Actions and Projects as per the funding requirements
3. Pacific Community Reference Group to:
  - Ensure the development and implementation of the Pacific Actions and Projects as per the funding requirements
4. Breastfeeding Promotion Group to:
  - Ensure the development and implementation of the Waikato District Breastfeeding Plan, which supports the Baby Friendly Hospital Initiative and the Baby Friendly Services Initiative and meets all other funding requirements
  - Ensure that the plan supports the National Breastfeeding Promotion Campaign
  - Ensure the plan increases the responsiveness to Maori and Pacific peoples and delivers services in a way that is effective for Maori and Pacific peoples.

Plans developed by these groups will form a part of the Waikato District HEHA Plan and the various iterations of the MoH MAP document.

In addition, the HEHA Steering Group will seek support and advice from the HEHA Stakeholder Group on the delivery of a number of its objectives. The HEHA Stakeholder Group includes wide representation from a variety of organisations and groups with a working interest in achieving the HEHA Strategy outcomes.

As the project progresses, other sub groups may be formed with the permission of the HEHA Steering Group, or as required by the MOH. The HEHA Steering Group will oversee the work of such groups. Refer Appendix One for copy of the project structure diagram.

### **Accountability**

#### *Project Sponsor:*

The project sponsor for the Waikato DHB HEHA Project is the Waikato DHB Chief Executive Officer (CEO).

### *Chair*

The Waikato DHB General Manager, Maori Health is the HEHA Steering Group Chair and reports to the CEO. In the Chair's absence the Deputy Chair is the Waikato DHB Planning and Funding Public Health Portfolio Manager. Members may nominate to the Chair a deputy to attend in their absence.

### *Secretariat Support:*

The Waikato HEHA Project Manager will ensure secretariat support is available for the Waikato HEHA Steering Group and that records of meeting are kept.

### **Membership of the group**

The members of the HEHA Steering Group will be appointed for their particular expertise and seniority in decision making and matters relating to this project. Refer Healthy Eating Healthy Action: Oranga Kai, Oranga Pumau Implementation Plan 2004-2010. Membership should not be delegated to substitutes, unless agree by the Chair. The members are:

<b>Name</b>	<b>Position</b>	<b>Org /Sector Representative</b>
Craig Climo	Executive Sponsor	Waikato DHB
Riana Manual (Chair)	GM Maori Health	Executive Sponsor Representative
Janet Hanvey	HEHA Project Manager	Waikato DHB
Dallas Honey	Portfolio Manager	Planning and Funding
Rebecca Fraser	Director, Hamilton Multicultural Services Trust	Refugees & New Migrants
Nicki Martin	Health Promotion Advisor	PHO Representative
Barbara Garbutt	Manager	Population Health Services
Gwendol Welburn	Public Health Manager	Maori PHO Representative
Vacant	Pacific Project Manager	Pacific Representative
Glenda Raumati	Manager	Maori Health Provider
Deanne McManus- Emery	Social Development Manager	Ministry of Social Development
Steph McLennan	Project Energize Project Manager	Sport Waikato
Leanne Young	Public Health Dietician	Dietician Representative

### **Meeting Frequency**

The HEHA Steering Group will meet monthly at the Waikato Kindergarten Association and will be generally on the last Tuesday of the month at 10 am – 12 pm.

The meeting time, date and location may be changed by the Chair, provided there is at least one week's notice given.

### **Term, Appointment, Approval, and Resignation**

Members will serve a term that will be for the duration of the project term (expected to be until 30 June 2010).

If members of the HEHA Steering Group must resign before the end of the project term, they will notify the Chair at least one month in advance in writing.

If a member identifies a conflict of interest this must be declared as soon as possible to the Chair.

The Chair will use discretion either to:

- a) appoint members or
- b) formally solicit nominations to replace resigned members

A minimum of five members, including the Waikato DHB HEHA Project Manager, Chair or Deputy Chair and three other non DHB members, must be present to establish a quorum for group meetings and activities.

When a member is absent for more than two consecutive Steering Group meetings, without prior apology, or if the member is not able to contribute to the good of the group, then the Chair

will consider their membership status for revocation, following discussion with the member or reasonable attempts to contact the member.

### **Procedure of the meetings**

#### Minutes and Agenda

- Minutes are circulated to members within seven days after the meeting via email.
- Agenda items are sought ten days preceding each meeting.
- The agenda is circulated one week prior to the scheduled meeting including all papers.
- Briefing/background papers will be prepared and circulated prior to the meeting. If a decision is required a recommendation will be clearly stated at the end of the paper.

### **Reporting and Communication**

- The HEHA Steering Group Chair reports to the Waikato DHB CEO.
- The HEHA Project Manager reports to the Waikato DHB CEO via the Development and Support Unit Senior Project Manager.
- The HEHA Project Manager provides monthly progress reports to the CEO that is reported to the Waikato DHB Board.
- The HEHA Project Manager will be responsible for reporting requirements to the MoH as per the service specifications.
- The HEHA Project Manager will provide an annual progress report to the Sponsor.
- Minutes will be made available to the HEHA Steering Group and other stakeholders as requested.
- The process for managing any correspondence from the HEHA Steering Group will be directed by the Chair.

### **Changes to these Terms of Reference**

Revisions to these Terms of Reference require agreement and acceptance by the HEHA Steering Group. Any changes should be made through a formal change control process.

Signed Project Sponsor:

Signed Waikato District HEHA Steering Group Chair:

Date:

Appendix One

