



Terms of Reference

Waikato District Healthy Eating-Healthy Action Stakeholders 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. The Waikato District HEHA Stakeholder Group (HEHA Stakeholder Group) will provide advice and support to the HEHA Steering Group.

Role:

The role of the HEHA Stakeholder Group is to support and advise on the delivery of a number of objectives as outlined in the HEHA Steering Group's Terms of Reference. The specific objectives are outlined in the next section. The group will:

- Provide guidance, advice and support to the HEHA Steering Group via the Waikato HEHA Project Manager
- Look for opportunities to collaborate to deliver services to Waikato communities which support achievement of the Strategy outcomes
- Promote the HEHA messages to their communities

Objectives:

The HEHA Stakeholder Group will contribute towards achieving the HEHA Project objectives. Specifically:

- 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 processes across the sectors and agencies.
- 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.

Sub-groups

Where appropriate the HEHA Stakeholder Group will link with the work done by

1. Waikato District HEHA Education Group
2. Maori Community Action Group
3. Pacific Community Action Group
4. Breastfeeding Promotion Group
5. Waikato Regional Physical Activity Strategy Group

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

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 HEHA Project Manager is the Interim HEHA Stakeholder Group Chair and reports to the Chair of the Waikato HEHA Steering Group. In the Stakeholder Group Chair's absence the Interim Deputy Chair is the HEHA District Co-ordinator.

Secretariat Support:

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

Membership of the group

Membership of the HEHA Stakeholders Group is not limited and will include representatives from the following organisations:

HEHA Steering Group members
 Ministry of Education
 Housing New Zealand
 School Support Services
 National Heart Foundation
 Hamilton City Council
 Environment Waikato
 Waikato District Health Board
 Waikato Kindergarten Association
 Sport Waikato
 Te Puni Kokiri
 Maori Health Providers
 Pacific Health Providers
 Refugee and New Migrant agencies
 Other education providers
 Other early childhood education service providers
 Other local bodies

A full membership log will be held by the Waikato HEHA Project Manager.

Meeting Frequency

The HEHA Stakeholder Group will meet bi-monthly and will be generally on the last Tuesday of the month at 1 – 3 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

The HEHA Stakeholder Group will exist for the duration of the HEHA project term (expected to be until 30 June 2010).

If members of the HEHA Stakeholder 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.

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

Procedure of the meetings

- 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 Stakeholder Group Chair reports to the HEHA Steering Group Chair
- Minutes will be made available to the HEHA Stakeholder Group, the HEHA Steering Group and other stakeholders as requested.
- The process for managing any correspondence from the HEHA Stakeholder 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 Stakeholder Group. Any changes should be made through a formal change control process.

Signed Waikato District HEHA Stakeholder Group Chair:

Signed Waikato District HEHA Steering Group Chair:

Date:

Appendix One

