

## PUBLIC HEALTH WORKSTREAM

# THE 'SOUTH ISLAND PUBLIC HEALTH PARTNERSHIP'

### TERMS OF REFERENCE

#### PRINCIPLES OF SOUTH ISLAND ALLIANCE CHARTER

The foundation of the South Island Alliance Charter is a commitment to act in good faith to reach consensus decisions on the basis of 'best for people, best for system.'

#### GUIDING PRINCIPLES

- Taking a whole of system approach to make health and social services integrated and sustainable;
- Focusing on people, their families and communities, keeping them at the centre of everything we do;
- Enabling clinically-led service development; while
- Living within our means.

The Partnership works in accordance with the STRATEGIC GOALS of the South Island Alliance, which are;

1. **POPULATION HEALTH – Improved health and equity for all populations**
2. **SUSTAINABILITY – Best value for public health system resources**
3. **EXPERIENCE OF CARE – Improved quality, safety and experience of care**

#### SOUTH ISLAND ALLIANCE PUBLIC HEALTH WORKSTREAM

#### PUBLIC HEALTH WORKSTREAM - OTHERWISE KNOWN AS THE 'PARTNERSHIP'

#### PURPOSE

The focus of the Partnership is on

- the prevention of illness and the promotion of health
- supporting population health approaches and planning and
- co-ordinating public health services for one million people across the South Island.

## SCOPE

- Effective and efficient regional and local delivery of Ministry-funded Public Health Unit (PHU) services.
- Improving the interface and support between PHUs and other parts of the health system.
- Embedding a South Island way of working that enhances joined-up work.

The Partnership will be responsible for providing an annual plan.

## QUORUM

The quorum for meetings is half plus one Partnership member from the total number of members of the Public Health Partnership (total is nine, a quorum is four). This includes at least one member from each of the three PHUs, and representation from both clinical and management staff.

## FREQUENCY OF MEETINGS

Meetings will be held approximately monthly, both face-to-face in Christchurch and by teleconference or videoconference. Meeting dates will be arranged annually, taking into consideration the South Island Alliance Leadership Team (SI ALT) and Strategic Planning and Integration Team (SPaIT) meetings.

## REPORTING

The Partnership will agree with the SI ALT their strategic direction and annual workplan. This will be influenced by the SI Health Services Plan, legislative and Ministry of Health contractual requirements. Three monthly reports (on rotation) for ALT will be completed by the Partnership; and, at least six monthly reports for the Ministry of Health.

## ACCOUNTABILITY

The Partnership is jointly accountable to the SI Alliance Leadership Team (SI ALT) and the Ministry of Health.

The Strategic Planning and Integration Team (SPaIT) facilitates an integrated approach linking the SLAs and Workstreams to the South Island vision. SPaIT enables a strategic and integrated view that is broader than the current priority areas, and incorporates the SI Health Services Plan; and, as part of this SPaIT has a role in review and endorsing workstream recommendations to SI ALT.

## ROLES AND RESPONSIBILITIES

### MEMBERSHIP

The membership of the Partnership will include professionals who participate in the relevant services, those who work in key related services and management from relevant health services organisations. The Membership and the Chair will be agreed by ALT. The membership will most likely include the following representatives:

- Public Health Specialists
- South Island Public Health Units
- DHB Planning and Funding
- South Island Alliance Programme Office
- Māori
- Other expertise as required by the scope

## TERMS OF REFERENCE

- Ministry of Health

Membership of the Partnership will be reviewed annually to ensure its membership remains appropriate.

The Chair role is to be reviewed every 12 months and a new Chair should be appointed at least after 24 months.

Membership will be limited to no more than two Service Level Alliances/Workstreams by an individual.

It is the expectation that a member of a Workstream will be able to attend two-thirds of scheduled meetings annually, unless discussed and agreed with Chair.

Members of a Workstream may also link with, seek opinion and keep informed other like professionals.

In some cases the Membership may include a member of the ALT.



### MEMBER SKILL SET

- Excellent communication
- Understand and utilise best practice and alliance principles
- Ability to analyse services and participate in service design
- Ability to analyse proposals using current evidence bases
- An understanding of:
  - The South Island Health Services Plan
  - Government Health Policy
- Willingness to work as part of a team and share decision making
- A range of pragmatic, practical and grounded skills
- Innovative, strategic, high level thinking and decision making
- Knowledge of public health services

### FUNCTION

The Partnership functions are to:

- Participate in strategic planning, design and prioritisation in the specific area of health and social services Link with other SIA SLAs and Workstreams
- Balance the demands on the system for improving population health with the need for sustainable services
- Influence the implementation of service design
- Recommend how services will be funded using collective decision making and available resources from a range of sources
- Apply delegated funding where available to lead the required service/service change
- Promote effective communication and collaboration among all key stakeholders
- Design evaluation criteria
- Ensure that monitoring and evaluation is occurring
- Report to ALT on service design, progress and activity, and evaluation
- Feed into Annual Plans around deliverables, targets, etc.
- Attend and participate in relevant meetings

- Monitor ongoing effectiveness of service delivery



### FACILITATION AND ADMINISTRATIVE SUPPORT

The South Island Alliance Programme Office or one of the DHBs will provide facilitation support to the Workstream. SIAPO's skilled Facilitators can provide professional facilitation and integration skills, lending leadership, management and coordination support, as required. DHBs and other participating organisations may be required to provide additional resources. Where resources cannot be met within the participating organisations a briefing paper identifying requirements should be submitted to ALT for consideration. Agendas and meeting reports will be published on a website to facilitate communication. Draft minutes of meetings will be completed by the end of the fifth working day after a meeting and sent to the Workstream Chair for review prior to distribution to Workstream members.

### CONFLICTS OF INTEREST

Conflicts of interest will be stated prior to the start of any new alliance of programme of work and managed accordingly.

### AMENDMENTS

These terms of reference will be reviewed regularly and may be altered to meet the needs of its members.

### TERMINOLOGY

- Alliance Charter – outlines the purpose, principles, commitments and mandate of alliance leadership teams; provides a basis for individuals on the leadership teams to commit to the approach
- Alliance Leadership Team (ALT) – (the South Island DHB CEOs) prioritises activity, allocates resources (including funding and support) and monitors deliverables.
- Strategic Planning & Integration team (SPaIT) – The team will support an integrated approach linking the Service Level Alliances and workstreams to the South Island vision and identifying gaps, recognising national, regional and district priorities. The Team will provide a strategic and integrated view that is broader than the current priority areas and incorporates the SI Health Services Plan development.