

Metro North Hospital and Health Board

Executive Committee Terms of Reference

1. Functions

The Metro North Executive Committee is established to support the Board by:

- working with the health service chief executive (HSCE) to progress strategic issues identified by the board
- strengthening the relationship between the board and the HSCE to ensure accountability in the delivery of services by the Hospital and Health Service (HSS).

2. Authority

The Executive Committee functions under the authority of the Metro North Board in accordance s32B of *Hospital and Health Boards Act 2011*.

The Executive Committee reports to the Metro North Board.

3. Purpose

The Executive Committee will:

- support the Board to development strategic Service Plans for the HHS and monitor their implementation
- support the Board to develop key engagement strategies and protocols, and monitor their implementation
- perform any other functions required by the Board or prescribed by the *Hospital and Health Boards Regulation 2012*.

4. Governance

4.1 Executive Committee meetings

The Executive Committee will meet quarterly, or as determined by the Board.

4.2 Decision making

The Executive Committee is an advisory Committee to the Board.

Decisions on agenda items will require a majority of those attending. If votes are equal, the Chair also has the casting vote.

4.3 Quorum

A quorum exists if the following members are in attendance:

- Chair or Deputy Chair
- One clinician Board Member
- Two Board Members

4.4 Out of session discussions

A resolution is validly made by the Executive Committee, even if it is not passed at a meeting of the Executive Committee, if a majority of the Members give written agreement to the resolution and notice of the resolution is given under procedures approved by the Executive Committee.

5. Membership

5.1 Membership

The membership of the Executive Committee is the Board Members.

5.2 Proxies

Proxies are not permitted if a Board Member is unable to attend.

5.3 Other participants

The Chair may request Health Service Executives, employees or external parties to attend a meeting of the Executive Committee. However, such persons do not assume membership or participate in any decision-making processes of the Committee.

6. Secretariat

Secretariat support will be provided by the Board Secretary.

The Secretariat will be responsible for the preparation and circulation of the meeting agenda and accurately minuting all decisions of the Committee, in consultation with the Chair. The Secretariat will also be responsible for the timely tabling of all correspondence, reports and other information relevant to the Committee's activities.

Approved by the Metro North Hospital and Health Board on 5 July 2016

Review date July 2018