

- Scope** The Children's Health Family Advisory council is an advisory and liaison council dealing with issues related to both patient and non patient issues within the Children's Health Service in consultation with relevant staff and external agencies.
- Purpose** The Family Advisory Council will provide a family perspective with regards to planning, policy, service development and improvement within the Child Health Service of the Canterbury District Health Board. The Family Advisory Council is also a formal mechanism for the partnership between families and staff with a focus on improvement and planning.
- Responsibilities**
- To provide feedback and input from a family perspective on issues referred to it by the Children's Health Service
 - To raise issues and recommendations, from a family perspective, which it would like the Hospital's senior management to consider.
 - To maintain a strong and positive partnership between staff and families, with an emphasis on policy, planning and improvement.
 - To represent the wider population of families who use the hospital and the different services within the hospital.
 - To uphold the Canterbury District Health Board's vision of Better Health for Children and Excellence in Child Health Care.
 - To provide a forum for promoting family centered care within Child Health Services.
 - To produce an annual Action Plan for proposed tasks and projects.
 - To produce a 6 monthly report to the Child health Clinical Governance Committee (see Reporting and Accountability).
- Chairperson** Ideally, the position will be filled by a parent/carer member of the Family Advisory Council.
- Membership**
- Five parents and/or carers that represent a wide range of children cared for by the Child Health Service.
 - Three community members representing organizations, for example, Heart-Kids, Asthma Foundation.
 - Must include a representative from Maori and Pacific Island communities.
 - Three Child Health staff members who provide support to the council in terms of facilitation and secretariat. These positions are filled by the Service Manager and a health professional from within the Child Health Service. These positions will be reviewed on an annual basis.
 - The Executive Sponsor for the council is the General Manager of Women's and Children's who will attend the Family Advisory Council when requested and/or as the need arises.
 - One position to be held by a parent or community member from the West Coast

New positions may be created as the need arises for specific projects.

Version:	4.0	Page 1 / 4	last updated:	3 September 2014
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G:\Division\PAE\Child Health\Child health admin files\PA to SM\Meetings\Family Advisory Council\Application pack\Family Advisory Council – TOR – 25.09.14				

Proxies	There is no provision for proxies for this meeting.
Terms of Membership	<p>Approximately three years for parent/carer & community members. The Family Advisory Council will maintain a staggered rotation to ensure continuity within the council. Outgoing members may be asked to provide mentorship to new members of the council with support of staff members. These members may serve a bit longer than 3 years but no longer than 5 years. In situations where the FAC member is involved in a specific project, ongoing membership until the project is completed will be encouraged.</p> <p>The Family Advisory Council and Senior Management of Child Health Services will co-opt members to attend to the councils work as needed. Child Health Service staff, including the Clinical Directors within the service, the Chief of Child Health, will be invited to meetings for the exchange of information as required.</p>
Council Executive	<p>Elections for Chair and Deputy Chair of the Family Advisory Council will be held every year. Ideally, the positions will be filled by a parent/carer member of the Family Advisory Council.</p> <p>Nominations for Chair can be made by all members, and members can self nominate. The nominee/s will be asked to answer several questions about themselves in order to help members cast their vote. The questions and answers will be distributed to members one week before the election meeting.</p> <p>The positions of Chair and Deputy Chair will be voted upon separately.</p> <p>Elections will be held at an ordinary meeting of the Council.</p>
Responsibilities of the Chair	<p>The Chair will:</p> <ul style="list-style-type: none"> • be a figurehead for the Family Advisory Council • ensure the Council complies with the Terms of Reference (this document). • participate in review of Council functions.
Responsibilities of the deputy Chair	<p>The Deputy Chair will:</p> <ul style="list-style-type: none"> • ideally provide assistance to the Chair as required. • fulfill the responsibilities of the Chair should the Chair be unavailable. <p>Initially the secretariat will be provided by the Child Health Service staff members of the Family Advisory Council.</p>
Responsibilities of the Secretariat	<p>The Secretariat will:</p> <ul style="list-style-type: none"> • liaise with the Chair regarding the agenda and business of the meetings. • ensure the meetings run according to agenda. • take minutes and distribute them as soon as possible and within a week of the meeting date. • facilitate the review of documents to the Family Advisory Council from Child Health Services. • gather and keep track of information that will be required for the bi-annual report.
Responsibilities of Council members	As per Person Description

Version:	4.0	Page 2 / 4	last updated:	3 September 2014
Authorised by:	General Manager on 29 Jun 09		Endorsed by the CGC:	25 September 2014
G:\Division\PAE\Child Health\Child health admin files\PA to SM\Meetings\Family Advisory Council\Application pack\Family Advisory Council – TOR – 25.09.14				

Meetings

The Family Advisory Council will meet every 4 weeks for up to three hours, or as agreed by members and 60% attendance is expected.

A quorum for voting purposes is 50% plus one.

Members must notify the secretary/or the Chair by 12pm on the day if they are unable to attend the meeting.

If a member is absent for more than three meetings without reason, their position may be considered vacant.

Members are strongly encouraged to not attend the Family Advisory Council during periods of acute illness or stress with their child, which is related to their ongoing relationship with Child Health Services.

Child Health Services will assist with transport costs.

Agenda's and Documents for Review

The Secretary must send an email to the Family Advisory Council containing the minutes from the previous meeting and a draft agenda for the next meeting at least two weeks prior to the meeting date. This email should also contain any documents for review by the Family Advisory Council and on which the Family Advisory Council must provide comment at the upcoming meeting.

All members are required to review the draft agenda and provide amendments or additions by the end of the week preceding the meeting.

The Secretary will then email the final agenda to all members no later than two days before the meeting date and discuss the items on the agenda with the Chair prior to the meeting.

Members of the Family Advisory Council are expected to have reviewed any documents prior to the meeting and be prepared to discuss them.

Reporting and Accountability

Family Advisory Council will make a formal report of its activities to the Child Health Clinical Governance Committee every 6 months on:

- how the Family Advisory Council has fulfilled its responsibilities to Child Health Services
- tasks/projects that have been initiated and their progress.

Family Advisory Council will report annually on its achievements as measured against the action plan.

Family Advisory Council is accountable to the General Manager and Senior Management Council of Women's and Children' Health, through the Service Manager Child Health and The Chief of Child Health.

Once approved by Family Advisory Council, a summary of its activities will be provided for family newsletters and will be placed on the Intranet and Internet for public information.

Version:	4.0	Page 3 / 4	last updated:	3 September 2014
Authorised by:	General Manager on 29 Jun 09		Endorsed by the CGC:	25 September 2014
G:\Division\PAE\Child Health\Child health admin files\PA to SM\Meetings\Family Advisory Council\Application pack\Family Advisory Council – TOR – 25.09.14				

**Communication
Between Council
Members**

Any member of the Family Advisory Council that attends a meeting on behalf of the Council is responsible for reporting back the outcomes of the meeting to the rest of the Council. If two or more members attend a meeting, they must select one person to be responsible for reporting back to the Council.

The report back at next meeting to enable all members to be kept up-to-date with developments and also allow other members to respond.

The Secretary is required to make sure that the person responsible for reporting back to the council does so.

If a member of the Family Advisory Council has questions or would like an update on the Council or wishes to discuss previous or upcoming meetings, they may contact the Secretary.

Recruitment of new members will be undertaken through a formal process of advertising widely throughout Canterbury and the West Coast DHB's including among groups with an interest in Child Health.

**Recruitment of
New Members**

Recruitment of new members will be undertaken by the members and the Chair of the Family Advisory Council. New members will be provided with relevant information about the role of the Family Advisory Council and must successfully complete the recruitment process which will include:

- an interview with the Service Manager , Chair and Deputy Chair,
- consideration of references supplied by referees,
- a Police Check,
- Once appointed Orientation to Child Health Services and the Family Advisory Council.

Final decisions regarding successful applicants will be made by the staff members, Chair and Deputy Chair.

**Other Recipients
of Minutes**

General Manager, W&CH
Quality Administrator (for posting on the W&CH intranet)
CDHB Consumer Group

**Functional
Relationships
with Other
Committees**

CH Clinical Governance Committee
and W&CH Governance Committee
Christchurch Hospital Volunteers

These Terms of reference will be reviewed 6 months after the first meeting then yearly thereafter.

Version:	4.0	Page 4 / 4	last updated:	3 September 2014
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G:\Division\PAE\Child Health\Child health admin files\PA to SM\Meetings\Family Advisory Council\Application pack\Family Advisory Council – TOR – 25.09.14				