

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

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

Proxies

There is no provision for proxies for this meeting.

Terms of Membership

Three years for youth & community members. The Youth 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.

The Youth Advisory Council and Senior Management of CDHB Hospital Services will co-opt members to attend to the councils work as needed. CDHB Hospital Service staff, including the Clinical Directors within the service, the Chief of CDHB Hospital, will be invited to meetings for the exchange of information as required.

Council Executive

Elections for Chair and Deputy Chair of the Youth Advisory Council will be held every year. Ideally, the positions will be filled by a member of the Youth Advisory Council.

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.

The positions of Chair and Deputy Chair will be voted upon separately.

Elections will be held at an ordinary meeting of the Council.

Responsibilities of the Chair

The Chair will:

- be a figurehead for the Youth Advisory Council
- ensure the Council complies with the Terms of Reference (this document).
- participate in review of Council functions.

Responsibilities of the deputy Chair

The Deputy Chair will:

- ideally provide assistance to the Chair as required.
- fulfill the responsibilities of the Chair should the Chair be unavailable.

Initially the secretariat will be provided by the Child and Youth Stream .

Responsibilities of the Secretariat

The Secretariat will:

- 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 Youth Advisory Council from CDHB Hospital Services.
- gather and keep track of information that will be required for the bi-annual report.

As per Person Description

Responsibilities of Council members

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Meetings

The Youth Advisory Council will meet every 4 weeks for up to three hours, or as agreed by members and **50%** attendance is expected.

A quorum for voting purposes is 50% plus one.

Members must notify the secretary/or the Chair 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 Youth Advisory Council during periods of acute illness or stress, which is related to their ongoing relationship with CDHB Hospital Services.

Child Youth Work Stream will assist with transport costs.

Agenda's and Documents for Review

The Secretary must send an email to the Youth 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 Youth Advisory Council and on which the Youth 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 Youth Advisory Council are expected to have reviewed any documents prior to the meeting and be prepared to discuss them.

Reporting and Accountability

Youth Advisory Council will make a formal report of its activities to the Child and Youth Stream every 6 months on:

- how the Youth Advisory Council has fulfilled its responsibilities to CDHB Hospital Services
- tasks/projects that have been initiated and their progress.

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

Youth Advisory Council is accountable to Child and Youth Stream through a representative that sits on the Child and Youth Stream

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

Communication Between Council Members

Any member of the Youth 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

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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 Youth 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 Youth utilisation of CDHB Hospital Services.

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

Recruitment of New Members

- an interview with the Staff representative , Chair and Deputy Chair,
- consideration of references supplied by referees,
- Once appointed Orientation to CDHB Hospital Services and the Youth 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)
Child Health Family Advisory Committee
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.

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