

WAIRARAPA CANCER CONTROL ADVISORY GROUP

TERMS OF REFERENCE

(Reviewed: July 2007)

1. INTRODUCTION / BACKGROUND

Cancer has been identified as a major burden on the health of people throughout New Zealand. National concern about cancer and its impact on health has resulted in this condition being a major focus in the New Zealand Health Strategy and the Wairarapa District Health Board Strategic Plan.

Cancer is the second leading cause of death (29 percent) and a major cause of hospitalisation (7 percent) in New Zealand. There are about 17,000 new registrations of cancer each year, with the highest rates in the middle and older age groups.

Cancer control is an organised approach to reducing the burden of cancer through prevention; screening and early detection; treatment; support and rehabilitation; palliative care; and data and research. New Zealand has developed the Cancer Control Strategy, which sets principles and goals to guide existing and future actions to control cancer. The key purposes of the Strategy are to:

- * reduce the incidence and impact of cancer
- * reduce inequalities with respect to cancer.

Wairarapa DHB has developed a Cancer Control Plan, which identifies local initiatives, consistent with the Cancer Control Strategy and the activities of the Central Cancer Network (CCN), which will be undertaken to reduce the incidence and impact of cancer in Wairarapa.

The Wairarapa Cancer Control Advisory Group has been established to provide advice on the implementation and ongoing development of the Wairarapa Cancer Control Plan.

2. PURPOSE / SCOPE:

To act in an advisory capacity to the Wairarapa District Health Board on matters relating to Cancer Control. (This is an advisory role rather than an operational one).

3. OBJECTIVES:

- * To provide advice on the implementation of cancer control initiatives included in the Wairarapa Cancer Control Plan
- * To identify opportunities for collaborative initiatives and service developments which will reduce the impact and incidence of cancer in the Wairarapa
- * To make recommendations to the Wairarapa District Health Board on existing and proposed cancer control activities
- * To provide reports to the Wairarapa District Health Board on progress in implementing the Wairarapa Cancer Control Plan
- * To monitor activity and outcomes data across the cancer continuum
- * To monitor and contribute to the activities of the Central Cancer Network
- * To contribute to reports to the Ministry of Health, the Cancer Control Council and other organisations on cancer control activities in Wairarapa

4. SPONSOR:

Joy Cooper, Director, Planning and Funding.

5. SELECTION AND COMPOSITION:

All indications of interest by individuals or groups who wish to be represented on this group will be considered by the DHB Sponsor. Maori representation on this group will be recommended by Te Oranga o Te Iwi Kainga. A group of key representatives from the primary and secondary health sectors and relevant interest groups will be agreed according to:

- Their recognised interest and expertise across the cancer control continuum
- The perspective(s) they offer which adds value to the group's composition.
- Their willingness to give time and energy to helping progress planning and service development for cancer.

Representation will reflect the major contributors to the prevention, early detection, treatment and support of people with cancer in the Wairarapa (including palliative care):

Maori consumers and providers
Cancer Society
Hospice
PHO Representation - GPs/Practice nurses
Oncology Nurse
Hospital/secondary services – clinical representation
Allied Health
Public Health and Community Health Services
DHB Planning and Funding representation

Membership shall be agreed for named representatives and no substitution will be allowed. Organisations may have more than one named representative where this is necessary, but should ensure that each representative is up to date with the activities of the Group.

The Fees and Expenses Policy for Advisory Groups (WH/POL/GOV/005) will apply.

6. FREQUENCY OF MEETING

Quarterly to coincide with the CCN meetings, with provision to meet more frequently for specific projects.

7. ROLES AND RESPONSIBILITIES

A Chairperson will be selected from the membership of the CCAG with the agreement of the sponsor. The role of the CCAG Chair will be to:

- Discuss and agree the agenda of each meeting with the Sponsor and secretariat
- Chair meetings
- Review draft meeting minutes
- Authorise any reports produced by or on behalf of the CCAG

CCAG members should submit an apology when unable to attend a meeting. Members are also expected to:

- Review relevant material and contribute to projects and reports produced by the CCAG
- represent the views of their organisations, and convey relevant information from the CCAG to their organisations
- keep CCAG informed about any matters pertaining to the cancer control continuum

Wairarapa DHB Planning and Funding will, with the agreement of the Sponsor, provide secretariat and project management support to the CCAG

8. DELEGATIONS:

* The authority to select its chairperson and other office holders on an annual basis.

9. RELATIONSHIPS (EXTERNAL / INTERNAL)

- * Through its membership, the CCAG relates to the Wairarapa Branch and Wellington Division of the Cancer Society, Primary, Secondary, Community and Maori Health Providers and Public Health.
- * Information is given to and input sought from a wider Cancer Control reference group (individuals with an interest in cancer control and related issues).
- * Receives and analyses Health Needs Assessment, Public Health Intelligence and other data as appropriate
- * Seeks guidance from the Te Oranga o Te Iwi Kainga and Maori Health Committee in relation to Maori Health needs and service provision for Maori.
- * provides information and advice to, and receives information and advice from, the Central NZ Cancer Network, the Ministry of Health and the Cancer Control Council.
- * Is provided with support and assistance by the Wairarapa District Health Board.

10. Reporting

The Cancer Control Advisory Group will provide reports as required to the Wairarapa District Health Board on the progress of district cancer control activities. These reports may also be provided to the Ministry of Health and/or the Cancer Control Council.