

# DRAFT ONLY

## TERMS OF REFERENCE FOR TAIRAWHITI REGIONAL CANCER CONTROL GROUP

### Purpose

Tairawhiti Regional Cancer Control Group (TRCCG) will be responsible for advising the Tairawhiti District Health Board (DHB) about cancer control issues pertaining to local implementation of the cancer control strategy.

The group will focus on strategic thinking and planning and implementing the Tairawhiti Cancer Control Strategy locally.

This group is not a substitute for consultation and engagement by the DHB with its population.

### Terms of Reference

With regard to the focus areas, the group will:

- Meet with DHB representative and assist in priority setting and strategic direction in the DHB population and district.
- Ensure that discussions and planning, address issues of inequality across the district and are consistent with local and national priorities.
- Facilitate discussion, solution and agreement on issues and priorities for DHB attention and action.
- Offer advice to DHB on developing solutions and innovative approaches to address identified gaps and issues.
- Advocate to DHB on behalf of their community/ clients/ members.
- A representative from each organisation must attend each meeting. If this is not possible, please delegate a person from your organisation to attend or please supply an “information item(s)”.

## **Membership**

Members of the group are individuals and/or representatives of professional groups, consumer groups/organizations and service providers with an interest in health services specifically cancer. Members may be invited to participate in additional work groups.

The Chairperson will be selected from committee members and will hold office for one year upon which an election will take place.

Meetings will be conducted along normal meeting procedures and conduct. All decisions will be made, recorded and actioned by resolution.

The agenda and minutes will be undertaken by TPW (Te Puna Waiora) to service the needs of the group.

Meetings to have present at least 6 people to proceed.

## **Meeting Timeframes**

Meetings will be held bi-monthly.

## **Reporting Relationships**

The group will report to the Tairāwhiti District Health Community and Public Health Advisory Committee (CPHAC). Other Linkages will be with the following organisations:

- CPHAC
- Tairāwhiti District Health
- Tairāwhiti District Health Public Health Unit (Health Promotion)
- NZ Cancer Society/Gisborne- East Coast Cancer Society
- Regional Cancer Control
- Central Districts Cancer Society
- Palliative Care
- Hospice NZ
- Mid Central
- Breast Screen Aotearoa
- Tūranganui PHO
- Tūranga Health
- Ngāti Porou Hauora PHO
- National Cervical Screening
- Child Cancer local/national body
- Te Aitanga a Hauiti Hauora

## **Review and Evaluation**

A review is to be undertaken annually to:

- review past years activity
- develop an action plan for the ensuing year relative to the TDH District Annual Plan (DAP) and all representatives Annual Plans.

## MEMORANDUM OF UNDERSTANDING

We agree to:

- ❖ Respect, trust and value the opinion of each member of the Tairāwhiti Regional Cancer Control Group (TRCCG), and the organisations they represent, whilst maintaining the integrity of the group.
- ❖ Share appropriate information with each other that will enhance and improve the delivery of the information advice concerning our respective areas of interest.
- ❖ Be responsible and committed to the needs of the consumer of the services we represent.
- ❖ Act in a manner which affirms the Treaty of Waitangi and is culturally appropriate to the diverse cultural groups within our communities.
- ❖ Work collaboratively as a team to ensure aims and objectives set out in the District Strategic Plan and National Cancer Control are best met.

Signed: \_\_\_\_\_  
**Tairāwhiti DHB / Public Health Unit**

Signed: \_\_\_\_\_  
**NZ Cancer Society**

Signed: \_\_\_\_\_  
**Gisborne/East Coast Cancer Society**

Signed: \_\_\_\_\_  
**Regional Cancer Control**

Signed: \_\_\_\_\_  
**Palliative Care**

Signed: \_\_\_\_\_  
**Hospice NZ**

Signed: \_\_\_\_\_  
**Breast Screen Aotearoa**

Signed: \_\_\_\_\_  
**Turanganui PHO**

Signed: \_\_\_\_\_  
**Turanga Health**

Signed: \_\_\_\_\_  
**Ngati Porou Hauora PHO**

Signed: \_\_\_\_\_  
**National Cervical Screening**

Signed: \_\_\_\_\_  
**Te Aitanga a Hauiti Hauora**

Signed: \_\_\_\_\_

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Signed: \_\_\_\_\_