

Terms of Reference BOP and Lakes Healthy Homes Forum

Background

There is an established link between housing conditions and the health of residents, particularly those more vulnerable such as babies and children, older people, and people with disabilities, who spend more time in the house and have other health issues. Healthy Homes programmes based on insulation retrofitting have been run for many years in both BOP and Lakes districts, more recently with a view to reducing the incidence of first time cases of acute rheumatic fever. These need to be seen in the wider context of affordable housing, homelessness, sub-standard housing, and greenfield housing developments.

The healthy homes programmes to date have largely been project-based in higher deprivation communities. Each of these programmes has had its own eligibility criteria, revenue streams, and objectives. There may be value in taking a broader strategic and collaborative approach to this work, to ensure that programmes are optimally targeted, based on best evidence, draw on a wide range of expertise, and can seek revenue from a wider range of sources than has been currently possible. However it is important that the different dynamics of each community are not compromised by taking a superficial broad-based approach.

There have been changes in Government policy, particularly in relation to landlords' and tenants' responsibilities under the Residential Tenancies Act, and subsidy levels from the Energy Efficiency and Conservation Authority (EECA) for home insulation retrofitting. This will require a response from local funders and service providers.

In June 2016, Toi Te Ora Public Health Service facilitated a healthy housing seminar where there was some agreement from participants for the establishment of an interagency forum to bring more cohesion and robustness to healthy housing work across the two districts.

Key values

The key values that will shape the work of this forum are:

- Recognising the various contributions of participant groups and individuals in all aspects of the project;
- It will be regionally-driven, for the best interests of the region rather than vested groups;
- Respect for co-funders' and not-for-profit groups' goals and processes as being integral to the functioning of the collective;
- Priority for service delivery will be based first on health need, while recognising that generic criteria for eligibility may be set by the government and national agencies;
- Recognising health outcome inequalities experienced by Maori children in particular, and also Pacific populations, older people, and people with disabilities;

- The focus will be on improving existing housing stock rather than on new building developments;
- Creating local job opportunities. Where possible, service providers will look to employ and train local unemployed people;
- Supporting existing community processes, groups and networks; community leadership and development; respect for the autonomy of local communities; and local solutions to local problems. This approach is seen as helping the sustainability of the forum's work into the future.

Operating Principles

Each member of the Forum:

1. Will act in good faith in meeting their responsibilities;
2. Will assist in the achievement of the agreed objectives;
3. Will look for broader regional and sustainable solutions rather than their particular interests;
4. Will work to make decisions through a consensus process. Where consensus cannot be easily achieved, they will resolve issues as they arise in a manner that maintains integrity, professionalism and accountability.

PURPOSE OF BOP AND LAKES HEALTHY HOUSING FORUM	<p>The role of the Forum is to provide leadership and coordination for healthy housing work, in order to improve the health of vulnerable communities and families/whanau in the region, and reduce health care costs.</p> <p>The Forum is a regionally-driven group, focused on providing insulation and other healthy homes interventions to both privately-owned and rented houses of whanau and families in BOP and Lakes.</p>
OBJECTIVES	<p>The Forum is responsible for the following objectives:</p> <ul style="list-style-type: none"> • Proactively seeking sustainable funding for Healthy Homes initiatives in the medium term across all potential funders to address housing needs in prioritised communities; • To explore efficiencies within community-based projects, so that costs can be reduced and more homes can be improve across the wider Bay of Plenty; • Ensuring good practice in the implementing of community-based healthy housing programmes that provide scale, quality and community engagement;
SCOPE INCLUSIONS	<p>Covers the geographical coverage of Lakes and BOP DHB districts.</p> <p>Includes insulation retrofitting and other home improvements to make houses drier, warmer, mould-free, less functionally crowded and more liveable.</p>

SCOPE EXCLUSIONS	<p>While recognising that these are important health and wellbeing issues, the work of the Forum does not include activities related to:</p> <ul style="list-style-type: none"> • Affordable housing • Provision of accessible housing for people with disabilities • Building of new houses • Homelessness • Air shed problems in Rotorua
ACCOUNTABLE TO	<p>There are three levels of accountability:</p> <ol style="list-style-type: none"> 1. Prime accountability is to the whanau in receipt of healthy housing interventions. 2. Accountability is also to the funders of the Healthy Homes work, so that their intentions in committing funds are met. 3. Accountability of Forum members back to the governance and management of their organisations without constraints to those organisations' normal business.
MEMBERSHIP	<p>Membership of the Forum includes representatives of the following:</p> <ul style="list-style-type: none"> • Te Puni Kokiri • BOPDHB and Lakes DHB Planning and Funding and/or Maori Health teams • Toi Te Ora Public Health Service • local Energy Trusts • local Philanthropic Trusts • Department of Internal Affairs • local iwi • local government • Ministry of Social Development • Energy Efficiency and Conservation Authority <p>Membership of the Forum will be reviewed as appropriate, with the ability to co-opt additional members as necessary.</p>
MEETING FREQUENCY	<p>Meeting two-monthly initially, and then three-monthly as circumstances dictate.</p>
TERMS OF REFERENCE REVIEW	<p>Reviewed annually.</p>
CONFLICTS OF INTEREST	<p>Real or perceived conflicts of interests will be declared at meetings, and managed appropriately to mitigate any conflict.</p>
EVALUATION	<p>The Forum will develop performance indicators to allow ongoing evaluation of the value of the Forum within the housing and health sectors.</p>

MEDIA ENGAGEMENT	Any engagement with the media on Forum business shall be through the Chair of the Forum. This will not limit the ability of member organisations to engage with the media on their routine core business.
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The Forum will need to communicate with other agencies and sectors on its purpose, objectives and activities. These other agencies and sectors may include registered community housing providers, insulation providers and experts in home energy efficiency.

This Forum will need to be cognisant of activity in other areas along the housing continuum, and integrate its actions with those of other interagency forums. It is expected that the Chairs of the different interagency groups will meet regularly to ensure that that integration occurs.