



MidCentral Governance

Group: Terms of Reference

Enabling Good Lives

Background

- 1 In April 2018, Cabinet Social Wellbeing Committee agreed to the establishment of the MidCentral Governance Group (the Governance Group), and authorised the Minister for Disability Issues and Associate Minister of Health to approve the governance arrangements, including the terms of reference.
- 2 The Minister for Disability Issues and Associate Minister of Health appoints members to the Governance Group.
- 3 Changes to these Terms of Reference can only be made with the agreement of the Minister for Disability Issues and Associate Minister of Health.

Purpose and role

- 4 The purpose of the Governance Group is to:
 - provide strategic oversight of the prototype of the transformed disability support system in MidCentral (the Prototype)
 - make recommendations to the Minister for Disability Issues and Associate Minister of Health on what improvements could be made to the Prototype.¹
- 5 As a decision making body, the role of the Governance Group is to:
 - monitor the implementation and operation of the Prototype to ensure that it is enabling disabled people and whānau to have greater options and decision making authority over their lives and supports
 - determine the priorities for investment
 - decide the priorities for outreach and criteria to manage any waiting list to work with Connectors / Kaitūhono, in collaboration with the Mana Whaikaha² Directors
 - interrogate the regular key indicators and other reports about the Prototype, and ask the hard questions
 - be transparent about their decisions, recommendations and processes.

¹ To satisfy the Ministry of Health's accountability requirements, the Governance Group will be formally advising the Ministry, although with a strong expectation that the Ministry will follow its advice.

² Mana Whaikaha is the branded name for the Prototype.

- 6 The Governance Group will not be involved in operational issues such as staff management or organisational operations of the Mana Whaikaha teams.

Membership and term

- 7 There will be no more than nine members of the Governance Group, and two ex-officio members. Six members will come from the MidCentral Leadership Group, and up to three independent members will be appointed – one of whom will be a workforce representative.
- 8 Overall, at least fifty percent of the Governance Group will be disabled people or whānau of a disabled person.
- 9 A Chair will be appointed from the MidCentral Leadership Group representatives, and a Deputy Chair will be appointed from one of the external members of the Governance Group. The Minister for Disability Issues and Associate Minister of Health will make the appointments of Chair and Deputy Chair.
- 10 The role of Chair is to facilitate the meetings, liaise with the secretariat regarding practical matters such as setting agenda items, and following up on action points.
- 11 The Governance Group will be supported with secretariat functions. These functions include, ensuring all members have information they need to fully participate in the meetings and make informed decisions, working with the Chair on setting meeting agendas, ensuring reports and papers are provided at least three working days before a meeting, and taking meeting minutes.
- 12 The term of membership will be for the term of the Prototype, until the decisions about the machinery of government review have been made, which are expected to be made by the end of 2020.

Capability building

- 13 All members of the Governance Group will receive formal mentoring to develop their governance skills.
- 14 Another step to develop future leadership capacity in MidCentral will be the appointment of two ex-officio members who are disabled people under the age of 25 years to the Governance Group.

Appointment process

- 15 The key criteria for appointing a member will be how they contribute to the overall skills of the Governance Group. This is to ensure the Governance Group as a collective, has the right skills and expertise to undertake their purpose and role.
- 16 The six members of the Regional Leadership Group will be identified as candidates for appointment to the Governance Group through a facilitated discussion with an independent facilitator. This approach will ensure members of the Governance Group will have the right skills and attributes,

as well as able to represent MidCentral disabled people, families, whānau and mana whenua.

- 17 Up to three independent and external members will be appointed to ensure the Governance Group as a collective has the right expertise and skills. One of these external members will be a workforce representative. It is expected that these members will help to develop and build the capability of all members.
- 18 The Minister for Disability Issues and Associate Minister of Health will appoint all members of the Governance Group.

Skills and attributes of the Governance Group

- 19 As a group, the Governance Group will have the following skills and attributes:
 - understanding of, and commitment to, the Enabling Good Lives vision and principles
 - understanding of, and commitment to, Te Tiriti o Waitangi, international human rights obligations, including the UN Convention on the Rights of Disabled Persons and UN Convention on the Rights of the Child
 - understanding of disability rights, human rights, social model of disability, and key disability strategic documents, such as the New Zealand Disability Strategy
 - understanding of, and commitment to, supported decision making and safeguarding
 - strong connections to, and knowledge of, the local community as well as the capacity and resources within it
 - culturally responsive, maintain an equity focus and acknowledge diversity
 - strong ability in strategic planning and thinking
 - experience with, and understanding of, financial management and accountability systems and reporting
 - excellent communications and relationship building skills
 - experience in governance and machinery of government
 - expertise in conflict resolution and negotiation.
- 20 All members of the Governance Group will be supported to undertake their roles and responsibilities. This will include capability building and training on topics such as, financial management and reporting, governance and strategic planning.
- 21 An induction programme will be developed for the Governance Group members, starting in September 2018.

Approach

- 22 The Governance Group will operate as a collective that is accountable for the strategic direction of the transformed disability support system, with a specific focus on ensuring the Prototype is delivered as designed.
- 23 The Governance Group will initially meet every two weeks, for up to half a day. This will be reviewed in December 2018. They will be paid for their attendance and meeting preparation. Reasonable accommodations will be provided to enable full participation of all members.
- 24 A quorum for Governance Group meetings is defined as six members in attendance, with at least fifty percent of those in attendance being disabled people
- 25 The Governance Group will aim to reach a consensus on all decisions. If a consensus cannot be reached, decisions will be made by a majority (defined as 75 percent).
- 26 The Directors of the Prototype teams, along with representatives from the System Transformation team and government agencies, may attend the meetings and make presentations. They will not have any decision making authority or participate in the process to make decisions.
- 27 The core function of the Governance Group will be to make recommendations to the Minister for Disability Issues and Associate Minister of Health on what improvements could be made to the Prototype. These recommendations will be based on evidence and reports from the Business Insights Specialist (System Enabling Team) together with other evidence such as direct feedback from the Regional Leadership Group, disabled people, whānau and other key stakeholders in the MidCentral region.
- 28 To satisfy the Ministry of Health's accountability requirements, the Governance Group will be formally advising the Ministry, although with a strong expectation that the Ministry will follow its advice.
- 29 Consistent with the co-design approach, if the Ministry of Health and the Governance Group cannot agree on how to approach an issue, Ministers will be asked to make a decision after considering the advice from both the Ministry and the Governance Group.

Reporting and relationships

- 30 The Governance Group has been appointed by the Minister for Disability Issues and Associate Minister of Health, who have also agreed to the Terms of Reference for the group.
- 31 The Minister for Disability Issues and Associate Minister of Health have the authority to make any changes to the Terms of Reference after consultation with the Governance Group.
- 32 The Programme Lead, System Transformation, will develop a work-programme that includes dates for regular reporting on progress of the Prototype, and when Ministers will receive reports with their recommendations for improvements.

- 33 The key relationships for the Governance Group include:
- Minister for Disability Issues
 - Associate Minister of Health
 - MidCentral Leadership Group
 - Directors, Mana Whaikaha
 - Independent evaluation team
 - Programme Lead, System Transformation Team
 - National EGL Leadership Group
 - Key officials from government agencies and sectors
 - Providers and local organisations
 - Disabled people's and families networks and organisations.

Conflicts of interest

- 34 Members will be mindful of any actual or perceived conflict of interest they may have as an individual or as a group. A conflict of interest register will be kept, along with the steps taken to mitigate the conflict. This could include recording when a member does not take part in a specific decision due to a conflict of interest.

Code of ethics

- 35 A draft code of ethics has been developed through the detailed design process. Using this as a basis, the Governance Group, with Prototype teams, will finalise a code of ethics during an induction session. The code of ethics will set out the expectations of behaviour of the Governance Group members.

Confidentiality and privacy

- 36 Members will be presented with a range of information about the Prototype. Some of this information may be commercially sensitive, contain personal information about individuals, or contain confidential advice to Ministers.
- 37 Members will sign a confidentiality agreement to protect and respect information commercially sensitive, contain personal information about individuals, or contain confidential advice to Ministers.

Breach of duty and removal from the Governance Group

- 38 If a member of the Governance Group does not act with good faith, fails to disclose a conflict of interest or breaches confidentiality, the Minister for Disability Issues and the Associate Minister of Health can remove the member.

Communications and media

- 39 To improve transparency, each member of the Governance Group will have a short profile about them posted on the Prototype website. Contact details for the Chair and Deputy Chair, and any other nominated role, will also be posted.
- 40 All meeting notes and all decisions (with the exception of information that is sensitive or could breach someone's privacy) will be posted on the Prototype website within two weeks of each meeting.
- 41 The Governance Group may be asked to provide comment to the media and/or present information about the disability support system to key stakeholders groups. There is an expectation that the Chair will work with the Directors on any media response.
- 42 The Chair will be the spokesperson for the Governance Group.

Expenses and reimbursement

- 43 Each of the Governance Group members will be paid a daily rate of \$330 (pro-rata for half a day) for each meeting they attend. The Chair and Deputy Chair will be paid at a different rate, reflecting their additional responsibilities.
- 44 Members will be reimbursed for their time attending meetings and preparation for meetings such as including reading and preparing written or oral reports.
- 45 Members will be reimbursed for actual and reasonable expenses incurred.
- 46 All payments will be made by direct credit to the bank account nominated by the Governance Group member.