



## **Terms of reference for Te Kāhui Mahi Ngātahi | Consumer Advisory Group (CAG) of Te Tāhū Hauora Health Quality & Safety Commission**

### **1. Establishment**

- 1.1. Te Kāhui Mahi Ngātahi | Consumer Advisory Group (CAG) is established by the Board of Te Tāhū Hauora Health Quality & Safety Commission (the Board).

### **2. Te Tiriti o Waitangi**

- 2.1. Throughout its work, Te Kāhui Mahi Ngātahi | CAG recognises its obligations to iwi and Māori in line with the Articles of Te Tiriti o Waitangi, including:
  - kawanatanga – partnering and shared decision making
  - tino rangatiratanga – self-determination
  - oritetanga – equity for tangata whenua
  - wairuatanga – upholding values, belief systems.
- 2.2. Te Kāhui Mahi Ngātahi | CAG recognises that iwi and Māori have their own health aspirations, priorities, goals and ways of working.
- 2.3. Te Kāhui Mahi Ngātahi | CAG will engage in co-design with iwi and Māori, Te Kāhui Piringa and other key groups to support the achievement of Māori health equity. Te Kāhui Mahi Ngātahi | CAG is committed to improving health systems and practice through the appropriate use of mātauranga Māori.

### **3. Functions**

- 3.1. The functions of Te Kāhui Mahi Ngātahi | CAG are to:
  - 3.1.1. advise the Board and Chief Executive of Te Tāhū Hauora Health Quality & Safety Commission (Te Tāhū Hauora) on strategic issues, priorities and frameworks (this includes advice from a consumer, whānau, hapū and iwi perspectives, including a consumer view on health quality and safety)
  - 3.1.2. identify key issues for consumers, whānau, hapū and iwi and organisations such as:
    - responsiveness of existing providers to patients, consumers and families
    - the provision of culturally safe services to whānau, hapū and iwi
    - the strategic direction of the work programmes of Te Tāhū Hauora for consumers, whānau, hapū and iwi
    - culturally appropriate processes for examining quality and safety

- 3.1.3. engaging and working with iwi and Māori, clinical advisory groups and international groups as requested by the Board, Chief Executive or Director, Consumer Engagement, of Te Tāhū Hauora
- 3.1.4. engage in the co-design with the consumer network/s of Te Tāhū Hauora and wider health and disability sector on the activities and interests of Te Tāhū Hauora as requested by the Board, Chief Executive or Director, Consumer Engagement.

#### **4. Accountability**

- 4.1. Te Kāhui Mahi Ngātahi | CAG is accountable to the Board.
- 4.2. The Board may specifically delegate to Te Kāhui Mahi Ngātahi | CAG the authority to make decisions and take actions on its behalf in relation to certain matters.
- 4.3. Te Kāhui Mahi Ngātahi | CAG may only give advice or release information to other parties under authority of the Board, Chief Executive or Director, Consumer Engagement.
- 4.4. Meetings of Te Kāhui Mahi Ngātahi | CAG should comply with the same statutory and best-practice requirements that apply to meetings of the Board.

#### **5. Te Kāhui Mahi Ngātahi | CAG membership**

- 5.1. The Te Kāhui Mahi Ngātahi | CAG will consist of eight members who are connected, known, respected and knowledgeable. They will have a recognised range of skills and knowledge in health from a consumer perspective. They will be people who are acknowledged by their peers as having the ability to represent patients, consumers, families and whānau to Te Tāhū Hauora and to assist Te Tāhū Hauora in its deliberations and commitment to consumer engagement. They will come with a range of experiences, either as tangata whenua or occupational, and from other ethnicities and professional backgrounds.
- 5.2. Te Kāhui Mahi Ngātahi | CAG will operate under a co-chair arrangement with duties of chair shared at meetings and alternating for one chair to attend meetings of the Board.
- 5.3. One member of the Te Kāhui Mahi Ngātahi | CAG will also be a member of Kōtuinga Kiritaki | Consumer Network Group.
- 5.4. The Board of Te Tāhū Hauora will appoint the co-chairs and members of Te Kāhui Mahi Ngātahi | CAG.
- 5.5. Terms of appointment will be for an initial period of 3 years with the possibility of extension up to a maximum of 6 years. To maintain continuity, any re-appointment for a subsequent term may be staggered.
- 5.6. Te Kāhui Mahi Ngātahi | CAG can co-opt up to two people at any one time for the purpose of reviewing Board papers. These co-opted members will be drawn from the existing Kōtuinga Kiritaki | Consumer Network Group by agreement of the co-chairs of Te Kāhui Mahi Ngātahi | CAG and confirmed by the Director, Consumer Engagement. The co-opted members will not have of Te Kāhui Mahi Ngātahi | CAG voting rights or form part of quorum for of Te Kāhui Mahi Ngātahi | CAG. Standard payment of fees will apply. All other requirements as per these terms of reference document will apply to co-opted members.

## **6. Fees and allowances**

- 6.1. Members of Te Kāhui Mahi Ngātahi | CAG who are employed by an Aotearoa New Zealand public sector organisation, including public service departments, state-owned enterprises or Crown entities, are not entitled to claim fees for meeting attendance.
- 6.2. The level of attendance fees will be set in accordance with the Te Kawa Mataaho Public Service Commission framework for fees for statutory bodies (2006) and the Cabinet Office circular CO (22) 2, Group 4, Level band 2. In addition to the daily rate for meetings, there will be a half day's preparation fee.
- 6.3. The attendance fee for meetings and teleconferences is calculated on a pro-rata basis (the hourly rate will be calculated at one-eighth of the daily rate).
- 6.4. Actual and reasonable travel and accommodation expenses of all members will be met by Te Tāhū Hauora.
- 6.5. Attendance at forums is not paid unless members are involved as a speaker or panellist.
- 6.6. Sponsorship to forums/conferences is by way of flights and accommodation.

## **7. Quorum**

- 7.1. Five out of eight members must be present to reach quorum.

## **8. Frequency of meetings**

- 8.1. Te Kāhui Mahi Ngātahi | CAG will meet 4–5 times a year and as required on specific issues. These will be a mix of in-person and via teleconference.

## **9. Reporting**

- 9.1. All members of the Te Kāhui Mahi Ngātahi | CAG will attend a Board meeting in person at least once a year at an arranged time to discuss key issues.
- 9.2. Te Kāhui Mahi Ngātahi | CAG may, at any time, report to the Board, Chief Executive and Director, Consumer Engagement any other matter it deems of sufficient importance.
- 9.3. Reporting may be written and/or in person.

## **10. Support for Te Kāhui Mahi Ngātahi | CAG**

- 10.1. He Hoa Tiaki | Partners in Care team will be the primary contact and support for Te Kāhui Mahi Ngātahi | CAG. This includes ensuring the agenda and supporting papers are circulated and minutes recorded. If additional support is required by Te Kāhui Mahi Ngātahi | CAG in order to carry out its functions, this will be agreed with the Chief Executive.

## **11. Conflicts of interest**

- 11.1. Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes.

11.2. Where any member of Te Kāhui Mahi Ngātahi | CAG is deemed to have a real, or perceived, conflict of interest at a meeting, it may be appropriate that they are excused from deliberations on the issue where the conflict of interest exists.

## **12. Standards of integrity and conduct**

12.1. All members are expected to adhere to the Standards of Integrity and Conduct set by the Public Service Commissioner as per the State Sector Act 1988, section 57. The standards outline the four main pillars of being fair, impartial, responsible and trustworthy. Any major breach of these, after investigation, may result in the termination of the appointment of a member.

## **13. Review of Te Kāhui Mahi Ngātahi | CAG terms of reference**

13.1. The terms of reference and functions of Te Kāhui Mahi Ngātahi | CAG will be reviewed every 2 years from the date of approval (ie, next update July 2025), unless required beforehand.

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