



Terms of Reference

Te Kāhui Mahi Ngātahi /Consumer Advisory Group (CAG) of the Health Quality & Safety Commission

1. Establishment

- 1.1. The Te Kāhui Mahi Ngātahi / Consumer Advisory Group (CAG) is established by the Health Quality & Safety Commission Board (the Board).

2. Te Tiriti o Waitangi

- 2.1. Throughout their work, the Te Kāhui Mahi Ngātahi / Consumer Advisory Group 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. The Te Kāhui Mahi Ngātahi / CAG recognise that iwi and Māori have their own health aspirations, priorities, goals, and ways of working
- 2.3. The Te Kāhui Mahi Ngātahi / CAG will engage in co-design with iwi and Māori, Te Rōpū Advisory Group, and other key groups to support the achievement of Māori health equity
- 2.4. The 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 on strategic issues, priorities and frameworks (this includes advice from a consumer, whanau, hapu and iwi perspective, including a consumer view on health quality and safety)
 - 3.1.2 identify key issues for consumers, whanau, hapu and iwi and organisations such as:
 - responsiveness of existing providers to patients, consumers, families
 - the provision of culturally safe services to whānau, hapu and iwi
 - strategic direction of the Commission's programmes for consumers, whānau, hapu and iwi
 - Culturally appropriate process for examining quality and safety.
 - 3.1.3 engage and work with iwi and Māori, clinical advisory groups and international groups as requested by the Board, Chief Executive or Director, Consumer Engagement
 - 3.1.4 engage in the co-design with the Commission's Consumer Network/s and wider health and disability sector on the Commission's activities and interests as requested by the Board, Chief Executive or Director,

Consumer Engagement.

4. Accountability

- 4.1. The Te Kāhui Mahi Ngātahi / CAG is accountable to the Board
- 4.2. The Board may specifically delegate to the Te Kāhui Mahi Ngātahi / CAG the authority to make decisions and take actions on its behalf in relation to certain matters
- 4.3. The 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 should comply with the same statutory and best practice requirements that apply to Board meetings.

5. Te Kāhui Mahi Ngātahi / Consumer Advisory Group membership

- 5.1 The Te Kāhui Mahi Ngātahi / CAG will consist of four members who are networked, 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 the Commission and to assist the Commission in its deliberations and commitment to consumer engagement. They will come from a range of Tangata whenua experiences, occupational, other ethnicities, and professional backgrounds
- 5.2 One member of the Te Kāhui Mahi Ngātahi / CAG will also be a member of the Consumer Network Group
- 5.3 The Board of the Commission will appoint the Chairperson and members of the Te Kāhui Mahi Ngātahi / CAG
- 5.3 Terms of appointment will be for an initial period of three years with the possibility of extension up to a maximum of six years. In order to maintain continuity, any re-appointment for a subsequent term may be staggered.

6. Fees and allowances

- 6.1 Members of the Te Kāhui Mahi Ngātahi / CAG who are employed by a 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 State Services Commission's framework for fees for statutory bodies (2006) and the Cabinet Office circular CO (09) 5. In addition to the daily rate for meetings, there will be a half day's preparation fee. The Chair will be entitled to an allowance of two extra days per month to cover additional work undertaken
- 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 the Commission.

7. Quorum

- 7.1 Three out of four members must be present to reach quorum.

8. Frequency of meetings

- 8.1 the Te Kāhui Mahi Ngātahi / CAG will meet four to five times a year and as required

on specific issues. These will be a mix of in-person and via Zoom.

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 The 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. Consumer Advisory Group Support

10.1 The Partners in Care team will be the primary contact and support for the Te Kāhui Mahi Ngātahi / CAG. This may include ensuring that the agenda and supporting papers are circulated and taking minutes. If additional support is required to carry out its functions, this will be agreed with the Chief Executive.

11. Conflicts of interest

11.1 Once a year, Te Kāhui Mahi Ngātahi / CAG members will provide written declarations to the Board stating they do not have any conflicts of interest that would preclude them from being members of the Te Kāhui Mahi Ngātahi / CAG

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

11.1 Where any member 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 & Conduct

12.1 All members are expected to adhere to the Standards of Integrity and Conduct set by the State Services Commissioner as per the State Sector Act 1988, section 57. This outlines 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.

13. Review of Te Kāhui Mahi Ngātahi / Consumer Advisory Group Terms of Reference

13.1 This Terms of Reference and the functions of the Te Kāhui Mahi Ngātahi / CAG will be reviewed every two years from the date of approval (i.e. next update September 2023), unless required beforehand.