# Terms of reference for Ngā Reo Māhuri | Young Voices Advisory Group

**Whakauru. Whakamōhio. Whakaawe. Whakapai Ake.**

**Involve. Inform. Influence. Improve.**

## Establishment

## Ngā Reo Māhuri | Young Voices Advisory Group (Ngā Reo Māhuri) was established by Te Tāhū Hauora Health Quality & Safety Commission (Te Tāhū Hauora) in 2023.

# Te Tiriti o Waitangi

## Throughout its work, Ngā Reo Māhuri 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

## Ōritetanga – equity for tangata whenua

## Wairuatanga – upholding values, belief systems.

## Ngā Reo Māhuri recognises that iwi and Māori have their own health aspirations, priorities, goals and ways of working.

## Pae Ora (Healthy Futures) Act 2022

## A key function of Te Tāhū Hauora under the Pae Ora (Healthy Futures) Act 2022 is to support the health sector to engage with consumers and whānau to ensure their perspectives are reflected in the design, delivery and evaluation of health services. Ngā Pae Hiranga, the centre of excellence for consumer and whānau engagement at Te Tāhū Hauora, will support this function.

## Ngā Reo Māhuri is established to include youth voices as an integral part of this function, along with other consumer advisory groups, including Te Kāhui Mahi Ngātahi | Consumer Advisory Group (Te Kāhui Mahi Ngātahi) and Kōtuinga Kiritaki | Consumer Network (Kōtuinga Kiritaki).

## Functions

## The functions of Ngā Reo Māhuri are to:

## provide direction and support for the work programme of Te Pūkāea Matatika | Māori Health and Consumer team (Te Pūkāea Matatika) from the perspective of young people

## review material from Te Pūkāea Matatika and provide feedback as requested

## provide information and feedback to Te Pūkāea Matatika from their communities and/or youth groups as requested

## give input to the work of other Te Tāhū Hauora consumer groups as requested (including Te Kāhui Mahi Ngātahi, and Kōtuinga Kiritaki)

## attend meetings and other events paid for by the Te Tāhū Hauora, provide written and/or verbal reports about attendance, and give presentations at such events if requested.

## Ngā Reo Māhuri membership

## Ngā Reo Māhuri will comprise of up to eight members aged 18–26 years with knowledge and experience across various health and disability networks, either as health and disability consumers or as whānau members of health and disability consumers.

## The group will include at least two Māori representatives, at least two Pacific representatives and at least two disability representatives.

## Where possible, the group will include representatives from other groups that experience health inequity, such as rural, migrant, refugee and rainbow communities, and youth who live in different parts of the motu.

## Members will be willing to take part in the group and contribute experiences and ideas to discussions within it. Members will be respectful of others in the group and their diverse knowledge and experiences.

## Members will make a commitment to attend meetings regularly, read meeting materials and become familiar with the kaupapa of the group and of the work programme of Te Pūkāea Matatika.

## Young Voices Advisory Group support

## Te Pūkāea Matatika team members will mentor and support the group and provide administrative support.

## Any requests for media comment by group members should be referred to the Director, Te Pūkāea Matatika.

## Terms of appointment

## The term of appointment will be for 2 years, with an option to extend for a further year.

## Any member may resign at any time by advising the Te Pūkāea Matatika team in writing.

## Membership may be terminated by Te Tāhū Hauora for the following reasons:

## Non-attendance at three consecutive meetings without reasonable cause.

## Non-participation in external activities related to Te Tāhū Hauora consumer engagement priorities without reasonable cause.

## Any major breach (following investigation) of the Standards of Integrity and Conduct set by the Public Services Commissioner as per the State Sector Act 1988, section 57, to which all group members are expected to adhere. The standards outline the four main pillars of being fair, impartial, responsible and trustworthy.

## Fees and allowances

## Members of Ngā Reo Māhuri 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. However, reasonable expenses will be met for all members, for example, for travel, parking, childcare and accommodation. Under exceptional circumstances a contribution may be made to childcare expenses with the agreement of the chair

## Group members who are not from the public sector are eligible for fees in accordance with Public Service Commission guidelines (‘Revised Fees Framework for members appointed to bodies in which the Crown has an interest’) and Cabinet Office Circular CO (22)2, dated 6 October 2022.

## In addition to the daily rate for meetings, there will be a half day’s preparation fee. If shorter meetings or online Teams meetings are required, a pro rata hourly rate will apply.

## Attendance at forums is not paid unless members are involved as a speaker or panellist. Sponsorship to forums and conferences is provided through flights, accommodation, and other relevant travel expenses

## Quorum

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

## Frequency of meetings

## Meetings will be held 3–4 times a year and as required on specific issues. These will be a mix of in person and online via Teams.

## Reporting

## The Chair/s will update Te Pūkāea Matatika regularly on the activities of the group during the year.

## Reporting may be written and/or verbal.

## Interests register and confidentiality

## Members will sign a conflict of interest register when joining Ngā Reo Māhuri and identify where they believe they may have a potential or existing conflict of interest. This obligation is ongoing and will be re-visited at each meeting.

## Members will identify any potential or existing conflict of interest before discussion of a particular issue. Ngā Reo Māhuri will then decide what part the member may take in any ensuing discussion.

## Members will treat information held by or about Te Tāhū Hauora as confidential. Information should only be disclosed beyond Ngā Reo Māhuri that is necessary for the group to fulfil its role.

## Ngā Reo Māhuri members will comply with the protocols of Te Tāhū Hauora on the use, storage, return and destruction of any information of any nature they obtain while carrying out their advisory functions.

## Te Tāhū Hauora holds copyright/intellectual rights on any written outputs of Ngā Reo Māhuri

## Review of Young Voices Advisory Group terms of reference

## These terms of reference and the functions of Ngā Reo Māhuri will be reviewed two years from the date of the last document’s approval.

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