

# **TERMS OF REFERENCE**

## **Tikanga**

### **Enabling Good Lives Midcentral Leadership Group**

**FINAL**

**February 2021**

## **1. Purpose – why we exist**

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The MidCentral Leadership Group's purpose is to:

- Promote and protect Enabling Good Lives' (EGL) principles and values that system transformation is based on
- Contribute to local prototype implementation
- Give direction to system transformation 'management' team
- Provide feedback to the Minister
- Provide connection between local/regional transformation and National EGL Leadership Group
- To ensure a clear understanding of the priorities and perspectives of disabled people, their families and service providers
- To ensure the system will be accountable locally
- To create an 'honourable space' that promotes accessible and inclusive communities
- To bring key stakeholders together to discuss key issues of the community

## **2. Role – what we are going to do**

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The MidCentral Leadership Group will:

- use a partnership approach to develop, implement and monitor the transformation
- actively promote collaboration between the Ministries of Health, Social Development and Education (and other relevant central government agencies) so that their activities and projects are aligned with the Enabling Good Lives transformation in the MidCentral Region
- be involved in the co-development and oversight of the MidCentral transformation
- promote good communication with persons with disabilities, families and providers regarding the transformation in the MidCentral Region
- increase awareness and understanding of the Enabling Good Lives transformation in the MidCentral Region
- link with the Enabling Good Lives National Leadership Group.

MidCentral Leadership Group members will:

1. Attend leadership group meetings (this is likely to be monthly meetings of approximately four hours)

2. Review the minutes of meetings to make sure they are an accurate record of what we have talked about
3. Do the things they may have agreed to do at the meeting
4. Attend “core group” or “pre-meetings” (likely to be 1-2 hours monthly for the first 12 months)
5. Host (or co-hosting) open community forums. This is where a much wider group of people can learn what is happening and contribute their thoughts.

### **3. Membership – who we are**

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The MidCentral Leadership Group will ensure that there is equitable representation from persons with disability, family/whanau, Mana Whenua and providers in the MidCentral region.

There are six disabled persons on the MidCentral Leadership Group. Families, Mana Whenua and providers each have three spaces on the MidCentral Leadership Group. There is one Pasifika representative on the MidCentral Leadership Group.

Each group will determine a process for selecting these members and the processes they will use to gather information/opinions prior to meetings and circulate information after meetings.

Leadership members agree to become familiar with and be committed to the following:

- a. The EGL vision and principles
- b. Working co-operatively within the group
- c. Other ‘criteria’ for membership consideration:
  - Local person willing to be involved in community system transformation
  - Willingness to embrace notion of change

Members will be initially engaged for two years, subject to continuing support from their nominating group and any changes to these Terms of Reference. The group will occasionally review its composition.

### **4. Link with the Core Group**

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The core group will meet prior to each Leadership Group (LG) meeting and its purpose is to:

- Support the people they selected to be on the RLG
- Provide guidance to their members on the RLG
- Offer a space where a wider group of interested local people can discuss ideas, potential impacts and perspectives on suggested changes

- Ensure there are informed people who can step in, when required, if a member of the RLG is unable to attend a meeting
- Assist with hosting community forums
- Provide a place where people with specific experiences and expertise can offer their views to the local leaders before RLG meetings

It was agreed the core group membership would be organic and flexible. People will self-select, with the understanding that consistent participation is desirable. The core groups will be focused 'working groups' and will meet monthly for approximately 1 ½ hours each month.

- Participation in core group meetings is voluntary
- Local leaders on the RLG will attend core group meetings.

## 5. Foundations

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- Relevant conventions e.g. the Convention on the Rights of Persons with Disabilities
- The Enabling Good Lives Vision and Principles
- Te Tiriti o Waitangi

## 6. Considerations

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<b>Natural justice</b>	-	Transparency and fairness of procedure and freedom from bias on the part of the person making the decision/judgment <sup>1</sup> .
<b>Equity of voice</b>	-	“speaking time should usually be shared more or less equally by the number of the people in the group, and most of our time should be spent listening.” <sup>2</sup>
<b>Safety</b>	-	without fear of negative consequences, feeling accepted and respected.
<b>Honourable space</b>	-	“... respect and maintain the sacred space, harmony and balance within relationships” <sup>3</sup>
<b>Consensus</b>	-	“a <u>generally accepted opinion</u> or <u>decision</u> among a <u>group</u> of <u>people</u> ” <sup>4</sup>

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<sup>1</sup> [Glossary | New Zealand Ministry of Justice](#)

<sup>2</sup> [Equity of Voice and why it matters | Kate Frykberg](#)

<sup>3</sup> <https://www.leva.co.nz/about>

<sup>4</sup> [CONSENSUS | meaning in the Cambridge English Dictionary](#)

**Mandate  
Role of Support  
Workers**

- Consensus, in the group, is reached when all Leadership Group members present have the chance to give their opinions and at least 75% of the voting members agree. If people disagree, this will be recorded and their reasons briefly described.
- the authority that is given to do something
- support workers are here to 'support' and not participate – unless, specifically requested by the person being supported

**All members have a valued opinion and will have the time and space to contribute**

**We agree to:**

- Base our behaviour on the eight EGL principles
- Attempting to present our views in a concise (keeping it brief) and constructive way
- Endeavouring to make sure our contribution is relevant and is aligned with the purpose and function of the group. Note; There may be occasions where a contribution is “parked” for discussion at another point
- Not interrupt others when they are speaking
- Respect the ‘consensus’ of the group
- Only represent the opinion of the Leadership Group if we are mandated by the group to do this and a clear “group” view has been agreed by consensus.
- Be clear, in other conversations and forums, whether the views we are expressing are a Leadership Group view or a personal opinion

## **7. Way of working – how we will develop a trusting relationship with each other**

The MidCentral Leadership Group has agreed to work in the following ways:

- Treat each other with respect
- Listen to each other's views carefully
- Give each other time to speak
- Use every day plain language
- Ask if something needs to be explained
- Make sure the EGL principles will guide how we operate and the decisions we make
- Be open with each other

- agree to support the decisions made in the group
- will not take it personally if someone has a different opinion
- See conflict (i.e. different views) as a chance to learn and grow

## **8. Creating a safe environment**

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Each meeting will open and close with a karakia and food will be blessed.

There will be an opportunity for people to “check in” at the beginning of each meeting.

A brief “feedback” round will finish each meeting.

There will be opportunities to work in smaller groups of peoples choosing. This enables people to get to know each other more and creates more time for people to express what they believe is important. Typically, ideas agreed in small groups will be shared and “tested” with the wider group.

## **9. Equity and Leadership**

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It is recognised that disabled people and families will lead this process. Different people may need different approaches to feel comfortable and to participate fully

## **10. Requests from officials**

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Officials (and others) will be requested to send papers two weeks in advance (four weeks to maximise input from networks) and to be clear about what actions they want from the group

## **11. Making decisions**

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The decision-makers are the disabled people, families, Mana Whenua, provider representatives and Pasifika representatives. Officials present are encouraged to contribute to discussions.

The aim will be for decisions to be made by consensus. Consensus is described as an agreed position reached by the group or where the group agrees to support a decision in the interests of the whole. Consensus can be linked to the idea of mana kotahitanga (the strength and integrity of unity).

Different approaches to building consensus may be used at different times. This may depend on the importance of the decision, its possible impact, the time available and whether people need more information.

Regardless of the approach used, all perspectives will be valued and all people will have the space to put their view forward. Any meeting notes will be clear about whether a statement reflects the consensus of the group or whether it is an opinion expressed (individual views).

Typically, disabled people will speak first on an issue, then families and then others.

After initial discussion, a position will be put to the group. It is likely that we will go around the decision makers in the group – person by person and ask them to indicate what they think. People indicate whether they agree, disagree or if they want something clarified or changed. These ideas are then considered by the whole group.

After this has happened, it is likely that we will go around the decision makers in the group again – person by person and ask them to indicate what they think now.

The aim is for everyone to have the space to have their views understood and to agree on the “next step” or position the group will express to others. It may be that an outcome of the discussion is just clearly and simply described i.e. how many people agree, disagree or are not sure.

## **12. Meeting Notes**

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Notes of the meetings, or any conversations about them, should not record who said what but rather reflect the main themes of contributions, the outcome of the discussion and associated actions.

People attending the meeting will have five working days to approve the notes and then they will be made publicly available to any interested party.

## **13. External facilitation**

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Meetings of the MidCentral Leadership Group will be externally facilitated to promote the co-governance approach, to ensure that the views of people with a lived experience lead discussion and to develop consensus. Where there is different views expressed (disagreement) this will be recorded.

## **14. Links and Networks**

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The MidCentral Leadership Group will form and maintain links with:

- The “Core Group” associated with the group they represent
- The local persons with disability forum, the local family forum, and the local providers community of practice,
  - Each forum will develop a brief description on how they choose their representatives for the MidCentral Leadership Group
- National networks including Inclusive NZ, NZDSN, DPA, DPOs, Family Leadership Alliance
- The National Enabling Good Lives Leadership Group
- The local community.

## **15. Terms of engagement**

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The MidCentral Leadership Group will meet monthly until June 2019 and then review how often they are required to meet thereafter. The MidCentral Leadership Group and the Transformation Team will agree the timing of further meetings. Members will be advised of the dates of each meeting well in advance.

When participation at meetings is not covered through a person's employment, there is a schedule of payments for direct costs and an acknowledgement of the person's time

- \$125 up to a half day meeting
- \$250 for a full day meeting
- travel and other support costs (if needed)

The Ministry of Health will pay group members, or if requested, reimburse employers for the meeting fee on invoice.

These Terms of Reference can be changed by the Enabling Good Lives Governance Group after full discussion with the MidCentral Leadership Group.

It is anticipated that the MidCentral Leadership Group's role and purpose will be reviewed after one year and the terms of engagement will be revisited to ensure that people's time and input is fairly recognised.

## **16. Confidentiality**

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The MidCentral Leadership Group will be presented with a range of information and papers on aspects of Enabling Good Lives. Some of this information may be commercially sensitive, or contain personal information about individuals. Group members will need to be mindful of their responsibility to keep information confidential when this is appropriate. Information that is confidential will be clearly identified. Respect for personal information will be a key component of the group's processes.

Other information can be shared and discussed more widely to gather feedback and ideas. The MidCentral Leadership Group will need to agree whether information is for sharing or to be kept private.

Members shall at all times comply with the Privacy Act 1993 and the Official Information Act 1982.

## **17. The group supports the facilitators to:**

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Interrupt a person if their contribution is 'too long', not relevant to the current task the group has or has the real potential to disrupt the 'honourable space' of the group.

If a person is interrupted by a facilitator, they may be asked to quickly finish their contribution or to completely stop talking and speak with the facilitator, outside of 'group time', to explore how their views can be considered at an appropriate time and forum



## **18. If a group member/s have an issue with another group member they agree to:**

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- Follow a process involving natural justice
- Follow the least intrusive approach i.e. the most effective and respectful approach that causes the **least** disruption to the individual and others.

Note 1 – personal issues: this is most likely to begin with approaching the individual personally (outside of a meeting and not involving others), then potentially approaching the person with a trusted mediator (outside of a meeting and not involving others), then potentially approaching the Leadership Group representatives of the same Core Group this person is associated with, then – if there has been no resolution at this point – approaching a facilitator to explore whether this concern needs to be taken to the Leadership Group, a delegation of the Leadership Group or the Governance Group.

Note 2 – group concern: If an individual repeatedly breaches the expectations the Leadership Group has of their members, then this may be highlighted to the facilitators. After it is clear that due process has occurred, this may then be taken to the individuals Core Group, a delegation of the Leadership Group or the whole Leadership Group for discussion.

## **19. Removal of group members**

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- Core Groups have the ability to replace their representatives on the Leadership Group

## **20. Decision-making Quorum**

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Over 50% of the disabled people and family representatives (i.e. 4 disabled people and 2 family members) + an additional three voting group members i.e. Mana Whenua, Pasifika and Providers

If the stated quorum is not present, then a vote will be taken at the meeting and then facilitators will either seek input, over the next five working days, from absent members via:

1. a phone poll or,
2. email to all members.

## **21. Attendance of “observers”**

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A Core Group may select people to attend the meeting as an ‘observer’. The Core Group is responsible for ensuring that this person is oriented to the EGL approach and the Leadership Group ways of working (Terms of Reference) prior to them attending

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## **22. Conflicts of interest**

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Members of the Group or the organisations they are employed by may have existing roles in governance groups or hold contracts for government funded services. Conflicts of interest arise when people's own interests get in the way of their work.

Individual members and the MidCentral Leadership Group as a whole will need to be mindful of any actual or potential conflict of interest, and raise it at the earliest possible time, first within the MidCentral Leadership Group and also with the Transformation Team (Ministry of Health). Any actual or potential conflicts of interest will be discussed with those concerned and steps taken to manage them on a case by case basis.

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## **23. Expenses and Reimbursement**

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The MidCentral Leadership Group members, when people are not in paid roles already where their time is covered by their organisation, will be paid \$250.00 per day and pro-rata for half days, for each meeting that they attend.

The Ministry of Health will reimburse members for actual and reasonable expenses, if any, on a monthly basis in arrears. This includes the costs of interpreters (sign interpreters and assistants) to support the MidCentral Leadership Group.

Payments will be made by direct credit to the bank account nominated by the MidCentral Leadership Group member, or to their employer on receipt of an invoice.

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## **24. Intellectual Property**

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The Ministry of Health may, at its discretion, use reports or other work products supplied or developed by the MidCentral Leadership Group.

Nothing will affect the rights of a Member in the intellectual property owned by that Member prior to entering this engagement or developed by the member other than in the performance of this engagement.

## Appendices 1

## JOB DESCRIPTION

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**Position:** Member of the Mid-Central Leadership Group

**Opportunity:** A unique chance to work with others in the co-design and oversight of the transformation of the Mid-Central disability support system

**Purpose of the role:**

- Promote and protect Enabling Good Lives (EGL) principles and values that system transformation is based on
- Contribute to local prototype implementation
- Give direction to system transformation 'management' team
- Provide feedback to the Minister
- Provide connection between local/regional transformation and National EGL Leadership Group
- To ensure a clear understanding of the priorities and perspectives of disabled people, their families and service providers
- To ensure the system will be accountable locally
- To create an 'honourable space' that promotes accessible and inclusive communities
- To bring key stakeholders together to discuss key issues of the community

**To be effective I will need to be:**

- Brave
- Respectful
- Constructive
- Flexible

**I need to be OK about:**

- a. Actively support the principles and vision of Enabling Good Lives (EGL). See: <http://www.enablinggoodlives.co.nz/about-egl/egl-approach/>
- b. Making sure I have good connections in the Mid-Central Region
- c. Saying what I think in meetings
- d. Listening to other people and their different views
- e. Working towards agreed decisions
- f. Supporting the decisions of the group publicly
- g. Keeping some things confidential
- h. Linking with wider networks

**Things I will agree to do include:**

6. Attending leadership group meetings (this is likely to be monthly meetings from 10am – 3pm during a weekday)
7. Reviewing the minutes of meetings to make sure they are an accurate record of what we have talked about
8. Doing the things I may have agreed to do at the meeting

9. Attending “core group” or “pre-meetings” (likely to be 1-2 hours monthly for the first 12 months)
10. Hosting (or co-hosting) open community forums. This is where a much wider group of people can learn what is happening and contribute their thoughts.

**Main connections**

- i. People in the wider Mid-Central Region
- ii. The National Enabling Good Lives Leadership Group
- iii. People from other Leadership Groups
- iv. National networks e.g. DPOs, family networks provider peak bodies,
- v. The Transformation Team and co-design team

Average hours that may be involved each month: 10 hours

Note: When participation at meetings is not covered through a person’s employment, there is a schedule of payments for direct costs and an acknowledgement of the persons time

- o \$125 up to a half day meeting
- o \$250 for a full day meeting
- o travel and other support cost (if needed)