



Terms of Reference

NASC Reference Group

Disability Support Services
National Services Purchasing
National Health Board

Guiding Principles

Underpinning the New Zealand Disability Strategy is a vision of a fully inclusive society. New Zealand will be inclusive when people with disabilities can say they live in ...

“A society that values our lives and continually enhances our full participation”

Underpinning the Disability Services Strategy is a vision to enable inclusion and value disabled people. Disability Services within the Ministry of Health will strive to ...

“Get the best range and mix of services that will achieve the best outcomes for disabled people and their families and whanau within the funds available”

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1.0 Introduction

Disability Support Services is part of the National Services Purchasing, National Health Board within the Ministry of Health. It funds a range of disability support services for people with long-term/lifelong physical, sensory and intellectual disability. The majority of its services are accessed through Ministry contracted Needs Assessment and Service Coordination (NASC) organisations.

2.0 Purpose

- 2.1 The purpose of the NASCA Reference Group is to promote a partnering relationship between DSS and NASCA to provide:
 - 2.1.1 A high level point of reference between DSS and NASCA and Ministry contracted NASC organisations
 - 2.1.2 A mechanism for input into DSS strategic framework for NASCs and work projects relevant to NASCs
 - 2.1.3 Enable NASCA to support DSS communication with Ministry contracted NASC organisations
 - 2.1.4 The Terms of Reference outlines the way the reference group agrees to work.

3.0 Background

- 3.1 Needs assessment, support planning, coordination and budget management, as contracted by the Ministry through the NASC organisations, have a pivotal role in enabling disabled people to access supports they need within the constraints of available resource. The consistent quality and effectiveness of these functions is vital.
- 3.2 To support Ministry work, and be consistent with the New Zealand Disability Strategy (NZDS), DSS Strategic Plan and Whaia Te Ao Marama, The Maori Disability Action Plan, the Reference Group will provide high level strategic input.

4.0 Goals / Objectives

- 4.1 **The Goal of this Reference Group is:**
To support the purpose and work of NASCs and DSS by providing high level strategic input, this is representative of NASCs and is consistent with the aims of the New Zealand Disability Strategy.

4.2 This will mean that:

- a) strategic direction of projects and future development of NASC benefit from the collective contribution of members of the Reference Group
- b) support is given to achieve national consistency and flexibility of practice, equity of access and disability supports and achievement of individual outcomes.
- c) work is monitored for strategic direction consistent with the New Zealand Disability Strategy
- d) project management is informed by the participation of Reference Group members. Nominations may be sought by DSS for NASCA representatives to be involved in particular projects.

5.0 Functions

5.1 Provide the views of NASCs into the purpose and strategic direction of relevant work by:

- a) input and receiving information
- b) actively supporting the intent and work of identified projects/work
- c) contributing to meetings, teleconferences, and at other times as appropriate
- d) alerting project managers/sponsors to risk areas through the Reference Group, or directly, depending on level of risk involved.
- e) assisting project managers as requested with particular knowledge or experience
- f) assisting with functions of the projects as requested by project managers (e.g. review of service specifications, or where a NASC representative is required.
- g) assisting DSS with distribution and endorsement of communications to NASCA membership.

6.0 Membership

6.1 Membership of this Group will be reviewed on an annual basis. Current Membership consists of:

Ministry of Health, Disability Services:

- Manager, Service Access Team
- NASC Contract Relationship Managers
- NASCA Contract Relationship Manager
- NASC Development Manager
- DSS Team Representatives (by invitation)

NASC:

- Members of NASCA Executive Committee and additional members nominated by NASCA representing DSS funded NASCs – total of 5 representatives.
- NASCA have the ability to substitute members of this Group where appropriate

Input relating to Maori will be provided by the DSS Maori Senior Advisor as required. Input relating to Pacific will be provided by nominated Pacific voice.

- 6.2 Other people can be co-opted to attend meetings as required and as agreed by the members.

7.0 Structure

- 7.1 The Reference Group will be:

- a) co-chaired in meetings and teleconferences by the Manager Service Access Team and the Chair, NASCA, unless otherwise delegated
- b) supported administratively by Executive Assistant (NASCA).

8.0 Roles and Responsibilities

- 8.1 All members will commit to:
- full attendance
 - agreed work outside meetings
 - working collaboratively
 - working in an open and transparent manner
 - sharing specific knowledge and expertise
 - the purpose of identified work and NASC related projects and necessary timeframes.

9.0 Term and Meetings

- 9.1 The group will meet face to face no more than three times per annum. Meeting dates will be planned flexibly so far as possible to coincide with relevant timeframes for DSS strategic work.

- 9.2 The purpose of meetings will be to:

- receive reports and briefings on intent, content and implementation plans for DSS work relating to Ministry contracted NASCs

- receive reports and briefings on NASCA strategic intent, and planned work content and implementation
- provide strategic input into these plans
- share individual knowledge, skills of members and availability for specific input
- confirm ways of communicating and working.

9.3 Both DSS and NASCA are expected to contribute agenda items, so that, the Reference Group will receive an Agenda which may include:

- reports on progress of identified MOH and NASCA work to give and receive updates and information relevant to the work of the group from both DSS and NASCA members
- advice on current work, implications, future developmental needs and future directions for NASCs.

10.0 Recording and Reporting

10.1 Agenda and papers will be with Members at least 7 days prior to the meeting date.

Minutes of meetings will be circulated to members within two weeks.

11.0 Working Policies and Procedures

11.1 Confidentiality

It is understood that members will need to discuss issues and/or advice to be given with their nominating organisations and/or representative groups. This statement is not intended to prevent this occurring. To protect individual members (e.g. from being quoted out of context), members are requested to be aware that the minutes of meetings are deemed confidential to the Reference Group. Release of the minutes and/or other reports or documentation will be by agreement with the Reference Group. Members commit to supporting each other by identifying any concerns relating to confidentiality or perceived conflict of interest.

11.2 Conflict of Interest

If members believe they have a potential or actual conflict of interest on any matter before the group, they must declare that conflict to the group and accept the group's decision, which may include withdrawal from that discussion or task. Any Conflicts of Interest so identified will be recorded in the Minutes of the meeting.

11.3 Decisions

It is expected that Reference Group members will actively contribute to consensus building where that is needed, and be aware the lack of consensus could create a risk to agreed timeframes, budget and outcomes.

Minutes and other documents may be subject to the Official Information Act.

11.4 Decision-Making and Conflict Resolution

- If there is no consensus on issues of potential conflict, they will be brought openly to the meeting and resolved by a process agreed by the group
- In the event of failure to resolve, co-chairs will determine the process to reach a resolution.

Failing agreement by co-chairs, the conflict will be referred to the Group Manager DSS.

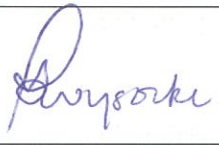
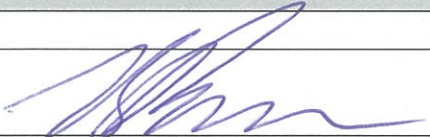
12.0 Funding and Costs

12.1 Reference Group Costs:

- NASCA will provide and fund administrative and support services to the Reference Group.
- NASCA will also cover, within budget, the costs of travel of NASCA members to the meetings.
- It will also fund and coordinate teleconferences.
- These three cost items will be met from the contract the Ministry will have with NASCA, with travel being reimbursed on the basis of actual expenses.
- Accommodation and reimbursement for time spent will not be covered by the Ministry.
- These and any other associated costs will need to be met by members or their nominating organisations.
- The Ministry will cover the costs of its own members.

13.0 Terms of Reference Sign-off

This Terms of Reference is approved for the NASC Reference Group

	<p>1.9.2014</p>
<p>Signed (Phil Wysocki, Service Access Team Manager)</p>	<p>Date</p>
	<p>05/09/14</p>
<p>Signed (Mark Brown, NASCA Chair)</p>	<p>Date</p>

APPENDIX I

MEETING PROTOCOLS: CONSENSUS

Consensus is a term often used when general agreement or substantial support, rather than majority rule, is a group's aim. It supports working in partnership and enables full participation of all members. "Consensus" as generally understood in relation to decision-making, enables:

- Participation by a larger number of members
- The opportunity for minority options to be acknowledged
- A greater chance of obtaining unity of purpose in a group
- More stable, longer lasting decisions

Consensus does not mean unanimity or total agreement. Rather, it is the group agreeing to work together in a certain way, even though some members might prefer not to e.g.

We are prepared to accept this decision because:

- It is for the good of the group/work
- We see it is so important
- We feel that our viewpoint has been adequately expressed
- We do not agree, but in the interest of the work, we will allow this to be the decision

In consensus decision-making, if it is clear that no agreement is possible at the time of the discussion, the procedures in the Terms of Reference will be followed.

MEMBERS' RESPONSIBILITIES

Consensus decision-making requires a high level of member participation and responsibility and individuals need to be aware of how they can contribute in a helpful manner.

Ideally, members should:

- Expect to contribute briefly and to the point
- Prepare what they have to say and avoid simply repeating what has been said
- Contribute material if it assists the discussion or reconciles an apparent difference

Consider keeping silent if they cannot contribute in a way which aids the discussion.