

## Standards Review Governance Group Terms of Reference

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### 1. Purpose

This document sets out the Terms of Reference that the Governance Group (the Group) has adopted for the purpose of supporting the review of the Health and Disability Services Standards (NZS 8134:2008), and the Fertility Services Standard (NZS8181:2007).

### 2. Background

The Health and Disability Services (Safety) Act 2001 (the Act) requires providers of health services to be certified against the relevant standards. The Act requires review of these standards at least every four years. The 2017 review supported amendment or replacement of the standards, and in December (2017) the Minister agreed to further consultation to determine the breadth of change being sought.

Due to the number of stakeholder groups affected by this review, a Governance Group has been formed to provide strategic oversight and guidance to the work programme.

### 3. Functions of the Governance Group

The Governance Group has been established to provide strategic leadership to this work programme. Group members are considered to be expert knowledge holders within their respective areas of work and as such will help strengthen stakeholder trust and confidence in the review.

The Governance Group will undertake the following functions:

- Review quarterly project updates and provide feedback and/or escalate issues as needed
- Provide strategic advice to project
- Agree key milestones as they are presented by project lead
- Maintain an overview of the standards review work programme
- Maintain oversight of emerging risks and current issues as relevant and offer mitigation strategies
- Agree communications strategies as the work programme progresses
- Provide system-level advice on opportunities to reduce health inequities throughout this project.

### 4. Composition of the Governance Group

Permanent membership is comprised of the following:

- Deputy Director-General, Health System Improvement and Improvement
- Deputy-Director General, Disability
- Manager, Accountability, DHB Performance, Support and Infrastructure
- Deputy Director-General Māori Health
- Group Manager Population Outcomes, System Strategy and Policy
- Manager, Mental Health and Addiction
- Chief Advisor – Pharmacy, Clinical Cluster
- Team Leader Development, Standards New Zealand
- Consumer Representative
- Te Apārangi: Māori Partnership Alliance representative
- Disabled Person Representative, Enabling Good Lives pilot

### 5. Quorum

Decisions will only be made where a quorum of members is present. There must be at least six members present to make a quorum.

## **6. Meetings**

Meetings will be held as least once annually, and exceptional meetings may be called if emergent issues present that require strategic oversight or if there is significant deviation from the current project timeline

When a meeting occurs, supporting papers will be provided by the project lead including:

- Agenda
- Previous meeting minutes
- Updated risk register
- Supporting papers.

Meeting packs will be made available to the Governance Group not less than three days prior to scheduled meetings. Meetings will generally be no longer than one and a half hours.

Governance Group meetings will continue to meet until the reviewed Standards have been operationalised (2 - 3 years).

## **7. Review Process and End Date**

The Governance Group will review its role annually. The review may lead to changes in these Terms of Reference, and Group membership.

Clare Perry (Chair)  
**Acting Deputy Director-General**  
**Health System Improvement and Innovation**

**Approved on 19 November 2020**  
**Date for next review: May 2021**

# Appendix 1: High level overview

## Governance & timeline

