**Terms of Reference of the Operative Alliance**

1. **Purpose**

This document sets out the Terms of Reference that the Operative Alliance (the Alliance) 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).

1. **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.

In January 2019 a Governance Group was established to provide high-level strategic advice to the review. At the inaugural meeting in March 2019, the Governance Group noted the number of stakeholder groups affected by this review and called for the establishment of an Operative Alliance. The Operative Alliance’s membership will include sector partners, provide operational guidance to the review and report to the Governance Group.

1. **Functions of the Operative Alliance**

The Operative Alliance has been established to provide operational guidance to this work programme. Alliance members are considered to be knowledge holders within their respective areas of work and as such will help strengthen stakeholder trust and confidence in the review.

The Operative Alliance will undertake the following functions:

* Call for and approve nominations for scoping days for Aged Residential Care Services and Residential Disability Services.
* Collation and review of scoping day feedback to determine structure for working groups.
* Interface with Advisory Panels to support working group formation.
* Call for and approve nominations for working groups.
* Ensure synergy across working group outputs towards completed standards.
* Submission of final draft standard to the Governance Group.
* Escalation of risk to Governance Group – such as slippage: timeframe and/or scope creep.
* Identify opportunities to reduce health inequities.
* Maintain a focus on the project’s ability to contribute towards achieving health equity.

1. **Composition of the Operative Alliance**

Permanent membership is comprised of the following:

1. Quality Assurance & Safety, Ministry of Health
2. Care Association New Zealand representative
3. New Zealand Aged Care Association representative
4. New Zealand Disability Support Network representative
5. Fertility treatment provider representative
6. Platform Trusts representative
7. National Committee for Addiction Treatment representative
8. District Health Board – Health of Older People Portfolio Manager representative
9. District Health Board – Quality Managers representative
10. District Health Board – Directors of Allied Health
11. Disabled Persons Assembly New Zealand consumer representative
12. Mental Health consumer representative
13. Home Health Association New Zealand representative
14. Principal Advisor, Standards New Zealand
15. Designated Auditing Agency representative
16. New Zealand Nurses Organisation representative
17. Digital Strategy & Investment, Ministry of Health
18. HealthCERT, Ministry of Health
19. **Technical Advisors**

The Operative Alliance may choose to invite other individuals with special knowledge and expertise related to the priority issue to attend meetings to provide information and/or advice. Advisors will be encouraged to participate in discussions but shall not participate in the decision-making of the Operative Alliance.

1. **Quorum**

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

1. **Meetings**

Meetings will be held at least every two months. Exceptional meetings may be called if emergent issues present.

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 Operative Alliance not less than three days prior to scheduled meetings. Meetings will generally be no longer than two hours.

The Operative Alliance meetings will continue to meet until the reviewed Standards have been submitted to Standards New Zealand (1 – 2 years).

1. **Review Process and End Date**

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

Emma Prestidge (Chair)

**Group Manager, Quality Assurance and Safety**

**Health System Improvement and Innovation**

**Amended on:** 5 June 2019

**Approved on:** 10 May 2019

**Date for next review:** 10 May 2020