

APPENDIX TWO



Te Kāhui Piringa Te Kaupapa, ngā kawa me ngā tikanga October 2021

Tuatahi: Te Tiriti o Waitangi

1. Te Tiriti o Waitangi provides the basis for shared partnership between tangata whenua and the Crown. Te Tiriti also provides the settings for the work of the Health Quality and Safety Commission (the Commission) and this is echoed in our Statement of Intent (SOI) 2017-2021. As part of the Commission's commitment and responsibilities towards enacting Te Tiriti o Waitangi including strengthening Māori Crown relations, the Commission's Governing Board (the Board) has established Te Kāhui Piringa as a partner.
2. Te Kāhui Piringa recognize the need for agility and flexibility given the context of significant health reforms over the next five – ten years. Te Kāhui Piringa will ensure that as the Commission moves towards its extended functions it will ensure its advice is cognisant of Te Tiriti o Waitangi obligations and responsibilities.

Tuarua: Our Values

3. Te Kāhui Piringa operates under a korowai of shared values to support the Commission. These values include:

Kaitiakitanga / Guardianship – to care for and look after the quality and safety of our health system	We share responsibility to look after and care for (in accordance with tikanga Māori) the mana and the mauri of the Commission in its role to contribute to a quality and safe health system
Kotahitanga / Unity – maintaining a collective purpose and direction	We support the Commission to achieve unity through discussion and debate in a way that is mana enhancing and achieves collaboration and harmony
Manaakitanga – the ethic of caring for others through hospitality and hosting	We support the Commission to express manaakitanga towards each other and to other colleagues while taking care not to trample another's mana
Rangatiratanga – expression of humility, self-determination, leadership, generosity, and altruism	We respect the right of Māori to make collective decisions about their community, health and wellbeing as well as self-determination - often expressed through the attributes of leadership, humility, diplomacy and the sharing of knowledge
Te reo me ngā tikanga Māori –	We value and support the mana and use of te reo me ngā

sustaining our Māori language and doing things the “right way”	tikanga Māori throughout the work of the Commission
Wairuatanga / Spirituality – the belief in spiritual existence alongside the physical world	We value the nourishing and nurturing of the Commission’s spiritual connectedness through the practice of karakia, mihimihi and wānanga
Whakawhanaungatanga / Relationships – the view that we are part of a larger whole of the collective	We support and will enable the Commission’s ability to maintain its own sense of belonging and ownership through its connectedness to the wider health system. We will continue to acknowledge the centrality of whānau to Māori communities and individuals when considering policy or programs.

Tuatoru: Purpose

4. The purpose Te Kāhui Piringa is to partner with the Board and Chief Executive in advice, guidance and providing direction on strategic issues, priorities and some operational matters regarding Te Tiriti o Waitangi enactment. This will be achieved through the quality and safety work of the Commission across the health system. Te Kāhui Piringa brings Māori worldview knowledge and advice to the Commission and perspectives of Māori consumer, whānau, hapū, and Iwi to improve the quality and safety of the health system to better meet the needs of Māori.

Tuawha: Role & Responsibilities

5. Te Kāhui Piringa will support the Commission through the provision of advice, guidance and direction on the Commission’s strategic intent and work programme to influence, involve and reach Māori health consumers, whānau, hapū and Iwi by:
 - 5.1. Proactively recognise Te Tiriti enactment and Māori worldviews in the design and implementation of quality improvement initiatives;
 - 5.2. Reviewing Board papers, out of cycle, that have strategic implications to improve Māori health outcomes;
 - 5.3. Identifying key quality and safety issues that impact on the delivery of quality and safety for Māori consumers, whānau, hapū and Iwi;
 - 5.4. Ensuring the voice of Māori consumers, whānau, hapū and Iwi are involved, inform and influence health quality and safety improvements across the health system;

- 5.5. Advising on qualitative and quantitative methods for measuring and monitor health quality and safety for Māori;
- 5.6. Consider Whakamaua: The Māori Health Action Plan within the Commission's work to improve the quality of the Health System;
- 5.7. Engage and work with clinical advisory groups and international groups as requested by the Board or Chief Executive, and as time allows;
- 5.8. Engage with their own networks of kuia and kaumātua, community leaders, clinicians, advisers, researchers and specialists on the Commission's activities and interests as requested by the Board or Chief Executive; and
- 5.9. Partnering with the Board and Chief Executive in building and sustaining Māori Crown relations.

Tuarima: Accountability

6. Te Kāhui Piringa is a partner to the Board.
7. The Board may specifically delegate to Te Kāhui Piringa the authority to make decisions and take actions on its behalf in relation to certain matters.
8. Any recommendations or decisions of Te Kāhui Piringa will be brought to the Board through the Chair of Te Kāhui Piringa and ratified by the Board accordingly (unless authority has already been delegated to Te Kāhui Piringa).
9. Te Kāhui Piringa may only give advice or release information to other parties under authority of the Board or Chief Executive.
10. Meetings should comply with the same statutory and best practice requirements that apply to Board meetings.

Tuaono: Membership

11. The Board of the Commission will appoint the Chairperson of Te Kāhui Piringa
12. Te Kāhui Piringa consists of eight Māori health sector experts who are networked, known, respected and knowledgeable about issues and priorities for whānau, hāpu and Iwi Māori in regard to advancing Māori health and achieving health equity
 - 12.1. Up to two other members may be co-opted onto Te Kāhui Piringa from time to time
13. Members will have recognised range of skills and knowledge in health, in particular Māori health issues across a range of areas.
14. Members will be people who are acknowledged by their peers as having the ability to represent Māori issues to the Commission and to assist the Commission in its deliberations and commitment to addressing these issues

15. Members will come from a range of backgrounds (e.g. the private and public sector, DHBs or equivalent agencies, aged care, primary care, disability, social services etc) and will have knowledge of the health sector through engagement with central, regional and local agencies
16. One of the membership seats will be reserved specifically for a Māori consumer and/or whānau representation
17. One of the membership seats will be reserved for Mortality Review Committee representation
18. The Commission Chief Executive, in consultation with the Chair of Te Kāhui Piringa, the Executive Leadership Team and / or other advisors as required, shall appoint members to Te Kāhui Piringa Māori
19. Membership of Te Kāhui Piringa Māori will be reviewed every four years and membership on Te Kāhui Piringa will not exceed two election cycles (unless agreed by the Board).

Tuawhitu: Fees and allowances

20. Members of Te Kāhui Piringa who are employed by a New Zealand public sector organisation including public service departments, state-owned enterprises, or crown entities are not entitled to claim fees for meeting attendance
21. Attendance fees may be claimed by members not included in clause 20 above.
22. The level of attendance fees will be set in accordance with the State Services Commission's framework for fees for statutory bodies (2006) and the Cabinet Office circular CO (09)
23. In addition to the daily rate for meetings, there will be a half day's preparation fee. The Chair will be entitled to an allowance of two extra days per month to cover additional work undertaken.
24. Where Board papers are reviewed out of cycle (and up to five times a year according to the Board meeting cycle) Te Kāhui Piringa members will be entitled to an additional half days preparation fee per (Board) meeting
25. The attendance fee for meetings and teleconferences is calculated on a pro rata basis (the hourly rate will be calculated at one seventh of the daily rate)
26. Actual and reasonable travel and accommodation expenses of all members of Te Roopū Māori will be met by the Commission.

Tuawaru: Quorum

27. If the total number of members of Te Kāhui Piringa is an even number, half that number; but if the total number of members is an odd number, a majority of the members.

28. Te Kāhui Piringa will meet up to five times a year and as required on specific issues.

Tuaiwa: Reporting

29. The Chair of Te Kāhui Piringa will attend all parts of all Board meetings, as their availability allows.

30. Te Kāhui Piringa will regularly, through the Te Kāhui Piringa Chair, report to the Board on its activities during the year.

31. Te Kāhui Piringa may, at any time, report to the Board or Chief Executive on any other matter it deems of sufficient importance. This may be written or via the Te Kāhui Piringa Chair through attendance at Board meetings.

Tekau: Secretariat Support

32. The Commission will provide secretariat support to Te Kāhui Piringa through Ahuahu Kaunuku (the Māori Health Outcomes Team)

33. This will include ensuring that the agenda and supporting papers are circulated, minutes are recorded, and that additional information and/or context is available to enable meaningful review, input and discussion

34. Should additional support be required to carry out its functions, this will be agreed with the Chief Executive

Tekau mā tahi: Conflicts of interest

35. The Commission will maintain a Conflicts of Interest register to be reviewed before each meeting. Te Kāhui Piringa members will keep the register updated and declare any conflicts of interest that would preclude them from any discussions to held at the meetings or any changes that would preclude them being members of Te Kāhui Piringa

35.1. Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes.

35.2. Where any member is deemed to have a real, or perceived, conflict of interest at a meeting, it may be appropriate that they are excused from deliberations on the issue where the conflict of interest exists.

Tekau mā rua: Review

36. At least once every three years, the Board and the Chair of Te Kāhui Piringa will jointly review the Terms of Reference

37. The next review will be in October 2024.