



Terms of Reference

Young Voices Advisory Group | Ngā Reo Māhuri

1. Establishment

- 1.1. The Young Voices Advisory Group | Ngā Reo Māhuri is established by Te Tāhū Hauora Health Quality & Safety Commission.

2. Te Tiriti o Waitangi

- 2.1. Throughout its work, the Young Voices Advisory Group | Ngā Reo Māhuri recognises its obligations to iwi and Māori in line with the Articles of Te Tiriti o Waitangi including:
 - Kawanatanga – partnering and shared decision making
 - Tino rangatiratanga – self-determination
 - Oritetanga – equity for Tangata whenua
 - Wairuatanga – upholding values, belief systems
- 2.2. The Young Voices Advisory Group | Ngā Reo Māhuri recognises that iwi and Māori have their own health aspirations, priorities, goals and ways of working.

3. Pae Ora (Healthy Futures) Act 2022

- 3.1. A key function of Te Tāhū Hauora under the Pae Ora (Healthy Futures) Act 2022 is to support the health sector to engage with consumers and whānau for the purpose of ensuring that their perspectives are reflected in the design, delivery and evaluation of health services. Ngā Pae Hiranga, the centre of excellence for consumer and whānau engagement at Te Tāhū Hauora is developing to support this function. The Young Voices Advisory Group | Ngā Reo Māhuri is established to include youth voices as an integral part of this function, along with other consumer advisory groups, including Te Kāhui Mahi Ngātahi | Consumer advisory group and Kōtuinga Kiritaki | Consumer Network.

4. Functions

The functions of the Young Voices Advisory Group | Ngā Reo Māhuri are to:

- 4.1. provide direction and support for the He Hoa Tiaki | Partners in Care work programme from a young persons' perspective

- 4.2. review material from the He Hoa Tiaki | Partners in Care work programme and provide feedback as requested
- 4.3. provide information and feedback to the He Hoa Tiaki | Partners in Care work programme from their communities and/or youth groups as requested
- 4.4. provide input to the work of other Te Tāhū Hauora consumer groups as requested (eg. Te Kāhui Mahi Ngātahi | Consumer Advisory Group, Kōtuinga Kiritaki | Consumer Network)
- 4.5. attend meetings and other events paid for by Te Tāhū Hauora, provide written and/or verbal reports about attendance and give presentations at such events if requested.

5. *Young Voices Advisory Group | Ngā Reo Māhuri membership*

- 5.1 The Young Voices Advisory Group | Ngā Reo Māhuri will comprise members aged 18–26 years who collectively have knowledge and experience across a variety of health and disability networks. This may be through their own experience as a health and disability consumer or as a whānau member of a health and disability consumer.
- 5.2 The group will include at least two Māori representatives, at least two Pacific representatives and at least two disability representatives.
- 5.3 Where possible, the group will include representatives from other groups experiencing health inequity (eg, rural, migrant, refugee, rainbow community) and who reside in different parts of the motu.
- 5.4 Membership will consist of up to eight members.
- 5.5 Members will be willing to participate in and contribute experiences and ideas to discussions within the group. Members will be respectful of others in the group and their diverse knowledge and experiences.
- 5.6 Members will make a commitment to attend meetings regularly, read meeting materials and become familiar with the kaupapa of the group and of the He Hoa Tiaki | Partners in Care work programme.

6. *Young Voices Advisory Group | Ngā Reo Māhuri Support*

- 6.1 He Hoa Tiaki | Partners in care will provide mentoring and support as well as administrative support for the functions of the Young Voices Advisory Group | Ngā Reo Māhuri .
- 6.2 Any requests for media comment should be referred to the Director of consumer engagement, He Hoa Tiaki | Partners in care.

7. *Terms of appointment*

- 7.1 The term of appointment will be for 2 years, with an option to extend for a further 1 year.
- 7.2 Any member may resign at any time by advising He Hoa Tiaki | Partners in Care in writing.
- 7.3 Membership may be terminated by Te Tāhū Hauora for the following reasons:

- 7.3.1 non-attendance at three consecutive meetings without reasonable cause
- 7.3.2 non-participation in external activities related to Te Tāhū Hauora consumer engagement priorities without reasonable cause
- 7.4 All members are expected to adhere to the Standards of Integrity and Conduct set by the Public Service Commissioner as per the State Sector Act 1988, section 57. The standards outline the four main pillars of being fair, impartial, responsible and trustworthy. Any major breach of these may, after investigation, result in the termination of the appointment of a member.

8. Fees and allowances

- 8.1 Members of the Young Voices Advisory Group | Ngā Reo Māhuri 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. However, reasonable expenses will be met for all members (eg, travel, parking, childcare and accommodation).
- 8.2 The level of attendance fees will be set in accordance with Te Kawa Mataaho Public Service Commission framework for fees for statutory bodies (2006) and the Cabinet Office circular CO (09) 5. In addition to the daily rate for meetings, there will be a half day's preparation fee.
- 8.3 The attendance fee for meetings and teleconferences is calculated on a pro rata basis (the hourly rate will be calculated at one-eighth of the daily rate)
- 8.4 Actual and reasonable travel and accommodation expenses of all members will be met by Te Tāhū Hauora.

9. Quorum

- 9.1 Five out of eight members must be present to reach quorum.

10. Frequency of meetings

- 10.1 Meetings will be held three to four times a year and as required on specific issues. These will be a mix of in person and via teleconference.

11. Reporting

- 11.1 The chair(s) will provide the He Hoa Tiaki | Partners in Care programme with regular updates on the activities of the Young Voices Advisory Group | Ngā Reo Māhuri during the year.
- 11.2 Reporting may be written and/or verbal.

12. Conflicts of interest

- 12.1 Members will sign a conflict of interest register when joining the Young Voices Advisory Group | Ngā Reo Māhuri and identify where they believe they may have a

potential or existing conflict of interest. This obligation is ongoing and will be re-visited at each meeting.

- 12.2 Members will identify any potential or existing conflict of interest before discussion of a particular issue. The Young Voices Advisory Group | Ngā Reo Māhuri will then decide what part the member may take in any ensuing discussion.
- 12.3 Members will treat information held by or about Te Tāhū Hauora as confidential. Information should only be disclosed beyond the Young Voices Advisory Group | Ngā Reo Māhuri that is necessary for the group to fulfil its role.
- 12.4 The Young Voices Advisory Group | Ngā Reo Māhuri and its members will comply with the protocols of Te Tāhū Hauora on the use, storage, return and destruction of any information of any nature whatsoever obtained as a consequence of undertaking advisory functions
- 12.5 Te Tāhū Hauora holds copyright/intellectual rights on any written outputs of the Young Voices Advisory Group | Ngā Reo Māhuri .

13. Review of Young Voices Advisory Group | Ngā Reo Māhuri terms of reference

- 13.1 The terms of reference and function of the Young Voices Advisory Group | Ngā Reo Māhuri will be reviewed every 2 years from the date of approval by the group.

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**Te Kāwanatanga
o Aotearoa**
New Zealand Government