



BACKGROUND

CCN (Canterbury Clinical Network) is a collaborative of health professionals, mana whenua, consumers, and cross-sector partners working together to decide how, when and where hauora (health & wellbeing) services are delivered.

We use a principles-based framework to ensure that people and their whānau/family are at the centre of (re)designing equitable hauora services through a genuine and purposeful partnership.

The guiding principles of the CCN are:

- Taking a 'whole of system' approach to make health and social services integrated and sustainable;
- Focussing on people, their whānau and communities, keeping them at the centre of everything we do;
- Enabling clinically-led service (re)development; whilst
- Living within our means.

This approach is underpinned by the CCN District Alliance Agreement.¹ This Support Team will recognise the Te Tiriti o Waitangi as a foundation that guides our approach and are committed to working in partnership with Iwi, hapu and whānau Māori.

CCN STRUCTURE

The CCN structure consists of:

- Leadership Team – a group of leaders (community, tangata whenua, clinical and non-clinical) from across the Waitaha | Canterbury Health System, led by an independent Chair, responsible for the governance of clinically-led alliance service development.
- Support Team – A group who provides the support function to the Leadership Team, providing advice and guidance on the prioritisation and funding of health services that have been recommended by the service level collaboratives (SLCs), workstreams, service development groups (SDGs) and other CCN enablers.
- Programme Office – A small team of employees who provide the day-to-day operational support to the Leadership Team, Support Team, the SLCs, Workstreams, SDGs and other CCN enablers. Roles/ skills of personnel include: Executive Director, Programme Manager, hauora Māori and Equity Lead, Media and Communications Manager, Project Facilitators and a Project Coordinator/Administrator, Communications and Documentation Coordinator, Data & Digital, plus a flexible resource pool of administration, project management and analytical support for CCN groups.

¹Deed of Amendment and Restatement (amending and restating the Canterbury Clinical Network District Alliance Agreement), 1 July 2013.

- Service Level Collaboratives (SLC) – Collaboratives of clinical and non-clinical professionals established to lead the transformational redesign, and delivery of services (or group of services) in specific areas of the Canterbury health system.
- Workstreams – Groups of consumers, tangata whenua, clinical and non-clinical professionals and providers that guide and influence the transformation of a sector or service. Not a contracting entity, they guide the decision making of the Leadership Team through recommendations on service design and delivery.
- Service Development Groups - focus on a specific service or area of health that need developing or improving. These groups focus on the day-to-day (operational) aspects of providing services and usually involve a number of consumers who can provide practical feedback about how the improvements will work.
- District Alliance Agreement Signatories – Providers of health, wellbeing and social services in Canterbury who as signatories to the Agreement have committed to working together in a collaborative framework.

SUPPORT TEAM

1. BACKGROUND

- 1.1. Membership of the Support Team includes the signatories on the District Alliance Agreement who have statutory or contractual accountability for the funding of health and wellbeing services for the Canterbury population and/or the resourcing of system change and improvement.
- 1.2. The remaining signatories of the District Alliance Agreement are represented on the Service Level Collaboratives, Workstreams and SDGs that relate to the services they provide.

2. PURPOSE

- 2.1. The purpose of the Support Team is to support and enable the Leadership Team to provide strategic leadership to a range of programmes that deliver integrated health and social services as part of the Waitaha | Canterbury Health System.

3. FUNCTIONS

Support Team's function is to:

- 3.1. Provide strategic advice to the Leadership Team on system matters regarding resource requirements for new service design, redesign, or new initiatives that are recommended by CCN groups.
- 3.2. Ensure strategic and operational linkage across our system i.e., ensuring communication and alignment of CCN activity with other current or emerging activity across the system.
- 3.3. Identify strategic matters for the Leadership Team's consideration, including proactive consideration of meeting agendas, and provide input into information that is going to the Leadership Team i.e., ensuring this information is aligned, connected etc. (of note: Any papers considered by the Support Team that for some reason are not progressed to the Leadership Team, will be described in the CCN Executive Directors report along with the rationale).
- 3.4. Provide advice on resource allocation across the CCN Work Programme and CCN Programme Office.
- 3.5. Explore opportunities to engage with other funders, providers and consumer/ community networks within the collaborative.
- 3.6. Support the Leadership Team to engage with their constituent groups as well as the wider community.
- 3.7. Participate in Leadership Team's strategic planning and annual CCN work planning process.
- 3.8. Members attend Leadership Team meetings as ex-officio and participate in discussions providing advice and guidance as required.

4. MEMBERSHIP

- 4.1. The membership of the Support Team as of October 2022 is:

Independent Chair
Waitaha Primary Health CEO
Christchurch PHO CEO
Pegasus Health (Charitable) Limited CEO
Te Whatu Ora Waitaha Planning & Funding Executive Director
Te Whatu Ora Waitaha Hospital and/or Specialist Services General Manager
Canterbury Community Pharmacy Group (CCPG) General Manager
Te Mana Ora – Community & Public Health Executive
CCN Programme Office Team members – Executive Director, Programme Manager, Media and Communications Manager, Hauora Māori and Equity Lead.

- 4.2. Other advisors will be invited to attend as required and on invitation from the Chair;
- 4.3. Delegates are acceptable when regular attendees cannot attend;
- 4.4. New or replacement members will be identified and recommended by the Support Team for their required skills/expertise. The appointment will require endorsement from the Leadership Team;
- 4.5. The Chair will be appointed by the Leadership Team (i.e., typically an independent Chair);
- 4.6. The Support Team will review the membership annually to ensure it remains appropriate and relevant.

5. ACCOUNTABILITY

- 5.1. The Support Team is accountable to the Leadership Team who will provide direction and guidance; receive, approve and make recommendations to Te Whatu Ora Waitaha as the statutory funder.

6. FREQUENCY OF MEETINGS

- 6.1. Meetings will be held monthly or as required.

7. MINUTES AND AGENDAS

- 7.1. Agendas will be planned by the Support Team a month in advance and collated by the Programme Office.
- 7.2. Agendas and Action Log will be circulated no less than five days prior to the meeting, as will any material relevant to the agenda.

8. QUORUM

- 8.1. The quorum for meetings is half plus one Support Team member from the total number of members on the Support Team.

9. CONFLICT OF INTERESTS

- 9.1. Honesty and integrity are paramount: It is important that all members and representatives are open and honest with each other and advance the interests of the Collaborative.
- 9.2. Full Disclosure: Each member is expected to fully disclose any conflict of interest that they are aware of or may have in respect of any matter touching or concerning the Collaborative.
- 9.3. Declaration: The members of the Support Team shall complete an Interests Register at the commencement of their membership. The Interests Register shall remain on the agenda for all CCN Support Team meetings. It is the responsibility of each member to update the register with any changes as they become known.
- 9.4. Managing Conflicts: Members shall proactively manage all real or potential conflicts of interest. The Support Team must consider the disclosure of any conflict of interest reported to it and decide how the conflict of interest is to be handled by our Collaborative.

10. REVIEW

- 10.1. These terms of reference will be reviewed annually and may be altered intermittently to meet the needs of its members and the Waitaha | Canterbury Health System.

ENDORSEMENT

Date of initial agreement and finalisation by AST members: April 2014

Reviewed and updated 18/05/15; 9/04/2016; 13/04/2017; 20/08/18; 21/10/19; 31/10/22

Next review due October 2023