

The following Terms of Reference define the purpose and structure of the Te Tumu Waiora Canterbury Sponsors' Group.

## BACKGROUND

In response to He Ara Oranga, the Report of the Government Inquiry into Mental Health and Addiction, Budget 2019 provided an investment to increase access to, and choice, of primary mental health and addiction services as a critical first step in transforming our mental health and addiction services.

The Te Tumu Waiora programme was rolled out in Canterbury following a pilot in three practices, and an RFP process with MoH. During early implementation, Canterbury has broadly delivered Te Tumu Waiora in line with the national model. Over the past two years, ongoing discussion has occurred around the integration of the model and how it can best support patients while providing seamless care.

In June 2022, an independent review was carried out to provide recommendations on how to resolve some of the challenges it has experienced during implementation and how to transition the programme from implementation to ongoing service delivery "business as usual". A full copy of the review is available [here](#). In summary, key recommendations of the review include –

- A new Te Tumu Waiora team structure was proposed to transition the programme from implementation to ongoing service delivery "business as usual";
- Convene a working group to clarify the principles of TTW programme and identify the desired outcomes of the service
- Consider whether a review of employment arrangements is warranted in the next 12 months

In June 2022, the Sponsors' Group agreed to meet quarterly with other Access and Choice providers including Manu Ka Rere, Te Waharoa and Etu Pasifika to provide networking opportunities and visibility of all the Access and Choice programmes.

An evaluation of IPMHA services as part of the Access and Choice programme has been completed. It was undertaken by Malatest International, and the report includes data analysis from 1 April 2021 to 31 March 2022. The evaluation provided a range of recommendations about future implementation which will help provide guidance to the Sponsors' Group inform future strategies for ongoing implementation. A full copy of the review is available [here](#).

## GUIDING PRINCIPLES OF SPONSORS' GROUP

- System-wide service development and implementation and ensuring consistency and fidelity to the Te Tumu Waiora model;
- Programme leadership;
- Transparency via the Sponsors' Group and monitoring of implementation; and
- Transparency through keeping all informed of feedback.

This group will acknowledge and support the principles and provisions of Te Tiriti o Waitangi. We will strive for equitable health outcomes across our population/focus area through accessible, culturally appropriate services.

## TE TUMU WAIORA CANTERBURY

### 1. PURPOSE

1.1. The purpose of the Sponsors' Group is to:

- Provide governance and strategic planning of the implementation of Te Tumu Waiora service across Canterbury.

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## 2. MANDATE AND SCOPE/FUNCTION

### 2.1. In Scope:

- 2.1.1. Negotiation with Te Whata Ora and set the direction of Te Tumu Waiora Canterbury;
- 2.1.2. Provide guidance on future strategies for ongoing implementation of Te Tumu Waiora Canterbury based on the recommendations made in the Malatest International report;
- 2.1.3. Provide guidance to the Te Tumu Waiora Implementation Team on programme implementation and future planning
- 2.1.4. Agree use of Te Tumu Waiora Canterbury underspend and present to Te Whata Ora

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## 3. MEMBERSHIP

### 3.1. The Sponsors' Group includes the following perspectives:

- Leadership Team Member and
- Lived experience;
- Te Whata Ora Waitaha;
- Canterbury PHOs;
- Māori;
- Chair;
- Navigate Waitaha perspective of NGO collective;
- NGO;
- Specialist Mental Health;
- General Practice;
- Programme Leads (ex officio);
- Clinical Lead (ex officio)
- Forecasting and Treasuring (ex officio);
- NGO Lead (ex officio);

### 3.2. The Executive Sponsors' Group includes the following members:

- Jane Cartwright
- Martin Cole
- Sandy McLean

### 3.3. Members may appoint replacements in the case of an absence.

3.4. Remuneration for meeting attendance will be as defined in the CCN Remuneration Policy. Attendance lists should be collected and forwarded to the Programme Office for payment.

3.5. The membership of the Sponsors' Group will include professionals who participate (e.g., referrers or providers) in the relevant services across urban and rural settings, those who work in key related services, and management from relevant health organisations and others who bring important perspective e.g., consumer, Māori, Pacific, migrant and/or rural voices;

3.6. Members are selected not as representatives of specific organisations or communities of interest, but because collectively they provide the range of competencies required for the Sponsors' Group to achieve success;

3.7. The Sponsors' Group will review membership annually to ensure it remains appropriate;

3.8. Membership will include a member of the Leadership Team;

3.9. Remuneration for meeting attendance will be as defined in the CCN Remuneration Policy. Attendance lists should be collected and forwarded to the Programme Office for payment;

3.10. It is the expectation that a member will be able to attend two-thirds of scheduled meetings annually, unless discussed and agreed with chair;

3.11. When a member is absent for more than two consecutive group meetings without prior apology, or if the member is not able to contribute to the good of the group, the chair will consider their membership status for revocation, following discussion with the member or reasonable attempts to contact the member;

#### 4. SELECTION OF MEMBERS, CHAIRPERSON AND DEPUTY CHAIRPERSON

- 4.1. New or replacement members will be identified by the Te Tumu Waiora Sponsors' Group for their required skills/expertise. The appointment will require endorsement from the Leadership Team on recommendation from the Sponsors' Group;
- 4.2. If for any reason the chair is unable to attend a scheduled meeting, a member of the Executive Sponsors' Group will chair the meeting.

#### 5. MEMBERS

The composition of the Te Tumu Waiora Sponsors' Group is:

<b>Name(s)</b>	<b>Perspective/Expertise</b>
Chair	Martin Cole
PHO perspective	Bill Eschenbach Laila Cooper Lisa Brennan
CCN Leadership Team Lived experience perspective	Emma Jeffery
CDHB Planning & Funding perspective	Sandy McLean
Māori perspective	Karaitiana Tickell
NGO perspective	Nigel Loughton
Specialist Mental Health perspective	Grey Hamilton
General Practitioner perspective	Lizzie Loudon
CCN perspective	Jane Cartwright
Clinical Lead (ex officio)	Deb Bradshaw
Programme co-Lead (ex officio)	Hiedee Harris
Programme co-Lead (ex officio)	Stacy Belser
NGO Lead (ex officio)	Jackie Moore
Forecasting and Treasury (ex officio)	Rhys Gardiner

#### 6. ACCOUNTABILITY

- 6.1. The Sponsors' Group is accountable to the CCN Leadership Team, who will provide direction and guidance, receive, and approve recommendations.

#### 7. FREQUENCY OF MEETINGS

- 7.1. Meetings will be held every fourth Monday of the month.

#### 8. REPORTING

- 8.1. The Sponsors Group will report to the CCN Leadership Team on an agreed schedule via the CCN Programme Office;
- 8.2. It is an expectation that members will keep their respective boards and organisations informed of the service as it is implemented.

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## 9. MINUTES AND AGENDAS

- 9.1. Agendas and minutes will be coordinated between the Sponsors' Group chair and Programme Lead;
- 9.2. Agendas will be circulated no less than three working days prior to the meeting, as will any material relevant to the agenda;
- 9.3. Minutes will be circulated to all group members within five working days of the meeting and minutes remain confidential whilst 'draft' and until agreed.

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## 10. QUORUM

- 10.1. The quorum for meetings is half plus one Sponsors' Group member from the total number of members of the Sponsors' Group.

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## 11. CONFLICT OF INTERESTS

- 11.1. Conflict of interests will be stated and recorded on an Interests Register;
- 11.2. Where a conflict of interests exists, the member will advise the chair and withdraw from all discussion and decision making;
- 11.3. The Interests Register will be a standing item on SG agendas and be available to the Programme Office on request.

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## 12. REVIEW

- 12.1. These terms of reference will be reviewed annually and may be altered intermittently to meet the needs of its members and the health system.

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## 13. EVALUATION

- 13.1. The group will support and participate in any evaluation of the process, function and lessons learnt from implementation of the service.

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## RESPONSIBILITIES

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### 14. RESPONSIBILITY OF THE SPONSORS' GROUP

- 14.1. Apply the delegated funding available to lead the required service/service change;
- 14.2. Establish a short-term working group as per item 3A in the independent review;
- 14.3. Conduct a review as per item 3B in the independent review

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## ROLES

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### 15. CHAIR

- 15.1. Lead the team to identify, debate and recommend the way forward towards full implementation of the service;
- 15.2. Provide leadership when implementing the group's outputs;
- 15.3. Be well prepared for meetings and work with the Programme Lead to guide discussion towards action and/or decision;
- 15.4. Meet with the other CCN leaders to identify opportunities that link or overlap, share information, and agree on approaches.

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### 16. LEADERSHIP TEAM MEMBER

- 16.1. Act as a communication interface between the Leadership Team and the Te Tumu Waiora Sponsors' Group;
- 16.2. Participate in the development and writing of papers that are submitted to Leadership Team;

16.3. Act as Sponsor of papers to the Leadership Team so papers are best represented at the Leadership Team table.

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## 17. SPONSORS' GROUP MEMBERS

- 17.1. Bring perspective and/or expertise to the Sponsors' Group table;
- 17.2. Understand and utilise best practice and collaborative principles;
- 17.3. Analyse services and participate in service design;
- 17.4. Analyse proposals using current evidence bases;
- 17.5. Work as part of the team and share decision making;
- 17.6. Actively participate in service design and the annual planning process;
- 17.7. Be well prepared for each meeting.

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## 18. PROGRAMME LEAD

- 18.1. Support chairs and/or clinical leaders to develop work programmes that will transform services;
- 18.2. Provide or arrange administrative support;
- 18.3. Document and maintain work plans and reports to support the group's accountability to the Leadership Team;
- 18.4. Develop project plans and implement within scope following direction from the group
- 18.5. Work with the chair to drive the work plan by providing oversight and coordination, managing the resources and facilitating effective teamwork;
- 18.6. Keep key stakeholders well informed;
- 18.7. Proactively meet reporting and planning dates;
- 18.8. Activity work with other CCN groups to identify opportunities that link or overlap, share information, and agree on approaches;
- 18.9. Identify report and manage risks associated with Te Tumu Waiora Canterbury activity.

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## 19. PLANNING & FUNDING REPRESENTATIVE

- 19.1. Provide knowledge of the Canterbury health system;
- 19.2. Support the group to navigate the legislative and funding pathways relevant to the Sponsors' Group;
- 19.3. Facilitate access to analytical support for the purpose of evaluation, reporting and monitoring.

## TERMINOLOGY

- [CCN Charter](#) – outlines our commitments and enduring principles for the way CCN signatories and all members across our Leadership Team, Support Team, and other CCN collaborative groups will operate.
- Leadership Team – the CCN Leadership Team responsible for the governance of service development.
- CCN (Canterbury Clinical Network) – a collaborative of health professionals, mana whenua, consumers, and cross sector partners working together to decide how, when and where health services are delivered.
- Programme Office – includes, the Programme Leader, Programme Coordinator as well as a flexible resource pool of administration, project management and analysis for workstream and SLC groups.

## ENDORSEMENT OF MINUTES

Date of endorsement by Sponsors' Group: 7 November 2022

Date of endorsement from Leadership Team: 12 December 2022

Due Date of New Review: December 2023