

Terms of Reference: Reform Working Group

<p>Role and purpose</p>	<p>The Reform Working Group will support the Joint Leaders Group (JLG) to:</p> <ul style="list-style-type: none"> • provide collective leadership of the progress and success of the overall reform programme • identify and manage risk to ensure effective delivery of reform outcomes
<p>Scope</p>	<ul style="list-style-type: none"> • Reform work programmes of Manatū Hauora, Te Whatu Ora, Te Aka Whai Ora, Whaikaha and any joint work programmes. <p>This may include, but is not limited to, the following matters:</p> <ul style="list-style-type: none"> • Delivery of the reform agenda and progress to achieving the system shifts as envisaged by the Government • Embedding Te Tiriti o Waitangi across the health sector • Reform programme benefits realisation • Reform communications and engagement • System leadership mechanisms to formalise collective leadership • System and agency operating models and entity establishment • Development of health strategies • Residual functions transfer and service level agreements between agencies.
<p>Term</p>	<p>The Terms of Reference are effective from 1 July 2023 to 30 June 2024.</p> <p>The arrangements can be reviewed at any time on agreement from the JLG.</p>
<p>Membership</p>	<p>The Reform Working Group will comprise:</p> <ul style="list-style-type: none"> • Director, System Reform Integration (SRIO) • Chief of Staff, Te Whatu Ora • Chief Transformation Officer, Te Whatu Ora • DCE People and Communications, Te Whatu Ora • DDG Strategy, Policy and Legislation, Manatū Hauora • DDG, Government and Executive Services, Manatū Hauora • DCE Strategy and Policy, Te Aka Whai Ora • DCE Governance, Te Aka Whai Ora • DCE (TBA), Whaikaha <p>Others will be included depending on topic areas.</p>

Chair	Director, System Reform Integration
Roles and responsibilities	<ul style="list-style-type: none"> • To support the JLG to undertake its responsibilities • To ensure significant reform implementation issues and risks are captured • Develop resolutions paths for key issues and ensure the risk management process is effective • Support the development of the items that need to go to the JLG for discussion/decision • Propose the forward agenda items for the JLG based on its purpose and scope • Provide the leadership for the reform implementation across our entities • Be the point of connection withing the entity for reform related implementation issues • To test with entities any ideas or matters relating to reform • To review any papers going to the JLG to ensure that they are fit for purpose • Support scoping and refinement of work commissioned by the JLG.
Ways of Working	<p>a) Regular communication: We will keep each other informed of work underway across policy and operational areas</p> <p>b) Shared purpose: We will acknowledge that all of our agencies have important perspectives to bring to this mahi and we will take a system-level view</p> <p>c) Coordination and collaboration: We will ensure that our teams work closely together on the work programme</p> <p>d) No surprises: We will raise any points of difference as early as possible and resolve issues at the lowest level possible</p> <p>e) Shared communications and engagement: We will coordinate our communications and engagement with the sector, partners and wider stakeholders, to ensure a 'one government' approach</p> <p>f) Flexibility and adaptability: We will do our best to accommodate the needs, pressures and priorities of each of our agencies</p>
Meetings	<ul style="list-style-type: none"> • Meetings (on Teams) will be held in the alternative week to the JLG meeting and shall be for 30 minutes • Meetings can be extended or convened if required for specific topics • The SRIO JLG Report, which covers key reform issues, will provide the agenda for the meeting with the proposed agenda and any specific items to be discussed

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| | <ul style="list-style-type: none">• The meetings are not decision making and no quorum is required, however each agency should be represented at each meeting. Any delegates will be agreed at the discretion of the Chair• The SRIO will provide the administrative support for the meeting and will endeavour to provide any papers and material 24 hours in advance. |
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