

# TERMS OF REFERENCE

## National Child Cancer Network Governance Group

### OVERVIEW OF THE NATIONAL CHILD CANCER NETWORK

The National Child Cancer Network (NCCN) provides clinical leadership and oversight of the provision of services for children and young people with cancer in Aotearoa New Zealand. This is achieved by:

- Leading the implementation of the national child cancer annual plan and strategic priorities.
- Managing shared care agreements with the two specialist paediatric oncology centres and regional paediatric services.
- Promoting a nationally coordinated, equity-focused and consistent approach to the delivery of care for children and young people with cancer.
- Focusing on ensuring equitable access to the appropriate level of service required by individual children with cancer.
- Providing expert clinical advice on specific treatment areas e.g, existing clinical effectiveness, service improvement, service development, treatment guidelines, service standards and the Late Effects Assessment Programme (LEAP).
- Monitoring and auditing of child cancer services to inform continuous quality improvement, supported by the New Zealand Children's Cancer Registry (NZCCR) and the New Zealand Cancer Registry (NZCR).
- Providing leadership and guidance to the child cancer sector, including Te Aho o Te Kahu – Cancer Control Agency, Te Whatu Ora – Health NZ, Te Aka Whai Ora - Māori Health Authority, non-governmental agencies and the wider child cancer community.
- Maintaining and further developing effective links with the Adolescent and Young Adult (AYA) Cancer Network Aotearoa.
- Maintain the New Zealand Child Cancer Registry (NZCCR) and LEAP-IT database to inform service planning and provide national statistical data.

### GOVERNANCE GROUP

#### Background

Te Aho o Te Kahu requires the NCCN to be governed by a group of clinicians and experts working in the field and include patients/whānau to determine the strategic direction of the network, the annual work plan and to oversee the working groups.

Consideration was given to whether the existing Reference Group could be realigned to provide this function however given the size of this group and the function it currently fulfils around sharing of information and updates, networking, and connecting the sector, it was recommended that a smaller governance group was established.

Establishing a new group also provides an opportunity to bring a strong equity focus to NCCN and its programme of work through strong Māori membership on the Governance Group.

# TERMS OF REFERENCE

## Purpose & key tasks of the Governance Group

In partnership with the NCCN Executive Team, the purpose and key tasks of the Governance Group is to:

- **Determine** the NCCN strategic direction and strategic priorities, and provide oversight and support for the development of a 3–5-year strategic plan
- **Determine and prioritise** the NCCN programme of work, annual work plan and working groups to support the achievement of strategic priorities and objectives. Working groups may be stood up and/or retired as required
- **Ensure Te Tiriti o Waitangi is prioritised** throughout and across the NCCN programme of work to make sure services meet the needs and preferences of Māori, including considering the following:
  - Te Tiriti is central to NCCN and its programme of work
  - Mechanisms are in place to support equitable Māori participation and/or leadership in setting priorities, resourcing, implementing, and evaluating the NCCN programme of work
  - There is evidence of Māori values influencing the NCCN strategic direction and programme of work
  - Ensuring Māori are actively involved in developing and determining healthcare approaches with respect to their people and culture.
- **Ensure** equity of health outcomes and experience of care is a priority for the work of NCCN and that appropriate equity analysis is undertaken in the planning and delivery of NCCN programme of work
- **Oversee** the working groups and NCCN programme of work, monitoring progress against the agreed activities and services outlined in the annual work plan. The working groups will report through to the Governance Group through a formal reporting structure.
- **Determine** the NCCN position on key issues and policies in the child cancer sector
- **Ensure** visibility and appropriate mitigation of risks and issues that put the Network function at risk

## Strategic Alignment

The group will ensure the work of NCCN aligns with the following strategies and plans:

- [Te Pae Tata | Interim New Zealand Health Plan](#), which sets out the first two years of health system transformation to improve the health and wellbeing of all New Zealanders.
  - [National Plan for Child Cancer Services](#), which aims to strengthen child cancer services by achieving national agreement on a service delivery model that is clinically safe, effective, and sustainable.
  - [New Zealand Cancer Action Plan 2019-2029](#), which outlines a pathway to improve cancer outcomes for all New Zealanders and is guided by four overarching principles: equity-led, knowledge-driven, outcomes-focused, and person and whānau-centred.
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## TERMS OF REFERENCE

- [He Korowai Oranga: Māori Health Strategy](#), which sets the overarching framework to guide the government and health and disability sector to achieve the best health outcomes for Māori.
- [Whakamaua: Māori Health Action Plan 2020-2025](#) which is the implementation plan for He Korowai Oranga, New Zealand's Māori Health Strategy. This aims to achieve better health outcomes for Māori by setting the government's direction for Māori health advancement over the next five years.
- [Ola Manuia: Pacific Health and Wellbeing Action Plan 2020-2025](#) which provides direction to improve Pacific health and wellbeing, setting out priority outcomes and accompanying actions.
- The [New Zealand Disability Strategy 2016-2026](#), which sets out the vision for New Zealand to be a non-disabling society and guides the work of government agencies on disability issues.

### Achieving equity

It is a priority for the government to deliver equitable health outcomes for all New Zealanders. In Aotearoa New Zealand, people have differences in health that are not only avoidable, but unfair and unjust. Equity recognises different people with different levels of advantage require different approaches and resources to get equitable health outcomes.

Achieving equity is a central goal of NCCN. In order to achieve equity, NCCN recognises the importance of working in partnership with Māori and Pacific people, and other groups most affected by unequal outcomes. NCCN will take a broad and systematic approach to addressing systems and processes, including systemic and racial bias, that disadvantage some groups, and to constantly monitor and evaluate the programme of work to ensure achieving equity is central.

### MEMBERSHIP

Membership of the Group will comprise the following:

- Core group –
  - NCCN Clinical Leader
  - NCCN Reference Group Chair
  - NCCN Programme Manager
  - Te Aho o Te Kahu representative
- Nominated members
  - Up to five nominated members, that include Registered (or ex-registered) Health Professionals, Māori as well as Pacific membership.

A member may be appointed to fulfil more than one role or representation from the above list.

### ROLES AND RESPONSIBILITIES

The group has an obligation to conduct its activities in an open and ethical manner. Members are expected to:

## TERMS OF REFERENCE

- Work co-operatively, respecting the views of others with a focus on improving health outcomes and overall system performance as well as improving the experience for health care for consumers, whānau and family
- Work strategically to ensure a sustainable system of improvement
- Act as a collective group, in the best interests of quality, equity and safety initiatives
- Make every effort to attend all meetings and devote sufficient time to become familiar with the priorities of the group and the wider environment within which it operates
- Make every effort to understand the role and mandate of NCCN and support it to achieve/ deliver
- Identify and declare any conflicts of interests (via the conflict of interest register) and proactively manage any conflicts
- Maintain appropriate confidentiality
- Refer requests for media comments to the Chair, who will in turn liaise with the NCCN Executive Team regarding a response.

### APPOINTMENT PROCESS & TERM

The following appointment process will apply:

- Nominated members will be appointed through an ‘expression of interest’ process led by the NCCN Executive Team and include a Te Aho o Te Kahu Representative on the selection panel. This process may include an interview.
- Members will have an interest in child cancer, have experience in governance roles and applying an equity lens and/or who have lived experience of child cancer. Where possible a balance will be sought in appointing members from across Aotearoa, New Zealand.
- Membership of non-core members will be reviewed and reconfirmed every 3-years. The maximum term for non-core members is 6 years however this maybe extended for an additional year at the Chair’s discretion to ensure a degree of continuity of membership.
- The Chair will be one of the NCCN Executive Team who is nominated and elected by the Governance Group. The chair will be appointed for a three-year term or until the member chooses to step down. The Chair may be reconfirmed for further terms as agreed by the Governance Group.
- If a member is unable to attend for 2 or more meetings in a year or there are challenges in being able to meet the Governance Group requirements, their on-going capacity and availability to attend should be ascertained.
- Any member may resign at any time by advising the Chair in writing.

### MEETINGS, DECISION MAKING AND QUORUM

- The group will meet a minimum of 3 times per annum.
  - The majority of meetings will be online via Zoom.
  - One meeting per annum will be in person.
  - Where substantive decisions or recommendations are required, all members will be encouraged to contribute by email either in advance or after the meeting.
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## TERMS OF REFERENCE

- Quorum will be half the number of members plus one. A quorum must include at least two other members of the NCCN Executive Team.
- NCCN will ensure that the group is adequately supported, including by providing secretariat services. This includes:
  - Preparing and distributing the agenda and associated papers at least five working days prior to meetings.
  - Recording and circulating the minutes no later than three weeks following the meeting date.
  - Managing the organisational arrangements for meetings, the provision of rooms and audio-visual equipment.

### OUR COMMITMENT TO MĀORI DATA SOVEREIGNTY

The National Child Cancer Network recognises the rights and interests of Māori in the collection, ownership, and application of data and are consistently and actively working to understand the obligations and responsibilities with respect to Māori data sovereignty and governance.

### FEES

Members who are staff of a New Zealand public sector organisation including public service departments, state-owned enterprises or crown entities are not permitted to claim a fee to attend meetings.

NCCN has a fees framework that applies to members who are not included in the above groupings. This framework matches the requirements set by the Department of the Prime Minister and Cabinet, which were updated in June 2019, where any reasonable costs incurred in attending face-to-face meetings will be met by NCCN, including a nominal fee to cover attendance and time spent in preparation. Stakeholders for whom the fees framework is relevant should discuss this with NCCN prior to accepting the offer of membership.

Further information about the fees framework can be found here:

<https://dpmc.govt.nz/publications/co-19-1-fees-framework-members-appointed-bodies-which-crown-has-interest-html#section-6>.

For this group, for participants that qualify for fee payment, the fees are as follows:

- Member = \$325.00 per day.

For full day meetings, members will also be paid for a half day of preparation time (i.e.: a total of one and a half days or 12 hours).

For meetings that are less than a full day but four hours or more, members will be paid for a full day to cover both attendance and preparation time.

Where meetings are for less than a half day, members will be paid by the hour (i.e.:  $\$325/8 = \$40.60$  per hour or  $\$450/8 = \$56.25$ ). If preparation time was required for meetings lasting less than half a day a minimum fee of half a day may be approved and this will be managed on a case-by-case basis.



## TERMS OF REFERENCE

Payments for meeting attendance and preparation are considered taxable income by the IRD. Members are responsible for their own tax arrangements.

NCCN expects that members that are staff of a New Zealand public sector organisation, including public service departments, state-owned enterprises, or Crown entities, will seek their employer's support to attend/ participate in the meetings. This support should include allowing staff the time needed to participate fully, both in preparation for meetings and at meetings, and meeting the costs of participation, such as travel, as specified below.

### TRAVEL

Travel will be kept to a minimum.

Members who are staff of a New Zealand public sector organisation including public service departments, state-owned enterprises or crown entities are expected to get their employers to arrange and pay for any travel required for this group, using their organisation's usual mechanisms.

When necessary (ie: for members that are not included in the above groupings), NCCN will arrange any travel required for meetings or activities associated with the group. Travel must be booked through NCCN and/ or with NCCN's approval.

### CONFLICTS OF INTEREST

To ensure the group can act with integrity and transparency, all members are required to identify and declare any actual, potential, or perceived conflicts of interest that may impact on their role by completing the "Declaration Form for Candidates on Committees, Boards, Advisory Groups" Form (see Appendix 1).

In addition to completing the Declaration Form, when members believe that they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistency with the Work Group's functions, they must declare a conflict of interest and withdraw themselves from the discussion and/or activity. The Work Group will then decide what part the member may take in any relevant discussion.

Conflicts of interest will be documented in minutes and regularly reviewed.

### CONFIDENTIALITY

Members are expected maintain confidentiality of agenda material, documents and other matters forwarded to members, unless otherwise specified.

Members are not to represent themselves as agents of NCCN or speak on behalf of the group or NCCN without express written permission from NCCN.

If a member receives a media request or enquiry relating to the group, they should direct the enquiry to the chair or NCCN Executive Team.

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# TERMS OF REFERENCE

## REVIEW OF TERMS OF REFERENCE

These terms of reference will be reviewed annually by NCCN Governance Group with changes and/or updates made in consultation with the Chair and members as required.



# TERMS OF REFERENCE

## APPENDIX

### Declaration Form for Candidates of the Governance Group

**Name:**

**Advisory Group:**

**Responsible Manager:**

To ensure the National Child Cancer Network can act with integrity and transparency, all members are required to identify and declare any actual, potential, or perceived conflicts of interest that may impact on their role.

#### Declaration

If you are aware of any actual, potential, or perceived conflicts you must discuss this with the Chairperson and/or responsible manager and complete a standard Conflict of Interest Declaration in addition to this declaration.

Any breach of the Conflicts of Interest rules and guidelines as outlined by the Auditor General will be a breach of your obligations to the NCCN. These guidelines can be viewed at <https://oag.parliament.nz/2020/conflicts/docs/conflicts-of-interest.pdf/@@download/file/conflicts-of-interest.pdf>

1	I have read and understand the Auditor General's Conflicts of Interest rules and guidelines and related material (please circle)	<b>Yes/No</b>
2	I have no interests that would potentially impact on my obligations to the National Child Cancer Network in the role applied for (please circle)	<b>Yes/No</b>
3	I will notify the manager of any actual, potential, or perceived conflicts of interest that may arise, or that I become aware of, while I am a member of the governance group (please circle)	<b>Yes/No</b>

\_\_\_\_\_  
Member  
(name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

