

Invitation for nominations for membership of the Canterbury DHB Disability Steering Group from the disability community

Introduction

Canterbury DHB is seeking suitably skilled and qualified people to become members of its Disability Steering Group (DSG). We are also seeking a Chair.

The DSG is responsible for the implementation of the objectives and priority actions of the Canterbury Health Disability Action Plan within the Canterbury DHB and contributes, where appropriate, to achieving the objectives of the Plan across the Canterbury Health system. The Action Plan can be found at <http://www.cdhb.health.nz/About-CDHB/corporate-publications/Pages/Canterbury-West-Coast-Health-Disability-Action-Plan.aspx>

Having people with disabilities as members of the DSG is to ensure that the perspectives and needs of the wider disability community are taken into account. Disability community members of the DSG will provide valuable insight and enhance the work of the DSG by virtue of their connections with the community, their knowledge and lived experience.

About the DSG

The DSG, which comprises both CDHB employed members and community members, will operate according to the Terms of Reference attached below.

Disability Community Members of the DSG

The CDHB invites nominations from people who have a record of active disability advocacy and have:

- personal experience, or knowledge, through work for family experiences, of issues affecting people who have a disability
- strong personal networks in the sector
- well-developed communication and time management skills
- effective consultation skills
- proven ability to work cooperatively and positively in a group environment
- sound problem solving skills

Member role description

All DSG members will:

- be supportive of other DSG members
- be willing to undertake tasks as required
- work co-operatively within a group setting
- make a commitment to attend the majority of the scheduled DSG meetings
(expected to be held one meeting per month for one and a half hours at a central Christchurch location)

How to apply

If you wish to be considered for DSG membership, please apply by sending:

- a covering letter, including whether there are particular areas of the CDHB Disability Action Plan that are of interest to you , and whether you wish to be considered for the position of Chair
- a brief resume/CV outlining your relevant experience
- a letter of support from within the disability community

If you have any questions about the role of a DSG member, or for a copy of the Disability Action Plan, please contact Kathy O'Neill on 03 337 8659 or email kathy.o'neill@cdhb.health.nz

Applications should either be emailed to angela.heard@cdhb.health.nz or posted to Angela Heard, Canterbury DHB, PO Box 1600, Christchurch 8140, or delivered to Angela Heard, 32 Oxford Terrace, by **Friday 4 November 2016**.

Appointments of Community Members

Applications will be acknowledged and Interviews will take place in November 2016.

Interviews will be held with a current member of the DSG, and an independent person with knowledge of the disability community and the issues people with disabilities and their families experience as a consequence of their impairment.

The Canterbury DHB Executive Sponsor will appoint members to the DSG following the recommendation of the appointment panel. Appointments are made for a two year term, with an opportunity to serve for one further term by mutual agreement.

There may be times when DSG directly appoints a member in order to meet a specific need in the group. These appointees to the group will require the approval of the DSG and the Executive Sponsor.

When a member resigns or their term ends an appointment process will commence to replace that member.

Conflict of interest

DSG members must inform the DSG Chair if any conflict of interest situation arises while they are on the DSG, or if any circumstance arises that could be a risk for the CDHB, or that could bring the CDHB into disrepute.

Remuneration and Expenses

The DSG Community Members and Chair receive a meeting fee per meeting for attendance at DSG meetings, and may also be reimbursed for additional parking costs or additional transport costs, such as taxi vouchers, if required. Members are responsible for any individual taxation requirements.

Additional reimbursement will be negotiated with the Chair outside of the above process.

Support Requirements

Assistance to enable participation, such as a sign language interpreter, or other support that a person needs to participate in the DSG, will be provided at meetings if required. Also members may bring a support person to meetings as needed. Should any further support be required, members need to discuss their individual support requirements with Kathy O'Neill, Canterbury DHB Disability Lead for Planning and Funding.

Accountability

The DSG will be accountable to, and provide regular updates to, the Canterbury DHB Executive Management Team via the Executive Sponsor and to the Canterbury DHB Board via the Disability Advisory Support Committee.

Communication between Community Members and the disability community will be through the member's contacts with the sector. It is expected that members will consult with, and provide feedback to and from the disability sector, on relevant issues as required.

Resourcing

The DSG will work to a work plan, which will be updated regularly. Activities within this work plan will be aligned to objectives and action points of the Disability Action Plan.

Chair Canterbury DHB Disability Steering Group

The provisions related to Community Members described above also apply to the role of Chair, with the following additions:

- skills and experience in a governance or senior management role
- experience overseeing successful projects
- ability to commit additional time outside the meetings, estimated to be up to 8 hours per month
- excellent communication skills to represent the DSG in a range of settings

The Chair will:

- support and work alongside the Executive Sponsor, the Disability Lead for Planning and Funding and other members of the group to provide advice and leadership
- provide expert advice on the issues for people with disabilities that need to be considered by the DSG as they implement the plan
- effectively manage the DSG monthly meetings, including involvement in agenda preparation
- address any conflicts of interest
- ensure that DSG engages with people with disabilities and family carers outside of group meetings in the process of implementing the Plan and that their recommendations are communicated to the DSG
- ensure the DSG remains focused on implementation of the Disability Action Plan and does not divert to other areas of interest.

The role will also include:

- attendance at Alliance Leadership Team meetings, Executive Management Team meetings and annually at the Board
- specific tasks as mutually agreed with the Executive Sponsor that will influence others internal and external to the DHB.

Appendix 1

<p>Canterbury District Health Board Te Poari Hauora o Waitaha</p>	<p>TERMS OF REFERENCE</p> <p>Canterbury DHB Disability Steering Group</p>
<p>Scope</p>	<p>The Disability Steering Group of the Canterbury DHB is to progress and implement the objectives and priority actions of the Canterbury Health Disability Action Plan within the Canterbury DHB and contribute, where appropriate, to achieving the objectives of the Plan across the Canterbury Health system.</p> <p>The Disability Steering Group will also ensure that where work to achieve the objectives of the Disability Action Plan is relevant to West Coast Health system, the work occurring in Canterbury will be shared and where possible support will be given to achieve the priority actions, in a Transalpine approach.</p>
<p>Purpose</p>	<p>The Disability Steering Group will drive activity that will achieve the Canterbury DHB vision that Canterbury people with disabilities will experience a responsive and inclusive health system that supports them to live lives to their full potential and be safe and well in their homes and communities.</p>

	<p>The Disability Steering Group will influence behaviours, system and process design across the health system, to enable this vision and to improve the outcomes for this population.</p>
Objectives	<ul style="list-style-type: none"> • Oversee the development, implementation and evaluation of the Canterbury DHB Health Disability Action Plan. • Facilitate linkages and information sharing to decision makers within clinical, operational and professional groups of the Canterbury DHB and to the Work Streams of the Canterbury Clinical Network, to ensure a disability focus is incorporated. • Develop strategies that develop and support the workforce to be competent and responsive to the needs of people with disabilities • Effectively link to the disability community.
Principles	<p>Definition: The United Nations (UN) Convention on the Rights of Persons with Disabilities, which New Zealand ratified in 2007, describes disability as resulting ‘from the interactions between persons with impairments and attitudinal and environmental barriers that hinders their</p>

	<p>full and effective participation in society on an equal basis with others' (UN General Assembly 2007).</p> <p>The Disability Steering Group will undertake to address and remove these barriers. The key principle to achieve this is to facilitating and supporting the self determination of people who experience disability by ensuring their active participation in the design of the health system and its services. These Principles are specified in the Canterbury DHB Position Statement which forms a part of the Disability Action Plan</p>
Accountability	<p>The Disability Steering Group is accountable to the Executive Management Team and will report quarterly to them.</p> <p>The Disability Steering Group is endorsed by the Disability Support Advisory Committee and will report quarterly. DSAC endorsement will include ensuring the breadth of membership will guarantee the engagement and voice of people with disabilities and their families.</p> <p>The Disability Steering Group will also work with the Service Level Alliances and Work Streams of the Canterbury Clinical Network and contribute to the reporting to the Alliance</p>

	Leadership Team, who have approved the Health Disability Action Plan for the Canterbury Health System.
Membership	<p>CANTERBURY DHB -INTERNAL</p> <p>Chair</p> <p>Executive Sponsor</p> <p>Disability Lead, Planning and Funding</p> <p>Community and Public Health</p> <p>Clinical Leads</p> <p>People and Capability (Organisation Development Unit, Learning and Development)</p> <p>Operations Manager</p> <p>Quality and Patient Safety</p> <p>Communication</p> <p>Staff Member</p> <p>COMMUNITY MEMBERS</p> <p>Canterbury ALT Member</p> <p>People with Disabilities, Māori, Pacific, Family</p> <p>Primary Care</p> <p>Disability NGO</p> <p>Other staff and community representatives will be co-opted as required.</p>

Chairperson	TBC
Quorum	50% membership
Meetings	Monthly (11 per year)
Agenda	Approved by the chair and circulated 1 week prior to the scheduled meeting date
Minutes	Minutes will be circulated within 5 working days following the meeting