



## TERMS OF REFERENCE

### **Aim**

The National Bipartite Action Group provides a forum to work in partnership, to lead and resolve important health sector employee and employer opportunities and issues.

### **Purpose**

In bringing Union and DHBs together, the National Bipartite Action Group will:

- Be a credible national forum for other groups to engage constructively with DHBs and Unions about issues affecting the health workforce.
- Improve employment-related decision-making, communication and mutual respect within the health sector.
- Actively support and promote healthy and safe workplace initiatives including workforce planning and development.
- Advise on national programmes of work, proposed initiatives or processes.
- Role-model productive, cooperative, effective relationships to contribute to a “better health sector”.
- Connect with local Bipartite Action Groups, to ensure a consistent national conversation on important issues.
- Where appropriate, provide a forum for dispute / problem resolution, including those related to implementation, application and interpretation issues that have national relevance.
- DHB representatives on NBAG will take the draft NBAG guidelines to their respective groups for consultation and provide feedback to NBAG. After NBAG has consulted with the respective groups and the guidelines have been finalised they will be sent to Local BAGs for them to discuss implementing the guidelines within their own DHB.
- Additional tools and resources developed by National BAG can also be shared with unions and DHBs.
- Regularly reviewing all National BAG policies and guidelines to ensure they are still relevant and up to date.

### **Key Documents**

The parties respect and will uphold:

- Collective employment agreements
- Health Sector Relationship Agreement (Sept 2008) (CTU unions – in relation to uphold the HSRA Agreement)
- Health and Safety at Work Act 2015
- National Bipartite Framework (Feb 25, 2010)
- Relationship and Engagement Charters or Agreements

### **Rules of engagement**

NBAG will be:

- characterised by constructive engagement,
- consistent with the principles of good faith, and
- honest, respectful, open and transparent.

Whilst agreement is not always possible, members of NBAG commit to communication that is always respectful and clear.

Regular attendance and active participation is required of members. All members shall accept joint responsibility for demonstrating the principles and practices outlined above.

Decision making shall be by consensus.

### **Membership**

All DHBs and Unions shall be eligible to attend the National Bipartite Action Group. All members are bound by these terms of reference.

Current DHB membership includes representatives from the following groups:

- Chief Executives
- Directors of Nursing/Midwifery
- Directors of Allied Health
- General Manager's Human Resources
- Chief Operating Officers
- Chief Medical Officers
- Technical Advisory Services

Current Union membership includes representation from the following groups:

- PSA
- NZNO
- E tū
- APEX
- NZRDA
- ASMS
- MERAS
- CTU (Represents CTU unions who do not attend National BAG)

The addition of further Union parties shall be by invitation.

### **Meetings**

Meetings dates, times and venues shall be set annually in advance and not changed without genuinely good reason to enable members to schedule attendance.

Monthly meetings shall be alternately “face to face” and then teleconference.

The minimum quorum required for each meeting (face-to-face and teleconference) is three (3) union representatives and three (3) DHB representatives.

The agenda and supporting papers shall be circulated no later than 1 week prior to meetings to enable members to prepare for meetings. Preparation may include seeking feedback on agenda items or providing written responses where this is necessary, by communicated deadlines.

Minutes shall capture the essence of the issues tabled, noting points of view and decisions reached. An action plan including allocation of tasks and timeframes shall be provided in the minutes and follow-up agendas.

TAS shall provide secretarial support for NBAG. A new chair be will selected annually, on rotation between union and DHBs. All parties shall have representatives at NBAG meetings with sufficient authority to make decisions on behalf of their organisation.

These terms of reference shall be reviewed annually at the first meeting of each year.