

Workforce Taskforce

Terms of Reference (October 2022)

Role

The Taskforce provides an enabling function for a whole-of-system workforce view recommending options for the removal of barriers to our desired future workforce state – an agile, responsive, inclusive workforce that is underpinned by Te Tiriti, Pae Ora and equitable outcomes.

Approach

The Workforce Taskforce has been created in partnership with Te Aka Whai Ora to:

- Model a Māori partnership approach in addressing workforce priorities and issues
- Ensure equity and Te Tiriti are central through the identification and delivery of Taskforce activities
- Take a whole of government approach connecting with key agencies such as ACC, Tertiary Education Commission, Corrections and MSD to align workforce development
- Consider options and make recommendations related to the potential resolution of immediate workforce pressures
- Consider options and make recommendation related to innovative workforce options to support revised models of care
- Ensure clear alignment between Taskforce related work and the wider medium-longer terms work progressed by the People and Culture Directorate
- Develop a process and pathway that increases visibility and accelerates high risk/high priority workforce areas
- Ensure strong Union engagement
- Recommend processes to ensure and monitor continuous improvement – feedback loops and clear accountabilities.

Mandate

The Workforce Taskforce has a mandate to:

- Provide coordinated and executive-level recommendations for matters pertaining to health system wide workforce while ensuring visibility of major actions and decisions taken across each Taskforce Group.
- Provide oversight of the delivery of rapid response projects that are specific, timebound and respond to key issues that require immediate action to mitigate workforce issues.
- Work that aligns with strategic direction of the NZ Health Plan.
- The Taskforce is accountable to the Joint Taskforce Assurance Group.

Tenure

The Taskforce will have an initial tenure of 24 months with a review prior to the end of this term – or at the discretion of Te Whatu Ora and Te Aka Whai Ora Chief Executives.

Membership

The Taskforce will be a small agile group connecting all activity across all Taskforce Groups and sector to ensure a joined-up and cohesive approach to focussing on immediate/imminent workforce issues.

Members of the Taskforce:

- Ailsa Claire - Taskforce Chair/ Interim Workforce Lead, Te Whatu Ora
- Anna-Marie Ruhe - Taskforce Chair/Interim Workforce Commissioning Lead, Te Aka Whai Ora
- Dr Jason Tuhoe - General Practitioner
- Fiona Michel - Chief Executive Officer, Braemar Hospital
- Gillian Dudgeon - Deputy Chief Executive, Delivery, Tertiary Education Commission
- Kate Clapperton-Rees - New Zealand Council of Trade Unions (NZCTU)
- Markerita (Meg) Poutasi - National Director, Pacific Health, Te Whatu Ora
- Mairi Lucas - New Zealand Council of Trade Unions (NZCTU)
- Professor Joanne Baxter - Dean, Dunedin School of Medicine, University of Otago
- Sonia Hawea - Chief Executive Officer, Taikura Trust
- Andrew Slater – Transformation, Chief Executive, Whakarongorau
- Taima Campbell - Manukura Hauora - Te Puna Hauora Matua o Hauraki.

Te Aka Whai Ora and Te Whatu Ora executives will attend Taskforce meetings to support alignment with wider activities as required and requested. In particular, alignment with Commissioning and Service Development in Te Aka Whai Ora (Mara Andrews), National Commissioning (Abbe Anderson) and Transformation and Change (Andrew Slater) in Te Whatu Ora.

Attendees at meetings include the Taskforce Programme Office leads and secretariat.

Further attendees may be added as the Taskforce is established. The Taskforce will also establish working groups to progress specific areas of work.

The Taskforce work will be supported by the relevant subject matter experts across Te Whatu Ora, Te Aka Whai Ora and the sector.

Role of Members

The chairperson must:

- make the most of all his/her committee members, building and leading the team leadership
- ensure all decisions are understood and recorded
- build effective Taskforce culture
- manage relationships
- ensure risks and issues to the organisation are managed
- encourage all Taskforce members to contribute to debate and decision-making.

The chairperson is expected to:

- confirm the terms of reference
- manage any conflicts of interest
- conduct efficient meetings
- manage agendas and papers to the Taskforce
- make sure the Taskforce resources are being well and appropriately used.

Taskforce members are expected to:

- provide committed reflective input into the work of the Taskforce
- establish and maintain Māori partnerships.

Meeting Frequency

The Taskforce will meet fortnightly to ensure programmes are being progressed as per agreed plans. The Taskforce will also be appraised of emerging issues that may require re-prioritisation of the work programme. Additional meetings will be scheduled as required.

Quorum

A quorum is 50% of the members. The group operates on a consensus decision making basis.

Reporting and Communication

The Taskforce will provide weekly updates to the interim People and Culture Officer on the progress of the agreed workplan and any risks, issues and mitigations via Te Whatu Ora reporting mechanisms.

The Taskforce Chair will also provide updates to the Te Whatu Ora and Te Aka Whai Ora Boards or sub-committees as required.

Conflicts of Interest

All actual, perceived or potential conflicts of interest must be declared by the members of the Workforce Taskforce, as part of Te Whatu Ora's process for managing conflicts of interest.

Remuneration and expenses

Members of the Taskforce are paid fees for attendance at meetings, in accordance with the Cabinet Office Circular CO (19) 1 *Fees framework for members appointed to bodies in which the Crown has an interest*.

Members who are employees of the wider State sector are not entitled to be paid fees for Taskforce business if this is conducted during regular paid work time (i.e., members cannot be paid twice by the Crown for the same hours).

Members are entitled to be reimbursed for actual and reasonable travelling and other expenses incurred in carrying out their duties. The expectation is that the standards of travel, accommodation, meals and other expenses are modest and appropriate to reflect public sector norms.