



Runanga Whakapiki Ake I Te Hauora O Aotearoa  
**Health Promotion Forum of New Zealand**

**HPF REFERENCE GROUPS**

**1. Rationale for this policy**

This policy provides guidance for the development and working of HPF Reference Groups.

HPF has five Reference Groups (September 2009):

- Maori
- Pacific
- Academic
- Primary Care
- South Island

**2 Purpose of Reference Groups**

The Reference Groups give high level operations advice and are forums for health promotion leaders to discuss important issues.

**3. Objectives of Reference Groups**

The objectives of each Reference Group are to:

- Strengthen health promotion leadership, relationships and workforce
- Advise HPF on the development of health promotion and the health promotion workforce, particularly in the Reference Group's area of focus
- Advise and support the delivery of HPF services in accord with the HPF Strategic Plan
- Provide a regular forum for the Reference Group members to consider matters of common interest
- Advise the Ministry of Health as and when appropriate (usually via the HPF Executive Director).

The objectives of a particular Reference Group will be set out in its Terms of Reference.

**4. Values and Ethics**

The Terms of Reference will recognise values of particular importance to HPF and the members of the Reference Group. This includes respect for the values and principles in the HPF Constitution. These are attached.

## **5. Priorities**

Each Reference Group will decide on its priorities. These priorities will be in line with HPF's Strategic Plan and other HPF strategies and plans.

## **6. Responsibilities**

### *Reference Group Members*

- Generally attend at least two meetings a year (face-to-face meetings or teleconferences), prepare for the meetings, and contribute to the discussions.
- Provide advice and information in accord with their expertise and experience. This includes being proactive, creative and solution-oriented.
- Contribute to specific projects and / or services of HPF and / or the Reference Group. This will depend on the priorities, time and capacity of the individual member, the Reference Group as a whole, and HPF.

### *Reference Group Chair*

- The Chair will provide leadership of the Reference Group, set the agenda in consultation with the HPF Operations Team member providing secretariat support, chair the meetings, and be the primary contact for the HPF Executive Director and Operations Team.
- Chairs of the Reference Groups will generally meet together once a year.

### *HPF Executive Director*

- The Reference Groups provide advice to the Executive Director. When it is not practical or possible for the Executive Director to follow the advice of the Reference Group, she will explain why.

### *HPF Operations Team*

- An Operations Team member will attend meetings and provide secretariat support for the Reference Group. This will generally be the Health Promotion Strategist (HPS) holding the portfolio in the area, or the Executive Director with the support of her Executive PA.
  
- Current responsibilities (as at August 2009) are:

<i>Reference Group</i>	<i>Secretariat</i>
Maori Reference Group	Senior HPS with portfolio in Maori development
Pacific Reference Group	Senior HPS with portfolio in Pacific development
Academic Reference Group	Executive Director with Senior HPS Pacific
Primary Care Reference Group	Executive Director with Executive PA
South Island Reference Group	Senior HPS with South Island portfolio

*HPF Business Manager*

- Please see *Payment of Expenses* below/

*HPF Workforce and Communications Manager*

- Please see *Website and Communications* below

*Workforce and Communications Co-ordinator*

- Please see *Website and Communications* below.

## **7. Standards**

Each Reference Group will do a self-review every two years, guided by the Group's Terms of Reference.

## **8. Terms of Reference**

Each Reference Group will have Terms of Reference. These may be written in different ways to reflect the focus of each Reference Group.

The Terms of Reference will include:

- Objectives
- Values
- Membership
- Working processes

Terms of Reference will be developed by the Reference Group (with an initial draft and secretariat support from the Operations Team member) and signed off by the Chair and Executive Director.

## **9. Reference Group Members**

A Reference Group needs to be big enough to provide diversity of expertise and experience, and small enough to be efficient and able to be supported within HPF's limited budget. Generally, Groups will have between six and ten members.

HPF hopes that being a member of a Reference Group provides valuable opportunities for exchanging views and experiences and discussion of matters of common interest with peers, that are of value to the work and professional development of the members of the Group, as well as making an important contribution to the work of HPF.

Members will:

- Have expertise and experience in health promotion and/or public health.
- Have expertise and experience in the particular focus of the Reference Group.
- Be well regarded by others for their work, leadership and knowledge.
- Demonstrate strategic thinking.

- Have strong networks and understanding of the needs of the workforce.

For clarity, Reference Groups cannot speak on behalf of HPF.

The membership of a Reference Group will together provide diverse and complementary areas of experience and expertise. This range will be taken into account when considering the overall make-up and balance of the Group.

Members will be invited as individuals and not represent any particular group, provider or professional body.

HPF recognises that members may have multiple accountabilities.

HPF appreciates the support of employing organisation in releasing their staff.

In the initial establishment of a Reference Group, potential members will be approached by the Executive Director or an Operations Team member. Once established, the Group will make recommendations to the Executive Director about potential members.

The Executive Director will invite one member to be the Chair.

The initial Term of Membership will be for two years and then for review every two years.

Ex Officio Members will be the assigned Health Promotion Strategist and/or other Operations Team member, and the Executive Director.

#### **10. Meeting procedures**

Generally a Reference Group will operate by consensus, but recognise and respect that there may be different views and disagreement.

Members may at times have conflicts of interest. Members are asked to declare any conflict of interest at each meeting, and this will be recorded.

Generally minutes and meeting papers will be available for sharing with people outside the Reference Group, unless it is indicated that the minutes and meeting papers are confidential. Members will indicate if they wish a discussion to be confidential.

#### **11. Payment of expenses**

HPF will meet all reasonable travel and accommodation expenses, and pay for any teleconferences.

Generally the HPF Operations Team member providing secretariat services will ensure travel and accommodation arrangements (within guidelines set by the Business Manager).

The Business Manager is the point of contact for Members of Reference Groups claiming expenses.

HPF is not able to pay meeting fees or honorarium to Reference Group members. Occasionally a Reference Group member may be in a situation where they are not able to be a member as part of their usual employment or business and this leads to some hardship. HPF asks that if this occurs, they discuss the situation with the Executive Director.

HPF appreciates that members understand that HPF has budgetary limitations and is a not for profit organisation.

#### **12. Website and communications**

The HPF website will include information about the Reference Groups, including a brief outline of the work of each Group and profiles of the members.

#### **13. Records**

The Operations Team member providing secretariat services for the Reference Group will be responsible for maintaining the records of the Group. These include:

- Terms of Reference
- Current membership and contact details
- Meeting agenda and papers
- Minutes of meetings
- Records of key discussions by email and / or teleconference
- Provision of information to the Workforce and Communications Co-ordinator for the website and records of this information.

They will keep a copy of the Terms of Reference and current membership and contact details in their Desk Manual.

#### **14. Guardian of this Policy**

The Executive Director is the current guardian of this policy.

#### **15. Development of this policy**

This policy was developed by Alison Blaiklock in November 2008 with input from Helen Rance, Joanne Aoake, Sione Tu'itahi, Margaret Morrison, Kerehi Marsh, Sal Stevens, and the incumbent chairs of the HPF Board and Maori, Pacific, Academic, and South Island Reference Groups.

**16. Future development of this policy**

This policy will be reformatted in order to fit with the HPF 2009 Practice manual. Improvements and review comments will be sought from the Chairs of the Reference Groups before this policy is finalised in 2009.

**17. Related Policies**

- HPF Strategic Plan
- HPF Maori Development Strategy
- HPF Pacific Development Strategy

**18. Attachments**

- Statement of Values in HPF Constitution
- Terms of Reference for each Reference Group

**Approved**

Alison Blaiklock  
**Executive Director**  
30 September 2009

*HPF Reference Group Policy*  
*Revised by Alison Blaiklock and Ieti Lima - 20 September 2009*

## Statement of Values in HPF Constitution

### 2. Values

The values and principles of the HPF are:

- 2.1 Respect for, and commitment to, Te Tiriti o Waitangi, which includes commitment to application of the principles of the Treaty of Waitangi in the actions and every day practice of HPF.
- 2.2 Respect for and commitment to hauora as everyone's right based on the mana and dignity of each and every person. This includes respect for, and commitment to, rangatiratanga, manaaki, tapu and noa.
- 2.3 Commitment to improving Hauora, recognising the importance of the determinants of health. These include social justice, equity, taonga tuku iho, tinana, wairua, hinengaro and mana.
- 2.4 Recognition of the interdependence of individuals, families, communities and the broader environment. This includes recognition of te ao turoa, whakawhanaungatanga, whanau, whanau ora and whatumanawa.
- 2.5 Respect for peoples rights to aroha, awhi and hauoratanga.
- 2.6 He mahinga i runga i te mahi tika me take mana tangata me he ngakau tapatahi . commitment to acting honestly, ethically and with integrity.+