



REFERENCE GROUP TERMS OF REFERENCE

2017

Mā te Kōtahitanga ka ora te iwi - From Unity the People will Prosper

Acknowledgments

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1. Introduction and Background

Established in 2011, the Family Violence Collaboration (Collaboration or CFVC) comprises a diverse team of partners working from within the Family Violence Sector, as well as stakeholders working across the Health, Education and National and Local Government Sectors. The Collaboration seeks to add value to the business-as-usual operations of the partners that comprise the whole, and, through this innovative synergy of joined forces offers a point of difference or value proposition that includes:

- A whole-of-system approach that focuses on long-term sustainability and improved results for people with lived experience of family violence, through synergetic effort
- A focus on leading and actively responding to changes in the environment, including political, economic, technological, socio-economic and legislative changes
- A commitment to value and be responsive to diversity – a commitment that is reflected in the Collaboration's bi-cultural framework that encompasses Treaty Relationship and Multi-Cultural frameworks
- Relationships and engagement with cross-sectoral organisations, disciplines and colleagues
- A focus on continuous improvement activities founded on empirical and experiential evidence
- A committed to share human, physical and knowledge-based resources, to not only achieve efficiencies, but also to develop talent and stimulate ideas and innovations.

In sum, the Collaboration offers a whole-of-system and client/tangata whaiora-centred response to family violence within the Canterbury region.

The establishment of the Family Violence Collaboration in Canterbury was driven, in part, by the environment within which the Family Violence Sector found itself during 2011 and 2012. The Canterbury earthquake events and emerging national Government priorities, policies and strategies (e.g. the drive for a focus on outcomes; the drive for enhanced collaborative effort; the drive for value-for-money; the drive to address New Zealand's unenviable record for family violence and child abuse compared to other OECD countries) have provided the drivers that resulted in the sector's leaders initiating this collaborative effort. The Canterbury Family Violence Collaboration is the result of the partners proactively engaging with such emerging environmental trends; challenging the status quo and adapting to the changing circumstances; and, co-creating a transformed structure and culture for the Canterbury Family Violence Sector. This transformation has the potential for the partners in the Collaboration to exert influence in the desired directions and thereby favourably position the Canterbury Family Violence Sector to grasp future opportunities that will enhance the accessibility, responsiveness and effectiveness of the sector for individuals, families/whanau and communities.

2. The Family Violence Collaboration: Principles for Operation

The Canterbury Family Violence Collaboration advocates a collaborative and consultative approach to the strategic and operational response to family violence here in Canterbury, which will hold the centrality of service users/tangata whaiora as a core guiding principle.

The Canterbury Family Violence Collaboration seeks to achieve an increased 'zero tolerance' attitude to family violence; implement robust initiatives that work to prevent, protect and provide for all individuals and families/whanau affected by family violence; and, a collaborative effort that acknowledges the intrinsic links required to appropriately respond to family violence that will positively change the lives of those with lived experience of family violence.

The Canterbury Family Violence Collaboration has established clear principles that provide the foundation for its operation and for the way in which the partners work together, including its vision, overarching goal and values.

2.1. Vision

The vision for the Canterbury Family Violence Collaboration is:

A community that values respectful relationships. A community where families, whanau and individuals do not use physical, sexual or psychological violence.

2.2. Overarching Goal

The overarching goal for the Canterbury Family Violence Collaboration is:

To ensure that all of the services, programmes, and interventions that operate at the prevention/crisis/recovery end of the Family Violence continuum in Christchurch are delivered optimally (effective, efficient, coordinated, integrated).

To achieve the Collaboration's vision and overarching goal and further enhance good and evidence-based practices and approaches across the Canterbury Family Violence Sector, the partners have initiated a programme of work that focuses on continuous improvement and making an impact from a systemic perspective that will contribute to the Collaboration's five identified strategic priority areas:

- Prevention
- Coordinated Community Response
- Youth
- Staff Learning and Development
- Evidence-Based Practice.

2.3. Values

The core values that provide the foundation for the way in which the partners in the Canterbury Family Violence Collaboration work together are:

Aroha ki te Tangata
<ul style="list-style-type: none"> • Non-judgemental • Tolerance • Listen • Give time • No minimisation • Fun • Aroha is breath

Manaakitanga
<ul style="list-style-type: none"> • To support the sense of self • This embraces others and you become selfless • Listening • Being open • Forgiving self • Forgiving others • Leave kōrero with mana intact • Hospitality • Tolerance • Uplifting • Courtesy • Open and honest • Cultural differences of understanding • Te Tiriti O Waitangi • Conflict resolution

Integrity

- Honesty / Truthfulness
- Fairness
- Consistency between words and deeds
- Open
- It's about all of us
- Create the environment of honesty
- Valuing difference and diversity
- Strategy and commitment to a common purpose
- Respect
- Following agreed procedures

Empowerment

- Process of restorative justice
- "To empower all"
- Give guidance
- Recognising their talents

Social Justice

- "It's about diversity"
- "Fairness"
- Being transparent with what we are advocating for
- Collectiveness and collaboration
- Making people's needs and voices reach the authorities
- Giving voice to marginalised groups within the work streams

Respect

3. Accountability within the Canterbury Family Violence Collaboration

The Canterbury Family Violence Collaboration operates as a partnership, rather than a legal entity, such as a charitable trust or company. The Collaboration is comprised of a Reference Group, a Steering Group and a number of Work Stream Groups.

The Canterbury Family Violence Reference Group has established a Steering Group and delegated to it the authority to direct the operation of the Family Violence Strategy. The Reference Group provides advice, support and resources to the Steering Group. The Steering Group is accountable to the Reference Group.

From time to time the partners in the Canterbury Family Violence Collaboration may identify the need for additional and diverse representation from key Family Violence Sector stakeholders on the Canterbury Family Violence Collaboration's Steering Group. Such recommendations for additional membership will be referred to the Reference Group for their consideration and ratification.

4. Purpose and Role of the Canterbury Family Violence Collaboration's Reference Group

The purpose of the Canterbury Family Violence Collaboration's Reference Group is to guide the Family Violence Strategy as it develops.

The specific roles of the Canterbury Family Violence Collaboration's Reference Group include:

- Ensuring strategic representation that is reflective of the community, cross sectors and inclusive of diverse and vulnerable groups and ensuring that all key themes linked to family violence are represented
- Identifying the resources, support and talent required to deliver the Canterbury Family Violence Collaboration Strategy, including the Convenors and members of the work stream teams that are working on a range of projects associated with each of the strategic priority areas (Prevention; Coordinated Community Response; Staff Learning and Development; Youth; and, Housing).
- Providing information and ideas to support the successful implementation of the Canterbury Family Violence Collaboration Strategy
- Working jointly with members of the Canterbury Family Violence Collaboration to ensure the integrated implementation of the Family Violence Strategy across Canterbury.

5. Composition of the Canterbury Family Violence Strategy Collaboration's Reference Group

5.1. Membership

The Canterbury Family Violence Collaboration's Reference Group shall be comprised of:

- Mana whenua representation
- Ngā mōta waka representation
- Pacific Peoples representation
- Migrants and ethnic minority groups' representation
- Family Violence Sector organisation representatives and representation of those across sectors who are family violence sector stakeholders

The Canterbury Family Violence Collaboration's Reference Group has an open membership and welcomes all self-identified individuals and organisations. Membership records are to be kept up to date by Barnardos.

5.2. Convenor/Chair

Expressions of interest will be sought for the position of Chair for the Canterbury Family Violence Collaboration's Reference Group. Interested members may nominate themselves, or may be nominated by another member. Once all nominations have been received by the deadline date, the Chair will be decided by a simple voting process facilitated via Survey Monkey, if there is more than one nominee for the position. The successful nominee will be the person who receives the most votes. The term for this position is one year but the same person may serve consecutive terms.

The Chair shall convene and facilitate the Canterbury Family Violence Collaboration's Reference Group meetings; sign off meeting action minutes; and, act as a spokesperson for the Group. If the designated Chair is not available, then the Acting Chair will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

6. Functioning of the Canterbury Family Violence Collaboration's Reference Group

6.1. Frequency of Meetings

The Canterbury Family Violence Collaboration's Reference Group shall formally meet every 8 weeks. The date of each subsequent meeting is to be included on the Meeting Action Minutes document distributed to all members of the Reference Group after each meeting.

6.2. Agenda Items and Meeting Papers

It is the responsibility of the Reference Group Chair to prepare the meeting agenda. All Family Violence Collaboration's Reference Group agenda items must be forwarded to the Chair 5 working days prior to the next scheduled meeting.

The Family Violence Collaboration's Reference Group agenda, with attached meeting papers, will be distributed at least 2 working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business,' if necessary, and as time permits.

6.3. Minutes

Only the agreed actions from each Canterbury Family Violence Collaboration's Reference Group meeting will be minuted and distributed to all members of the Reference Group after each meeting.

6.4. Proxies to Meetings

Members of the Canterbury Family Violence Collaboration's Reference Group shall nominate a proxy to attend a meeting, if the member is unable to attend.

6.5. Quorum Requirements

A minimum of 8 Canterbury Family Violence Collaboration's Reference Group members from different organisations is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid. In the event there is not a quorum for a meeting, it is recommended that it continue; and, when quorum is achieved at a subsequent meeting, recommendations and resolutions can be voted upon.

6.6. Decision-Making Process

Adequate and appropriate information sharing and discussion will precede any formal decision-making process as determined by the Chair and the Reference Group at large. Wherever possible, Reference Group members will be notified in advance of critical decisions which are pending.

Ideally, decisions shall be made by consensus at all Reference Group meetings. A formal voting procedure will be used in the event a consensus cannot be achieved and/or time restrictions interfere with effective consensus building. Each Reference Group member has one vote in formal decision-making processes. Assuming quorum has been reached, all decisions receiving majority approval by vote are considered approved. In the event of a tie vote, the decision will be deferred to the next Reference Group meeting.

6.7. Conflict of Interest

For the purpose of these 'Terms of Reference', real or perceived 'conflict-of-interest' is defined as any instance or circumstance where an individual or their employing agency stands to realize a concrete advantage as a result of the issue being discussed and/or the decision(s) being made by the Canterbury Family Violence Collaboration's Reference Group.

It is understood that Reference Group members and/or their employing agencies may sometimes find themselves in real or perceived conflicts-of-interest during their involvement with the Canterbury Family Violence Collaboration's Reference Group. Accordingly, all Reference Group members are responsible for identifying such conflicts-of-interest to the Canterbury Family Violence Collaboration's Reference Group when they join the Group, and, if necessary, during their ongoing involvement with the Group.

Any Reference Group member may respectfully raise questions or seek additional information about a real or perceived conflict-of-interest involving another member and/or their employing agency in the event that the designated member in question fails to do so. Any such questions or issues should be explored by the members of the Reference Group.

When necessary, the Reference Group has the right and responsibility to rule on any real or perceived conflict-of-interest. In those instances when the Chair is involved in the aforementioned conflict-of-interest, the Reference Group members at large have the right and responsibility to rule on this matter.

In the event that a Reference Group member and/or their employing agency are in a position of real or perceived conflict-of-interest in relation to a specific issue or agenda item:

- The Reference Group member has the option to remain in the room and at the table during any discussions pertaining to the issue. Alternately, the individual(s) may withdraw from the table or leave the room (if preferred).
- While in the room and at the table, the Reference Group member is welcome to participate and contribute to discussion of the issue as invited by the Chair.
- The Reference Group member may not, however, participate in the Reference Group's decision-making procedures, including discussions to build consensus on the issue and any subsequent voting activities.

6.8. Dispute Resolution

The Canterbury Family Violence Collaboration has been entered into in the spirit of cooperation and goodwill. All involved agree to discuss and resolve any issues in such a spirit and will use direct negotiation as a method of resolution.

Where Canterbury Family Violence Collaboration stakeholders are in conflict or disagreement or have a grievance regarding any aspect of the Canterbury Family Violence Strategy Collaboration they will, in the first instance, talk to each other in an attempt to resolve the dispute.

For issues which relate to the effective functioning of the Reference Group that cannot be resolved, it is to be referred to the Chair of the Reference Group.

For issues which relate to the effective functioning of the Canterbury Family Violence Collaboration that cannot be resolved, they are to be registered in the issues log.

Each organisation has its own governance, rules and boundaries which will be respected in resolution of issues arising.

Any disputes in relation to the Project Manager's performance should be raised in the first instance directly with the incumbent and the Barnardos Operations Manager Upper South, as the Project Manager's employer.

7. Canterbury Family Violence Collaboration Partnership Agreement

Effective collaborations are based on a clear understanding of responsibilities and coordination of partner contributions. The partners in the Canterbury Family Violence Collaboration agree to:

- Hold the Canterbury Family Violence Collaboration's vision to reduce family violence in Canterbury, through working together in a coordinated and collaborative manner to prevent family violence, and, to responsively and effectively provide support and protection for all people with lived experience of family violence
- Maintain a commitment to the greater good of the Canterbury Family Violence Collaboration, its intent and outcomes sought; and, contribute their knowledge and skill in whatever capacity or capability that is appropriate for each partner
- Promote the work of the Canterbury Family Violence Collaboration in the respective organisation and sector, of which they are a part
- Be aware of the roles and responsibilities of the Canterbury Family Violence Collaboration partners as written in agreed terms of reference and project management protocols.
- Share new understandings of changes in the international, national and local environment, within which the Canterbury Family Violence Collaboration operates, that may affect the outcomes sought to ensure that our Canterbury Family Violence Strategy remains responsive, effective and future proofed.

Canterbury Family Violence Collaboration Partner

Signature:

Date: