

Canterbury  
Family Violence  
COLLABORATION



# STEERING GROUP TERMS OF REFERENCE

2017



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

## **Acknowledgments**

A special thank you to the Canterbury Family Violence Collaboration for your participation and support in reviewing the existing Terms of Reference in order to develop and reflect current and relevant content for these Terms of Reference for our Steering Group.

Acknowledging the foundation laid incorporating the advice and insights offered by our kuia, Sally Pitama and Terehia Kipa in 2014, these Terms of Reference for our will guide the way we work together as partners of the Canterbury Family Violence Strategy Collaboration as we take the journey 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, achieve enhanced wellbeing for our Canterbury families/whanau and our communities.

The current Terms of Reference (2019) works from a foundation of the previous TOR (Version 1.1 12/11/2018) which is archived for access on the Canterbury Family Violence Collaboration website.

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# CANTERBURY FAMILY VIOLENCE COLLABORATION

Our collaboration is a community of nearly fifty organisations and agencies that work within the wider family violence sector in Canterbury.

## 1. Introduction and Background

Established in 2011, the Canterbury Family Violence Collaboration (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.

### 1.1 OUR PURPOSE

Together, we work collaboratively to improve and enhance the total response to family violence through system wide innovation and improvement.

### 1.2 WHY WE EXIST

Family violence remains a significant social problem for the Canterbury community. In 2014/15, there were 10,108 family violence investigations undertaken by the Canterbury Police. 8,706 of those were in Christchurch metro. Research evidence suggests that only 1/5 of family violence is reported to police, further suggesting a real level of family violence being closer to 50,000 incidents per year. This equates to 1 incident every 10 minutes in our community.

## 2. Principles for Operation

The CFVC 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 CFVC 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/whānau 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 CFVC 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 OUR VISION

To see a community that values respectful relationships, a community where families, whānau and individuals do not use physical, sexual or psychological violence.

## 2.2 Overarching Goal

The overarching goal for the CFVC Work Streams is to ensure that all of the Priority Focus Areas\*, training opportunities, project plans and other initiatives are effective, efficient, coordinated and integrated collaborative, and that they are conducted according to the CFVC Partnership Agreement and Reference Group Terms of Reference.

\*The Priority Focus Areas are those defined at the 2016 Strategic Hui and agreed on by the Reference Group.

## 2.3 Values

The core values that provide the foundation for the way in which the partners in CFVC work together are:



## 2.4 INCLUSIVE OF DIVERSITY

We are committed to valuing & being responsive to the full range of voices & experiences that reflect the diversity of groups within our community, shown through our treaty relationships & multi-cultural frameworks.

## 3. Accountability

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 Steering Group has been established by the Reference Group who has 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 members of the Steering Group may identify the need for additional and diverse representation from key Family Violence Sector stakeholders on the Group. In these instances, the Steering Group has the authority to co-opt in representatives for the defined purpose.

## 4. Purpose and Role of the Steering Group

The purpose of the Steering Group is to steer and oversee the operation and delivery of the CFVC Strategy by:

- **Support Work Streams:** through Steering Group representatives on each work stream (Champions); identifying barriers and sources for resources
- **Communicate:** updates on progress to all stakeholders
- **Influence:** Offering endorsement to initiatives that align with the values and goals of the CFVC (e.g. ISR); Offer advice and expertise; form strategic partnerships
- **Connect:** with Cross sector initiatives and emerging opportunities in wider environment
- **Accountability:** to Reference Group and funders

The role of individual members of the CFVC Steering Group is to:

- Have a commitment to work for the greater good of the CFVC and its intent
- Attend each Steering Group meeting and undertake activities as required on behalf of and responsible to the Group as a whole
- Make every effort to prepare before each meeting by reading relevant documents
- Understand the purpose and outcomes of each Work Stream and Project Group within the Collaboration.
- Regularly attend Reference Group meetings

## 5. Composition of the Steering Group

### 5.1 Membership

The core membership of the CFVC Steering Group is comprised of:

- Kaumatua
- Mana Whenua
- Other members

Steering Group			Organisation
Role	Name	Email	
Steering Group Chair	Shelley Barwick	<a href="mailto:Shelley.barwick@@justice.govt.nz">Shelley.barwick@@justice.govt.nz</a>	MOJ
Reference Group Chair	Val Carter	<a href="mailto:val@homeandfamily.net.nz">val@homeandfamily.net.nz</a>	Home and Family
Kaupapa Maori NGO	Jynine Berryman	<a href="mailto:kaiwhakahaere@tewharehauora.com">kaiwhakahaere@tewharehauora.com</a>	Te Whare Hauora
NGO Rep	Paul Shamy	<a href="mailto:paul@svschch.org.nz">paul@svschch.org.nz</a>	Stopping Violence Services
NGO Rep	April Marshall	<a href="mailto:april.marshall@victimsupport.org.nz">april.marshall@victimsupport.org.nz</a>	Victim Support
Government Rep	DSS Craig Farrant	<a href="mailto:Craig.Farrant@police.govt.nz">Craig.Farrant@police.govt.nz</a>	Police
NGO Rep	Lois Herbert	<a href="mailto:Lois.bwt@extra.co.nz">Lois.bwt@extra.co.nz</a>	BWT
Government Rep	Diane Mulitalo	<a href="mailto:diane.mulitalo@corrections.govt.nz">diane.mulitalo@corrections.govt.nz</a>	Corrections
Government Rep	John Henderson	<a href="mailto:john.henderson004@msd.govt.nz">john.henderson004@msd.govt.nz</a>	MSD
Government Rep	Kelly Blithe	<a href="mailto:kellie.blyth@ot.govt.nz">kellie.blyth@ot.govt.nz</a>	Oranga Tamariki
Host Agency	Sarena McNaught	<a href="mailto:Sarena.mcnaught@barnardos.org.nz">Sarena.mcnaught@barnardos.org.nz</a>	Barnardos
Project Advisor	Shareen Hudson	<a href="mailto:Shareen.hudson@barnardos.org.nz">Shareen.hudson@barnardos.org.nz</a>	CFVC

The following guidelines apply to the members of the Steering Group membership:

- Government stakeholders' nominated members remain standing members of the Steering Group
- Mana Whenua nominated member remains a standing member of the Steering Group
- Host agency, Barnardos, remains a standing member of the Steering Group
- The Reference Group Chair is a member of the Steering Group and is included in the number of Government or Non-Government Organisation members depending who holds the position at any one point in time.
- Non-Government Organisation Sector nominated members, including a member from a Maori kaupapa organisation, hold their office on the Steering Group for a period of two years.

## 5.2 Convenor/Chair

The CFVC Steering Group will nominate a Chair. This position includes the responsibilities common to all Steering Group members and also includes finalising an agenda for each meeting, convening and facilitating the bi-monthly meetings, and signing off minutes from meetings. If the Chair is not available, then they will arrange for another Group member, the Acting Chair, to facilitate the meeting. The term for this position is one year. The Chair does not have the casting vote for themselves. They may however nominate themselves and cast a vote for another member. All Steering Group Members except Reference Group have the equal opportunity to be eligible members for nomination for role of Steering group Chair.

## **6. Functioning of the Steering Group**

### **6.1 Frequency of Meeting**

The Steering Group shall usually meet 8 weekly. On the odd occasion there may be a need to communicate or meet outside of this meeting schedule.

### **6.2 Agenda Items**

It is the responsibility of the Chair to prepare the meeting agenda. Five days before the meeting, attendees need to provide the Chair with agenda items. It will be at the discretion of the Chair whether late agenda items will be included or not.

The agenda, with attached meeting papers, will be distributed at least two working days prior to the meeting.

### **6.3 Frequency and Confidentiality of Minutes**

During the meeting, minutes will be recorded by a nominated person. These minutes will be made available to active members of the group both present and non-present. They will not be circulated outside of the Steering group either directly or indirectly.

The process for approval of minutes will follow recognised practice: Members of the Steering Group will move and second that meeting minutes are accepted as a true and correct record. Any changes required by members of the Steering Group will be recorded.

## **6.4 Decision-Making Procedures**

### **6.4.1 Quorum Requirements**

Quorum is required for all decisions requiring formal confirmation of consensus or vote as noted in the meeting minutes (e.g. approval of minutes, projects and activities; decisions about the budget; etc).

Quorum will be discussed by the members of the Steering Group, but for any given meeting it should follow recognised practice: Two thirds of members in attendance, provided there is a minimum of 7 members present. 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, business and action items can be voted upon.

### **6.4.2 Decision-Making Practices**

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

Ideally, decisions shall be made by consensus at all Steering 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 Steering 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 Steering Group meeting.



## 6.5 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 (e.g., financial benefits) as a result of the issue being discussed and/or the decision(s) being made by the Steering Group.

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

Any Steering 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 Steering Group.

When necessary, the Steering 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 Steering Group members at large has the right and responsibility to rule on this matter.

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

- The Steering 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 Steering Group member is welcome to participate and contribute to discussion of the issue as invited by the Chair.
- The Steering Group member may not, however, participate in the Steering Group's decision-making procedures, including discussions to build consensus on the issue and any subsequent voting activities.

## 6.6 Dispute Resolution

The CFVC 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.

In situations where members of the Steering Group are in conflict or disagreement or have a grievance with each other they will, in the first instance, talk to each other and attempt to resolve the dispute.

For issues concerning the effective functioning of the Steering Group, dispute resolution will be discussed with the members of the Steering Group. In the event that a consensus cannot be reached and the dispute resolved within the Steering Group, the matter will be discussed with the Chair of the Reference Group.

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. Acceptance and Sign-Off

Acceptance and approval of these Terms of Reference is noted by the following signatories

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Name Date

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Name Date

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