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## **Central Cancer Network (CCN) Governance Group Terms of Reference (TOR) (DRAFT)**

Central Cancer Network (CCN) is the regional cancer network which covers the following eight District Health Board areas – Tairāwhiti, Taranaki, Whanganui, MidCentral, Hawkes Bay, Wairarapa, Hutt Valley, Capital & Coast. To note Tairāwhiti, Taranaki and Nelson/Marlborough (Southern Cancer Network) have linkages with adjacent networks due to significant patient flows across the networks.

### **Purpose**

The purpose of the Governance Group is to consider and prioritise advice and recommendations from other Network groups, and to oversee development and implementation of the annual work-plans and regional strategic plan for the Central Cancer Network in order to achieve the Network vision.

### **Accountability**

The Governance Group is accountable directly to the CEO Forum, through the CEO Sponsor.

The Clinical Director and Network Manager have delegated authority from the CEO Sponsor for the day to day direction of projects through the management team.

### **Responsibilities**

- Set strategic regional priorities and work programme for the Network on advice from the Network work groups, management team and stakeholders.
- Provide oversight of the Network Management Team;
- To develop effective working relationships with key organisations associated with cancer services within DHBs, PHOs, private and voluntary sectors
- Support DHBs to deliver effective, efficient and equitable cancer control services at the local level;
- Identify and make recommendations on funding requirements associated with operation of the Network;
- To ensure the Network meets the Crown Funding Agreement service requirements
- Develop the necessary work streams to identify issues, develop solutions and make recommendations to the appropriate service providers through appropriate channels regarding the regional provision of cancer services
- To communicate effectively with stakeholders, including the provision of quarterly and annual reports
- To develop and monitor key indicators which provide a view of the 'health' of cancer services in the region
- To provide advice to planners and funders of cancer services

## **Membership**

Representation on the group will be representative of the region and the continuum, including DHB, NGO, consumer, Maori and Pacific Peoples. The governance group will be comprised of approximately 12 members to provide for wide representation but also maintain a manageable size

Members are expected to take ownership and actively work to ensure the success of the Network Executive Group. This includes supporting the Network amongst colleagues and delegating responsibilities to a colleague if unable to attend meetings / perform duties

The Clinical Directors will be ex-officio members of the governance group

## **Appointment Process**

The following principles will be applied when replacing resignations from the existing governance group:

- As much as possible representation from across the region will be maintained. All appointees to a regional representative role must be endorsed by the appropriate local cancer network
- As much as possible representation from across the continuum will be maintained
- A mix of clinical and management expertise will be maintained
- In lieu of the developing Maori and Pacific peoples partnership model, there will be specific appointments to the groups to ensure Maori and Pacific Peoples perspectives are provided

Appointment to the governance group will be for a two year period. At the conclusion of this period, subject to the approval of the Chair, members who wish to continue on the group (and are supported by their organisations to do so) may have their appointment extended for a second term.

Any nominees to the governance group must be supported by their organisations (if appropriate) to undertake the role.

## **Chair**

Will be a General Manager, Planning and Funding of one of the member DHBs.

A deputy Chair will be elected by governance group members from their membership at the beginning of each year.

## **Quorum**

A quorum will be half the members of the group +1

## **Decision making**

Decisions will be made by consensus. If it is not possible to reach consensus then areas of disagreement will be identified and escalated to the CEO Forum.

## **Meetings**

Meetings will be held 6-8 weekly. At the commencement of each calendar year meeting times and dates will be agreed for the year.

It is expected that members employed by a government organisation will have their costs associated with undertaking this role covered by their employer. Financial support for those not employed by a government organisation will be negotiated.

### **Agenda and Minutes**

Agenda items are sought two weeks preceding each meeting.

The agenda is circulated one week prior to the meeting including all briefing/background papers to be discussed. If there is a significant briefing paper then two weeks will be allowed for members to adequately review the document. If a decision is required a recommendation will be clearly stated at the end of the paper.

Minutes are circulated to members within seven days of the meeting via email for confirmation.

### **Conflicts of Interest**

Members are expected to declare conflicts of interest should they arise. A 'Register of Conflicts of Interest' will be maintained. Any conflicts will be dealt with on a case-by-case basis.

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