**National Dementia Mate Wareware**

**Leadership and Advisory Group**

**Vacancy**

# Dementia Services in Aotearoa New Zealand

Dementia mate wareware is having and will increasingly have a significant social and economic impact in New Zealand Aotearoa. The dementia population is currently 69,713 and is expected to more than double to 167,483 by 2050, with an associated $5.92 billion total economic cost.

In November 2021 Cabinet endorsed [*Improving Dementia Mate Wareware Services in Aotearoa New Zealand*](https://www.nzdementia.org/Portals/0/LiveArticles/386/Dementia%20Mateware%20Action%20Plan%20September%202021.pdf?ver=2021-09-30-132543-393)(the Action Plan) to guide improvements in supports for people with dementia mate wareware and their carers and whānau. The Action Plan includes the objective of strengthening leadership and capability across the sector.

Te Whatu Ora Health New Zealand (Te Whatu Ora), in partnership with Te Aka Whai Ora Māori Health Authority (Te Aka Whai Ora), is seeking suitable applicants for seven positions on the National Dementia Mate Wareware Leadership and Advisory Group (DLG).

The DLG is one of two key components of the Dementia Mate Wareware Governance Ecosystem (the Ecosystem) - a National Dementia Mate Wareware Leadership and Advisory Group and the Dementia Mate Wareware Network (the Network).[[1]](#footnote-1) The Ecosystem is designed to effectively advise on the implementation of the Action Plan by encompassing and integrating:

1. leadership, through the DLG, and
2. operational insights, including through people with dementia and their whānau and carers, in the design, development and implementation of dementia supports, via the Network.

# Strategic direction and relationships

The DLG will take strategic direction from the interim Health New Zealand Plan Te Pae Tata, the [New Zealand Health Strategy](https://www.health.govt.nz/publication/new-zealand-health-strategy-2016)[[2]](#endnote-1), the [Healthy Ageing Strategy](https://www.health.govt.nz/publication/healthy-ageing-strategy)[[3]](#endnote-2), [Whakamaua: Māori Health Action Plan 2020- 2025, Ala Mo’ui: Pacific Health](https://www.health.govt.nz/publication/whakamaua-maori-health-action-plan-2020-2025)[[4]](#endnote-3), the [Disability Action Plan](https://www.odi.govt.nz/disability-action-plan-2/)[[5]](#endnote-4), and other strategies as advised to the DLG by the National Director, Commissioning, Te Whatu Ora.

# The National Dementia Mate Wareware Leadership and Advisory Group

The DLGwill comprise of a maximum of seven dementia sector leaders, including the Chair, along with representatives from Te Whatu Ora Health New Zealand the and e Aka Whai Ora (Māori Health Authority)) and the Ministry of Health (the Ministry). The role of the DLG is to engage with the Network to provide strategic advice and guidance that is consistent with the Action Plan, to Te Whatu Ora and Te Aka Whai Ora, the Ministry, the Public Health Agency and the dementia sector.

Advice will help guide improvements to supports for people with dementia mate wareware and their whānau and carers across the health system. This includes looking for opportunities to test proof of concepts within the new health system and scoping future investment opportunities.

As part of the Ecosystem the DLG will work collaboratively with the Network of stakeholder groups including consumer groups, iwi and Pacifica providers, primary health care, secondary care, the ARC and HCSS sectors.

The ability of the DLG and the Network to engage and collaborate effectively is critical to ensuring dementia mate wareware services are developed to a nationally consistent standard to be delivered equitably and sustainably, assisting people with dementia mate wareware and their whanau and carers to live and stay well and for people with dementia to have a respectful end of life.

# Objectives of the Dementia Mate Wareware Leadership and Advisory Group

The objectives of the DLG, supported by the Network, are to:

1. Provide national leadership and strategic advice in matters relating to people with dementia mate wareware, their carers and whānau and the supports they receive.
2. Ensure the strategic direction for dementia mate wareware care in Aotearoa New Zealand is in line with the objectives of the Dementia Mate Wareware Action Plan.
3. Provide strategic advice to support the development of the Te Whatu Ora and Te Aka Whai Ora dementia implementation programme.
4. Provide strategic guidance on approaches to dementia mate wareware prevention, diagnosis, and support in line with best practice.
5. Provide strategic advice that is informed by input from the Dementia Mate Wareware Network, including Māori, Pacific and other stakeholder based groups and individuals, subject matter experts and consumer representatives.
6. Share and promote best practice and collaboration across regions and nationally through the Dementia Mate Wareware Network.

# Pae Ora Legislation

The principles of Te Tiriti o Waitangi, as articulated by the Courts and the Waitangi Tribunal, provide the framework for how the dementia governance ecosystem will meet its obligations under Te Tiriti o Waitangi. The DLG will ensure its advice is aligned with and informed by the Crown’s obligations under Te Tiriti o Waitangi as expressed through the Te Tiriti o Waitangi principles.

* ***Tino rangatiratanga*** – Māori are supported to self-determine the design, delivery, monitoring and evaluation of dementia services for their population and the communities they serve.
* ***Equity*** - Dementia mate wareware services contribute to achieving equitable health outcomes for Māori.
* ***Active protection*** - to the fullest extent practicableMāori health will be protected, and equitable health outcomes will be achieved for Māori accessing dementia mate wareware services.
* ***Options*** - dementia mate wareware services are provided in an equitable, sustainable and culturally safe way that recognise and support the expression of hauora Māori models of care.
* ***Partnership -*** partnering with Māori, Kaupapa Māori providers, iwi, hapū and consumers in the governance, design, delivery and monitoring of dementia mate wareware services to contribute the achievement of equitable outcomes for Māori.

# Duties and responsibilities of the National Dementia Mata Wareware Leadership and Advisory Group

The DLG will:

* act in accordance with the principles of Te Tiriti o Waitangi
* ensure that the independent views of members are given due weight and consideration
* ensure fair and full participation of members
* use their specific knowledge and skills, be diligent, prepared and participate
* be respectful, loyal and supportive not denigrate or harm the reputation of the dementia mate wareware governance ecosystem.

**Chairperson**

The Chair, and Deputy Chair, will be appointed by the National Director, Commissioning, Te Whatu Ora.

The Chair will preside at each meeting. If the Chair is unable to attend a meeting, or is required to withdraw for any reason, the Deputy Chair will preside. If neither the Chair nor Deputy Chair are available, the remaining DLG Members may elect an Acting Chair for that meeting by majority vote. If either the Chair or the Deputy Chair resigns from their position, the National Director, Commissioning will appoint a replacement.

The DLG Chair, in consultation with Te Whatu Ora and Te Aka Whai Ora, will be responsible for setting the agenda for each meeting.

Public statements about the DLG’s work will be made by the Chair (or as delegated by the Chair) or by the National Directors, Commissioning of Te Whatu Ora and Te Aka Whai Ora, as appropriate.

**Other Dementia Leadership and Advisory Group members**

Each DLG member will:

* have a commitment to work in the best interests of dementia mate wareware services.
* make every reasonable effort to attend all DLG meetings. If a DLG member misses more than three meetings in a row this will be taken as a resignation and a process to elect another DLG member will be undertaken.
* devote sufficient time to become familiar with the affairs of the DLG and the wider environment within which it operates and prepare for meetings by reviewing information provided to them prior to those meetings.
* act responsibly with regard to the effective and efficient administration of the DLG.
* ensure that all information acquired or created for the DLG is only used for performing duties as an DLG member. In the event that any personal or health information is disclosed to any DLG member in the performance of their DLG duties it must be handled confidentially, and in accordance with the requirements of the Privacy Act and Health Information Privacy Code (where relevant).

**Coordinating organisation**

The Chair and the DLG members will be supported by a Te Whatu Ora contracted organisation to ensure appropriate administrative and technical resources are available. As secretariat, this organisation will support the Chair in ensuring the smooth functioning of the DLG. This includes preparing and distribution of the agenda, ensuring meeting agendas and minutes are effectively recorded, stored, and distributed, agreed actions are followed up, facilitating consultation and discussion with the Dementia Mate Wareware Network and other duties as needed to ensure the successful functioning of the DLG.

# Term of Appointment

Members of the DLG are appointed by the National Director, Commissioning, Te Whatu Ora, in partnership with Te Aka Whai Ora, with the option of renewal at the discretion of the National Director, Commissioning.

# Conflicts of interest and confidentiality

DLG members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the DLG and its members and ensure it retains public confidence.

Members attend meetings and undertake DLG activities as independent persons responsible to the DLG. Members are not appointed as representatives of professional organisations and groups. The DLG should not, therefore, assume that a particular group’s interests have been taken into account because a member is associated with a particular group. Each instance of potential conflict of interest must be specifically addressed, including non-members of the DLG invited to speak by the Chair.

Members are required to declare any actual or perceived interests to the full DLG. The DLG will then determine whether (or not) the interest represents a conflict, and if so, what action will be taken.

In general, no member may take part in any deliberation, discussion or decision relating to the matter in which they have a conflicting interest, unless given leave by the Chair. If the DLG allows a member with a conflict of interest to take part in any action of the DLG, it must be recorded in the minutes and in the Register of Conflicts of Interests Declarations:

- that the DLG permitted the conflicted member to take part

- the reasons for this permission being given

- a summary of what the conflicted member said in any deliberation or discussion.

The Chairperson will ask members to declare any actual or perceived interests at the start of each meeting.

# Time Commitment

The DLG will meet every six weeks via Teams/Zoom for up to two hours, with up to two face-to-face meetings per annum. Additional ad hoc meetings can be called on the request of the Chair if required to manage the workload or key decisions. Members will make every effort to attend each meeting either in person or online.

# Fees and allowances

Fair and reasonable costs associated with individual members participation in meetings will be met using as a reference the Department of the Prime Minister and Cabinet, Cabinet Fees Framework for Group 4, ‘*All Other Committees and other Bodies’.*

Fees and allowances are considered at the time a DLG member is appointed and may be considered for a review at re-appointment.

**Applications and Closing Date**

To nominate someone, or apply yourself, please provide:

* A declaration form (attached) for the relevant position, completed by you/the nominee
* A covering letter, detailing your/the nominee’s experience that is relevant to the responsible authority to which you/they are applying for and why the position is of interest. Please indicate whether your application is for the position as member, deputy Chair or Chair of the DLG.
* A current CV.

For further information or to submit a nomination, please contactJulie Palmer, Programme Manager, Healthy Ageing Team, Te Whatu Ora, [Julie.Palmer@health.govt.nz](mailto:Julie.Palmer@health.govt.nz) Mobile 021 221 6973

**Please submit applications no later than Monday 15 August 2022**

**Appendix 1: References**

1. The Network will consist of dementia mate wareware stakeholder-based oversight groups, subject matter experts and consumer representatives. Its role is to engage with and provide advice to the DLG on specific focus areas and other related and relevant topics. A terms of reference for the Network will be developed. [↑](#footnote-ref-1)
2. [New Zealand Health Strategy 2016 | Ministry of Health NZ](https://www.health.govt.nz/publication/new-zealand-health-strategy-2016) [↑](#endnote-ref-1)
3. [Healthy Ageing Strategy | Ministry of Health NZ](https://www.health.govt.nz/publication/healthy-ageing-strategy) [↑](#endnote-ref-2)
4. [Whakamaua: Māori Health Action Plan 2020-2025 | Ministry of Health NZ](https://www.health.govt.nz/publication/whakamaua-maori-health-action-plan-2020-2025) [↑](#endnote-ref-3)
5. [Disability Action Plan 2019-2023 - Office for Disability Issues (odi.govt.nz)](https://www.odi.govt.nz/disability-action-plan-2/) [↑](#endnote-ref-4)