



STRATEGIC RELATIONSHIP GROUP

THE NEW ZEALAND PRIVATE SURGICAL HOSPITALS ASSOCIATION (NZPSHA) AND THE ACCIDENT COMPENSATION CORPORATION (ACC)

Purpose

1. The Strategic Relationship Group (SRG) is a functional partnership between the New Zealand Private Surgical Hospitals Association (NZPSHA) and the Accident Compensation Corporation (ACC).
2. The SRG has been formed to strengthen collaborative working relationships between the NZPSHA and ACC and enable discussion on sector matters of common interest.

Principles

3. Each party will accurately and honestly represent its position to the other party, in a constructive and open manner.
4. NZPSHA will not engage in discussions which may interfere with the commercial prerogatives of its members and will adhere to the requirement of the Commerce Act 1986.
5. ACC will give early advice to NZPSHA on issues and initiatives which may affect the operation of the various contracts or agreements ACC holds with NZPSHA members, noting that this is at a sector-wide level, rather than member specific contract arrangements.
6. The NZPSHA will provide advice to assist ACC in gaining sector understanding and support for initiatives which benefit clients' return to work and/or independence.
7. The SRG will improve the ability of the private hospitals to understand and adapt to changes within the Elective Services portfolio inclusive of elective surgery and the wider portfolio of ACC's funded services.
8. The NZPSHA will cooperate with ACC in its quest to deliver strategies which reflect agreed best practice and enduring sustainability.
9. Nothing in these Terms of Reference shall limit either party in the operation of its normal business, and/or the implementation of initiatives within contract, legislation or generally accepted business practice.
10. If there is a disagreement between the NZPSHA and ACC, then both parties will use their best endeavours and act in good faith to settle the disagreement.

Responsibilities

11. The SRG will:

- (a) Strengthen enduring working relationships between the NZPSHA and ACC through effective communication and enabling actions.
- (b) Provide a forum to discuss and resolve matters relating to elective services
- (c) Discuss emerging trends and practices in service delivery
- (d) Act as a reference group for reviewing proposed strategies and processes in support of elective services
- (e) Evaluate and enable quality indicators and client treatment outcome measures
- (f) Act as a reference group for research undertaken by ACC
- (g) Enable best practice and evidence-based approaches to improve outcomes for our clients
- (h) Maintain confidentiality of any discussion of items raised in the group meetings between participants, while being encouraged to share with representative groups and members the recommendations or conclusions reached by the group.

12. The SRG does not hold any delegations and has no authority to make decisions or commit ACC or NZPSHA (or its members) to action.

Membership

13. The SRG will ensure that it, as a whole, has skills, knowledge and ability to fulfil its purpose and properly discharge its roles and responsibilities.

14. The SRG will include NZPSHA representatives appointed by their members for a period they determine. ACC will be advised of the names of NZPSHA representatives and approve their attendance. One named representative only from any given NZPSHA member hospital is entitled to attend each SRG meeting.

15. The SRG will include ACC representatives that are currently involved with or working with elective services, services that will affect elective services and/or NZPSHA members.

Chair's responsibilities

16. The SRG will be chaired by ACC and will:

- (a) Appoint the Secretariat from ACC
- (b) Work with the Secretariat to coordinate the SRG's business and administration, including scheduling meetings, writing agendas and distributing papers and meeting minutes
- (c) Chair meetings to ensure they operate efficiently and effectively by facilitating robust discussion and ensuring all members have their say
- (d) Ensure that conflicts of interest are managed at every meeting
- (e) Liaise with special guests and external groups where appropriate
- (f) Work closely with the NZPSHA's Executive Director around the planning for meetings held.

Members' responsibilities

17. The SRG members will:

- (a) Represent their group or organisation
- (b) Attend all meetings. If a member is unable to attend for any reason, they must advise the Secretariat by way of an apology and make a formal apology
- (c) Disclose any interests or associations which may result in a conflict of interest with ACC
- (d) Take a sector-wide view when considering proposals.

Secretariat's responsibilities

18. The Secretariat will:

- (a) Work with the Chair to coordinate the SRG's business and administration, including scheduling meetings, and preparing agendas with input from the NZPSHA Executive Director.
- (b) Distribute meeting packs containing the agenda and relevant documents at least two business days before the scheduled meeting
- (c) Provide notice of cancellation at least one business day before the scheduled meeting
- (d) Record and distribute meeting minutes and an actions list to members for comment within ten business days following the meeting.

Meetings

- 19. A quorum of 4 NZPSHA and 4 ACC members is required in order for the SRG to conduct business.
- 20. The SRG will meet a minimum of three times per year in Wellington (more frequently, if required). Meetings will be held face-to-face, or by videoconference/teleconference where appropriate.
- 21. Meeting dates will be set well in advance to help ensure maximum attendance and representation from both ACC and the NZPSHA.
- 22. Guests from other ACC areas or from groups external to ACC may attend meetings from time to time, by invitation to provide specialist advice/input relevant to the SRG's purpose.
- 23. Members will cover their own costs of attending the meetings.

Confidentiality

24. Whilst it is encouraged that the recommendations or conclusions reached by the group should be shared with representative groups and members, discussion around items raised in the group meetings will remain confidential to the participants. Without compromising either party's right to raise issues with policy makers and the media, at no time should either party reveal to the media discussions that arise around items raised in the meetings, without first giving notice to the other party of the media's attention and discussing the impact of any media release.
25. In discussing ACC's strategic developments with members of the SRG, ACC is requesting constructive input by members on the implications, refinement and practicality of the developments. No member of the group should use information gathered from these meetings to directly influence government policy or bring disrepute on ACC.

Amendments

26. These Terms of Reference may be amended at any time when a proposal to amend them has been agreed by current members.

Adoption and Review of Terms of Reference

27. The Terms of Reference will be formally adopted by the SRG and reviewed annually.