

Long Term Support-Chronic Health Conditions and Disability Support Services

Terms of Reference

LTS CHC & DSS National Resolution Panel

Role

The role of the National Resolution Panel (the Panel) is to:

1. Consider and make decisions on complex applications where the funding stream is unclear between DSS and DHBs as to how the client's needs are funded.
2. Use case studies to establish national policy / precedents / guidelines for future clients around funding decisions.
3. Notify the relevant Ministry contracted NASC and Disability Support Team of new approvals.

Membership

The membership will comprise of the following representatives:

- Ministry of Health (Chair)
- Ministry of Health Disability Support Services representative
- DSS Needs Assessment and Service Coordinator (NASC) representative
- Clinician specialising in children / youth
- Clinician specialising in adults
- DHB General Manager Planning & Funding representative
- 4 regional DHB representatives (Northern, Midland, Central, Southern)

When additional expertise is required other members may be co-opted to the Panel, for example when a Maori or Pacific Island perspective is needed, or for guidance on mental health issues. Members co-opted on will be chosen for their specialist expertise or local knowledge, and as panel members will follow the usual conflict of interest procedure.

Alternate for the Chair

When the Chair is unavailable to attend a meeting the alternate Chair shall be a member of the Panel. The Panel will confirm the Chair before the meeting by consensus.

Quorum

A quorum will be a minimum of the following Panel members:

- The Chair (or a member of the group delegated to be Chair)
- A member from DSS (or alternate)
- A DSS NASC representative (or alternate)
- One clinician
- Two DHB representatives

Referral Process

The panel meets under the direction of the 20 DHBs and DSS (MOH). Either party may refer cases to the Panel. Both parties enter the process in good faith with a commitment to finding a solution, and agree to abide by the decision of the Panel.

Prior to referral to the panel, all parties must have explored all options to resolve the funding for a difficult and complex client situation. All relevant agencies involved with the case submit information to the Panel to consider. Prior to referral all parties must be aware of the application and its contents, and have been given the opportunity to provide further information, as required.

Decision-making

Decision making will be by consensus, where possible. However, if the Panel is unable to reach a consensus decision on a Proposal then the Proposal may be effected by a majority vote. Depending on numbers this may include seeking advice from Panel members not present. Panel members must be prepared to abide by the decisions of the majority. Decisions made by the Panel will be final.

Group Processes

The Chair will be responsible for:

- Managing meeting processes
- Facilitating the expected outcomes and deliverables
- Acting as spokesperson for the Group, including for media queries

Each member will be responsible for:

- Representing the views of their representative organisation or professional group
- In areas outside of their knowledge each member is responsible for seeking the advice of their agency or representative group and reporting back to the Group.

Conflict of Interest

All Panel members must disclose any perceived or actual conflict of interest.

Confidentiality

Patient information related to cases will be presented in a non-identifiable way, but will nevertheless be treated as confidential.

In order to obtain the most informed judgment possible Panel members may seek the advice of their agency or representative group.

Once minutes of the meetings are finalised, information pertaining to meetings may be discussed on a general basis, but only to the extent of the contents of the official minutes.

Meetings

The Panel will meet monthly or when required on such day and time as the Secretariat notifies in writing or email to each member.

Notice for a meeting will be provided a week ahead and include the date, time and place for the meeting and a list of the matters to be discussed, together with any items or proposals for consideration.

Meetings will normally be by teleconference or videoconference, but may also be face-to-face, as required.

The Chair may accept or invite additional people (including specialist advisors and stakeholder representatives) to participate in and contribute to discussion at its meetings, as appropriate. Such additional participants may not vote on any matter.

Secretariat

TAS will provide secretariat and administrative services (the Secretariat) to support the functions of the Panel in accordance with the instructions of the Chair, including ensuring that minutes are kept of the proceedings of all meetings.

Payment

Panel members are not paid to attend meetings.

Review

These Terms of Reference will be reviewed annually, or as required.

Review	Date
Terms of Reference developed	November 2013
Terms of Reference amended	3 March 2014
Terms of Reference amended	22 May 2014
Terms of Reference amended	24 June 2015