

Working group – terms of reference

Looking at how we make sure disabled people are safe when they are getting support



Easy Read

23 February 2015



What is a Working Group?

A Working Group is a group of people who know a lot about a topic.

A Working Group works together to make a plan or find ways to make something happen.

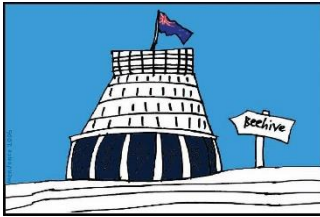
Working groups often have documents called **Terms of Reference**.

These tell you what the goal of the working group is.

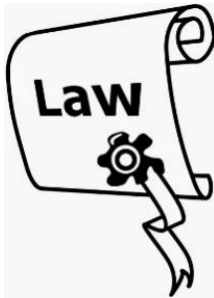
The **Terms of Reference** says what a Working Group plans to do to make their goals happen.



Sometimes people and services that give disability support need to do a better job at keeping disabled people safe.



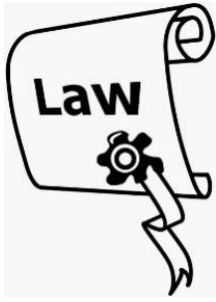
The Government makes rules about what people should and should not do.



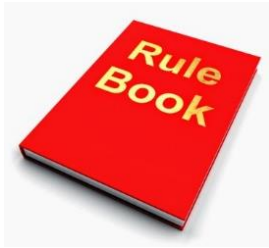
These are sometimes called **laws**.



Some laws are about keeping people safe when they are getting support or care.



One law is called the **Health and Disability Services (Safety) Act 2001**.



This law says what people and services need to do to help disabled people stay safe.



At the moment this law only makes rules for some people and services that support disabled people.

Some support people and services do not have to follow these rules.



There should be rules for **all people and service providers that support disabled people.**



The rules need to help disabled people be safe, wherever they live.



The Ministry of Health has made a Working Group to think about ways to make disability support safer.



The Ministry of Health wants to think of ideas to make sure there are rules for **all people and services that support disabled people.**



The Ministry of Health wants to make things better for disabled people.



The Ministry of Health also wants to make things better for the people who support disabled people.



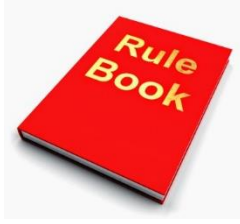
The Ministry of Health wants to think of ideas **together with** disabled people and the people who care for them.



This is why the Ministry of Health has set up a **Working Group**.



This document is the **Terms of Reference** for this **Working Group**.



The Working Group will think of new rules for making disability support safer.



The Working Group will have meetings to think and talk about their ideas.



By making these changes it will make things safer for disabled people.



The lives of disabled people should be as safe as those of people living without disabilities.



When the Working Group is thinking of ideas they will need to ask themselves some questions.



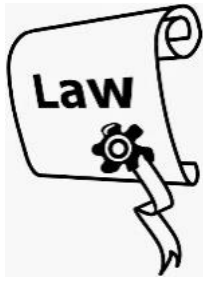
Here are some questions they might think about:



- What is risk?
- How do we know what risks are okay?



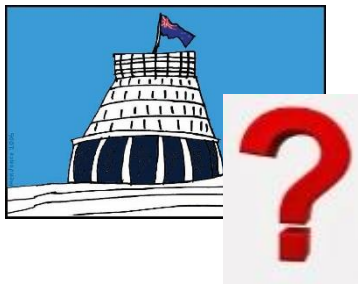
- What risks are too dangerous?



- Should there be laws about what risks are okay?



- Whose job is it to look at risks and try and stop them from happening?



- What should the Government do to manage risks?



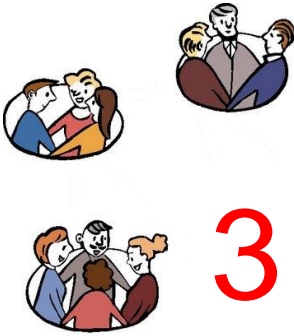
The Working Group will talk about these questions.



They may also think of more questions as they talk.



The Working Group has people from different groups in it.



The Working Group is made up of people from **3 different groups**:

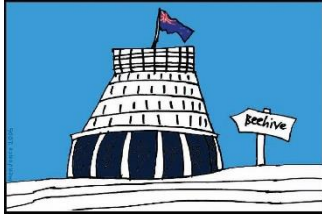


- There are **6** people from **Disabled Persons' Organisations (DPOs)** and the people who support disabled people.

These include carers and families.



- There are **2** people from **disability service providers**.



- There are **7** people from government departments:
 - the **Ministry of Health**
 - the **Office for Disability Issues.**



Working Group meetings



The working group will have a meeting each month.



The **1st meeting** will be 2 days long.



The **other meetings** will be 1 day long.



The Ministry of Health will organise all of the meetings.



The meetings will be held at the Ministry of Health office.



The Ministry of Health will make sure that the people in the Working Group can get to the meetings.



They will make sure everyone is included in the meetings.



The Working Group members will treat each other with respect.



The people in the working group will:

- follow these **Terms of Reference**



- work together with other people in the Working Group



- respect and include the other people in the Working Group



- take turns to talk



- let all of the people in the Working Group have a chance to talk



- listen carefully to everyone during the meeting



- be creative when thinking of ideas



- be careful about what they say to people who are not on the Working Group **about Working Group business.**



Some of the information the Working Group will talk about is private.



Everyone in the Working Group needs to feel safe.



They need to be careful about what information they tell people who are not on the Working Group.



The Working Group will decide at the end of each meeting about what information can be shared with other people.



They will also decide what information is private and cannot be shared.



All stories about real people cannot be shared.

Stories are personal and need to be kept private.



The Ministry of Health will write down notes at the Working Group meetings.



It will send them to the people in the Working Group.

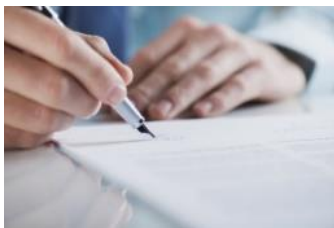


These notes are called the **Minutes**.

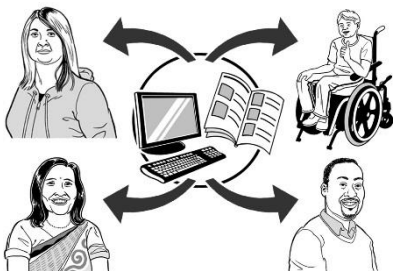


Minutes are **only** for group members to read, they must not be shared.

The Ministry of Health will also write a list of **Key Messages**.



These are the points of the project.



When the Working Group agrees it is okay, the Key Messages will be able to be **shared** with people outside the group.



The Ministry of Health will pay people on the Working Group for their work.



They will be paid the amount that the Ministry of Health always pays for this kind of work.



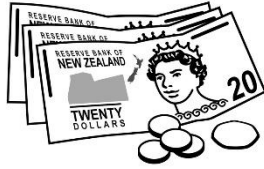
The Ministry of Health will also pay for the amount of time people spend reading information to get ready for the meetings.



The Ministry of Health will pay for people to come to Wellington for the meetings.



They will also pay for a hotel if people need to stay overnight.



6



The Working Group will be working together for 6 months.



This is because we think it will take 6 months to come up with ideas to help keep disabled people safe.



It might take longer than 6 months to come up with ideas.

If this happens, the Working Group might stay together for longer.



People can stop being on the Working Group if they want to.



It is okay for people to stop being on the Working Group.



If people want to stop being on the Working Group, they should tell the other people in the Working Group **2** weeks before they want to leave.

This has been translated into Easy Read in consultation with
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