

New Zealand Psychologists Board

PSYCHOLOGY SCOPES ADVISORY GROUP (PSAG) TERMS OF REFERENCE

Status

The Board's primary responsibility is to protect the health and safety of Aotearoa New Zealand public. The Board has a duty under section 14 of the HPCA Act to ensure scopes of practice are fit for purpose and enable a flexible and responsive workforce. In 2023, the Board commenced a process to review its scopes of practice. The Board has not made any decision(s) in relation to this review. Instead, as part of its ongoing consideration of the best way to describe the profession through scopes of practice, the Board has appointed a Psychology Scope Advisory Group (**PSAG**) to advise the Board.

Purpose and responsibilities

1. The purpose of the PSAG is to review feedback following the initial consultation, develop options and make a recommendation to the Board, and provide input into a follow up consultation document if, consequently, one is required.
2. Members will perform his or her role in accordance with **the Code of Conduct for PSAG members**.
3. Discussions and information provided to the PSAG is confidential.
4. Members may not comment publicly on the work of the PSAG without prior approval by the Chairperson of the NZPB.
5. Subject to prior written approval by the Chairperson of the NZPB, members may share information with others in their networks for the purpose and solely to the extent necessary for the conduct of the business of the PSAG.
6. Members are to conduct their dealings with each other and members of other project groups in good faith.
7. Members are required to do everything possible to attend all PSAG meetings.
8. Members of the PSAG will work alongside the Board/Secretariat in accordance with **the Interactions between the Advisory Group and the Secretariat** (Appendix One).

Deliverables¹

1. Review feedback following initial consultation.
2. Review the current and proposed scopes of practice and
3. Provide three options that all;
 - a. Protect the health and safety of Aotearoa New Zealand public in accordance with the HPCA Act.
 - b. Ensures scopes of practice are fit for purpose.
 - c. Enables a flexible and responsive future workforce.
4. Provide input into the following consultation document if, consequently, one is required.

Membership

Members of the PSAG will be appointed by panel². The term of appointment will be early June, 2024– 27th November 2024. The PSAG will comprise of paid members drawn from a diverse cross section of the NZ Psychology sector – one of whom will Chair the PSAG.

Members will be selected to participate based on the following criteria:

- Commitment to approaching the PSAG responsibilities with an open mind, without a predetermined view and in good faith
- Demonstrated commitment to equity and excellence across the psychology sector
- Credibility within the sector or lived experience
- Commitment to the process and outcomes of the PSAG
- Professional Regulation
- Application of Te Tiriti principles to regulation
- Consumer interface with health regulation
- Expertise described for the work depicted in this document
- Familiarity with the health systems complexities
- Demonstrated research experience
- Ability to offer policy and strategic advice
- Individual competencies

¹ The scope of work excludes reviewing the accreditation standards, the competence standards and prescribed qualifications however these may be noted as impacted in an impact analysis.

² The appointments panel will consist of the Executive Director of NZPS, the CE of NZPB, the CE of Le Va, a practising psychologist, a consumer nominated by Health Quality & Safety Commission and the NZPB Cultural Advisor.

NZPB/secretariat representative x1

Iwi representatives x2

Psychologist x1

Educational Psychologist x1

Clinical Psychologist x1

Neuropsychologist x1

Counselling Psychologist x1

Intern Psychologist x1

Trainee Psychologist x1

Consumer x1

Subject to the above, the appointments panel will, during recruitment have regard to maintaining an appropriate balance of age and gender mix, and representation of tikanga Māori. Where one or more place is not able to be filled, the remaining PSAG members will still continue to meet.

Advisory Group Chair

To be elected at the first meeting.

Confirmation

Members of the PSAG (including the Chairperson) are approved by the appointments panel. Members of the PSAG affirm that they have provided all relevant / or requested information relevant to the approval process, and that all information disclosed is true and accurate to the best of the knowledge of the PSAG members.

Removal/replacement of member(s)

1. The appointment of any member may be re-evaluated if:
 - a. a member misses more than 3 consecutive meetings without apology during the term; and/or
 - b. The Board considers on reasonable grounds that any member has not complied with the TOR; and/or
 - c. A conflict of interest arises and cannot be resolved (as below).
2. If any member of the PSAG resigns, a replacement will be sought through the same selection process.

Quorum

At least 50% of members of the PSAG shall be present to form a quorum and must include the Chairperson.

Meeting Frequency

The PSAG will meet every month from project commencement until conclusion of the term of operation specified in this document (unless otherwise agreed by the PSAG and NZPB). With the exception of the first and final meeting, PSAG meetings will be held via MS Teams or Zoom for up to three hours. Out of session paper reviews and consultation emails may also be required.

The Chairperson of the PSAG is to prepare and circulate meeting agendas, with the support of the Board/Secretariat as captured by the **Interactions between the Advisory Group and the Secretariat**.

Service of Meetings

Documentation and logistical support for the PSAG meetings is coordinated by the Secretariat. Draft minutes will be recorded and circulated to the members for correctness following a meeting. Minutes will be confirmed at the following meeting. Points noted as approved for action are to be forwarded to relevant people.

Standing Agenda Items

Opening, closing and whakawhanaungatanga under tikanga Māori and the hui process

Purpose of the group

Review of tasks and scope

Reporting and evaluation of meeting

Conflicts of Interest

As part of the appointment process, any prospective members of the PSAG must disclose conflicts of interest relating to the PSAG and/or Scopes of Practice review.

Members of the PSAG who have a potential or real conflict of interest relating to the PSAG and/or Scopes of Practice review more generally, will advise the PSAG Chairperson and decisions will be made about whether the person can continue, or ought to be removed. In the event that the Chairperson and PSAG cannot resolve the conflict, the Board will decide whether the member ought to remain as part of the PSAG.

Dispute Resolution

Should a dispute occur, the Chair/Co-chair and group will work with the secretariat and Board to resolve the conflict.

If there are any concerns, members should raise them:

With the Chair of the group if concerns are about other members; or

With the NZPB CE if concerns are about the Chair of the PSAG.

Key Relationships

The PSAG will have a working relationship with the NZPB project team, secretariat, Board and the Psychology Profession Advisory Forum (PPAF). It will report to the Board and advise PPAF. It is expected that the PSAG engage in this process in good faith and champion the process with stakeholders.

Invited Experts and Observers

The Chair(s) of the PSAG may invite additional ad hoc attendees to meetings. These invitees could be any person(s) whose qualifications or experience would be of assistance to the PSAG in its role when considering a particular matter. Every person invited in this way will be entitled to take part in the discussions of the meeting in relation to that matter but will not take part in the provision of advice to the Board. Invited experts and observers are not eligible for sitting fees but, with the prior approval of the Secretariat, may have travel and other expenses reimbursed.

Remuneration

PSAG members will be paid in accordance with the NZPBs Allowances Policy: a maximum daily meeting allowance of \$99.00 per hour for attending PSAG meetings plus the current IRD vehicle allowance of 95c per km. This remuneration will be made provided the recipient is not otherwise remunerated for their attendance by their relevant organisation. Any required air travel will be organised and provided by NZPB with meals, taxis and other minor incidentals also being covered by NZPB

Confidentiality

The work of the PSAG is confidential, unless otherwise agreed by the Chairperson of the NZPB as appropriate. Members of the PSAG will maintain this confidence and will not disclose information about the operations of the PSAG to any person without the above agreement.

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INTERACTIONS BETWEEN THE ADVISORY GROUP AND THE SECRETARIAT

1. The NZPB/Secretariat will:
 - a) Provide administrative and secretariat support to the advisory group.
 - b) Appoint an appropriate staff member(s) to assist the advisory group.
2. The NZPB/Secretariat's representative(s) is a member of the advisory group.
3. The NZPB/Secretariat's representative(s) will be responsible for:
 - a. Documenting the workplan for the advisory group on behalf of the NZPB/Secretariat
 - b. Ensuring meetings are held in accordance with the terms of reference for the advisory group.
 - c. Having regard to the resources available, ensuring the advisory group receives a high standard of secretariat support, whether provided by the secretariat or by external advisors (appendix A).
 - d. Conveying the relevant views, policies and decisions of the NZPB/Secretariat to the advisory group.
4. Formal reporting to the NZPB by the advisory group must be conducted by its Chair, unless otherwise agreed with the NZPB's CE. However, the advisory group may nominate a member, in addition to the chair, to represent it when the Board considers its reports.
5. If the NZPB's representatives view differs significantly from views presented by the advisory group, the NZPB's representative should brief the NZPB on this difference of opinion and the reasons for it.
6. NZPB staff will, where possible, undertake any required analysis. The NZPB's representative has the discretion to engage any external expertise that may be needed to assist the advisory group. However, the advisory group may recommend external expertise to NZPB staff that it considers necessary to perform its function.

Operation of advisory group

The advisory group will provide advice to the NZPB on matters that:

- Are relevant to the scope of its role, as set out in its terms of reference.
- Have been included in a work plan.

At any stage, the NZPB may:

- Request progress updates from the advisory group.
- Provide guidance to the advisory group (provided that the guidance does not address the content of the advisory groups recommendations).
- Request or procure additional analysis from the advisory group.
- Shift consideration of issues to other parties, including other advisory groups, NZPB staff, or external experts.

APPENDIX A

SECRETARIAT SUPPORT TO THE PSAG

Project management

- Support the development of a work programme that includes objectives, workstreams, timeframes, budget, and responsibilities.
- Identify and manage risks to the group and its work programme.
- Report regularly to the advisory group and NZPB on activities completed and upcoming activities.
- Develop and maintain a calendar of events.
- Build and maintain effective relationships within the group and with other stakeholders.
- Manage contracts.

Governance

- Alongside the advisory group's Chair, support members to understand the role and function of the group.
- Develop terms of reference and operating procedures.
- Provide advice on governance issues faced by the group.
- Advise members on any related groups and reporting lines.
- Run appointment, resignation and dismissal, and/or election, processes.
- Develop and maintain conflict of interest registers.
- Manage group-related workflow of members.
- Prepare reports.

Policy

- Prepare advice on policy issues including research, drafting tasks, think-pieces, policy papers, consultation, data analysis, decision making papers, etc.
- Circulate emerging information to group members.
- Coordinate members' input on papers and seek input from external stakeholders as needed.
- Implement resolutions, directives or actions as required.
- Develop stakeholder engagement strategies.
- Prepare communications for members and stakeholders.

Administration

- Provide meeting support (i.e. assisting the Chair to develop agendas, collate and circulate papers, prepare and circulate minutes, etc.).
- Organise meetings including all logistics (i.e. travel, accommodation, catering, venue booking, etc.).
- Manage correspondence.
- Manage mailouts.
- Keep records (i.e. minutes, terms of reference, etc.) including establishing and maintaining document management systems.
- Manage telephone/email enquiries.
- Establish and maintain an online presence (i.e. websites, social media, etc.).

Finance

- Prepare accounts and any other regulatory requirements (if needed).
- Process fees or allowances and any other payments.
- Manage accounts receivable/payable.
- Manage budget.

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CODE OF CONDUCT FOR PSAG MEMBERS

Purpose

The Code of Conduct sets out the expectations for the general conduct of PSAG members.

General Expectations

It is expected all Group members, including the Chairperson(s) will:

- Work in an inclusive manner where diverse voices of all groups are listened to and heard equally in an environment of trust and respect, within which all members can safely share their views;
- Approach the PSAG responsibilities with an open mind, without a predetermined view and in good faith;
- Raise the diverse views of the broader communities they may belong to, even when they may not represent their own views;
- Take collective responsibility for the actions and decisions of the Group
- Act in accordance with process and protocols agreed or mandated by the Chairperson
- Attend all scheduled meetings and undertake any required pre-meeting reading to ensure they can engage fully at each meeting;
- Work transparently and consistent with all privacy, security and legal requirements, including but not limited to the requirements of the Privacy Act 2020;
- Maintain and safeguard the confidentiality of information submitted to them or obtained in carrying out their role;
- Disclose any real, potential or perceived conflicts of interest as they arise and agree to appropriate management of these conflicts, in the manner determined by the chair(s);
and
- Only claim for legitimate expenses they may incur.

Responses to Media Enquiries

Where a journalist or media outlet seeks the views of individual member, or another group the member may belong to or represent, the member will not comment on the work being undertaken by the PSAG and the member will make clear that any views presented by them represent personal their views, or those of the other group they may represent, and not those of the advisory group.

Personal Views

Members are free to express a personal view in public or in the media at any time. When doing so they must observe the following:

- Comments must make clear that they represent a personal view and must not state or imply that they represent the views of the group;
- The member must not comment on the work being undertaken by the PSAG;
- Where a member may make a statement that is contrary to the agreed position of the group, the member must not state or imply that their statements represent a majority view; and
- Comments to the media must observe the other general expectations of conduct, e.g. maintaining and safeguarding the confidentiality of information presented to them as a group member and the privacy of individual persons.