

CPSLE Scopes of Practice – Advisory rūpū

Terms of Reference, July 2025

Purpose

The CPSLE Scopes of Practice project advisory rūpū guides the design and implementation of the Te Pou project to develop scopes of practice for the CPSLE workforce.

The rūpū will be comprised of people with lived experience of mental health or addiction challenges who either have experience of working in CPSLE roles, or who bring complementary knowledge of workforce or organisational development and human resources. To uphold the principles and intent of Te Tiriti o Waitangi, this rūpū is committed to ensuring that a minimum of 50% of its membership is Māori.

A scope of practice defines a workforce, its settings, practices and methods. It describes the activities that people are educated, competent and authorised to perform as part of their profession. Previous work undertaken by Te Pou (2022) found the elements of a scope of practice also include role definitions, values and competencies, and may include information about training and qualifications.

The 2021 CPSLE Action Plan describes an action to “develop partnerships to collaboratively develop scopes of practice for CPSLE workforce roles”. Following earlier development work, we are now ready to develop scopes of practice for a range of CPSLE workforce roles.

The purpose of the CPSLE Scopes of Practice advisory rūpū is to collaborate with Te Pou in the design of the information gathering phases, and oversight of the analysis and writing of the Scopes. Te Pou is seeking external expert guidance for the development of scopes, from a range of stakeholders. This rūpū also will provide a mechanism for ongoing partnership. The function of the advisory rūpū is to support the project lead in the delivery of a successful project.

Rūpū objectives

- Firstly, the rūpū exists to support the project lead in delivering well-informed, accurate and timely CPSLE Scopes of Practice
- Support the project lead and project team to uphold Te Tiriti o Waitangi and work towards equity for Māori in all processes and documentation. This support role will augment input from Te Kauae Raro, the Te Pou CPSLE Māori Accountability Council
- Ensure project processes are aligned with the needs of the CPSLE workforce
- Agree the shortlist of CPSLE roles to be scoped
- Collaborate in the design of research and engagement processes
- Oversee the synthesis and analysis of data from research and engagement
- Provide expert guidance to the writing of the CPSLE Scopes

- Support the project lead to connect widely across the mental health and addiction sector by providing external connections where relevant and appropriate.

Guiding values

The CPSLE Scopes of Practice advisory rōpū will be firmly grounded in the CPSLE workforce values:

- Mutuality
- Experiential knowledge
- Self-determination
- Participation
- Equity
- Hope and wellbeing.

The rōpū will discuss how these values will be upheld at the first rōpū meeting.

Roles and responsibilities

Responsibilities and Roles

| | Advisory rōpū | Project lead | Te Pou project team |
|-------------------------|--|--|---|
| Roles | External expert guidance to the project | Lead the delivery of the project. Chair the advisory rōpū and the project team. Monitor and mitigate risk | Support the delivery of the project through operational tasks |
| Responsibilities | Attendance at regular rōpū meetings and other times as required. Read and prepare for rōpū hui. Provide expert guidance and sector intelligence. Peer review of project | Send out agenda and papers for discussion in advance (2 weeks). Chair advisory rōpū hui. Follow up recommendations from advisory rōpū and report back on | Take minutes of rōpū hui. Support project lead in the implementation of rōpū guidance. |

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| | documentation and of Scopes documents. | implementation of guidance. | |
| Shared responsibilities | <p>Come to meetings prepared.</p> <p>Undertake any background collaboration to understand sector perspectives necessary.</p> | | |

Decision making and conflict resolution

The purpose of the rōpū is to provide guidance and advice from the basis of lived experience, workforce experience, or other professional experience and knowledge. The rōpū will necessarily take a relational approach to guidance rather than transactional. Consequently, decisions will be made via consensus once all members have had an opportunity to provide feedback and thoughts.

Where there is disagreement with decisions made the rōpū members will:

- Come together to kōrero about the concerns they have affording each member the opportunity to share their whakaaro
- Seek a resolution that upholds the mana of the rōpū members
- Allow people to be able to speak freely without interruption or judgement

If conflict arises regarding decision making, then the conflict should first be discussed with the Chair (project lead). If the rōpū is unable to reach a resolution then the rōpū will approach the National Manager Consumer, Peer Support and Lived Experience at Te Pou who will be consulted to provide direction on next steps.

Membership

The rōpū will consist of a minimum of six and a maximum of eight members. Additionally, the project lead retains the right to bring in specialised knowledge for specific tasks or questions.

The CPSLE Scopes of Practice project will develop scopes exclusively for the consumer, peer support and lived experience workforce. Therefore, diverse lived experience of CPSLE workforce roles will be prioritised. We are also seeking representation of the whānau workforce. Further expertise is needed to effectively deliver this project, such as experience of management of CPSLE workforce, and organisational and workforce development expertise, and this knowledge will also be valued on the rōpū.

While this is not a kaupapa Māori rōpū, the rōpū will uphold Te Tiriti o Waitangi and prioritise Māori membership and leadership to support equity and uphold the mana of Māori within

this kaupapa. To uphold this intention we seek 50% Māori membership of the rūpū. Members will be appointed for their skills, experience and diversity.

In addition to direct or whānau lived experience of mental health or addiction challenges, and experience working in the CPSLE workforce, members will have skills and experience in at least one of the following categories:

- organisational development or human resources
- experience in working with scopes of practice
- experience of working in various CPSLE roles
- experience of whānau workforce roles
- experience of managing or employing CPSLE roles
- experience in utilising collaborative processes or critical thinking
- can bring a wider or overarching national view of the CPSLE workforce

Appointment to form the rūpū

An Expression of Interest (EOI) process will be implemented to form the rūpū. The Chair will evaluate applications and will seek guidance from the Te Pou project team where necessary in order to decide on rūpū membership. The Chair will contact applicants within two weeks of applications closing as to the outcome of their application. With applicants' permission, the Chair may retain past expressions of interest in case of vacancy on the rūpū.

Replacement of rūpū members

If a member of the advisory rūpū steps down, suitable candidates from the original EOI process may be invited to fill the vacancy. If no appropriate candidates are available, a targeted call for expressions of interest can be made, with a focus on maintaining the rūpū diversity and key perspectives. Replacement members will be selected using the same criteria as the initial process, through a simple and timely decision made by the Chair and, where appropriate, a small panel including existing group members.

Conflict of interest

Members are expected to proactively identify, disclose, document and manage any conflicts of interest at the commencement of each meeting. Where a conflict of interest exists, the member will advise the Chair and it will be decided case by case on the best process to manage any conflict. Conflict of Interest will be documented and filed as per the Te Pou process.

Meetings

1. Meetings are to be held every two months for the duration of the CPSLE Scopes of Practice project.
2. Meetings will be up to two hours' long

3. Meetings will be held online via Microsoft Teams. Members are expected to have access to the necessary technology to participate.
4. The agenda is to be set by the Chair with input from the project team.
5. Meeting secretariat will be held by Te Pou (meeting invites, meeting minutes and any other administrative needs)
6. A quorum of 75% of advisory rūpū members is required to proceed with a hui
7. Members will submit apologies when they are unable to attend. If members miss more than two meetings without submitting apologies, the Chair will discuss with them as to their commitment to the rūpū and alternative ways to support the kaupapa of the rūpū outside of membership.

Remuneration

Te Pou will pay a sitting fee of \$330 per full day or \$165 per half day **to members who are not otherwise supported by their organisation**. Where preparation time is required (e.g., document review), this may be reimbursed at \$41.25 per hour (excluding GST), up to a maximum of the full day rate. All hours must be pre-approved by Te Pou.

As the rūpū is meeting online, no travel expenses will be incurred by members. Members must provide Te Pou with an invoice for all sitting fees and other agreed expenses.