

# Cross Sector Group - Homelessness

## Terms of Reference

### Purpose

The Cross Sector Group (CSG) will collaborate to action strategies to reduce homelessness and its associated issues in Napier.

### Objectives

- To work together and partner with others who can contribute to address homelessness in the Napier community
- To develop and implement strategic goals and facilitate or implement actions to achieve them
- To proactively share skills, resources, information, ideas and experience to reduce homelessness in Napier

### Principles

- Members work together to co-produce agreed goals and actions
- Each member has expertise, knowledge and resources they can contribute to achieve the purpose
- Members act with integrity and in good faith, meeting the commitments made to the partnership and upholding confidentiality of the group's work as agreed
- Active participation is encouraged, where members treat each other with respect and consideration

### Membership

The CSG comprises representatives from a number of government agencies and non-government organisations that are concerned with and/or provide services or support to people who are experiencing homelessness.

These include but are not limited to; Citizens Advice Bureau Napier, Hawke's Bay District Health Board, Housing New Zealand Corporation, Ministry of Social Development, Napier City Council (lead), NZ Police, Salvation Army Corps, Trinity Methodist Church and Whatever it Takes.

Ideally, within their organisation, representatives hold positions of influence with decision-makers or are decision-makers themselves (e.g. strategy and policy development, resource allocation etc). The members are expected to be able to 'smooth the way' within their organisations to ensure services are able to respond to the issue as a whole and to individuals who need help.

Members may leave the group at any time by giving one month's notice, in writing, to the other members.

### New Members

Each member organisation determines who their representative is on the group, endorsed by the CSG. Should the representative leave the member organisation, the organisation will replace the representative with another staff member or volunteer. The exiting member will ensure an adequate 'handover' is completed. In addition, the lead agency (currently Napier City Council), brief the new member before they join the group.

The CSG may co-opt new member organisations.

### Role of Committee Members

- To act as a representative for the views of their organisation with regards to homelessness in Napier
- To share relevant information, projects and knowledge that contributes to resolving the issue of homelessness in Napier.
- To ensure information from CSG is shared with their own organization as appropriate.
- To participate in activities and projects that the CSG implement.

### Meetings

- Held bi-monthly or as required
- A quorum is one half plus one of the current members of the CSG
- Notes are taken at each meeting and distributed to all members
- Decisions are ideally made by consensus where possible, however, members can 'agree to disagree'

### Communication Protocol

The CSG will develop a communication plan that details key messages and action to ensure all communication is consistent and agreed. Media enquiries and media releases about the work of the group will be completed by the lead agency in consultation with the group. Members may conduct their own communication in support of the project and advise, where practicable, the other members.

### Review Date

The Terms of Reference will be reviewed annually by the CSG.