

Interdepartmental Executive Board for the Elimination of Family Violence and Sexual Violence Operating Procedures

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Purpose

1. The Interdepartmental Executive Board for the Elimination of Family Violence and Sexual Violence (the Board) brings together the Chief Executives of relevant agencies to deliver an integrated, whole-of-government approach to family violence and sexual violence.
2. The Board will continue to act as a steward for the family violence and sexual violence system, monitoring agency activities and tracking the progress made towards delivering the outcomes set in Te Aorerekura – the National Strategy for the Elimination of Family Violence and Sexual Violence.

Functions and Core Duties

Functions

3. Cabinet agreed the functions of the Board are to:
 - provide whole-of-government strategy, policy, and budgeting advice to Ministers on eliminating family violence and sexual violence
 - provide analysis and evidence to support Ministers to make decisions on specific intervention
 - provide Ministers with an oversight of interventions and outcomes within the whole family violence and sexual violence sector, and identify any linkages, gaps, or opportunities
 - monitor, support and coordinate implementation of the National Strategy, and other priority and cross-agency initiatives, and lead the development of future iterations of the National Strategy and
 - manage relationships between government and the family violence and sexual violence sector.

Core Duties

4. Board members must follow the core duties framework (see **Appendix One**) for determining what needs to come to the Board for information, consultation, or a decision.
5. The core duties focus on:
 - requirements to share information
 - taking a system view rather than agency specific view
 - driving Action Plan programme delivery
 - providing assurance on progress.

Relationship to Ministers and others

Relationship of the Board with Ministers

6. The Board acts as if it were a Chief Executive in carrying out its functions. Board members are jointly responsible to the Minister for the Prevention of Family and Sexual Violence for the performance of the Board's functions and its operations.
7. Board members will provide joined up advice to the Minister for the Prevention of Family and Sexual Violence and carry out delivery through their own departments, for which they will be responsible to the appropriate minister for that department.
8. Board members will be responsible for briefing their individual ministers on the work of the Board and any implications for their department.
9. The Family Violence and Sexual Violence Ministers Group, chaired by the Minister for the Prevention of Family and Sexual Violence, will provide strategic direction and priorities to Board (subject to Cabinet decisions on Ministerial governance arrangements).

Relationships to other Chief Executive-led groups and other roles in the public service

10. When Board members are participating in other Chief Executive groups, Board members should continue to be cognisant of their role on the Board and the ambition to eliminate family violence and sexual violence.
11. Board members must consider how decisions made in their capacities as a Chief Executive may affect the FVSV system and their collective responsibility as a member of the Board, i.e. Board members remain accountable to the Board and the Minister for the Prevention of Family and Sexual Violence in everything they do in their capacity as a chief executive.

Authority to Act

12. The Board will grant authority to act to other parties as needed to enable the pragmatic, effective and efficient operation of the Board – these functions, responsibilities and authorities are summarised below.

Table 1: Functions

Role	Intent	Responsibilities
Chair of the Board (Secretary of Justice)	Enable the Board to focus on governance activity and enable timely management of day-to-day activity	<ul style="list-style-type: none">• Lead the Board• Day-to-day management of the Board• Facilitate any conflict resolution in the first instance
Host Agency (Ministry of Justice)	Remove administrative burden from the Board	<ul style="list-style-type: none">• Hosts the Business Unit as the servicing department and employs the Business Unit staff• Manage portfolio appropriations on behalf of the Board

Servicing department (Te Puna Aonui Business Unit)	Oversee cross-agency work	<ul style="list-style-type: none"> • Support the Board in delivering its functions • Coordinate collaborative activity • Acts as a steward; holds the system-wide view • Provide independent advice to the Board • Can have a delivery function for priority work programmes
Chief Executive of Te Puna Aonui	Business Unit management: efficient and pragmatic day-to-day management of the Business Unit	<ul style="list-style-type: none"> • Appoints Business Unit staff on behalf of the Board • Manages staff on behalf of the Chair of the Board • Lead Business Unit work • Make decisions as delegated by the Board • Manage day-to-day relationship with the Minister for the Prevention of Family and Sexual Violence
CE Sub-Committees	Enable pragmatic and timely oversight of significant programmes of work	<ul style="list-style-type: none"> • Provide governance support to oversee specific programmes of work as determined by the Board • Operate as set out in associated Terms of Reference, as agreed by the Board

Board Meetings

Membership

13. Under Section 29 of the Public Service Act 2020, the Public Service Commissioner selects the members of an interdepartmental executive board from the chief executives of the departments that are included in the Board's remit (Schedule 2, Part 3 of the Public Service Act 2020). The Commissioner may also appoint 1 or more independent advisers to the Board.
14. Before taking any action under Section 29 of the Public Service Act 2020, the Commissioner must invite the Minister and the appropriate Minister to identify matters that the Commissioner must take into account when appointing members or independent advisers. The Commissioner may also seek advice from other sources, including the Board (Section 29(5)(a) and (b) refers).
15. The Commissioner has selected the following chief executives as members of the Board:
 - Department of Corrections
 - Ministry of Education
 - Ministry of Health
 - Ministry of Justice
 - Ministry of Social Development
 - New Zealand Police
 - Oranga Tamariki
 - Te Puni Kōkiri.
16. The Commissioner has selected the following members to be independent advisors (independent advisors have no decision-making authority on the Board):
 - Chief Executive of the Accident Compensation Corporation.

17. Other Chief Executives from agencies that support the priority work programmes or functions of the Board may be invited to participate in Board meetings in a one-off or ongoing capacity as relevant. Such participants have no decision-making authority on the Board.

Approach to meetings

18. Meetings will be every 6 months (or more frequently as required), in person (preferred) or by audio-visual means.
19. A majority of the 8 members of the Board need to be in attendance for the meeting to be in quorate.
20. Board members may send delegates, with the agreement of the Chair. However, Board meeting attendance should not be delegated regularly (see **Delegates** below).
21. Sub-committees of the Board are to meet more regularly as required for the programme of work they are overseeing, per each Sub-committee's terms of reference.
22. Any conflicts of interest should be declared prior to any meeting and a management plan approved by the Chair.

Quorum

23. A meeting of the Board may be held by a quorum of its members assembled at the appointed time and place of the meeting.
24. A quorum for a meeting of the Board is 5 of the 8 chief executive members – this may include a person acting with formal chief executive delegations.
25. No decisions or direction can be made if there is no quorum, but the Board may meet for information sharing purposes.
26. The Chair of the Board, or a substitute Chair, must be in attendance for a meeting to be held – a substitute member may Chair the meeting, with the agreement of the other members, if the substantive Chair is absent.

Delegates

27. Members are expected to attend all meetings of the Board, however, they may send a delegate in their place if they cannot attend a meeting. This delegate is expected to fully participate and contribute to decision making on behalf of their respective agency; and the delegate will only form part of the Board's quorum if they are acting with formal chief executive delegations.

Meeting agenda and minutes

28. The Chair, supported by Te Puna Aonui Business Unit (the Business Unit), establishes the agenda for each Board meeting and forward work programme.
29. Minutes and supporting material will be prepared by the Business Unit.

30. The minutes will be approved by the Board at the next meeting.

Board decisions

31. The Board may make decisions from its governance and / or assurance perspective, including – but not limited to – initiatives relating to the Family Violence and Sexual Violence (FVSV) system, the design and integrity of FVSV initiatives, proposals for new or reprioritised funding. **Appendix one** provides more information on decisions to be brought to the Board.
32. While decision making authority sits with the Board, it is intended that all independent advisers and associate members are part of the decision-making process.
33. The Chair will strive for consensus in decision-making. If consensus is not possible, committing to finding a way forward. This may include, but is not limited to, commissioning further advice on issues from the Business Unit and/or officials groups established to support the Board.
34. Where a decision is required and consensus cannot be reached, it will be by majority (5 or more Board members in support). Minority views will be recorded.
35. Decisions on the day-to-day matters relating to FVSV initiatives will continue to be managed by each Te Puna Aonui agency.

Sub-Committees of the Board

36. A smaller number of Board Chief Executives and senior officials may be convened as needed to support the Board by providing governance oversight of key work programmes.
37. The sub-committee(s) may support and facilitate the progression of the Board's work programme – this activity may include:
- approving a work programme
 - overseeing progress updates of the work programme and addressing any emerging barriers on the work programme
 - updating the Board as necessary on key developments of the work programme.

Conflicts of interest

38. Board members must declare any potential, perceived, and actual conflicts of interest to the Chairperson. Management measures must be applied if necessary.

Conflict Resolution and Breaches of Duty

Resolution of conflict

39. Conflicts arising due to a breakdown of relationships or disagreements on positions should be brought to the attention of the Chair, who will attempt to facilitate a resolution in the first instance.

40. If the conflict persists, the Public Service Commissioner, as employer of the chief executives, may assist in the resolution of the conflict.

41. If resolution is unable to be reached, the chairperson will notify the Minister for the Prevention of Family and Sexual Violence and seek assistance in resolving the conflict.

Breach of core duties

42. The Board Chair will formally notify agencies within the remit of the Board when breaches of core duties occur (e.g. not bringing relevant decisions to the Board). These notifications will require reporting to the Minister for the Prevention of Sexual and Family Violence.

Review of the operating procedures

43. The Operating Procedures can be amended at any time, with the agreement of the Board.

Appendix One: Core duties framework and definitions

Duties	Board Role
<i>Share information on agency/portfolio changes that may impact FVSV</i>	
Potential agency decisions or service changes that risk disrupting the FVSV system	Formally consult
Financial/resource decisions within individual agency portfolios that may impact FVSV delivery	For information
Changes to agency or Ministerial direction or accountabilities that may lead to reprioritisation of resources or focus	For information
<i>Drive Action Plan programme delivery</i>	
Proposals for new or reprioritised funding or disinvestment that will support or affect delivery of the Action Plan	For decision
Strategic risks or issues that may impact our ability to deliver the immediate priorities in the Action Plan	For decision
Strategic project decisions that require a collective or cross-agency response to progress delivery (to be supported by DCEs)	For decision
Opportunities to accelerate delivery or improve CE Sub-Committee's way of working	For decision
<i>Provide Assurance on Progress</i>	
Quarterly performance report updates	Formally consult
Annual outcome reports (final reports to be approved through the Full Board)	Formally consult
Ministerial reporting and assurance requirements	Formally consult

Definition of Terms:

- 'For information' is information provided to the Board to:
 - increase member's understanding of an upcoming change or decision that may have a potential impact on FVSV
 - enable the Sub-Committee to maintain a broad view of the FVSV system and make more informed decisions
 - ensure the Sub-Committee is well positioned to provide any necessary assurance to Ministers.
- 'For decision' relates to items that require a decision from CEs to progress or maintain delivery of Action Plan. This includes (but is not limited to):
 - proposals to ringfence or transfer funding to support Action Plan delivery
 - where action is needed to address a strategic or system level issue that is hampering delivery.
- 'Formally consult' is for items that will be seeking full Board approval or will be presented to Ministers.