




Health Services Planning Consumer Council Nominations Process

| | Timeline | Action | Documentation | Who |
|--------|----------|--|--|---|
| Step 1 | 1 week | Define the meaning, role and responsibilities of 'consumer representative' | Nominee profile Nominations sheet Cover letter with process and background |  |
| | | Discuss process with CDHB Legal team | | |
| | | Endorse process with HSP Steering Group | | |
| | | Send documentation to consumers and consumer organisations on register | | |
| Step 2 | 4 weeks | Read and distribute letter and information pack to membership | Nominee profile Nominations sheet Cover letter with process and background |  |
| | | Fill in Names and Profiles for nominations (max. 15) | | |
| | | Send back to Health Services Planning Team in postage pre-paid envelope or email | | |
| Step 3 | 1 week | Collate nominees and profiles | Nominee profile Nominations sheet Cover letter with process and background |  |
| | | Input into contacts database | | |
| | | Send letter and documentation with return postage and email | | |
| | | | Each can nominate a maximum of 1 person for each of the 15 positions | |
| | | | The 3 highest polling nominees for each positions will be sent out | |

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Health Services Planning Consumer Council Nominations Process continued...

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| Step 4 | 4 weeks | <p>Read and distribute letter and information pack to membership</p> <p>↓</p> <p>Fill in Names for nominations (max. 15)</p> | <p>Each can nominate for a maximum of 1 person for each of the 15 positions</p> | |
| | | <p>Collate nominations using database</p> <p>↓</p> <p>Determine 15 positions and make recommendations to CEO</p> <p>↓</p> <p>CEO to appoint members and Chair to the Consumer Council and invitations sent to members</p> <p>↓</p> <p>Members sign contract of role and responsibilities</p> <p>↓</p> <p>Announcement of consumer council members and consumer networks sent to consumer groups</p> | <p>Majority rules, where there are ties the HSP team will determine balance</p> | <p>Health Services Planning Team</p> |
| Step 5 | 3 weeks | | <p>Member profiles and networks</p> <p>Final Council Membership</p> <p>Cover letter with process and background</p> | |
| | | <p>Read and distribute letter and information pack to membership</p> <p>↓</p> <p>Use networks and representatives to bring issues to the CDHB HSP process</p> | <p>Member profiles and networks</p> <p>Final Council Membership</p> <p>Cover letter with process and background</p> | <p>Consumers and Consumer Groups</p> |
| | ongoing | | | |

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