

POLICY ON PARTICIPATION

1.0 Purpose

- 1.1 The purpose of this policy is to fulfil the trustees' obligations under Part 6 of the trust deed of the Rūnanga.
- 1.2 For ease of reference, Part 6 of the trust deed is reproduced as Appendix 1 to this policy.

2.0 Definitions

- 2.1 In this policy, words have the same meaning as in the trust deed of the Rūnanga.

3.0 Objectives

- 3.1 The objectives of this policy are—
 - (a) to achieve a high level of engagement and participation by Ngāpuhi in the affairs of the Rūnanga, and especially the planning processes of the Rūnanga; and
 - (b) to ensure that the trustees are actively engaged with their respective takiwā.

4.0 General approach

- 4.1 As a basic principle of governance, the trustees consider themselves to be governing the Rūnanga on behalf of, and in the interests of, Ngāpuhi, so it follows logically that the trustees regard the participation of Ngāpuhi in the affairs of the Rūnanga as a matter of paramount importance.
- 4.2 The trustees believe it is especially important to secure the participation of Ngāpuhi in the Rūnanga's planning processes, as the outputs of those processes—particularly the identification of long-term outcomes and the adoption of a long-term plan—play a vital role in determining all other activities within the Rūnanga.

5.0 Specific strategies and plans

- 5.1 To achieve the objectives of this policy, the trustees will implement the following specific strategies and plans:

Long-term outcomes

- (a) Whenever the trustees carry out a process under clause 10.1 of the trust deed to identify the long-term outcomes of the Rūnanga, the trustees will prepare, adopt and implement an engagement and communication plan as part of that process, to ensure that the members of Ngāpuhi are given every reasonable opportunity to participate in, and contribute to, the process.

Long-term plan

- (b) Whenever the trustees are proposing to adopt a long-term plan under clause 10.2 of the trust deed, the trustees will prepare, adopt and implement an engagement and communication plan to ensure that consultation over the proposed plan is thorough and extensive.
- (c) The engagement and communication plans described in the preceding two paragraphs may be one and the same document, at the discretion of the trustees.

Annual report

- (d) The trustees will make available to Ngāpuhi every annual report published by the Rūnanga under clause 10.5 of the trust deed, whether electronically or physically.
- (e) The trustees will ensure that comprehensive steps are taken to notify Ngāpuhi of the availability of each annual report.

Takiwā

- (f) The trustees will ensure that each trustee attends as many meetings of their respective takiwā as is reasonably practicable, whether in person or electronically.
- (g) The trustees will take reasonable steps to ensure that each takiwā is capable of holding its meetings online, including, where appropriate, ensuring that suitable technology and related support is available to takiwā.
- (h) The trustees will impose such discipline on themselves as is necessary from time to time to ensure compliance with this part of the policy.

Attendance at trustees' meetings

- (i) The trustees will ensure that the time and location of trustees' meetings (including any schedule of trustees' meetings) is publicised well in advance.
- (j) The trustees will further ensure that the particular matters to be discussed at each meeting, and especially any matters which the trustees consider are likely to be of particular interest to Ngāpuhi, are also publicised in advance.

Minutes of trustees' meetings

- (k) The trustees will ensure that the minutes of all trustees' meetings are made available to Ngāpuhi.
- (l) In particular, the trustees will ensure that any significant decisions which they consider are likely to be of particular interest to Ngāpuhi are publicised in an appropriate manner.

6.0 Monitoring of policy

- 6.1 The trustees will monitor their compliance with this policy on an annual basis.
- 6.2 In accordance with clause 10.5(c)(v) of the trust deed, the trustees will report their compliance with this policy in every annual report of the Rūnanga.

7.0 Provision of information

- 7.1 The information described in clause 6.2(a) of the trust deed will be made available to Ngāpuhi on the website of the Rūnanga as soon as practicable after it is published or otherwise becomes available.
- 7.2 The availability of the information described in clause 7.1 above will, on a case-by-case basis, also be advised to the members of Ngāpuhi through the Rūnanga's usual communication channels.

APPENDIX 1: extract from trust deed

6. PARTICIPATION BY NGĀPUHI

6.1 Policy on participation

- (a) The trustees must, at all times, have a policy which—
 - (i) describes the trustees’ general approach to fostering the participation of Ngāpuhi in the affairs of the Trust and, in particular, the planning processes of the Trust; and
 - (ii) facilitates the active participation of the trustees in their respective takiwā; and
 - (iii) sets out any specific strategies or plans of the trustees to foster such participation.
- (b) A policy adopted under clause 6.1(a) must ensure that Ngāpuhi—
 - (i) have reasonable access to good information about the affairs of the Trust, the trustees’ planning processes and key decisions to be made by the trustees;
 - (ii) are encouraged, and are given reasonable opportunity, to present their views about the affairs of the Trust, the trustees’ planning processes and key decisions to be made by the trustees; and
 - (iii) are informed about decisions made by the trustees in relation to the affairs of the Trust, together with the reasons for those decisions.

6.2 Provision of information

- (a) The information provided to Ngāpuhi under this clause 6 must include, within a reasonable period of the information becoming available,—
 - (iv) every long-term plan adopted under clause 10.2; and
 - (v) every annual plan prepared under clause 10.4; and
 - (vi) the dates, times and places of every meeting of the trustees (and, where appropriate, every schedule of meetings of the trustees); and
 - (vii) the minutes of every meeting of the trustees; and
 - (viii) every annual report prepared under clause 10.5.
- (b) Nothing in this deed requires the trustees to disclose any confidential information.