

Roundtables guide

We ask that you hold quarterly roundtables to share your progress. These will be a meeting of everyone in the region involved with designing Whānau Resilience services, with the aim of maintaining whānaungatanga, deepening relationships, promoting trust and creating transparency.

It is a space to ask questions, discuss the design process and learn about each other's work. A draft agenda has been included below if useful.

Who needs to be there?

All providers contracted to be involved in the regional design of Whānau Resilience services will need to take part – only one representative from each provider will be expected to attend; ideally the person with the most knowledge and experience of where you are up to – so in all likelihood, this will be your kaimahi. Also attending will be the Pouwhakataki and the Contract Managers, who will lead the discussions. Members from the Family Violence team from the Ministry of Social Development may also attend to make sure there is support to deliver these meetings.

How often do they need to take place?

Quarterly through the year (so four meetings in total).

How do they need to be structured?

It's up to you, but we suggest these take between 1 ½ - 2 ½ hours, depending on how many people attend. A guide to an agenda is outlined below if useful.

Where do they need to take place?

Everyone involved should agree on this in the initial stages. We suggest you get all the roundtables arranged in advance so they're locked in. Providers are encouraged to take turns hosting these.

What do I need to do to prepare?

Unless previously agreed, you don't need to bring anything other than your knowledge of the Whānau Resilience design process and the community served. Everyone should contribute at least an oral update.

What is the procedure for recording/taking minutes?

Someone will need to take minutes of the meeting, and you will need to agree on who that person is (perhaps your Pouwhakataki or Contract Manager) to record key information about the design process.

Template Roundtable Agenda

We suggest the roundtables take between 1 ½ - 2 ½ hours, depending on how many people attend, and cover the following:

- Welcome
- Minutes and actions from the previous meeting
- Brief oral update from each provider
- Group update on the design process (as agreed prior to the meeting)
- Updates from the Pouwhakataki
- Feedback from contract managers
- Progress towards Whānau Resilience deliverables, including successes and challenges experienced
- Update on working together
- Suggestions on how to improve the design process (i.e. increased whānau feedback) and how to better serve the community
- Questions and discussion
- Date and venue for next roundtable
- Morning or afternoon tea