



Southern Melbourne Primary Care Partnership Community Consumer Collaboration Group

TERMS OF REFERENCE

1. MISSION:

Southern Melbourne Primary Care Partnership (SMPCP) is committed to providing leadership in building better health and wellbeing through collaborative coordination and planning for an effective service system.

The Community, Consumer Collaboration Group (CCCG) is one important mechanism for community members and consumers to be involved as a point of reference between the SMPCP partner agencies and consumer and community groups. This enables the SMPCP committees and member agencies to consult with and engage CCCG members on strategic objectives, services and programs to improving local health service systems and better health and wellbeing outcomes for consumers and wider community.

2. BACKGROUND:

The SMPCP was established in July 2014 as a result of the merger between the Kingston Bayside Primary Care Partnership (KBPCP) and the Inner South East Partnership in Community and Health (ISEPiCH). The SMPCP catchment is home to more than 600,000 people spread across 214 Km² and covers five municipalities - Port Phillip, Stonnington, Bayside, Glen Eira and Kingston. Primary Care Partnerships, an initiative of the State Government, aim to facilitate the development of stronger partnerships, support service coordination and integrated chronic disease management and promote the integration of health promotion across agencies. Critical to the success of the SMPCP is the active engagement of community and consumers in promoting positive health outcomes. Building on the previous activities of both KBPCP and ISEPiCH, the SMPCP is committed to meaningful engagement and collaboration with consumers and the wider community through the establishment of the Community, Consumer Collaboration Group (CCCG) and other engagement strategies. The following are the current Terms of Reference of the CCCG.

3. CCCG OBJECTIVES:

- Discuss and advise on community perspective in proposed new policies, plans and projects as presented
- Identify any gaps or concerns from a community perspective in health services
- Review and revise information circulated to community members by the SMPCP
- To be actively involved in forums, committees, working groups and any other activities that contribute to the realisation of the objectives
- Ensure that the CCCG is known and promoted within the catchment

4. MEMBERSHIP:

Membership will consist of up to fifteen (15) people who are residents of the SMPCP catchment to ensure balanced representation across the catchment.

5. RECRUITMENT:

The SMPCP will advertise opportunities for membership in the local media, SMPCP website, newsletters, SMPCP membership agencies, and other appropriate community venues.

Applicants will be:

- Provided with orientation information about the SMPCP and the roles and responsibilities of CCCG members
- Invited to meet the CCCG Chair, SMPCP Staff members and a Executive Governance Committee representative
- Invited to attend and observe a CCCG meeting as a guest and allow existing CCCG members to meet potential new members before the Chair of CCCG and Community and Consumer Collaboration Officer formally offer membership.

Applicants will be selected on the basis of their capacity:

- to contribute to meeting the Objectives of the CCCG;
- to ensure a geographic representation across the SMPCP Catchment;
- to provide SMPCP committees and member agencies with advice and insights from a diverse point of view;
- to understand and follow the requirements outlined in the CCCG Terms of Reference Point 7 & 8 (Roles and Responsibilities and CCCG Guidelines – outlined below).

6. TERM OF APPOINTMENT:

The initial term of appointment is one year, with an opportunity to nominate for reappointment for a further two year term. If a CCCG member wishes to be re-appointed for a further term this will occur through an Expression of Interest (EOI) process.

If a community member becomes unable to attend regular scheduled meetings for a period of time, they can seek leave of absence from the meetings for an agreed period of time.

If a member fails to attend three consecutive meetings without an apology or reasonable notice (e.g. 'leave of absence'), they may be asked by the Chair to resign from the committee or have their membership revoked.

A community member may resign at any time. Where a member resigns, or completes a term and does not seek re-appointment, the person will have the opportunity to provide feedback on the operation of the committee or working group through an exit interview.

7. ROLES AND RESPONSIBILITY:

Members of the CCCG will:

- Seek to increase their knowledge of the health and wellbeing issues affecting the community, including issues affecting high needs and disadvantaged groups
- Provide feedback to the Executive, Committees, any Working Groups and individual member agencies about programs and services, health issues, illness prevention and health promotion, through the CCCG committee structure and liaising with Chairs and SMPCP staff
- Maintain links with other relevant consumer/community networks and groups
- To the best of their ability commit to attending meetings and advise the Chair/Deputy Chair of any prolonged absence in writing

8. GUIDELINES FOR CCCG MEMBERS:

- Treat each other and other SMPCP members with fairness, dignity and respect;
- Ensure that they do not engage in discrimination;
- Encourage and enable each other and other members of SMPCP and working groups and committees to participate and have a say;
- Actively listen to and support each other and other members of SMPCP and working groups and committees;
- Value and respect each other's contributions and the contributions of other members of SMPCP and working groups and committees;
- be reliable and punctual;
- respect each other's privacy and confidentiality and that of other members of SMPCP and committees; and
- promote practices of inclusion and empowerment

If a member does not adhere to these guidelines, they may be asked to participate in a meeting with SMPCP Staff (e.g. Executive Officer or Community and Consumer Collaboration Officer), the Chair and/or a nominated member of the Executive. If a member continues to behave in a disrespectful way, they may be requested to leave the committee.

9. REPRESENTATION ON SMPCP COMMITTEES:

The CCCG Chair is represented at the SMPCP Executive Governance Group.

All CCCG members will have the opportunity to represent CCCG on each of the SMPCP's key committees and working groups as appropriate including:

- Executive Governance Group
- SC/ICDM (Service Coordination and Integrated Chronic Disease Management)
- Health Promotion (Health Promotion, Prevention & Population Health)

To ensure that both community members and agency representatives on various SMPCP Committees are clear about the role of CCCG members the following guidelines have been developed:

- Requirement to have a broad perspective and be constructive;
- Be prepared to listen and learn about the topic area/s and contribute where able;
- Have an understanding of the role of the group and be prepared to acquire relevant knowledge but also maintain a community, rather than service provider, perspective
- Be consistently available to attend meetings regularly and be prepared to participate for at least one year (TOR of Committees can be provided which outlines these details).

10. REPORTING:

The CCCG is established by and reports to the SMPCP Executive Governance Group. As per other SMPCP Committees, the Chair of CCCG will also serve as a full member of the SMPCP Executive Governance Group.

11. AGENDA:

SMPCP in collaboration with CCCG Chair and Vice Chair to set and send meeting agenda, reminders and information/links via email prior for each CCCG meeting

12. MINUTES:

CCCG representative to record Minutes & Actions, to be ideally circulated within two week of meeting. Minutes will be distributed, filed and maintained by SMPCP

13. MEETINGS:

- The group will meet on a monthly basis, on the 2nd Tuesday of the month, unless otherwise arranged.
- Meetings shall be structured to ensure maximum participation and inclusion.
- A meeting quorum is a minimum of half of the membership plus one (1).

14. ANNUAL REPORT:

CCCG will prepare an annual report of its activities, to be presented at the final meeting for the calendar year, and filed with SMPCP.

15. VENUE:

The CCCG is to meet at a location to be determined that is:

- centrally located to allow reasonable access to all nominated CCCG members.
- accessible by public transport

16. Review and Report (written/presentation):

The CCCG shall conduct an annual review its performance (audit/self-assessment) and report to the SMPCP Executive Officer via Community, Consumer Collaboration and Projects Officer – outlining achievements and challenges, proposed direction at the end of each calendar year.

These TOR will be reviewed by CCCG at the first calendar meeting of the year. Recommendation(s) will be provided to SMPCP Executive Governance Group for consideration and final approval.

Revision History:

Next Revision Date	Completion Date	Summary of Changes
01/04/2016		▪