

MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.30pm on Monday, 10 th April 2017
VENUE	North Western Melbourne PHN, Level 1, 369 Royal Parade, Parkville

Item		Actions/Decisions
Strategic Discussion		
<p>Presentation by Nicola Wright, Manager, Primary Care Engagement, Primary & Community Health Unit, Community Based Health Policy & Progs Branch, DHHS) on PCPs Future Directions 2017-2021 document.</p> <p>Nicola advised the Future Directions document will be sent to internal stakeholders within DHHS in April/May. Once there is consensus regarding the future directions of PCPs, DHHS will commence discussions around reporting requirements with PCPs.</p> <p>Nicola asked for case studies and good news stories that sell PCPs to be sent to her and for feedback on the Future Directions document.</p> <p>Barry Hahn acknowledged the collaborative approach taken by 28 PCPs in the state in developing this document.</p>		<p>ACTION: Emma Fitzsimon to collate feedback on the Future Directions 2017-2021 and forward to Nicola Wright.</p>
1. Welcome and acknowledgement of country		
	<p>On behalf of the INW PCP Governance Group, Adrian Murphy expressed his deepest sympathy on the recent passing of Jeff Cheverton.</p> <p>Adrian reflected on Jeff's contribution to the INW PCP Governance Group and for his willingness to collaborate.</p> <p>Kate Sieh was welcomed to her first Governance Group meeting.</p>	
2. Introductions		
	<p>Adrian Murphy, City of Yarra (Chair)</p> <p>Barry Hahn, Moreland City Council</p> <p>Emma Fitzsimon, INW PCP Executive Officer</p> <p>Fiona McKinnon, St Vincent's Hospital</p> <p>Caz Healy, cohealth</p> <p>Robyn Gregory, Women's Health West</p> <p>Maryanne Tadic, Merri Health (Proxy)</p> <p>Kate Sieh, North Western Melbourne PHN</p>	

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	Amanda Allen-Toland, Department of Health and Human Services Sue Hookey, Melbourne Health Community Partnerships (Proxy) Narelle Holliday, Royal District Nursing Service (Proxy) Barbara Paolini, INW PCP Communication/Admin Officer (minutes)	
3. Apologies		
	Marilyn Harper, Royal District Nursing Service Nigel Fidgeon, Merri Health Jen Tobin, NEAMI Tony McCosker, St Mary's House of Welcome Thuy Tien Nahn, Australian Vietnamese Women's Association Fiona McCormack, Melbourne Health Community Partnerships	
4. Minutes of previous meeting		
	Minutes from the 13 February meeting were accepted.	Moved: Barry Hahn Seconded: Caz Healy Carried
5. Conflict of interest		
	Nil	
6. Correspondence in		
	Nil	
7. Business Arising		
7.1 State-wide PCP update	Barry Hahn advised a Statewide PCP Chairs & Executive Officers forum is taking place later this month. Speakers include: <ul style="list-style-type: none"> • Matthew Arnold, DHHS to meet and ask questions about DHHS future directions and new organisational structure • Denise Laughlin, DHHS to present on the future focus for prevention work • Mary Sayers, Deputy CEO, Victorian Council of Social Service to speak about the current work Vic PCPs and VCOSS are undertaking together • Jane Sweeney, Executive Director, Family Violence & Service Delivery Reform, Department of Premier & Cabinet to speak about the roll out of Family Violence Support & Safety Hubs. 	
7.2 INW PCP Evaluation	Emma Fitzsimon advised the full Final evaluation report prepared by Lucio Naccarella was circulated at the last meeting. Emma and the team	ACTION: Emma to reword the evaluation recommendations

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	<p>developed a rephrased summary of the Report which contains the evaluation synthesis and recommendations.</p> <p>There was discussion that the purpose of the tools was unclear. Emma explained the tools have been developed to be used when planning, monitoring and evaluating projects.</p>	<p>introductory line and recommendations 3 and 4 to clarify the evaluation tools are project specific.</p> <p>ACTION: The Governance Group noted the overall findings of the evaluation and acknowledged that they will feed into strategic planning discussions and that recommendations will be considered at a future date.</p> <p>Moved: Fiona McKinnon Seconded: Amanda Allen-Toland Carried</p>
<p>7.3 INW PCP Strategic Plan 2017-21 7.3.1 Strategic Planning Forum 7.3.2 Steering Committee meeting minutes</p>	<p>Emma advised she is meeting with Jason Rostant tomorrow to review the strategic planning forum outputs and discuss the plan parameters.</p> <p>An extraordinary meeting of the Governance Group, to which partner agencies are invited, will be held on 22 May. This will provide an opportunity for partners to provide further feedback on the strategic plan.</p>	
<p>7.4 Deputy Chair role</p>	<p>Emma Fitzsimon advised that in late 2016 the Governance Group agreed the role of the INW PCP Deputy Chair needed to be reviewed and clearly defined.</p> <p>The Governance Group agreed on the following definition of the role:</p> <ul style="list-style-type: none"> • The INW PCP Governance Group elects a Deputy Chairperson to support the Chairperson in performing their responsibilities. • The duties of a Deputy Chair include: <ul style="list-style-type: none"> o assisting the chairperson as required o standing in place of the chairperson when they are absent • The Chairperson and Deputy will negotiate respective roles and areas of responsibility to ensure that overall governance and leadership functions are performed effectively. 	<p>DECISION: It was AGREED that the Governance Group endorse the recommendations for the INW PCP Deputy Chair role.</p> <p>Moved: Robyn Gregory Seconded: Sue Hookey Carried</p> <p>ACTION: Emma Fitzsimon to circulate an email calling for nominations for the INW PCP Governance Group Deputy Chair position.</p>

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	<p>The Governance Group also requested that a gender and sector balance requirement be included in the definition.</p> <p>The above definition will be added to the terms of reference.</p> <p>Election of a Deputy Chair will take place at the June governance group meeting.</p>	
8. Budget 2016-2017 & Report YTD		
<p>8.1 2016/17 YTD Budget Report 8.2 2016/17 YTD Budget Report notes</p>	<p>Emma Fitzsimon tabled the February 2017 YTD Budget Report and advised:</p> <ul style="list-style-type: none"> • INW PCP will be receiving several invoices in the third and last quarter of the financial year including: Strategic Planning including forum, consultant costs; Family Violence training, training sessions for alliances- Collective impact; Staff training-Public Health congress; Kru Consulting • There was \$50k available in special projects for Member project grants which were put on hold for 12 months. • INW PCP is still holding DHHS surplus funds \$26.6k <p>Emma advised the Finance Committee will be meeting in May to review the first draft budget.</p> <p>It was noted that there was no members present from the Finance and Risk Committee.</p> <p>Robyn Gregory advised she would like more information and clarity on the projected amounts of incoming invoices and what the plan is for the expenditure.</p>	<p>ACTION: Emma Fitzsimon to provide a projection of the surplus amount to the Governance Group electronically which has been endorsed by the Finance and Risk Committee.</p> <p>ACTION: The Governance Group NOTED there could be a surplus amount at the end of the financial year and that the first priority for the surplus amount is for the outcomes of the Strategic Plan.</p> <p>Moved: Sue Hookey Seconded: Robyn Gregory Carried</p> <p>ACTION: A process for Finance and Risk Committee representation at Governance Group meetings to be tabled at the next Finance and Risk Committee meeting in May</p>
9. New Business		
<p>9.1 PHN update</p>	<p>Kate Sieh advised the PHN is doing lots of planning and looking at their purpose and intent and how they can create real change on the ground.</p> <p>Kate advised no decision has been made regarding filling the Executive Director Commissioning role.</p>	

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<p>9.2 DHHS update</p>	<p>Amanda Allen-Toland advised:</p> <ul style="list-style-type: none"> • DHHS are hosting a forum to engage with northern division PCP Executive Officers and Chairs. A save the date will be sent out shortly for 25 May. • In June a forum with northern division CEOs and Board Chairs of community health services from Moreland to Mallee will be held with DHHS to discuss policy and reform. • DHHS recently hosted an intensive Early Years support forum. • Family Violence safety hub announcements will be made closer to the budget announcement. • Conducted an Eol process for regional development coordinators for HACC. Hume Whittlesea PCP was successful in the North . • The first meeting with the northern division PHN CEOs and Steve Ballard - Director was held to discuss priority areas. Commissioning and collaboration are two areas that were discussed • Alcohol and Other Drugs Intake and Assessment changes will take effect from 1 July. Boundary changes are yet to be confirmed. 	
<p>9.3 INW PCP Health Literacy Project- Pilot of ORG*-HLR Tool</p>	<p>Anita Trezona gave a presentation on the INW PCP Health Literacy Project. The aim of this project was to pilot the Org-HLR Tool with partner organisations across the north and west metropolitan regions.</p> <p>Project Outcomes are:</p> <ol style="list-style-type: none"> 1. Establishment a research partnership with Deakin University on the Ophelia Victoria Health Literacy Project 2. Gained understanding of the HLR strengths and limitations of partner organisations -opportunities to drive and support improvements across the catchment. 3. Access to the Org-HLR Tool (including future versions) to support member organisations to undertake the Org-HLR self-assessment <p>Emma Fitzsimon advised Deakin University is interested in exploring a formal partnership model in the future and asked if the Governance Group were interested.</p> <p>Governance Group members agreed this was a good idea provided the work aligned with PCP priorities and were happy for Emma to continue</p>	

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	discussions with Deakin University.	
9.4 Strategic Plan Progress Report	Noted	
10 Executive Officer Report		
	<p>Emma Fitzsimon advised:</p> <ul style="list-style-type: none"> • she had met with the Department of Premier & Cabinet in February to discuss the Family Violence project and seek further funding. • she had been invited to a DHHS and University of Melbourne Symposium to present on the Family Violence project. • An application was submitted to the Victoria Responsible Gambling Foundation for the Prevention Partnerships Program grant funding. The proposal put forward is called Bingo! If successful the project will explore the changing nature of bingo delivery in Victoria. INW PCP received 13 letters of support from partners. • Working in Two Worlds Forum was held on 30 March which had 60 participants. The 'Walk with Us' dvd was launched at the Forum. Emma encouraged everyone to view the dvd and circulate it amongst managers at their agencies. 	Link to Walk With Us
11 Other Business		
	Nil	
Next Meeting		
	1.30pm-3.30pm Monday, 5 June 2017	