

# MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.30pm Monday, 11 December 2017
VENUE	North Western Melbourne PHN Level 1, 369 Royal Parade, Parkville

Item		Time
<b>PRESENTATION</b>		
Don Stewart presented on the 'From Symbols to Systems - Cultural Security Framework- see attachment for presentation		 Governance group - 11 December - Copy.p
1. <b>Welcome and acknowledgement of country</b>		
2. <b>Introductions</b>		
	Adrian Murphy, City of Yarra (Meeting Chair) Fiona McCormack, Melbourne Health Community Partnerships Barry Hahn, Moreland City Council Fiona McKinnon, St Vincent's Hospital Lee Kennedy, cohealth (Proxy) Maryanne Tadic, Merri Health (Proxy) Robyn Gregory, Women's Health West Huy Luu, Australian Vietnamese Women's Association Phil Watson, NEAMI (Proxy) Amanda Allen-Toland, Department of Health and Human Services Emma Fitzsimon, INW PCP Executive Officer Rebecca Morgan, INW PCP Prevention Manager (Minutes)	
3. <b>Apologies</b>		
	Nigel Fidgeon, Merri Health Jessica McGrath, NEAMI Caz Healy, cohealth Marilyn Harper, Royal District Nursing Service Tony McCosker, St Mary's House of Welcome	

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<b>4. Minutes of previous meeting</b>		
	Minutes from the 9 October 2017 meeting were accepted.	<b>Moved:</b> Barry <b>Seconded:</b> Fiona <b>Carried</b>
<b>5. Conflict of interest</b>		
	N/A	
<b>6. Correspondence in</b>		
	N/A	
<b>7. Business Arising</b>		
<b>7.1 State-wide PCP update</b>	<p>Barry Hahn advised that Elise Davies (DHHS A/Assistant Director of Primary and Community Health) provided an update at the last Chairs and EO's meeting for the year regarding PCP future directions. The following key messages were conveyed:</p> <ol style="list-style-type: none"> <li>1. PCPs plan for 2 years (July 1 2018 to June 30 2020) instead of the 3 proposed in the Future Directions document. This is due to the shifting reform environment, next year's state election and the internal restructure and staff changes within DHHS.</li> <li>2. Priority areas for PCPs include – Prevention, System Integration and Family Violence. Elise did urge PCPs not to start new larger pieces of work but to continue work in areas that your partnerships are successful in and transition out of any areas which are not working well. It should be business as usual with some consideration of the recommended priority areas.</li> <li>3. There will be change however the department are interested in working with PCPs and the sector to shape the future landscape.</li> </ol> <p>Jason Rostant facilitated a session in the afternoon around next steps with State-wide EO's and Chairs which highlighted the need to consider the other partnership platforms. Emma mentioned that this is one of the most productive forums she had been to.</p> <p>Lee Kennedy highlighted Fran Baum's <i>Health in all Policies</i> as a potential framework that could be used to highlight the role of PCPs.</p>	

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	Emma has invited Elise Davies, to come and present to the governance group in April.	
<b>8. Finance and Risk Management</b>		
<b>8.1 2017/18 YTD Budget Report and notes</b>	<p>The October 2017 YTD budget report was tabled and explanatory notes: Emma explained variances.</p> <ul style="list-style-type: none"> <li>• Salary and Wages: Health literacy project coordinator role is currently being readvertised. INW PCP struggled to attract a suitable candidate for the 0.5EFT role. INW PCP and Health West are going to share a full time position to progress their joint project plan. The position will commence in early Jan and the INW PCP funds will be spent by the end of the financial year as the position is going to be employed by Health west.</li> <li>• Program expenses: Awaiting an invoice for the \$26,600 for the Regional Immunisation Initiative funds that INW PCP is holding. Family Violence evaluation has commenced and will be completed by February (\$30,000)</li> <li>• Special projects- Emma has prepared a proposal for the \$44k (PCP surplus funds) that is sitting in special projects to spend before the end of this financial year (refer to agenda item 4.3).</li> <li>• Consultancy Fees- Emma advised that she plans to develop a proposal to present to the governance group to seek approval to engage a consultant to develop the INW PCP Communication and Engagement Strategy. The budget for this piece of work is \$30k.</li> </ul> <p>Emma, asked members if they thought it was still worthwhile progressing with this strategy considering the uncertainty around PCP future directions. Barry advised that we should press on and keep doing the work focusing on the raising the profile of PCPs</p> <p>Robyn queried whether there might be a better way to spend the funds.</p> <p>It was agreed that this would be tabled for further discussion early next year. Emma to commence working on a proposal with some options for consideration.</p>	

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<b>8.2 INW PCP Finance &amp; Risk Committee</b>  8.2.1 December meeting minutes	Noted	
8.2.2 Updated Terms of Reference	The Finance and Risk Committee Terms of Reference were reviewed by the committee on 22 <sup>nd</sup> November and endorsed. Emma explained the minor track changes.	<b>DECISION:</b> It was <b>RESOLVED</b> that the Governance Group endorse the Finance & Risk Committee Terms of Reference.  <b>Moved:</b> Fiona <b>Seconded:</b> Barry <b>Carried</b>
8.2.3 INW PCP Risk Register	The INW PCP Risk Management framework was tabled and Emma explained the track changes that were recently endorsed by the finance and risk committee.  New risks that have been identified are:  1.10 <i>Lack of Clarity and direction from government regarding PCP future directions</i>  5. <i>Other- Social media- risks identified in INW PCP social media policy now have been populated into the framework</i>	<b>DECISION:</b> It was <b>RESOLVED</b> that the Governance Group endorse the INW PCP Risk Register.  <b>Moved:</b> Fiona <b>Seconded:</b> Huy <b>Carried</b>
<b>9. New Business</b>		
<b>9.1 INW PCP Surplus Funds Proposal</b>	A surplus funds proposal was tabled. Emma highlighted that there is an opportunity to test the cultural safety framework (From Symbols to Systems) that has been developed and launched last week. There is an opportunity to pilot the tool with members taking a similar approach to the recent Health Literacy pilot project.  Emma spoke to the budget that had been developed as part of the proposal for this work, highlighting the funding for consultancy costs and funds for conducting community consultations. Emma advised that the surplus funds would be spent before the end of the financial year- in line with the recommendation from the INW PCP Governance Group.	<b>Recommendation:</b>  That the INW PCP governance group endorse the proposal to spend remaining surplus funds on a pilot of the cultural security framework.  <b>Moved:</b> Robyn <b>Seconded:</b> Phil <b>Carried</b>

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	<p>Emma advised that there would be an EOI process with key selection criteria for member agencies who are interested in participating in the pilot.</p> <p>Emma highlighted that the proposed pilot project would allow INW PCP to continue its focus on improving cultural responsiveness and build on the legacy of Closing the Health Gap and Koolin Balit.</p>	
<p><b>9.2 Application for membership</b></p>	<p>JobCo. Employment Services Inc. has operated for over twenty years, initially as a dedicated employment assistance and support service for people with mental health issues. Over time, they have expanded services to address many barriers to community and economic participation including workplace modifications advice, Indigenous capacity building, vocational support programs and community mental health, including helping people with substance abuse and homelessness issues.</p>	<p><b>DECISION:</b> It was agreed to <b>ENDORSE</b> JobCo Employment Services as a member of the INW PCP.</p> <p><b>Moved:</b> Phil <b>Seconded:</b> Hugh <b>Carried</b></p>
<p><b>9.3 Governance Group Annual Appraisal report</b></p>	<p>Report back results of INW PCP Governance Group annual appraisal</p> <ul style="list-style-type: none"> <li>• 100% response rate</li> <li>• A number of top performing areas</li> <li>• Improvement in a number of areas</li> </ul> <p>Emma highlighted that there were a few comments around the orientation process and asked if there was any further feedback.</p> <p>Fiona mentioned she found the induction and orientation to be really great and could not have had anything else to add to this.</p> <p>Robyn mentioned that there are a number of really positive comments around Emma and the team.</p>	<p><b>Action:</b> Emma to send congratulations back to the INW PCP team.</p>
<p><b>9.4 INW PCP Annual Agenda 2018</b></p>	<p>The Annual agenda for 2018 was noted by Governance Group members.</p> <p>Emma highlighted that Elise Davies will present at the April meeting and recommended that Ilana Jaffe come and present on the Family Violence project in February.</p> <p>The group endorsed the two presentations and will discuss future presentations for 2018 in early 2018.</p>	

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<p><b>9.5 DHHS update</b></p>	<p>Amanda provided an update.</p> <ul style="list-style-type: none"> <li>• DHHS division re-structure. The new structure hasn't been released yet. This should be finalised around June/July.</li> <li>• There is a new appointment in North: Penelope Stuart (Area Director Hume Moreland in North Diversion)</li> <li>• Northern Division recently convened a forum for Paediatric Allied Health services (Community Health) in the Northern region which was well attended and had a lot of interest. Amanda will forward the presentation.</li> <li>• Re- Announcement of the medically supervised injecting room in the City of Yarra. DHHS are working with North Richmond Community Health and AOD branch centrally. Aiming to do the design over the next 6 months with view to opening the centre in the middle of next year. Amanda suggested inviting Jane Foley (DHHS and co-chair of the working group) to present to the Governance Group next year.</li> </ul>	<p><b>Action:</b> Amanda to forward the presentation to Emma to circulate to the committee</p>
<p><b>9.6 INW PCP Strategic Plan Progress Report</b></p>	<p>Emma advised that this is the first report on the new strategic plan.</p> <p>There is a lot of activity in the prevention space around planning and shared indicators for the catchment. This is challenging work and will continue into next year.</p> <p>Currently reviewing the membership and terms of reference for the Access and Equity Alliance. The focus areas are so broad and for some agencies it has been difficult to identify a suitable rep. Staff will be going out and engaging with partners around this to support in determining direction-particularly in the responding to reform space. There is so much already underway and we are being careful not to duplicate work and identify what the role of PCPs is.</p>	
<p><b>9 Executive Officer Report</b></p>		
	<p>Emma advised that the guidelines for working with people who cause family violence has been finalised and will be released in the coming days.</p>	

Item		Time
<b>10 Other Business</b>		
	Adrian Murphy thanked all members for their contribution across the year and acknowledged the excellent attendance at Governance meetings. Also wished everyone an enjoyable break and until we meet again in Feb 2018.	
<b>Next Meeting</b>		
	<b>1.30pm-3.30pm Monday, 12 February 2018</b>	