

MINUTES

	INW PCP GOVERNANCE GROUP MEETING
DATE	1.30pm – 3.30pm on Monday, 14 August 2017
VENUE	North Western Melbourne PHN, Level 5 Boardroom, 369 Royal Parade, Parkville

Item		Actions/Decisions
Strategic Discussion		
Presentation given by Rebecca Morgan (INW PCP Prevention Manager) on INCEPT project (Inner North West Collaborative Evaluation Project)		
1. Welcome and acknowledgement of country		
2. Introductions		
	Adrian Murphy, City of Yarra (Chair) Barry Hahn, Moreland City Council Tony McCosker, St Mary’s House of Welcome Fiona McKinnon, St Vincent’s Hospital Chris Turner, cohealth Robyn Gregory, Women’s Health West Fiona McCormack, Melbourne Health Community Partnerships Marilyn Harper, Royal District Nursing Service Nigel Fidgeon, Merri Health Jen Tobin, NEAMI Kate Sieh, North Western Melbourne PHN Huy Luu, Australian Vietnamese Women’s Association Emma Fitzsimon, INW PCP Executive Officer Barbara Paolini, INW PCP Communication/Administration Officer (Mins)	
3. Apologies		
	Marilyn Harper, Bolton Clarke Chris Charter, NWM PHN Amanda Allen-Toland, Department of Health and Human Services	
4. Minutes of previous meeting		
	Minutes from the 5 June 2017 meeting were accepted.	Moved: Jen Tobin Seconded: Tony McCosker Carried

Item		Actions/Decisions
5. Conflict of interest		
	Nil	
6. Correspondence in		
	<p><u>DHHS Letter regarding DHHS RII funds rollover advice</u> Emma Fitzsimon advised a letter was received from the North Division DHHS, confirming that the Regional Immunisation Initiative rollover funds will be spent in the second quarter of 2017/18.</p> <p><u>INW PCP Strategic Plan endorsement</u> Emma advised the INW PCP Strategic Plan 2017-2021 has been endorsed by the North Division, DHHS.</p>	
7. Business Arising		
7.1 State-wide PCP update	Barry Hahn advised that a strategy working group made up of statewide PCP Executive Officers will be working with DHHS over the coming months to develop the VIC PCP future directions 2018-21. DHHS hope that this will be finalised by November. DHHS have advised that they will prepare a written reponse to the PCP Future Directions proposal. Gail O'Donnell from HealthWest is representing NWM region.	
<p>7.1 INW PCP Strategic Plan 2017-21</p> <p>7.1.1 Action Plan/outcomes framework</p>	<p>Emma Fitzsimon tabled a proposal that was recently endorsed by the Strategic Plan Steering Committee. The proposal outlines the approach for the INW PCP action plan and outcomes framework.</p> <p>Emma advised the IHP Alliance and Access & Equity Alliance oversee the operational activity of the INW PCP and will be participating in action planning workshops in the coming weeks to commence the process of identifying key actions/activities for the next four years.</p> <p>Jason Rostant will be facilitating both action planning workshops.</p>	ACTION: The Governance Group NOTED the Proposal.
7.1.2 Access and Equity Alliance update	<p>Emma Fitzsimon advised that the INW PCP Access and Equity Alliance is a newly formed Alliance replacing the Service Coordination and Chronic Disease Alliance. The purpose of this Alliance is to drive the operational activity under the Access and Equity key deliverable area of INW PCP.</p> <p>Some of the potential areas of focus for this Alliance are:</p> <ul style="list-style-type: none"> • Health Literacy • Social Determinants of Health Framework 	ACTION: Emily Buchanan's contact details to be provided with the minutes if members would like to recommend staff to join the Alliance.

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	<ul style="list-style-type: none"> • Consumer Engagement/Codesign • Koolin Balit Framework to support organisations to provide culturally safe workplaces • Collective response to sector reforms <p>Membership on the Alliance is still being sought. To date the following agencies are members of the Alliance; Diabetes Victoria, Merri Health, Bolton Clarke, Royal Victorian Eye and Ear Hospital, Campbell Page, Neami National, Western Bulldogs, Moreland Council, Yarra Council, cohealth, St Mary's House of Welcome, North Western Melbourne PHN, Melbourne Counselling Service and DHHS.</p>	
<p>7.2 Northern Division PCPs Reporting Proposal (attachment)</p>	<p>Emma Fitzsimon advised that eight PCPs (five PCPS in Loddon Mallee Region and three in the North Division) have come together to develop a proposal for PCP reporting. The proposal has been submitted to Northern Division DHHS.</p> <p>In the past PCP reporting has not effectively captured the work of PCP's and there is an opportunity to work with DHHS over the next two years to develop more meaningful reporting.</p> <p>The proposal recommends a move towards outcomes based reporting, and presents a format for reporting in the transition year and into the future.</p> <p>Emma requested that the Governance Group provide in principle support to continue discussions with the Northern Division to improve PCP reporting. Emma advised that DHHS were asked to formally respond by 1 September. Emma will provide an update at the next meeting.</p>	<p>ACTION: The Governance Group ENDORSED the Reporting Proposal to DHHS.</p>
<p>8. Budget 2016-2017 & Report YTD</p>		
<p>8.1 2016/17 YTD Budget Report and notes</p>	<p>Emma Fitzsimon tabled the June 2017 YTD budget report and advised:</p> <ul style="list-style-type: none"> • She has been working with Merri Finance to improve the template so that it is easier to follow. The new template now includes two monthly summaries and total year to date income and expenses • The final rollover amount will be confirmed when the auditing process is completed in September 	

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	<ul style="list-style-type: none"> Total income variance is \$1,500 Total expenses are \$589,611 and budget was \$725,038 <p>The variance in expenditure is due to:</p> <ul style="list-style-type: none"> savings on salaries and wages member project grants of \$50K put on hold FV project has money put aside for evaluation which is planned for the second half of this year savings through telephone, meeting expenses and public transport that explain the variance. <ul style="list-style-type: none"> The deferred income balance includes the \$26,600 from DHHS that we are holding for the RII and the FV project rollover, and \$97K for FV funding we received for 2017/18. There is an estimated special projects surplus of \$158,000 that will be utilised in 2017/18. 	
<p>8.2 INW PCP Finance and Risk Committee meeting minutes</p>	<p>Noted</p>	
<p>8.3 INW PCP Risk Management Register</p>	<p>The risk register was recently endorsed by the Finance and Risk Committee. Minor edits were made to previous version.</p>	<p>DECISION: It was RESOLVED that the Governance Group endorse the Risk Management Register. Moved: Nigel Fidgeon Seconded: Jen Tobin Carried</p>
<p>9. Budget 2017/18</p>		
<p>9.1 2017/18 Second Draft Budget Report and notes</p>	<p>Emma Fitzsimon advised that the First draft budget had been circulated and endorsed by Governance Group members via email. The second draft budget was recently endorsed by the Finance & Risk Committee.</p> <p>The main changes to second draft budget were:</p> <ul style="list-style-type: none"> Funding received for the Western Cross Sector Community of Practice of \$12K Program expenses increased with the grant expenses on the FV project Total income is \$1,077,293 and expenses of \$768,479 with a net profit of \$308,814 	<p>DECISION: It was RESOLVED that the Governance Group endorse the Second Draft Budget Report. Moved: Nigel Fidgeon Seconded: Fiona Carried</p>

Item		Actions/Decisions
10. New Business		
10.1 INW PCP Surplus Funds Proposal	<p>Emma Fitzsimon presented a proposal for Governance Group members to consider regarding utilisation of INW PCP surplus funds. The Finance and Risk Committee has made recommendation that these funds are spent in 2017-18.</p> <p>Current issues:</p> <ul style="list-style-type: none"> • The current structure of INW PCP does not align with the key action areas of the new strategic plan • The capacity of INW PCP staff to support the partnership deliver on the 2017-21 strategic plan. <p>This proposal makes recommendation to increase the capacity of the INW PCP team and partnership to deliver on the actions identified in the INW PCP Strategic Plan 2017-21.</p> <p>It is proposed that two new positions are created to support INW PCP partnership activity (0.8 EFT Prevention Coordinator; 0.5EFT Access & Equity Coordinator - 0.4 of funding for the Prevention Coordinator will come from the CPPP Grant).</p> <p>The current Prevention position is 0.8 EFT and it is proposed this position be increased to full time to support the PCP's increased focus on prevention.</p> <p>After funding these positons there will be approximately \$58k in surplus. Emma has had conversations with Deakin University about a potential academic partnership and another PCP has expressed interest in being involved.</p> <p>The Governance Group supported the first two recommendations and requested a proposal for the \$58K.</p>	<p>Action: Emma Fitzsimon to add the wording 'fixed term' for the two new positions in the recommendation.</p> <p>Action: Emma Fitzsimon to develop a proposal for the utilisation of the \$58K surplus funds.</p> <p>DECISION: It was RESOLVED that the Governance Group endorse the Surplus Funds Proposal. Moved: Fiona McCormack Seconded: Robyn Gregory Carried</p>
10.2 Application for membership	<p>Western Bulldog Community Foundation</p> <p>The Western Bulldogs Community Foundation/WBCF works with the community for the community and delivers services to over 5,000 people across four streams; Health & Wellbeing, Diversity & Social Inclusion, Youth Leadership & Development, and Community Advocacy.</p>	<p>DECISION: It was RESOLVED that the Governance Group endorse the Western Bulldogs Community Foundation membership application.</p>

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	WBCF are a member of HealthWest Partnership and a member of the Preventing Violence Together Executive Governance Group.	Moved: Robyn Gregory Seconded: Chris Turner Carried
10.3 INW PCP Strategic Plan Progress Report	The Governance Group noted the activity of the INW PCP over the past four years and commented on the usefulness of this report in highlighting project impacts.	
10.4 PHN update	Kate Sieh advised that Melton Headspace will be going up on the Tenderlinks website shortly.	
10.5 DHHS update	A DHHS representative was not at the meeting.	
11 Executive Officer Report		
	Noted	
12 Other Business		
	<p>Jen Tobin advised this is her last meeting prior to going on maternity leave and that Jess McGrath will be attending in her absence.</p> <p>Robyn Gregory advised that tomorrow they are holding the launch of the Preventing Violence Together 2030 Strategy.</p>	
Next Meeting		
	1.30pm-3.30pm Monday, 9 October 2017	