

MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.00pm Monday, 13 August 2018
VENUE	North Western Melbourne PHN Level 1, 369 Royal Parade, Parkville (Level 5 Board room)

Item		Actions/Decisions
Presentation		
Dee Gilby (Manager, Population Health and Wellbeing Unit- Northern Division DHHS) and Amanda Allen-Tolland (Manager, Hume Moreland) presented on the new high level structure of DHHS and reasons for restructure. Outlined functional areas (in blue), divisional directors (in black) and current team and approach of the team (refer to presentation). Holding an annual forum in late October and developing a place based resource.		 INW PCP Presentation_Populat
1. Welcome and acknowledgement of country		
2. Present		
	Adrian Murphy, City of Yarra (Meeting Chair) Barry Hahn, Moreland City Council Nigel Fidgeon, Merri Health Lee Kennedy, cohealth (Proxy) Robina Bradley, St Mary's House of Welcome Robyn Gregory, Women's Health West Leanne Brooke, The Long Walk Julie Borninkhof, North Western Melbourne PHN Amanda Allen-Toland, Department of Health and Human Services Dee Gilby, Department of Health and Human Services Mel Hibbins, VIC PCP Emma Fitzsimon, INW PCP Executive Officer Melissa Collins, INW PCP Prevention Coordinator (minutes)	
3. Apologies		
	Fiona McCormack, Melbourne Health Community Partnerships Fiona McKinnon, St Vincent's Hospital Marilyn Harper, Bolton Clarke Huy Luu, Australian Vietnamese Women's Association	

Item		Actions/Decisions
	Jess McGrath, NEAMI	
4. Minutes of previous meeting		
	Minutes from June 2018 meeting were accepted.	Moved: Nigel Fidgeon Seconded: Barry Hahn Carried
5. Conflict of interest		
	Nil	
6. Correspondence in		
7. Business Arising		
7.1 Vic PCP Future directions update - Presentation	Mel Hibbins (Director of Strategy and Development, Vic PCPs) presented on Vic PCP Future Directions 2018 – 2020 (presentation attached). Mel Hibbin’s thanked Emma Fitzsimon and Barry Hahn for all their support in this process.	Action: Mel Hibbins will forward VIC PCP key achievements document.  Presentation for PCP Gov groups.pptx  VicPCPs Achievements 2017-2
7.2 INW PCP Communications project update	Emma Fitzsimon provided an update on the INW PCP communications project. Emma advised that INW PCP have engaged communications consultancy firm The Civic Group. The Civic Group specialises in campaigns and strategic communications. They are currently working on developing communications to external audiences with a particular focus on political stakeholders leading up to the statewide election and also internal messaging to help explain and talk about INW PCP. VIC PCP will be leveraging off this work as it aligns to the statewide action plan. The VIC PCP Leadership Executive has endorsed this approach and are very grateful to INW PCP for sharing the outputs of this project.	Action: Emma Fitzsimon will circulate key messages and other documentation for feedback from the Governance Group.
8. Finance and Risk Management		
8.1 2017/18 YTD Budget Report and notes	Emma tabled the June 2018 budget report and explanatory notes and explained variances: <ul style="list-style-type: none"> Income had a favourable variance of \$11,400. Expenses (surplus variance - \$232,542) – the underspend is mostly related 	Noted

Item		Actions/Decisions
	<p>to planned 2018/19 activities - CPPP grant, Family Violence project, From Symbols to Systems pilot and the communications project</p> <ul style="list-style-type: none"> • Surplus and deficit explanations have been added to the report and will be included in all future reports. • Final invoice has been received for shared Health Literacy position (under <i>Contractors</i>). 	
<p>8.2 2018/19 2nd Draft Budget and Notes</p>	<p>The 2018/19 second draft budget and notes were tabled. Emma Fitzsimon advised that the second draft had been endorsed by the Finance & Risk Committee via email.</p> <p>Confirmed indexation is 1.6%. Rollover amount will be confirmed once Merri Health auditing process is complete in September/October.</p> <p>The 2018/19 budget has factored in the proposed increases to salary and wages. Merri Health are currently negotiating their EBA and are looking to a standalone agreement. Emma advised that she has spoken with Merri finance and provisions have been made to factor in these increases.</p> <p>Fiona McKinnon (apology) requested via email that future budget reports include the financial year in the YTD column.</p>	<p>DECISION: It was RESOLVED that the Governance Group ENDORSE the Second Draft Budget.</p> <p>Moved: Nigel Fidgeon Seconded: Barry Hahn Carried</p>
<p>9. New Business</p>		
<p>9.1 Victorian Partnership Vision Advocacy Proposal**</p>	<p>Emma Fitzsimon provided some background to the Victorian Partnership Vision proposal which has been prepared by Loddon Mallee PCP region on behalf of the Northern Division PCP. The aim of the project is to seek feedback from governance members (regional and metro PCPs) around future partnership platforms and the value of local partnerships.</p> <p>Emma advised that this proposal has gone to VIC PCP Leadership Executive with a request for funding, as it aligns with one of the activities identified in the VIC PCP action plan.</p> <p>Emma asked the committee if they were interested in participating. The session would be 1 ½ hours and an extraordinary meeting would need to be scheduled.</p> <p>Members didn't think the aim of the proposal was very clear and how it aligned to the statewide platform. Governance members questioned why we were being asked to fund the project when we are contributing to VIC PCP.</p>	<p>Decision: INW PCP Governance Group decided not to participate in the consultation due to the lack of clarity and potential duplication with VIC PCP activities.</p>

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<p>9.2 Glenroy RSL VCAT proceeding</p>	<p>Emma Fitzsimon provided an update regarding INW PCP submission- Glenroy RSL (Electronic Gaming Machines). Dr Susan Rennie prepared the submission and gave evidence on behalf of INW PCP in 2016. The Tribunal granted a permit to the RSL. Moreland Council successfully appealed this decision in the Supreme Court and the application has been remitted by the Supreme Court to the Tribunal for rehearing. The 5 day hearing will commence on 22 October.</p> <p>Emma Fitzsimon was contacted by Howard Andrews (Lawyers) and asked if INW PCP would consider giving evidence again before the tribunal. Emma has contacted Susan Rennie and she is happy to represent INW PCP.</p>	<p>Decision: INW PCP Governance Group supports Dr Susan Rennie representing INW PCP at the Tribunal in October.</p>
<p>9.3 INW PCP Strategic Plan Progress Report</p>	<p>Emma Fitzsimon advised that INW PCP are well progressed against the strategic priority areas. A lot of the current work has been built on activity from the last plan and cuts across a number of strategic priority areas.</p>	
<p>9.4 PHN update</p>	<p>PHN Update</p> <ul style="list-style-type: none"> • Hottest topic is Psychosocial Support Service funding coming to all PHNs nationally. NWMPHN, NEMPHN and SEMPHN currently working through a phased model to see who our shared providers are and to scope a collaborative approach to this activity. NWMPHN have put in a workplan and will look at a staged transition to activity over the coming 12 months, to ensure continuity of services etc. Meetings are starting with current providers and we are overwhelmed with meeting requests. • Partners in Recovery funding will receive transitional funding for those who don't meet criteria for NDIS, numbers and funds for our region not clear as yet. • Mental health and aged care money – from Federal Budget announcement (alongside a social isolation measure). This will result in funding for mental health services within a number of targeted residential Aged Care Facilities across the region. NWMPHN also hopes to be one of the trial sites for the Social Isolation Measure. • Our Activity Work Plans are being finalised and we are seeing a move away from commissioned service integration to more service delivery (predominantly around Flex budget) based on the PHN guidelines. • We are also excited to soon be welcoming on board 2 new mental health Directors over the next 3-4 weeks. 	

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	<ul style="list-style-type: none"> • Our annual Health Needs Assessment is about to ramp up and we are hoping to do some sector consultation (it's due November). 	
10. Executive Officer Report		
	<p>Emma updated on the Medically Supervised injecting room/MSIR initiative:</p> <ul style="list-style-type: none"> • INW PCP are a member of the MSIR Gateway Services Reference Group. • INWPCP supported a planning session for members of the Reference Group in June and an output of this workshop was the development of a workplan. • INW PCP has put its hand up to lead some of the activities identified in the workplan. This work will aim to support clients to access health and social services in the City of Yarra, including through building the capacity of MSIR staff to make referrals and confirming in-reach arrangements within the MSIR. • INW PCP will shortly undertake a mapping exercise of services in Yarra and will explore referral pathways and identify barriers to accessing services. INW PCP will be working closely with North Richmond Community Health/NRCHS and DHHS to scope out this project. • The Governance Group expressed interest in a presentation at a future Governance Group meeting. 	<p>Action: Emma Fitzsimon to follow up with NRCHS and DHHS regarding a presentation to the INW PCP Governance Group at a future meeting.</p>
11. Other Business		
	No other business	
Next Meeting		
	Monday, 8 October 2018, 1.30-3pm	Meeting closed at 3pm.