

MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.00pm Monday, 8 October 2018
VENUE	North Western Melbourne PHN Level 1, 369 Royal Parade, Parkville (enter via Walker St) – Meeting in Level 5 Boardroom

Item		Actions/Decisions
Presentation		
Emma Wellington, Senior Policy Officer; Department of Health and Human Services, gave a presentation on the trial of the medically supervised injecting room in Richmond.		 MSIR presentation - INWPCP 8 October 2018
1. Welcome and acknowledgement of country		
2. Present		
	Barry Hahn, Moreland City Council (Meeting Chair) Robyn Gregory, Women’s Health West Fiona McKinnon, St Vincent’s Hospital Huy Luu, Australian Vietnamese Women’s Association Jess McGrath, NEAMI Julie Borninkhof, North Western Melbourne PHN Sue Hookey, Melbourne Health Amanda Allen-Toland, Department of Health and Human Services Emma Fitzsimon, INW PCP Executive Officer Barbara Paolini, INW PCP Communications/Admin Officer (Minutes)	
3. Apologies		
	Adrian Murphy, City of Yarra (Meeting Chair) Fiona McCormack, Melbourne Health Community P/ships Nigel Fidgeon, Merri Health Caz Healy, cohealth Robina Bradley, St Mary’s House of Welcome Marilyn Harper, Bolton Clarke Leanne Brooke, The Long Walk	

Item		Actions/Decisions
4. Minutes of previous meeting		
	Minutes from August 2018 meeting were accepted.	MOVED: Fiona McKinnon SECONDED: Jess McGrath CARRIED
5. Conflict of interest		
	Nil	
6. Correspondence in		
<ul style="list-style-type: none"> Letter from DHHS- re INW PCP rollover 	Emma Fitzsimon advised a letter had been received from North Division advising INW PCP has delivered on the activities within its service agreement and confirming unspent funds can be rolled over for the duration of the current service agreement. This letter was a requirement for Merri Health auditors for 2017/18.	NOTED
7. Business Arising		
7.1 State-wide PCP update	<p>Emma Fitzsimon advised that the Primary & Community Health Unit (DHHS) has been given formal approval to initiate an evaluation of the Primary Care Partnerships program. The evaluation will be incorporated into their 2018-19 work plan and will commence early in 2019.</p> <p>Amanda Allen-Toland suggested PCPs could potentially align their work to the Population Health and Community Wellbeing Operating Model.</p>	
7.2 INW PCP Communications project- update	<p>Emma Fitzsimon advised The Civic Group have provided the final communications material they developed, which was circulated to the Governance Group on 21 September for feedback.</p> <p>Emma also advised letters had been sent to key political stakeholders requesting a meeting to discuss our achievements and areas where we could add value. Emma has a meeting with Dr Tim Read (Greens) tomorrow.</p>	ACTION: Emma to advise Governance Group members when meetings are scheduled to provide an opportunity for members to accompany Emma to the meetings.
8. Finance and Risk Management		
8.1 2018/19 Final Budget	<p>Emma Fitzsimon tabled the final budget for 2017/18 for noting. Emma advised that the Merri Health auditors have completed their review and the final rollover for 2017/18 has been confirmed. Minor changes have been made to the draft that was presented to the Governance Group in August.</p> <ul style="list-style-type: none"> Travel allowance has been adjusted to incorporate staff travel An estimate for depreciation of \$2200 has been added 	NOTED

Item		Actions/Decisions
	<ul style="list-style-type: none"> Final rollover has been included which is approximately \$25k less than estimated in previous report 	
8.2 2018/19 YTD Budget Report and notes	<p>Emma Fitzsimon tabled the August 2018 budget report and explanatory notes and explained variances:</p> <ul style="list-style-type: none"> the variances are not accurate as the budget has changed following confirmation of the final rollover amount Special projects variance relates to the From Symbols to Systems project. The second invoice has now been received which will bring it back into line. 	
8.3 INW PCP Financial Acquittal 2017/18	<p>Emma Fitzsimon advised that the Financial Acquittal forms part of DHHS annual reporting requirements for PCPs. Emma advised that Merri Health's Finance Department prepared the Acquittal report for INW PCP.</p> <p>Emma will submit the report to DHHS once it has been endorsed and signed off by Merri Health and INW PCP Chair.</p>	<p>DECISION: It was RESOLVED that the Governance Group ENDORSE the 2017/18 INW PCP Financial Acquittal.</p> <p>MOVED: Fiona McKinnon</p> <p>SECONDED: Sue Hookey</p> <p>CARRIED</p>
9. New Business		
9.1 Lord Mayor Charitable Foundation- Heatwave Hot Spot grant EOI	<p>Emma Fitzsimon advised INW PCP was approached by the Lord Mayor Charitable Foundation/LMCF regarding a Hotspot Heatwave initiative. Coburg and Glenroy had been identified as hotspots and \$60K grants were on offer for a partnership to coordinate.</p> <p>Emma advised this work aligns well with our strategic plan (particularly health literacy and social inclusion work). Emma has had some conversations with HealthWest about submitting a joint proposal. Emma and Gail O' Donnell are meeting with LMCF in a couple of weeks.</p> <p>Emma will do some scoping and look at bringing partners together to identify issues. There is currently not a lot of evidence in this space in inner urban areas.</p> <p>Amanda Allen-Toland advised she sits on an Emergency Services working group and that Heat Island in Moreland is a growing area of concern.</p> <p>Julie Borninkhof advised power companies had previously looked into developing resources for community, but this did not eventuate as they didn't have the capacity to undertake the work.</p>	<p>DECISION: The Governance Group AGREED Emma should explore this area of work.</p> <p>ACTION: Emma to follow up on recommendations and report back to the Governance Group.</p>

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9.2 INW PCP Governance Group-self assessment	Emma Fitzsimon advised the self-assessment for Governance Group members will be sent out shortly and Emma will report back at the December meeting.	
9.3 DHHS update	DHHS Update <ul style="list-style-type: none"> • Currently exploring opportunities in new structure • Social landlord model being explored. Peterson Avenue Estate has high vacancy compared to average. Meeting with Emma Fitzsimon on Thursday to look at opportunities • Conference happening today on social landlord model • IHP funding reports being reviewed. DHHS are looking at planning a Hume and Moreland prevention conference in the near future • Prevention and Population Health forum is scheduled on 25 October. <p>Robyn Gregory suggested DHHS and PCPs conduct a joint conference.</p>	
9.4 PHN update	PHN Update <ul style="list-style-type: none"> • Completing annual Health Needs Assessment • Call to stakeholders to review discussion paper • Included Older Adults profile • Health Needs Assessment process moving to three years from annually • Engaging consultants for 'The Whole You'. Big focus on self-management, social isolation – will lead to a commissioning process. Will put a call out in early 2019 • Primary Care Engagement methodology approach was completely reviewed and will come out as a resource eventually • Psycho social support funds will be used to focus on homeless community initially. 	
10 Executive Officer Report		
		NOTED
11 Other Business		
In camera session - Executive Officer performance review – committee report back		
Next Meeting		
	1.30pm-3.00pm Monday, 10 December 2018	