

# MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.30pm Monday, 12 <sup>th</sup> December 2016
VENUE	North Western PHN Level 1, 369 Royal Parade, Parkville

Item		Actions/Decisions
<b>Strategic Discussion</b>		
<b>INW PCP SWOT ANALYSIS – Strategic Directions 2017-21</b> Jason Rostant presented a high level update of the strategic planning process and conducted a SWOT analysis with the governance group		 161212 Board SWOT Presentation.pptx
<b>1. Welcome and acknowledgement of country</b>		
	New governance group member, Fiona McKinnon from St Vincent’s Hospital was welcomed to her first meeting. Fiona has replaced Kirsten Rodgers, who moved into another role at St Vincent’s Hospital. Jeff Cheverton (NWM PHN) was welcomed to his first meeting. Jeff is the Executive Director- Commissioning at the PHN. The NWM PHN holds an ex-officio role on the INW PCP Governance Group.	
<b>2. Introductions</b>		
	Adrian Murphy, City of Yarra (Chair) Barry Hahn, Moreland City Council Emma Fitzsimon, INW PCP Executive Officer Caz Healy, cohealth Darren Freak, Department of Health & Human Services Fiona McCormack, Melbourne Health Community Partnerships Fiona McKinnon, St Vincent’s Hospital Jen Tobin, NEAMI Marilyn Harper, Royal District Nursing Service Thuy Tien Nahn, Australian Vietnamese Women’s Association Tony McCosker, St Mary’s House of Welcome Jeff Cheverton, North Western Melbourne PHN Barbara Paolini, INW PCP Communication & Administration Officer (minutes)	

<b>3. Apologies</b>		
	Nigel Fidgeon, Merri Health Robyn Gregory, Women's Health West Izabela Anderson, Department of Health and Human Services	
<b>4. Minutes of previous meeting</b>		
	Minutes from the 10 October 2016 meeting were accepted.	<b>Moved:</b> Caz Healy <b>Seconded:</b> Jen Tobin Carried
<b>5. Conflict of interest</b>		
	Nil	
<b>6. Correspondence in</b>		
	Nil	
<b>7. Business Arising</b>		
<b>7.1 State-wide PCP update</b>	Barry Hahn advised that Mel Hibbins has replaced Brooke McKail as the Victorian PCP Director Strategy & Development.  Barry also advised that Matthew Arnold has moved into the role of Acting Assistant Director, Primary and Community Health at DHHS and will be the main contact for VIC PCP.  Emma Fitzsimon advised that three DHHS staff have been appointed to progress the program logic.	
<b>7.2 INW PCP Strategic Plan (2017-21) update</b>	Emma Fitzsimon advised that an INW PCP staff member is collating a data profile for the INW to assist in the planning process. This will be finalised by late January.  Adrian Murphy advised that the Strategic Plan Steering Committee had met with Jason Rostant on 5 <sup>th</sup> December and approved the project plan. The first stage of consultations will commence in January following the Environmental Scan report.	
<b>7.3 INW PCP Prevention Manager Position</b>	Emma Fitzsimon advised that Rebecca Morgan has been appointed to the role of Prevention Manager and has signed a three year contract. Rebecca will be commencing on 3 January 2017.  Emma also advised that the Finance and Risk Committee requested the extended EFT and long term funding for this position be added to the risk register.	

<p><b>7.4 INW PCP Evaluation final evaluation report brief</b></p>	<p>Emma Fitzsimon advised that Lucio Naccarella has finalised the evaluation report. He has developed three report versions- a one page evaluation report brief, executive summary report. The full report will be tabled at the February meeting.</p>	<p><b>ACTION:</b> The full Evaluation Report to be tabled at the February meeting.</p>
<p><b>7.5 PCP boundary re-alignment discussions- update</b></p>	<p>North and West Division’s DHHS recently met with the Chairs and auspice representatives of NWMR PCP’s to discuss the configuration of current PCP boundaries.</p> <p>Adrian Murphy thanked Governance Group members for their responses to the email regarding PCP boundary realignment which informed an INW PCP response paper.</p> <p>Barry Hahn advised there wasn’t any support for realignment. There was a strong consensus that PCP chairs, CEOs of auspice agencies and PCP executive officers should meet in the first quarter of next year to discuss how we will collaborate across boundaries and ensure strong leadership and a proactive response to service system reform from PCP partners. DHHS commented that the recent workshop report produced by PCP EO’s will provide very useful background and context to these discussions.</p>	
<p><b>7.5.1 Summary report- Workshop with NWMR PCP EO’s</b></p>	<p>Emma Fitzsimon provided the context to this report and the meeting with central and regional divisions on 2 November.</p> <p>Emma highlighted the benefits of joined up PCP work and how it provides opportunities to strengthen the impact and reach of our work as a group of PCPs. Marilyn Harper commented on the value of the regional work for RDNS, in particular the family violence project.</p> <p>Emma informed the group that the next steps would be to continue to explore options in the new year with the Department.</p>	<p><b>FOR NOTING:</b> Caz Healy and Fiona McCormack left the meeting at 3:00pm</p>
<p><b>8. Budget 2015-2016 &amp; Report YTD</b></p>		
<p><b>8.1 2015/16 YTD Budget Report ** (attachment)</b></p>	<p>Emma Fitzsimon tabled the 2016/17 October YTD budget report.</p> <p>Emma advised Merri Health Finance department had to perform some manual adjustments to this report following some incorrect entries. As a result the end of month adjustments for profit/loss presented in the report are inaccurate.</p> <p>This is due to a current upgrade of the Merri Health financial system Epicore. This has caused a number of issues for Merri, in particular</p>	<p><b>ACTION:</b> November YTD budget report to be reviewed by INW PCP Finance and Risk Committee and once endorsed sent to the Governance Group via email for information.</p>

	<p>difficulties uploading information into the system. Merri finance team over the past few months have had to manually load information into the system.</p> <p>Emma advised that the finance and risk committee had met last week to review the report and put forward a recommendation that the October budget report not be presented to the governance group to avoid any confusion.</p> <p>The finance committee recommended that it review the November finance report once it is available. Once endorsed, the committee recommend the report be circulated via email to the governance group for information.</p> <p>Emma advised that there a no major systemic financial issues, the overall totals haven't changed and the PCP is still within the budget parameters set by the Governance Group.</p>	
<b>9. New Business</b>		
<p><b>9.1 Mapping of partner reps- INW PCP activity-draft</b></p>	<p>Emma Fitzsimon tabled a document which maps partner representation on INW PCP groups.</p> <p>The purpose of this exercise was to map member engagement in the various PCP projects and for member agencies to identify the representatives from their organisation sitting on the different groups.</p>	<p><b>ACTION:</b> It was <b>AGREED</b> that the mapping document can be circulated to the wider INW PCP membership.</p>
<p><b>9.2 DHHS Discussion paper- Placed Based Prevention</b></p>	<p>Izabela Andersen was an apology for this meeting and therefore no update was provided.</p> <p>Emma advised that she is meeting with Tim Fry (Northern Division DHHS) and Katherine Utry (Western Division DHHS) in early January and would speak with them about the discussion paper consultation process.</p>	<p><b>ACTION:</b> It was <b>AGREED</b> that the Department be invited to present at a future meeting.</p>
<p><b>9.3 PHN update</b></p>	<p>Jeff Cheverton advised NWM PHN are:</p> <ul style="list-style-type: none"> <li>- planning for the next Needs Assessment</li> <li>- planning for the next Activity Work Plan</li> <li>- have been meeting with agencies in the region and will be holding a meeting in February to report back findings from these meetings</li> <li>- the priority areas are mental health, complex chronic disease and families in young children in the north and west.</li> </ul>	
<p><b>9.4 INW PCP Strategic Plan Progress Report</b></p>	<p>Emma Fitzsimon advised that Strategic Plan progress is tracking well. She informed the governance group of the issues engaging partners in the second phase of the respiratory disease pathways project.</p>	

<b>10 Executive Officer Report</b>		
	<p>Emma Fitzsimon advised Jason Rostant facilitated a workshop with the Chronic Disease and Service Coordination Alliance recently to look at the purpose and function of the Alliance and its future role.</p> <p>The Alliance will be meeting again early next year to continue the discussion.</p>	
<b>11 Other Business **</b>		
<b>12 Executive Officer Performance Review- In Camera discussion**</b>		
	<p>Adrian Murphy advised that the annual performance review has been completed with the E.O. by the sub-Committee. Members noted the positive outcome.</p>	
<b>Next Meeting</b>		
	<b>1.30pm-3.30pm Monday, 13<sup>th</sup> February 2017</b>	
	<b>TOTAL</b>	