

MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.30pm on Monday, 13 th February 2017
VENUE	North Western PHN, Level 1, 369 Royal Parade, Parkville

Item		Actions/Decisions
Strategic Discussion		
INW PCP Strategic Planning 2017-21 - Environmental Scan and Discussion Paper/ First phase consultation report		
Presentation by Jason Rostant.		Action: Jason Rostant to circulate his presentation to the Governance Group Action: Governance Group members to send feedback on the discussion paper to Emma Fitzsimon
1. Welcome and acknowledgement of country		
	Amanda Allen-Toland from the Department of Health and Human Services, North Division was welcomed to her first Governance Group meeting. Amanda is the Manager, Health Integration and Partnerships for the Hume Moreland Area.	
2. Introductions		
	Adrian Murphy, City of Yarra (Chair) Barry Hahn, Moreland City Council Emma Fitzsimon, INW PCP Executive Officer Tony McCosker, St Mary's House of Welcome Thuy Tien Nahn, Australian Vietnamese Women's Association Fiona McKinnon, St Vincent's Hospital Marilyn Harper, Royal District Nursing Service Caz Healy, cohealth Robyn Gregory, Women's Health West Fiona McCormack, Melbourne Health Community Partnerships Nigel Fidgeon, Merri Health Amanda Allen-Toland, Department of Health and Human Services Jeff Cheverton, North Western Melbourne PHN Barbara Paolini, INW PCP Communication/Administration Officer (minutes)	

3. Apologies		
	Jen Tobin, NEAMI	
4. Minutes of previous meeting		
	Minutes from the 12 December meeting were accepted.	Moved: Caz Healy Seconded: Barry Hahn
5. Conflict of interest		
	Nil	
6. Correspondence in		
	<p>Emma Fitzsimon tabled correspondence received from DHHS regarding Program Logic Development 2017-21. The Department advised the current PCP program logic planning and reporting guidelines will be extended by 12 months to 30 June 2018.</p> <p>As this extension impacts on INW PCP's strategic planning process currently underway, Jason Rostant prepared a briefing paper for the Governance Group providing three possible options to take, namely:</p> <p>Option 1: do noting Option 2: develop an interim 1 year plan Option 3: continue development of the 4 year plan.</p> <p>Emma Fitzsimon advised she recently met with Amanda Allen-Toland and Tim Fry from the Department, who advised INW PCP to continue with the development of a four year plan.</p>	DECISION: The Governance Group AGREED on Option 3, that INW PCP will continue to develop a four year plan.
7. Business Arising		
7.1 INW PCP Boundary realignment discussions- DHHS response	Emma Fitzsimon advised a meeting will be organised for the four PCPs and the Department to discuss future NWMR collaborative work.	
7.2 State-wide PCP update	Barry Hahn advised he had met with Matthew Arnold (currently acting in Sylvia Barry's role) and said he received positive messages from the Department with regard to working on the Program Logic with the PCPs.	
7.3 INW PCP Evaluation- Full report	<p>Emma Fitzsimon advised that the Final Evaluation Report highlights actions and outcomes of INW PCP and has recommendations on how they might inform our planning. Emma encouraged all to read the report.</p> <p>Emma presented on the evaluation findings, key challenges, key recommendations and evaluation tools.</p>	DECISION: That the Governance Group NOTE the INW PCP Evaluation Full report. ACTION: Emma Fitzsimon to provide a one page, rephrased

	<p>Governance Group members expressed concern that the report was difficult to follow , resulting in members having different understandings of the recommendations.</p> <p>As a collective, consensus on the meaning of each recommendation in the report is required. It was suggested that the report be summarised and rephrased for endorsement at the next Governance Group meeting .</p>	<p>summary of the Evaluation Report for the April meeting, together with timeframes, next steps and linkages to the strategic plan.</p> <p>ACTION: Emma Fitzsimon to provide Dr Lucio Naccarella feedback from the Governance Group on the complexity of the language used in his report.</p>
8. Budget 2016-2017 & Report YTD		
8.1 2016/17 YTD Budget Report	<p>Emma Fitzsimon tabled the December 2016/17 YTD Budget Report and a new template for the 2016/17 YTD Financial Summary for the 6 months ending December 2016.</p>	ACTION: It was AGREED to adopt the new template for future reporting with the provision of explanatory notes added.
8.2 INW PCP December budget Report	<p>Emma advised:</p> <ul style="list-style-type: none"> • Total income was \$364,057 and total expenses were \$268,241 giving an YTD surplus of \$95,817. • \$26,600 is being held for the regional immunisation project. Emma advised that this relates to unspent funds that have been rolled over since 2014. Emma requested that DHHS advise INW PCP of what they plan to do with the funds. • There is a redundancy provision of \$108,586. <p>Emma sought feedback from the Governance Group on the new template, advising it is more transparent and has been approved by the Finance and Risk Committee.</p> <p>Governance Group members advised they were happy with the new template, but asked for explanatory notes for items under or over budget to be included in the report.</p>	<p>Moved: Nigel Fidgeon</p> <p>Seconded: Tony McCosker</p>
9. New Business		
9.1 INW PCP Finance & Risk Committee	Noted	
9.1.1 December meeting minutes		
9.1.2 Updated Terms of Reference		<p>DECISION: It was RESOLVED that the Governance Group endorse the updated Terms of Reference .</p>

		<p>Moved: Robyn Gregory Seconded: Nigel Fidgeon</p>
9.1.3 INW PCP Risk Register	Emma Fitzsimon advised the INW PCP Risk Register had been approved by the Finance & Risk Committee.	<p>DECISION: It was RESOLVED that the Governance Group endorse the INW PCP Risk Register.</p> <p>Moved: Caz Healy Seconded: Fiona McKinnon</p>
9.2 INW PCP Annual Agenda	<p>Noted.</p> <p>Nigel recommended adding partnership evaluation findings as an item in the annual agenda</p>	
9.3 PHN update	<p>Jeff Cheverton advised:</p> <ul style="list-style-type: none"> • A regional planning forum is being held on 2 March inviting 6 PCPs, 11 community health organisations, 10 local councils, 2 women’s health services, 1 aboriginal health organisation and 7 major hospitals to feedback on how to embark on a planning system for the region. From there the timeframe will be: <ul style="list-style-type: none"> ▪ June/July – identify and agree on region wide priorities. Three priorities are already in place: <ul style="list-style-type: none"> - Mental Health and Drug & Alcohol - Families with young children - Management of complex chronic disease Looking at two additional priorities to emerge from the Forum. ▪ August – hold second workshop to fine tune all the options. ▪ October – announce the options they will be pursuing. <p>Jeff left the meeting at 2:55pm</p>	
9.4 DHHS update	<p>Amanda Allen-Toland advised:</p> <ul style="list-style-type: none"> • Alcohol and Other Drugs-Consultations with the sector are currently underway. Aligning with 17 boundaries of Human Services sectors. Expect announcement regarding division of Intake & Assessment in July. • Community Health Accreditation Project – community health services were asked to complete a survey on what streamlining accreditation might look like. There is a Ministerial commitment on improving data integrity and this is one of the projects. Announcement in July. • Each operational division has received a VPS6 Coordinator who will 	

	<p>coordinate the response for the divisions in terms of the Support and Safety Hubs. Jo Chambers commenced in the Northern Division on a 12 month contract and reports to the Office of Transformation. A consultation with councils on Support and Safety Hubs is taking place next Monday.</p> <ul style="list-style-type: none"> There were five announcements for Hubs; two in the North, one in each of Mildura, Bendigo and Preston. Expect to be live by November. 	<p>ACTION: Amanda Allen Toland will send the contact details of the Western Coordinator (Support and Safety Hubs) to Emma</p>
<p>9.5 INW PCP Strategic Plan Progress Report</p>	<p>Emma Fitzsimon advised that the Respiratory project commenced 10 months ago and a needs analysis was undertaken which identified services for improvement.</p> <p>The project struggled to establish a working group due to the existence of Health Pathways Melbourne and lack of engagement from key stakeholders due to lack of capacity. For these reasons the Project Working Group thought the project should not progress into the implementation phase.</p>	<p>DECISION: The Governance group AGREED the project should be discontinued.</p> <p>Moved: Nigel Fidgeon</p> <p>Seconded: Fiona McCormack</p>
<p>10 Executive Officer Report</p>		
	<p>Emma Fitzsimon advised:</p> <ul style="list-style-type: none"> The Family Violence Workplace Policy Template was launched last week. Discussions regarding training with Women’s Health West and Women’s Health in the North are currently taking place. A meeting has been secured with the Department of Premier and Cabinet to discuss the Family Violence project. Application for a grant is being submitted for the INCEPT project A forum titled ‘Working in Two Worlds’ is being held on 30 March. The Forum is being jointly convened with The Long Walk and North and West Region Primary Care Partnerships Koolin Balit Consortium. The forum is for Aboriginal and Torres Strait Islander People working in mainstream health and community services organisations. 	<p>ACTION: Emma Fitzsimon to circulate the Forum flyer with the minutes.</p>
<p>11 Other Business</p>		
<p>Next Meeting</p>		
	<p>1.30pm-3.30pm Monday, 10 April 2017</p>	