

# MINUTES

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

Item		Actions/Decisions
<b>Strategic Discussion</b>		
<p><b>INW PCP Strategic Plan 2017-21 – Final Draft</b></p> <p>Jason Rostant presented the final draft of the 2017-21 INW PCP Strategic Plan. Wording in the plan was discussed for the following items:</p> <ul style="list-style-type: none"> <li>• Appropriateness of the word ‘Mission’</li> <li>• Item 1.1 ‘we will <i>lead</i> collective action’- use of the word ‘lead’ or ‘facilitate’ was discussed.</li> <li>• Item 2.1 ‘we will <i>expand</i>’ – use of the word ‘expand’ or ‘develop’ was discussed.</li> <li>• Item 2.2 ‘collaboration and <i>interface</i>’ – use of the word ‘interface’ or ‘integration’ was discussed.</li> </ul> <p>Amanda Allen-Toland (Northern Division DHHS) advised the final plan should to be sent to her and Mark Lee (Western Division) for endorsement.</p>		<p><b>IT WAS AGREED to:</b></p> <ul style="list-style-type: none"> <li>• Replace ‘Mission’ with ‘Purpose’</li> <li>• retain the word ‘lead’</li> <li>• replace ‘expand’ with ‘develop’</li> </ul>
<b>1. Welcome and acknowledgement of country</b>		
<b>2. Introductions</b>		
	<p>Adrian Murphy, City of Yarra (Chair)</p> <p>Barry Hahn, Moreland City Council</p> <p>Nigel Fidgeon, Merri Health</p> <p>Caz Healy, cohealth</p> <p>Fiona McCormack, Melbourne Health Community Partnerships</p> <p>Tony McCosker, St Mary’s House of Welcome</p> <p>Thuy Tien Nahn, Australian Vietnamese Women’s Association</p> <p>Fiona McKinnon, St Vincent’s Hospital</p> <p>Robyn Gregory, Women’s Health West</p> <p>Marilyn Harper, Royal District Nursing Service</p> <p>Jen Tobin, NEAMI</p> <p>Chris Carter, North Western Melbourne PHN</p> <p>Amanda Allen-Toland, Department of Health and Human Services</p> <p>Emma Fitzsimon, INW PCP Executive Officer</p> <p>Barbara Paolini, INW PCP Communication/Administration Officer (minutes)</p>	

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<b>3. Apologies</b>		
	Nil	
<b>4. Minutes of previous meeting</b>		
	Minutes from the 10 April 2017 meeting were accepted	<b>Moved:</b> Robyn Gregory <b>Seconded:</b> Caz Healy <b>Carried</b>
<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: <ul style="list-style-type: none"> <li>• Emma Fitzsimon has been voted as the metro EO representative on the Statewide Executive Leadership Group by her peers.</li> <li>• The Statewide PCP Family Violence working group has reconvened to explore opportunities for PCPs in the family violence space.</li> <li>• DHHS is collating feedback received from Divisions and other stakeholders regarding the Vic PCP Future Directions Paper. It is anticipated that PCP program guidelines will be available by the end of September.</li> </ul>	
<b>7.2 INW PCP Strategic Plan 2017-2</b> <b>7.2.1 Steering Committee meeting minutes</b> <b>7.2.2 Final Draft Strategic Plan</b> <b>7.2.3 Action Plan/evaluation framework</b>	<b>7.2.1 Steering Committee Meeting Minutes</b> Noted  <b>7.2.2. Final Draft Strategic Plan</b> Emma Fitzsimon requested endorsement of the 2017-21 Strategic Plan incorporating amendments noted under 'Strategic Discussion' above.  <b>7.2.3 Action Plan/evaluation framework</b> Emma Fitzsimon advised that an action plan and outcomes framework will need to be developed to sit under the strategic plan. Emma suggested that the two Alliances be utilised to assist with the development of an action plan/outcomes framework. Governance Group members queried what additional resources might be required to progress this work. Members suggested the process for the development of an action plan and outcomes	<b>DECISION:</b> It was <b>RESOLVED</b> that the Governance Group endorse the 2017-21 Strategic Plan. <b>Moved:</b> Nigel Fidgeon <b>Seconded:</b> Tony McCosker <b>Carried</b>  <b>ACTION:</b> Emma Fitzsimon to develop a proposal regarding the process for the development of an action plan to be presented to the Strategic Plan Working Group for further

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	framework be referred to the Strategic Plan Steering Committee.	discussion and recommendation.
<p><b>7.3 INW PCP Governance Group positions</b></p>	<p>The position of Deputy Chair was declared open and Adrian Murphy called for nominations.</p> <p>Fiona McCormack, Melbourne Health Community Partnerships, was nominated. No other nominations were received.</p> <p>Emma Fitzsimon advised there is a vacancy on the Governance Group as per the Terms of Reference following the PHN move to an ex officio role, and asked members whether the vacancy should be filled. There are currently 11 members of the Governance Group.</p> <p>Members advised that it might be worthwhile holding off until the Action Plan has been progressed to identify suitable organisations.</p>	<p>Fiona McCormack accepted the nomination.</p> <p><b>DECISION:</b> Defer invitation for Governance Group membership until after the development of the INW PCP Action Plan.</p>
<p><b>8. Budget 2016-2017 &amp; Report YTD</b></p>		
<p><b>8.1 2016/17 YTD Budget Report</b>  <b>8.2 2016/17 YTD Budget Report notes</b>  <b>8.3 2017/18 First Draft budget- timelines</b></p>	<p>Emma Fitzsimon advised a forecasting report was requested at the April Governance Group meeting. Emma drafted the report and it was endorsed by the Finance and Risk Committee. The report was sent by email to the Governance Group to endorse two recommendations:</p> <ol style="list-style-type: none"> <li>1. hold of spending significant surplus until 2017/18 financial year</li> <li>2. delay development of the first draft budget until the Strategic Plan was formally accepted.</li> </ol> <p>All Governance Group members endorsed the recommendations by email.</p> <p>Emma Fitzsimon tabled the April 2017 YTD Budget Report and advised:</p> <ul style="list-style-type: none"> <li>• Several invoices are still expected to be received for Family Violence training, consultant costs, Collective Impact workshops and team training.</li> <li>• \$50K was assigned to special projects as member project grants were put on hold.</li> <li>• \$26.6K is still being held for DHHS for the Regional Immunisation Initiative.</li> <li>• Merri Health's HR is developing redundancy provisions for 2017/18 financial year.</li> </ul>	<p><b>ACTION:</b> Emma Fitzsimon to amend headings on YTD Budget Reports for clarity.</p> <p><b>DECISION:</b> It was <b>AGREED</b> the first draft budget will be circulated by email after 19 June and the final draft will go to the August Governance Group meeting for endorsement.</p> <p><b>ACTION:</b> Future INW PCP budget reports for April and June to include a forecast.</p>

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	<ul style="list-style-type: none"> <li>• Finance and Risk Committee will be meeting on 19 June to review the first draft budget.</li> <li>• INW PCP will be contributing towards a computer purchase for the meeting room at Merri Health’s Brunswick premises. Emma also made the April Budget Report available if members required further information.</li> </ul> <p>It was requested that headings for projected and actual expenditure on the YTD Budget Report be made clearer. Emma wanted to confirm the process for endorsement of the budget report by the Governance Group. The first draft budget will be presented to the Finance and Risk Committee on 19 June and the second draft will be presented at the August Governance Group meeting. Robyn Gregory recommended that there is a clear process for asking questions and having the questions resolved considering the governance group would not be meeting to review the first draft.</p> <p>Caz Healy requested that future April and June budget reports include a forecast.</p> <p>Emma advised that INW PCP was a successful recipient of the Community Partnerships for Primary Prevention Grants and will receive \$100k to continue the second phase of the INCEPT project.</p> <p>Emma also advised that INW PCP has received another year of funding of \$97k from the Northern Division DHHS to continue the Identifying and Responding to Family Violence project.</p>	
<b>9. New Business</b>		
<b>9.1 INW PCP Member Project Grants</b>	<p>Emma Fitzsimon advised that last year INW PCP Member Project Grants were placed on hold for 12 months and requested that the Governance Group make a decision on the future of the grants program.</p> <p>Emma advised INW PCP core funding is around \$430,000 and the \$50,000 used for member project grants might be better invested in the activities of the INW PCP.</p> <p>Governance Group members agreed the funds should be invested back into the partnership.</p>	<p><b>DECISION:</b> It was <b>RESOLVED</b> that INW PCP will cease to fund member project grants.</p> <p><b>Moved:</b> Jennifer Tobin</p> <p><b>Seconded:</b> Fiona McKinnon</p> <p><b>Carried</b></p>

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<p><b>9.2 INW PCP Chronic Disease and Service Coordination Alliance review-proposal</b></p>	<p>Emma Fitzsimon advised that INW PCPs two Alliances have been operating since 2011 and aligned with the deliverable areas of the PCP. The CD &amp; SC Alliance’s role was to drive and monitor chronic disease and service coordination priorities under the strategic directions.</p> <p>Chronic Disease and Service Coordination does not fit with our new Strategic Plan and it is recommended that we repurpose the Alliance and create an Access &amp; Equity Alliance which aligns better with the strategic directions. The role of the Alliance will be:</p> <ul style="list-style-type: none"> <li>• to develop plans and ensure projects are delivered on the strategic directions.</li> <li>• provide a planning, monitoring and reporting link between the operational delivery of specific working groups and the broader strategic objectives of the PCP.</li> </ul> <p>Emma proposed sending an email to each member agency contact to invite them to nominate a suitable representative to join the new Alliance. Emma will work with her team to draft a Terms of Reference.</p>	<p><b>DECISION:</b> It was <b>AGREED</b> that an Access and Equity Alliance draft Terms of Reference be developed and circulated to Governance Group for endorsement.</p>
<p><b>9.3 Application for membership</b></p>	<p>Emma Fitzsimon advised that Campbell Page has applied for membership with INW PCP and sought endorsement from the Governance Group. Emma advised Campbell Page is an Australian not-for-profit organisation with over 30 years’ experience in providing employment, disability and community services to a diverse range of people including the most disadvantaged within our community. There are strong linkages with the work of INW PCP and it would be good to link employment with our work.</p>	<p><b>DECISION:</b> It was agreed to <b>ENDORSE</b> Campbell Page as a member of the INW PCP.  <b>Moved:</b> Barry Hahn  <b>Seconded:</b> Fiona McCormack  <b>Carried</b></p> <p><b>ACTION:</b> Emma to request Campbell Page provides information about the agency to go in our monthly newsletter.</p>
<p><b>9.4 PHN update</b></p>	<p>Chris Carter advised:</p> <ul style="list-style-type: none"> <li>• Elise Davies has completed her post at NWM PHN and returned to her substantive position at DHHS</li> <li>• The first phase of the NWM PHN restructure is complete. Due to the</li> </ul>	

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	<p>growth of the organisation, Julie Borninkhof was appointed Deputy CEO</p> <ul style="list-style-type: none"> <li>• Office of the CEO has been established which comprises Communications, Executive Assistant and Victorian PHN Alliance.</li> <li>• The second phase will be announced to staff next week and will be a realignment of work streams</li> <li>• \$80m commitment to Psychosocial Support Services for those not eligible for the National Disability Insurance Scheme (NDIS). Funding will only go to States that will match the funding</li> <li>• \$2m of the mental health funds will go to youth/early intervention and \$2m invested into mental health nurses</li> <li>• RFT in final phases of being completed</li> <li>• AOD – novation of commonwealth contracts went to PHNS. 23 projects across 18 agencies we are currently working with. Funded VADA to provide support. \$4m p.a. over two years.</li> <li>• Julie’s mental Health role as been split between Mahal in AoD and Ana Marie Thompson has been recruited to run the clinical side of mental health.</li> </ul>	
<p><b>9.5 DHHS update</b></p>	<p>Amanda Allen-Toland advised the North Division recently met with 8 PCPs and Chairs.</p> <p>The aim of the first meeting was to understand the depth and breadth of work across the division. The North Division want to create a community of PCPs and explore common issues to have a clear sense of purpose and understanding. It was agreed to meet twice yearly.</p> <p>Themes emerging from the meeting were:</p> <ul style="list-style-type: none"> <li>• The diversity of partnerships and issues</li> <li>• Shift from sub-acute to Family Violence sector</li> <li>• Focus on outcomes framework and shared indicators</li> <li>• Importance of service coordination – redefining or reframing this to future proof it</li> <li>• Value proposition, enhancing visibility and engaging the partners’ various resources to respond locally and at a broader catchment level</li> </ul>	<p><b>ACTION:</b> Amanda to circulate notes from the meeting with PCPs.</p>

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	<ul style="list-style-type: none"> <li>• Getting a shared understanding of the work PCPs are doing</li> <li>• Clarifying the different roles and responsibilities with the PHNs</li> <li>• Limited resources and sharing resources</li> <li>• Place based planning for prevention- identifying synergies</li> <li>• Neutrality of the platform</li> <li>• Workforce capability which was more a rural issue</li> <li>• Does the name fit the work anymore?</li> <li>• Self-determination for our Aboriginal agencies and how this platform will support that work.</li> </ul>	
<b>10. Executive Officer Report</b>		
	<p>Emma Fitzsimon advised that HealthWest and INW PCP are co-auspicing a Western Melbourne Cross Sector Community of Practice, which is supported by the Lord Mayor’s Charitable Foundation. The National Disability Scheme approached PCPs to see if we would like to auspice that role. The purpose of the Cross Sector Community of Practice is to support organisations from a diverse range of sectors to collaboratively respond to changes required by NDIS, aged care, mental health and other national reforms. The requirements are that we host four forums per year. A steering committee has been established.</p>	
<b>11. Other Business</b>		
	Nil	
<b>12. Next Meeting</b>		
	<b>1.30pm-3.30pm Monday, 14 August 2017</b>	