

EASTERN METROPOLITAN REGION ASM ALLIANCE

Executive Group

TERMS OF REFERENCE



The EMR ASM Alliance

The *EMR ASM Alliance* has been created to support the implementation of the Active Service Model (ASM) across Melbourne's Eastern Metropolitan Region (EMR). The Alliance brings together the expertise, knowledge and experience (individual, agency, sector and partnership) of all EMR HACC funded agencies, of service delivery partners and of other key stakeholders. The Alliance is a forum that seeks to promote a strong partnership approach through effective information sharing and collaborative problem solving.

While the EMR Department of Health is committed to providing ongoing support, expertise and resources, ownership of the Alliance remains with its members. Success is therefore dependent on a strong commitment from local agencies in both setting the strategic agenda of the group and operationalising its vision. As such, the *EMR ASM Alliance* will be represented through an executive group and working groups, established to action key areas of interest.

Vision

The EMR ASM Alliance seeks to enable a collaborative approach to the implementation of the ASM in order to enhance the delivery of high quality, holistic and coordinated service provision across the EMR. The Alliance is committed to maximising its reach by proactively engaging relevant service providers, creating opportunities to share expertise and information and retaining a focus on client empowerment and successful outcomes for the individual and the community.

Mission

The EMR ASM Alliance will provide a forum in which all HACC funded agencies, service delivery partners and key stakeholders can come together to support the implementation of the ASM. The Alliance will facilitate timely and effective information sharing between agencies, promote collaborative problem solving and seek opportunities to strengthen and/or create new partnerships to address common issues.

Purpose of the ASM Alliance Executive Group

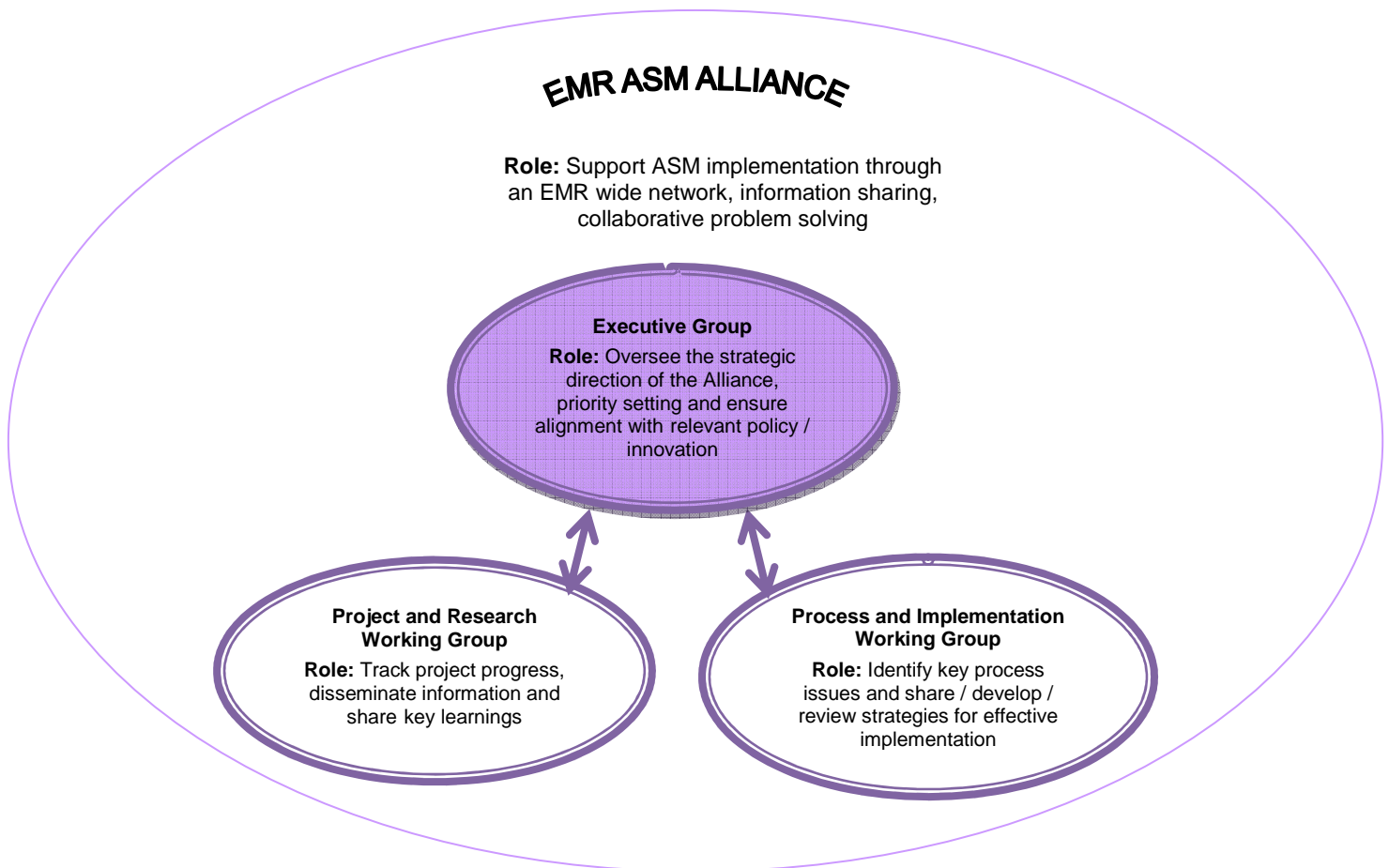
The *ASM Alliance Executive Group* has been established to provide the strategic directions of the EMR ASM Alliance. The *Executive group* will work within the context of the ASM policy set by the Department of Health, providing oversight and direction to support a collaborative approach to the ASM implementation across the EMR. The objectives and functions of the Executive group include to:

- Ensure a sector wide approach to the implementation of the ASM across the EMR and facilitate ownership of the Alliance by its members
- Support the implementation of the ASM by fostering, promoting and championing ASM Alliance initiatives throughout their respective organisations / sectors
- Promote and advocate for positive and effective change to support the implementation of the ASM
- Oversee the development and implementation of the ASM Alliance's strategic plan and actions
- Assist to identify and advise on issues, risks and barriers to effective implementation of ASM
- Constructively contribute to the identification of issues relevant to the ASM Alliance, project scoping, setting timelines and problem solving
- Regularly review and prioritise activities across the ASM Alliance

The HACC Program is supported by funding from the Commonwealth and Victorian Governments

- Contribute technical, sector specific and generalist expertise to ensure recommendations remain grounded and appropriate within the context of the range of HACC funded agencies
- Ensure alignment with relevant policy / innovation that will impact on the implementation of the ASM across the EMR
- Oversee and monitor the activities of the ASM Alliance working groups
- Make strategic recommendations and provide advice on frameworks that can support (or pose risks to) the implementation of a collaborative approach to ASM implementation across the EMR
- Act as a conduit between the ASM Alliance and staff across their organisations and support the development and implementation of an appropriate communication strategy to staff and key stakeholders

Structure of the EMR ASM Alliance



Executive Group Membership

In order to ensure the executive group is able to represent the breadth of HACC services across the region, membership will be derived from both the inner and outer east, across a range of sectors including:

- Local Government
- Community Health
- Aged & Disability Services
- Nursing
- General Practice
- Primary Care Partnership
- Department of Health

It is expected that members of the *ASM Alliance Executive Group* will hold senior positions within their respective organisations and have decision making authority to enable the ASM Alliance to operate efficiently and effectively.

Executive Group members will be asked to nominate an alternate representative who can attend meetings in the event they are unable to. Alternate representatives will be expected to hold similar positions within their respective organisation as the primary group member.

Nominations for new working group members will be tabled for discussion by the working group and accepted in writing. Each member's tenure on the Executive Group will reviewed after two years.

	Inner East	Outer East
Local Government	City of Monash	City of Knox
Community Health	Inner East Community Health Service	Knox Community Health Service
Aged & Disability Services	Uniting Care Community Options Care Connect Uniting Age Care	
Nursing	RDNS	
Primary Care Partnership	Inner East PCP	
Dept. Health EMR	Regional Director, Health & Aged Care Manager, Primary Health & Aged Care	

Secretariat

The Department of Health will provide strategic support to the executive group, including provision of expert advice, consultation and direction from the EMR ASM Industry Consultant.

The ASM Alliance Project Officer will be responsible for preparing and distributing agendas (a minimum of 5 days before each meeting), recording and circulating minutes and communicating with members on relevant matters relating to the business and conduct of meetings.

Secretariat members will remain non-voting members of the *ASM Alliance Executive Group*.

Chair

The Chair will be a member of the *ASM Alliance Executive Group* elected by majority vote by members of the group. The Chairperson will attend and run the bi-monthly meetings, represent the ASM Alliance in public forums and where necessary, facilitate the dispute resolution process. If unable to attend, the Chair will nominate a proxy chair for the meeting.

The position of Chair will be held for one year, after which a new chair will be nominated by majority vote by the group.

Meeting Frequency and Contribution

During the establishment phase (October 2010 – April 2011), 90 minute meetings will be held bi-monthly at a local venue. A timetable for meetings will be established at the commencement of the group. In April 2011, upon agreement from the group, meetings will be scaled back to quarterly.

Members will be asked to represent the interest of their sectors, bringing their expertise and knowledge of issues and initiatives that may impact on ASM implementation across their sector.

The Alliance supports open and transparent discussion of issues relating to the implementation of the ASM across the EMR. In the event of a perceived conflict of interest, members will disclose the potential conflict and can choose not to take part in an Executive Group discussion related to this issue.

Confidentiality

The proceedings and records of the *ASM Alliance Executive group* are not considered confidential. Where the group identifies information that is of a confidential nature, the issues will be documented without disclosing confidential information.

Dispute Resolution

In the event that there is disagreement between members of the *ASM Alliance Executive Group* which prevents the agreed objectives being reached, the following will apply:

- terms of reference will be considered the guiding document
- issues should be referred to the Chair of the Executive group for discussion and review
- as appropriate, issues will be tabled for discussion at the Executive Group with the aim of resolving the issue or developing a process through which resolution should be achieved. If appropriate, additional people representing different interests may be invited to the meeting
- if the matter cannot be resolved through open discussion with the Executive Group, issues should be referred directly to the EMR Department of Health's Manager, Primary Health and Aged Care.

Review of Terms of Reference

The membership and roles of the *ASM Alliance Executive Group* will be reviewed annually. The terms of reference will be reviewed in February 2012.