

Terms of Reference

Integrated Health Promotion (IHP) Reference Group



Background

The Inner East Primary Care Partnership (IEPCP) is a partnership of service providers committed to strengthening the planning, co-ordination and delivery of primary care services. The IEPCP provides support to member organisations across the local government areas of Monash, Manningham, Boroondara and Whitehorse to improve and streamline health services and to implement best practice health promotion initiatives across the catchment by working effectively together to meet identified catchment, population health and system wide needs.

Meeting Functions

The IHP Reference has 6 core functions:

1. IHP Leadership, advocacy and advice
2. Provide expert IHP advice and support to working groups and the IEPCP Operations Committee (governance group).
3. Inform, guide and monitor progress of the IEPCP IHP Plan 09/12, Annual IHP Implementation Plan and IHP Working Group activities.
4. Advocate for the implementation and development of best practice initiatives and quality evaluation
5. Provide opportunities to enhance partnership and relationship development
6. Respond to IHP capacity building needs
7. Make decisions on allocation of PCP budget for IHP Key Priorities and monitor and report to Ops Committee on budgeted activities

Frequency of meetings

Meetings of the IHP Reference Group will be held quarterly, extraordinary meetings may be held if required. Meetings will be no longer than 2 hours in duration. Meetings will run from Feb-Nov.

IHP Reference Group Members

Membership of the IHP Reference Group is open to organisations that provide health promotion programs within the Inner East Catchment area.

Partner agencies and/or core members currently include (one representative from each agency):

- Community Health Services (4)- IECHS, MCHS, MonashLink, WCHS
- Women's Health East (1)
- Local Government (4)– Boroondara, Manningham, Monash and Whitehorse Councils
- GP Networks (2)- Melbourne East and Greater Melbourne GP Networks
- NGO's and community services with a strategic focus on IHP – no current members
- Hospital Network – Eastern Health HP Unit
- IEPCP Coordinator, Population Health & Research
- The Eastern Metropolitan Region DH HP Advisor (as an ex-officio member with no voting rights).

Agencies can be co-opted as required to address specific issues.

Election and Period of Appointment

Membership will be reviewed in June 2012 to coincide with the lifecycle of the IEPCP IHP Plan.

Induction of new members: Applications using the nomination form (Appendix) to be made via the IEPCP office. The IHP Reference Group will consider and decide upon applications, in line with the TOR.

Responsibilities of Members

- Participate in the development, implementation and monitoring of the IEPCP IHP Plan
- Commit necessary staff time to participate in the IHP Reference Group meetings and associated activities.
- Participate in and contribute to meeting discussions
- Regular attendance at IHP Reference Group meetings. IHP Reference Group members are expected to attend a minimum of 75% of all meetings.
- Complete allocated work activities and requests for feedback and voting within agreed timeframe. Communicate with meeting chair when timelines cannot be met.
- External representation of the IEPCP at events/meetings, as nominated by the membership and agreed to by the member, and provide feedback to IHP members.

Role of the Chairperson and Co-Chairperson

PCP Office staff will write and circulate agenda and meeting minutes. The IHP group may delegate the role of minute taker and/or meeting Chair to members, as agreed to by the group.

Decision making

The IHP Reference Group is responsible for decisions making about:

1. The implementation of the IHP Plan 09/12 (endorsed by Ops Committee)- including steering and identifying activities that address the set objectives.
2. Recommendations for how the IHP budget is allocated. Note: Budget is set by the Operations Committee and all spending must have their approval. Recommendations are made to Operations Committee via written proposal (using PCP template) by the IHP Reference Group, or by the Working Group with Reference Group approval.
3. Proposals for spending on newly identified IHP activities that are outside the IHP Plan (eg. ABCD workshop) must have the approval of the Reference Group.
 - Decisions will be made on a consensus basis or, when consensus isn't reached, on majority member votes (ie. > 50%).
 - Where there is more than one representative per agency, each agency may only submit a single vote.
 - When voting is necessary a quorum of IHP Reference Group voting members must be present. A quorum will be half plus one of current committee voting members. Members will be mindful of leave of absence when scheduling voting on key priority issues.

Dispute Resolution

In the event that there is disagreement between members that cannot be resolved between individual, issues should be referred to the Meeting Chair and IEPCP Office Staff. If the matter cannot be resolved through open discussion, issues may be referred to the IEPCP Operations Management Committee.

IHP Working Groups

As necessary, working groups and sub groups will be established under the IHP Reference Group to progress identified IHP priorities that have broad application across the IEPCP catchment or across multiple LGAs. Working groups and Sub Groups will be formed for a fixed term and purpose.

Currently two Working groups have been formed- Social Inclusion and Prevention of Family Violence Working Groups. The effectiveness and partnership of each Working Group will be reviewed on an annual basis. IHP Working Groups will report and be accountable to the IHP Reference Group.

Partnership Evaluation

The partnerships of the IHP Reference Group (and Working Groups) will be evaluated on an annual basis using a partnership analysis tool. The IEPCP IHP Coordinator will facilitate this evaluation and feedback to IHP members on evaluation outcomes.

Review of Terms of Reference

Terms of Reference are to be reviewed every 12 months. These Terms of Reference due for review in May 2012.

APPENDIX A:
Integrated Health Promotion Reference Group
NOMINATION FORM

| Details of Proposed Member | |
|----------------------------|--------|
| Name: | |
| Organisation: | |
| Position: | |
| Contact Details: | Ph: |
| | Email: |

What is your current involvement in Integrated Health Promotion implementation, planning processes, projects and/or partnerships?

What are you hoping to achieve through your membership on the Reference Group?

Please send to:
Coordinator Population Health & Research, Inner East Primary Care Partnership
Fax: 03 9285 4897 or Email: Elizabeth.Hargreaves@iepcp.org.au

APPENDIX B: IHP Governance structures

