

Capital Health Network Community Advisory Council

TERMS OF REFERENCE

Role	To provide advice and feedback to the Capital Health Network (CHN) Board and management, for consideration, in relation to CHN key projects, commissioning initiatives, and strategic objectives. Advice should support consumer-centred, value-based, and locally relevant care.
Accountability	<p>The Community Advisory Council is an advisory committee to the CHN Board established in accordance with the Constitution. The Council has no authority to make decisions on behalf of the Board</p> <p>In working with the Council, CHN will operate in accordance with Standard 2 (Partnering with Consumers) of the National Safety and Quality Health Service Standards.</p> <p>Outcomes of meetings and engagement will include recommendations from the Community Advisory Council to the Board relating to key Commonwealth deliverables and initiatives relating to CHNs priority areas.</p>
Functions	<p>The functions of the Community Advisory Council are to provide recommendations/advice to the Board and the CEO on:</p> <ul style="list-style-type: none"> • priority health needs of the local community and the identification of service gaps particularly for those experiencing chronic and complex conditions and those that are at risk of poor health outcomes; • ensuring that strategies and initiatives developed by the CHN are consumer-focused, based on consumer feedback and preferences and relevant to the local community; • promoting cross-sector collaboration on community and consumer engagement to inform whole-system improvement at a local and regional level; • processes, progress and performance to ensure that CHN activities are customer-focused and achieve best value; • evaluation activities and outcomes achieved.
Key Interfaces	The Community Advisory Council will also work collaboratively with CHN's Advisory Councils and other ACT Health nominated community consultation mechanisms,

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The Community Advisory Council will have the ability to co-opt in specific expertise on particular topics and/or to form time-limited working groups to provide advice in specific areas.

The Community Advisory Council may cross-refer issues for discussion to the Clinical Council and/or the General Practice Advisory Council. Outcomes of the meetings will be shared across the 3 Advisory Councils through a formal Communique.

Membership

A minimum of 8 core members will be appointed by the CHN Board. Members may also nominate a proxy/representative for specific meetings based on the theme of the meeting up to a maximum of 15 members. Nominations for proxy representatives are to be approved by the Council Chair prior to the meeting.

The Community Advisory Council's membership will be made up of opinion leaders in the community and consumer advocates representing networks that can assist CHN to fulfil its role. Representation will be sought from a range of consumer and community organisations and peak bodies that align with CHN's strategic priorities. A call for nominations will be conducted via existing CHN communication platforms and other professional bodies. Nominations will be reviewed against the membership types. The aim of the nominations process will be to identify representatives that will bring broad breadth of subject matter expertise and a collegiate and collaborative approach to providing advice that align with CHN strategic plan.

All members will represent the broader community interests in local health services and not their specific organisation, area of interest or expertise. As an active participant of the Council it is expected that members will canvas feedback from their broader network base to inform opinion and gain additional insight into community and consumer related issues.

The CEO and a member of the CHN Executive team will attend all council meetings. The Executive team member has primary responsibility for supporting the Council. Board member may attend the meetings of the Council as observers and advisors, but will not be Council members. Only members of the Council hold voting rights at Council meetings. Any conflicts (actual, perceived, and potential) will be managed in line with CHN policies and procedures.

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	<p>Formal induction with members will be completed by CHN management, in collaboration with the Chair. This will include a meeting to discuss the role, functions and purpose of the Council and CHN, as well as meeting frequency.</p> <p>Non-Indigenous Community Advisory Council members must have undertaken or be prepared to undertake cultural competency training.</p>
<p>Term of Appointment</p>	<p>Members of the Council are appointed to terms that do not exceed two years. Members may be appointed for no more than two consecutive terms (a maximum of four consecutive years).</p> <p>Members who have served two consecutive terms may be reappointed to the Council after an interval of at least 12 months.</p> <p>The board may extend the terms of members in exceptional circumstances.</p> <p>All appointments to the Council are subject to review by the Board at any time.</p> <p>Any vacancy that arises outside of the standard term will be filled by the above process.</p> <p>Any conflicts (actual, perceived, and potential) will be managed in line with CHN’s policies and procedures.</p>
<p>Chair</p>	<p>The CHN CEO will be Chair and may nominate a CHN Executive member in their absence.</p> <p>Should the Chair be absent from a meeting and no acting Chair has been appointed, the members of the Council present at the meeting have authority to choose one of their number to be Chair for that particular meeting.</p>
<p>Meeting Attendance and Participation</p>	<p>The requirement for members is that they commit the time necessary to understand the issues, participate respectfully in debate and are genuinely committed to the role and functions of the Community Advisory Council. Capital Health Network has the following as its key values:</p> <ol style="list-style-type: none"> 1. Diversity 2. Empowerment 3. Agility.

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	<p>The company places a premium on these values being demonstrated by Council Members in their communication with each other and members of staff,</p> <p>Members are required to:</p> <ol style="list-style-type: none"> 1. Always communicate respectfully; 2. Refrain from criticising or speaking disparagingly about other Members; 3. Demonstrate respect to and trust in the Chief Executive Officer and staff; 4. Provide the opportunity for a diversity of views to be presented and discussed; 5. Agree to a consensus model for decision-making, supporting the approved decision on matters; and 6. Foster an environment where honesty is encouraged and valued.
Meeting Frequency/Duration	<p>Meetings will be held at least three times per year. A fourth meeting be held at the end of each calendar year with all three Advisory Council members. The aim of this meeting is to highlight overall achievements from the previous 12 month and an opportunity to provide input into next 12 months focus area meeting themes.</p> <p>Meetings will be held in order to align with CHN strategic requirements, needs assessment and business planning cycles.</p> <p>Dates will be agreed at the commencement of each year. The duration of each meeting will be approximately 2-3 hours.</p> <p>In addition to regular meetings, CHN may seek feedback from members utilising , ad hoc meetings, and other consultation methods to gain feedback from members for timebound or other emerging need.</p>
Quorum	<p>A quorum for meetings will be 50% of appointed members plus one.</p> <p>In order to conduct a meeting at least one of either the CEO or the Executive representative must be present.</p>
Report of Meetings	<p>Draft Council minutes to be provided to the Chair within ten working days of the meeting. Chair to respond to draft minutes within ten working days of receipt. Members are requested to send any suggested changes to the Secretariat with a copy to the Chair within seven (7) days.</p> <p>It is the responsibility of the Chair to approve suggested changes by Members.</p> <p>Recommendations from Council meetings may be provided to the Board prior to the Minutes being approved.</p>

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	<p>Advisory Council minutes need to be cleared by the Chair and circulated to all Council members and comments sought.</p> <p>The minutes are confirmed by members at the next meeting and signed by the Chair at the next Council meeting.</p> <p>Once the minutes have been adopted by the Council they cannot be amended. The minutes will include an action log which will be monitored by the Secretariat.</p> <p>Where a decision by the Board is required, a recommended resolution will be included in a paper to the Board.</p> <p>Chair has the discretion to circulate the reports of meetings to interested parties where considered appropriate</p>
Performance Review	<p>The performance of the Community Advisory Council, including the Chair, will be assessed by the CHN Board on an annual basis.</p> <p>Council members will self-assess each meeting in order to continuously improve meeting processes.</p>
Termination	<p>The CHN Chair may end the appointment of a member, if the member is absent from three consecutive meetings of the Community Advisory Council, except on leave granted. According to the CHN Constitution: the board may terminate an Advisory Committee at any time by written notice including for Member behaviour and conduct.</p>
Secretariat	<p>The CEO will ensure appropriate Secretariat support is provided to the Council.</p>
Remuneration	<p>Sitting fees for Council meetings will be available in accordance with the CHN's remuneration policy.</p>
Agenda and meeting papers	<p>The development of agendas and agenda papers for each meeting will occur in a timely manner e.g. papers will be distributed one week prior.</p>
ToR Review	<p>The Terms of Reference will be reviewed biennially.</p>