

# Terms of Reference

## Membership Advisory Council (MAC)

### Adelaide PHN Overview

#### Background

Primary Health Networks (PHNs) have been established by the Federal Government with the key objectives of increasing the effectiveness and efficiency of medical services for patients, particularly those at risk of poor health outcomes and improving coordination of care to ensure patients receive the right care, in the right place, at the right time.

#### Vision (our aspirations for the future)

Connecting you to health.

#### Purpose (our reason for existence)

Facilitating a collaborative and responsive health care system for metropolitan Adelaide.

#### National PHN Priority Areas

1. Aboriginal Health
2. Mental Health
3. Population Health
4. Health Workforce
5. Digital Health
6. Aged Care

#### National PHN Headline Performance Indicators

- Potentially avoidable hospital admissions
- Childhood immunisation rates
- Cancer screening rates
- Mental Health treatment rates

#### Governance & Membership

It is pivotal that the Adelaide PHN actively engages with community stakeholders including community members, service providers, clinicians and primary health care workers. To enable this, the Adelaide PHN has developed a membership model which underpins the decision making process, consisting of the following;

- Board of Directors
- Membership Advisory Council (MAC)
- 3 Clinical Councils (CCs)
- 3 Community Advisory Committees (CACs)
- 7 Health Priority Groups (HPGs)

## Adelaide PHN Overview

### Engagement Values

**Inclusive:** Our community has a right to be informed of and involved in our work as it impacts on their lives and work within the region.

**Meaningful:** Our community have the right to expect contributions made to our organisation will have an appropriate level of influence on planning, decision-making and service provision.

**Relevant:** Our community engagement activities will be responsive to local needs and relevant to the vision, purpose and strategic objectives of the organisation.

**Integrated:** We will collaborate and coordinate activities with other stakeholder organisation's to avoid duplication and engagement fatigue. This will allow for an efficient, sustainable and coordinated response to key health and wellbeing issues.

**Respectful:** We acknowledge the lived experiences of our community. Our activities take a person-centred approach, recognising that the community are experts in their own lives and health care choices.

**Accountable:** Our community engagement will be appropriate, open and transparent.

**Flexible:** Our communities are diverse in their health care needs. We are committed to varied community engagement strategies that are inclusive of all people in our community.

**Reflective:** We are committed to the ongoing improvement of community engagement, with a focus on evaluation and continuous improvement

### Principles

- Committed to improving the patient 'experience' of the health system
- Act with integrity and transparency
- Make timely decisions of the highest ethical standard
- Be responsive to individual, community and provider needs within local communities
- Meet challenges with innovative and responsive solutions
- Foster, enable and facilitate partnerships that enrich and improve health services, activities and systems
- Be flexible, adaptable and responsive to continuous quality improvement and evaluation outcomes
- Remain connected to local communities in their respective settings
- Be held accountable by those we serve as an enabler, facilitator or commissioner.

# Membership Advisory Council (MAC)

## Terms of Reference

### Scope

The MAC will provide advice to the Adelaide PHN Board and act as the conduit for all Membership groups. The MAC will be guided by the Adelaide PHN national and local objectives and the resources (staff and funding) of the Adelaide PHN. The MAC will consider the priorities against the Needs Assessment work of the Adelaide PHN and convene working groups as required in line with advice to and from the Board.

### Membership

The Membership Advisory Council is comprised of thirteen (13) representatives, one each from the Membership groups including the CACs (3), CCs (3) and HPGs (7). The Board will provide a delegate to the MAC.

### Purpose

- To act as a high level advisory committee which supports the Adelaide PHN to develop metro-wide strategies to improve the operation of the health care system for the community and facilitate effective primary health care provision, in order to reduce avoidable hospital presentations and admissions, keeping people well and out of hospital.
- To provide leadership for the Membership Model, ensuring that regional and community interest, opportunities and solutions are received and considered within the Adelaide PHN strategic objectives, priorities, scope and resources.
- To inform and advise the Adelaide PHN Board through consensus decision-making processes, influencing the strategic direction of the organisation.

### Role

The MAC will:

- Consider, synthesize and prioritise issues raised by the CACs, CCs and HPGs and provide leadership and integration of actions to the Membership groups
- Provide the Board with information about community experiences and expectations
- Propose priority areas to the Board for endorsement to inform the strategic directions for the Adelaide PHN
- Provide a direct advice liaison with and to the Board.

### Chairperson

The Chairperson (Chair) will be elected by the members of the MAC and will hold the position for one year from July 2016.

The Chair will:

- Facilitate consensus decision-making processes
- Provide MAC advice to the Board
- Act as liaison between the Board and the MAC.

## Members Conduct

Where a MAC member has a conflict of interest in a matter, which is before the meeting for discussion, that member should not take part in the discussion and decision on the issue unless the Chair is satisfied that the interest is not material to the matter. The interest must be declared to the Chair immediately and recognised and recorded in the minutes. This conflict must also be conveyed and recorded in the Adelaide PHN Declaration of Interest register via the CEO.

Members must participate in consensus decision-making processes. If a consensus is not reached the Chair will negotiate with Council members until a consensus is reached.

Members of the Council are not only to represent the views of their Committee / Council / HPG, but are to represent the best interests of the Adelaide PHN as a whole.

Council members are to report back to their respective Committee / Council / HPG.

Council members' behaviour is to be based on the ***Adelaide PHN Code of Conduct Policy***.

## Term of Appointment

Members will hold their positions in line with their appointment by their Membership group.

## Operational Mechanisms of Council

The MAC will meet on a quarterly basis (4 times per year) at an appropriate time at the Adelaide PHN Head Office.

For the MAC to achieve good decision making, a quorum of (7) members is required for a meeting to be held, assuming that the members determine that there is an appropriate representation of members according to the agenda for the meeting.

The MAC will ensure reporting of relevant primary health care issues to the Board.

Each participant is required to attend at least 80% of scheduled meetings. Proxies are allowed, members are responsible for briefing proxies and ensuring information is received.

MAC participants may resign by written notice to the MAC Chair at any time.

The Adelaide PHN Board may revoke a participant's membership in the MAC at any given time, for failure to comply with the Terms of Reference, including attendance requirements, behaving in a disrespectful or unprofessional manner or on advice of the Chair to the Board.

The Adelaide PHN must provide Executive support as required.

A nominated staff member from the Adelaide PHN should be in attendance at each MAC meeting, providing the Council with guidance and support as appropriate.

## Support for Members

MAC members have the right to reasonably expect the following level of support from the Adelaide PHN:

- Sitting fees and reimbursements in line with the ***Adelaide PHN Sitting Fee and Reimbursement Policy***
- Access to appropriate car parking
- Meeting times and locations that are suitable for members, including after-hours meetings.

### **Terms of Reference Review**

The Terms of Reference for the MAC will be reviewed annually.

The Terms of Reference for the MAC were endorsed by the APHN Board on 9 May 2016.