



# Victorian Primary Care Partnerships (VIC PCP)

## Statement of Purpose

### What are Primary Care Partnerships?

Primary Care Partnerships (PCPs) are a Victorian Government funded initiative bringing together the health, social, not for profit and local government sectors, who in partnership utilise a place-based approach to identify local service and health and wellbeing issues and together develop solutions. There are twenty eight PCPs across the state of Victoria connecting over 850 organisations.

### VIC PCP Purpose

VIC PCP has been developed to bring the 28 PCPs from across the state together to promote the primary care partnership platform and the broader use of partnerships to achieve improvements in population health and wellbeing.

In order to achieve this VIC PCP will:

- Advocate for future investment in primary care partnerships
- Identify and capitalise on new opportunities for growth in the primary care partnership platform
- Support primary care partnerships to deliver excellent outcomes that will improve the health status of all Victorians

All PCPs are able to participate in strategic planning processes for VIC PCP which will be directed by the Leadership Executive which is a key governing component of the VIC PCP structure as outlined below.

### VIC PCP Structure

VIC PCP is voluntary alliance overseen by a Leadership Executive which is comprised of representatives of PCP governance groups from each of the 8 Regions across the state. The Leadership Executive operates according to a Terms of Reference, refer to page 2. The work of VIC PCP is supported by a small number of paid, part-time staff including the Director Strategy and Development and administrative support through its auspice arrangement with enliven. Position descriptions exist for these roles which outline the way in which they contribute to the purpose of VIC PCP.

VIC PCP will determine the best way of connecting with and engaging PCP staff, governance groups and PCP member agencies from around Victoria. This will be reviewed periodically. Currently such liaison occurs by way of bi-monthly forums for Executive Officers, day long forums for Chairs and Executive Officers as required and Communities of Practice organised by sub groups of professionals from different PCP priority areas.

VIC PCP is funded by contributions from all PCPs annually according to a percentage of core funding formula. In 2019, the Leadership Executive determined that this should be 1.8% of core PCP funding.

Updated April 2020 (to be reviewed annually)

## VIC PCP Leadership Executive Terms of Reference April 2020

### Purpose

The Victorian Primary Care Partnerships (VIC PCP) Leadership Executive has been established to lead strategic direction and to provide oversight of Vic PCP operations.

The purpose of the VIC PCP Leadership Executive is:

- To ensure that activities delivered under the VIC PCP structure align with the stated purpose and strategic directions of VIC PCP
- To ensure appropriate governance arrangements are in place with respect to finances, legal obligations and human resources
- To generate and / or endorse VIC PCP positions on issues of relevance to the sector

### Relationship between the Leadership Executive and Primary Care Partnerships

The Leadership Executive is accountable to the 28 Primary Care Partnerships from which they have been drawn. Members on the Leadership Executive represent their regional constituents and are informed by them as well as being responsible for providing direct feedback to them.

### Membership

The Leadership Executive shall be comprised of:

- One representative from each region, who must be a member of a PCP governance group and is elected by the Chairs of that Region. Membership is for a period of 2 years and includes the following 8 PCP regions:
 

North and West Metropolitan	Eastern Metropolitan
Southern Metropolitan	Hume
Barwon South West	Grampians
Gippsland	Loddon Mallee
- Rural and Metropolitan Executive Officer Representatives appointed through a voting process of the 28 PCP Executive Officers, these representatives may be nominated by members of the EO Network or self-nominate. Membership is capped for a period of 2 years at which time positions will reopen for nominations and election of new representatives.
- Once formed, the Leadership Executive nominates a Chair and Deputy Chair. The Leadership Executive has agreed that it is important for representation within these roles be a balance between gender rural/metro regions. These positions are for 2 years. Members may hold more than one two year term.

“Ex officio” members (members who do not have voting rights) include:

- The Director Strategy and Development
- Rural and metropolitan Executive Officer Representatives who have been appointed through a voting process of the 28 PCP Executive Officers

## **Decision Making**

- A quorum of half (50%) of members plus one further member must be present before decisions of the meeting can be made.
- If a quorum is not in attendance then the meeting may proceed, however, decisions may not be endorsed at the meeting. In such cases, and in between Leadership Executive meetings, Leadership Executive decisions and endorsements can be made using an e-mail feedback process. The process for urgent decision making is by email, with nominated response timelines and by majority of members responding indicating agreement. In the event that a Leadership Executive member is unavailable, decisions are able to be delegated to their allocated deputy/proxy.
- If vacancies on the Leadership Executive are not filled, then the accepted quorum will be 50% plus one of the currently filled positions.
- The Leadership Executive is committed to working within a decision-making model that promotes full and fair discussion based on adequate information and encourages full participation and ownership of decisions. The aim is to reach resolutions by consensus. If consensus cannot be reached then the decision a vote will be cast.

## **Meeting Attendance**

- Attendance may be in person or via teleconference.
- Members must be prepared to attend 75% of meetings annually.
- If a member is unable to attend, they will be responsible for nominating a proxy. The proxy should also be a member of a PCP governance group from the same Region. At the time of identifying their Regional representative, Chairs are encouraged to also identify a proxy to ensure consistency of representation. Executive Officers may attend as a proxy where all other possibilities of having a governance group member attend have been exhausted. This arrangement is capped at a maximum of 2 Leadership Executive meetings per year.
- The Leadership Executive may co-opt up to an additional 3 members to ensure appropriate skill mix and representation.
- The Leadership Executive may invite other people to attend meetings as guests or speakers at their discretion.

## **Role of Chair, VIC PCP Leadership Executive**

The role of the Chair, VIC PCP Leadership Executive is to:

- be the first point of contact for discussion and representation on issues relating to the PCPs
- represent PCPs at relevant forums and meetings or nominate an appropriate delegate
- be a supportive leader for VIC PCP members
- work closely with the Leadership Executive and Director Strategy and Development to manage workload and priorities for VIC PCP
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of PCPs
- chair meetings Leadership Executive meetings and Chairs and EO Forums

## **Role of Deputy Chair, Leadership Executive**

The VIC PCP Leadership Executive elects a Deputy Chairperson to support the Chairperson in performing their responsibilities. The duties of the Deputy Chair include:

- Assisting the Chairperson as required
- Standing in place of the Chairperson when they are absent

The Chairperson and the Deputy will negotiate respective roles and areas of responsibility to ensure that overall governance and leadership functions are performed effectively.

## **Role of Executive Officer Representatives**

The role of EO representatives is to:

- Provide context, background and history of PCPs and their day to day operation to support the Leadership Executive in their understanding of PCPs roles in rural and metropolitan areas
- Provide a point of contact for EOs to feed into Leadership Executive and regarding the collective view of rural issues and metropolitan issues In conjunction with the Director Strategy and Development communicate as appropriate to the EOs they represent
- Provide support and advice to the role of Director Strategy and Development in preparation of agendas and papers for the Leadership Executive , Chairs and EOs Forum and EO network meetings
  - Will be share the chair and deputy chair roles on the EOs network

## **Role of the Director Strategy and Development**

The Director Strategy and Development supports the Leadership Executive in its role and function. The position objectives for this role are outlined in the Position Description *VIC PCP Director Strategy and Development*. This position together with administrative support provides:

- Secretariat and financial support to the Committee
- Liaising between the Leadership Executive, the Statewide Chairs and Executive Officers, the Department of Health and other key stakeholders
- Other duties as outlined in the Position Description

Director Strategy and Development will develop agendas in consultation with the Chair. Agendas will be provided to members via email five working days prior to and minutes will be provided 14 working days after meetings.

## **Relationship between the Leadership Executive and the Director Strategy and Development**

The Director Strategy and Development reports, and is accountable, to the Leadership Executive, via the Chair of this Committee, who supervises the role. The Leadership Executive is responsible for setting the strategic priorities for this position and endorsing the work plan which the Director develops.

The Director is employed by an auspice agency and must abide by all Human Resource and organisational terms and conditions relevant to that agency. A memorandum of understanding will be developed between that auspice and VIC PCP which sets out this arrangement.

## **Reporting**

The Chair will be responsible for communicating key strategic decisions of the Leadership Executive to all PCPs. This will include decisions impacting on cost and strategic direction relating to the activities of VIC PCP.

The Director is responsible for regular reporting of VIC PCP activities to all PCPs. A key function of this reporting is to keep partners engaged and well informed about matters relevant to PCPs.

## **Meeting frequency**

The Leadership Executive members meet bimonthly. Most meetings will take place via video conference except when it is deemed necessary to meet face to face for planning purposes.

## **Review of Terms of Reference**

The Terms of Reference will be reviewed on an annual basis and endorsed at the Leadership Executive meeting.

**Date Endorsed: 9 April 2020,**

**Review Date: January 2021**