



Community Maternity and Child Health Program

Oversight Committee: Terms of Reference

Introduction

The Logan Community Maternity and Child Health Oversight Committee (Oversight Committee) is established to provide cross-sectoral and community oversight of the design, development, delivery and continuous evaluation of the Logan Community Maternity and Child Health Hubs.

Purpose of Oversight Committee

The purpose of the Oversight Committee is to ensure success of *the Logan Community Maternity and Child Health Hubs* through ongoing community co-design, co-development and co-production of the model.

Philosophy of Model

The Logan Community Maternity and Child Health Hubs are based on a collective impact co-design process and shared community governance to create partnership within the Logan community to provide a woman-centred, family-focused and culturally safe social model of care from conception to one year.

Central to the model:

- Choice, control, relationship-based continuity and compassion;
- Universal access to caseload midwifery care in the community & Logan Hospital during pregnancy, birth & the postnatal period up until at least 6 weeks, with seamless handover to child health services;
- Enabling decision making for women through respectful provision of evidence based information and options;
- Provision of soft entry and wrap around services starting in pregnancy (e.g. housing, education, domestic and family violence supports and other services as needed, via existing community organisations);
- Multi-disciplinary support with maternal and child health service providers (e.g. obstetricians, child health, GPs, midwives, allied health and community providers).

Decision Making

Metro South Health, Children's Health Queensland and the community hub locations hold financial and clinical responsibility for their services provided within the model. They will deliver these services in a coordinated, family-centred model with oversight from the *Logan Community Maternity and Child Health Hub Oversight Committee*.

The Oversight Committee is to be regarded as highly influential in decisions made by key operational partners for the Hubs' design, development, implementation and continuous evaluation.

Decisions and recommendations of the Oversight Committee are to be made by consensus, where possible. In the event that a consensus cannot be reached, a majority decision will be sought. In the event that there is significant disagreement, the issue will be sent to the Chief Executives of the sitting members and a final decision made.

Role of the Committee

The cross-sectoral committee will ensure ongoing community co-design, co-development and co-production of all aspects of the model by providing Metro South Health, Children's Health Queensland and the community hub sites with oversight on the following:

- development, delivery and evaluation of *the Logan Community Maternity and Child Health Hub/s*;
- identifying key linkages and partnership development opportunities to facilitate integration with wrap around social services and collaboration between relevant sectors to improve access to the *Logan Community Maternity and Child Health Hubs*;
- consideration of the barriers and enablers for the successful implementation and delivery of the model including adherence to agreed philosophy of the model and sustainability issues; and
- continuous improvement to accessibility and evolution of the model informed by:
 - ongoing feedback from women, clinicians and community partners, and
 - evaluation recommendations;

The committee will also:

- support Metro South Health, Children's Health Queensland and the community hub sites to engage with the community to ensure the model is meeting the target population's needs, and that they are aware of and accessing the model;
- identify and inform Logan Together of opportunities to fund the 'wrap around social service model health' in line with a collective impact approach, which will complement the elements of the model funded by Queensland Health; and
- publicly report on progress made to achieve target measures.

Membership

The committee will consist of members with the expertise required to oversee the development and implementation of the Community Maternal Hubs. They are expected to keep their organisation (if applicable) briefed on decisions and progress. They must register any conflicts of interest with the Co-Chairs as they arise.

Current membership is proposed below:

- Metro South Hospital and Health Service Representative (Co-Chair)
- HCQ Representative (Co-chair)
- Consumer Representatives X6
- Community Hub Representative X 5 (to increase as required)
- Midwifery Representative, Logan Hospital
- Obstetric Representative, Logan Hospital
- Midwifery Advisor – Griffith University
- Children's Health Queensland Representative
- Brisbane South PHN Representative
- QNMU Representative

Standing Invitees will include:

- Logan Together
- MSH Media and Communications
- MSH Project Officer

The committee may choose to invite persons and organisations to meetings to obtain further technical knowledge about particular aspects.

Responsibilities of Co-Chairs and Members

All members should demonstrate a commitment to the partnership model and to the values of respect, honesty, persistence and transparency.

Members should be willing to:

- listen to each other's perspectives
- bring a variety of perspectives/experiences
- be reflective
- creative problem solving around constraints.
- undergo training/education; and
- maintain confidentiality.

The Co-Chairs are responsible for:

- Supporting a shared vision and partnership development between members
- Facilitate robust, honest, respectful and solution-focused discussions which are aimed at maximising transparency and positive impact
- Ensure all members are able to provide influence, expertise and oversight.
- Ensuring the Oversight Committee focuses on matters relevant to its functions and considers each matter with appropriate care and diligence.
- Ensuring that appropriate and timely reporting occurs
- Accepting nominations for changes to membership
- Establishing meeting times
- Providing relevant guidance
- Overseeing the development/updating the ToR in collaboration with members

It is expected that each Member of the Oversight Committee will commit to undertaking the following as appropriate to the organisation they represent:

- Understand and provide advice on managing the impact of change resulting from implementation of the *Logan Community Maternity and Child Health Hubs*
- Facilitate and support the resolution of risks and issues associated with the *Logan Community Maternity and Child Health Hubs*
- Provide resource availability for planning and delivery purposes
- Attend meetings and prepare for meetings accordingly or nominate a proxy
- If a proxy is nominated, ensure the proxy has the appropriate philosophy, skills, knowledge and experience to attend and has been briefed accordingly

Terms of Appointment

Membership will be for an initial two year term with a review of membership and Chair/s occurring annually. After the initial term, all members will be required to re-apply through an expression of interest process. The committee may appoint additional members or observers on an as needs basis.

Meetings

The committee will initially meet on a monthly basis. The frequency, timing and date of meetings can be reviewed according to ongoing requirements.

Attendance can be face-to-face or via telephone/video conferencing.

A quorum is achieved with more than half of members in attendance at a meeting within 20 minutes of the scheduled commencement time of the meeting. For the purposes of determining a quorum a nominated proxy will count as a member in attendance.

Failure to attend two consecutive meetings without prior notification or ongoing poor attendance despite notification of an apology may require a member to step down from the steering committee at the direction of the chair/co-chairs.

Authority

The establishment of the Oversight Committee is a key part of implementation of the Logan Health Action Plan and is supported by the Minister for Health and Minister for Ambulance Services.

The Oversight Committee operates in accordance with these Terms of Reference (ToR), as approved from time to time by its membership.

Reporting Responsibilities

Metro South Health will coordinate the provision of a regular project status report including outcomes measures, to enable the Oversight Committee to effectively understand and act on those factors that affect the successful delivery of the *Logan Community Maternity and Child Health Hubs*.

The Oversight Committee may also report where required and appropriate, as directed by the Co-Chairs, to the Deputy Director-General, Strategy, Policy and Planning Division, Department of Health.

The Committee will also publish a communique after each meeting. This communique will outline progress against delivery of *Logan Community Maternity and Child Health Hubs* headline measures, decisions taken by the committee, and anything else the committee deems appropriate. The communique may be distributed broadly.

Secretariat

Metro South Health will provide secretariat support for the committee and circulate timely minutes/action lists from previous meetings.

Budget and Remuneration

Metro South Health will reimburse consumers for out of pocket expenses as per the policy *Reimbursement of consumers appointed to Metro South Health committees* (PR2014-17).

Logan Together will provide remuneration for consumer members.

Confidentiality

Members may receive information that is regarded as 'commercial-in-confidence', clinically confidential or have privacy implications. Members and proxies acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.