



Grampians Integrated Cancer Service (GICS) GOVERNANCE GROUP Terms of Reference

GICS Vision

Improving patient experiences and outcomes by connecting cancer care and driving best practice

GICS Mission

GICS will achieve the vision by:

- understanding the needs of people affected by cancer;
- building and supporting collaboration between health professionals, health services and consumers;
- driving quality improvement in cancer care; supporting the development of cancer workforce;
- facilitating system-wide engagement in cancer research.

Purpose of Governance Group

The GICS Governance Group is responsible for strategic decision making in relation to planning, implementation and ongoing monitoring of strategies to achieve the GICS Mission, Victorian Integrated Cancer Service Cancer Action Plan and the Victorian Cancer Action Plan.

It aims to establish and maintain a sustainable model for collaboration of cancer services providers in the Grampians region by working effectively with health service providers, clinical groups, consumers, stakeholders and the Department of Health and Human Services (DHHS).

Roles and Responsibilities of the Group

- Sets the strategic direction for GICS and provides leadership and vision for the enhancement of cancer services in the Grampians Region to improve local access, care coordination and outcomes for cancer patients and carers.
- Proactively leads and supports the implementation and monitoring of the GICS Strategic and operational work plan, to ensure Department of Health and Human Services policy targets and GICS strategic objectives are achieved within a sustainable approach.
- Supports the implementation of DHHS cancer related policies within constituent health organisations
- Ensure strategies are in place for engaging with consumers and community groups to improve cancer outcomes.
- Ensure strategies are in place to support development of optimal models of care.
- Ensure strategies are in place to promote service integration.
- Approve and monitor the GICS budget and ensure a clear and transparent process for access and accountability of GICS funds.
- Guide, support and provide advice to the Strategic Director and the GICS team in their role of facilitating and implementing the strategic and operational work plan.

Roles and Responsibilities of Members

Members are expected to:

- Adopt a region wide approach to improving cancer care
- Be committed to working together to improve the quality of care and quality of life outcomes for people who are affected by cancer, through service system collaboration and reform.
- Be well informed about GICS and the DHHS's current policy direction and supportive frameworks in Cancer Care.
- Raise awareness of GICS within your organisational/professional groups by providing regular reports at appropriate meetings and distributing electronic and hard copy material as required.
- Advise on service improvement at local and regional levels
- Actively participate in the Governance Group- Attend at least 75 per cent of meetings across the year (proxies on behalf of an absent member are not permitted), engage in and contribute to strategic discussions
- Have sufficient experience, leadership skills and influence within their sector or network, to progress initiatives.

Membership

The membership of this Governance Group reflects the range of key stakeholders involved in cancer services and care within the region. Members are drawn from senior executives from within health services and organisations across the region, clinical specialists, and key stakeholders within community.

Governance Group composition:

- Health Service CEO's or their Executive representative. This will include representatives from
 - Ballarat Health Service
 - St John of God Healthcare
 - Wimmera Health Service
 - A small rural health service
 - Ballarat and Austin Radiation Oncology Centre (BAROC)
- A senior management representative from Ballarat Regional Integrated Cancer Centre (BRICC)
- Representatives from key cancer clinical areas (3 members)
- A representative from the GICS Consumer Advisory Group.
- Representatives of Primary Health (with influence and networks across the region- 2 members)

Representatives with specific skills will be co-opted as required and time limited sub committees will be formed to address key issues as required.

Ex officio

- Representative from the Regional Department of Health and Human Services
- The Strategic Director and Clinical Director

Governance Group member Nomination and Selection Process:

- The Strategic Director will call for nominations from signatories from the Memorandum of Understanding. Nomination forms, with number and type of positions available, selection criteria and return date and the position description will be sent to prospective nominees.
- Once nominations close, if there are sufficient numbers of nominations to fill all positions a letter of appointment will be sent to each member along with an orientation pack of information. The letter of appointment will cover the term of appointment, and reiterate member roles and responsibilities and what is expected of them as Governance Group member.
- The Orientation pack will include as a minimum
 - Relevant position description,
 - Governance Group Terms of Reference
 - Organisational chart
 - GICS committee structures listing current Chairs
 - role of Secretariat (including key positions within the Secretariat and their areas of responsibility),
 - reporting lines and accountability within GICS (diagram),
 - overview of relationship between DHHS, Fund Holder and GICS
 - strategic plan and workplan,
 - key achievements to date and list of current projects,
 - full list of Governance Group members with a short biography of each member & which organisation or sector they are representing
- If there are a number of nominations for a position, a subcommittee will be formed to undertake an interview process to objectively fill the positions.
- This subcommittee will include the Chair, Strategic Director, and DHHS representative.

Term of Office:

Members are appointed to the Governance Group for a term of 3 years with the option to re nominate for one further term.

Election of Chairperson

The Chair is appointed from within the membership. The term for the Chair is for two years with a maximum reappointment of one term. The election of the Chair and Deputy Chair is by nomination, seconders and show of hands within the meeting. A Deputy Chair may be appointed for a period of two year with no specific expectation that this member would progress to undertaking the Chair position when next vacant.

Quorum:

Meeting quorum is half the voting membership plus one.

Frequency of Meetings:

The Governance Group will meet bi-monthly from February to December, with one meeting per year being held in a regional location. Members will also be required to attend an annual planning forum. Meetings will generally be held at the GICS office.

Communication:

- Members will receive meeting papers at least one week in advance of the scheduled meeting.
- Agenda items including issues and ideas for improvement that members wish to raise should be sent to the Strategic Director two weeks prior to the meeting.
- Minutes of the meeting and any other relevant documentation will be distributed to members within one week of the meeting.

Reporting:

The Governance Group is accountable to DHHS, Cancer Strategy & Development and copies of all meeting minutes are provided to them as part of the reporting requirements of the Integrated Cancer Service.

Subcommittees (within Governance Group)

Short term subcommittees will be created as required. It is anticipated that a subcommittee would be formed to undertake the Performance review for the Strategic Director and would comprise the Chair, Deputy Chair plus one other Governance Group member. Likewise when a recruitment process is undertaken for the Strategic Director's role a subcommittee would be formed.

If it is evident that a permanent sub-committee is needed to support the work of the Governance Group, it will be formed at the time.

Review

Annually review

- Governance Group membership and meeting and decision making processes
- Governance Group and Subcommittee/ Advisory Groups effectiveness and performance
- Governance Group and Subcommittee Terms of Reference
- Performance of Strategic Director (via Performance review sub-committee)

Grievance Policy & procedure:

Should any member within the Governance Group have a grievance they wish to raise, they should speak with the Chair in the first instance. If the grievance is unable to be resolved through initial discussion the complainant will need to:

- Set out their grievance in writing;
- Include full details of the grievance such as names, dates reasons for the grievance; and
- Detail the desired result of raising the grievance.

To ensure that the issues are addressed in a fair and equitable manner a subcommittee will be created comprising; the Chair, DHHS representative, and the Strategic Director. The subcommittee will meet with the complainant to explore the issues with the purpose of reaching a resolution.