

Terms of Reference



Clinical Council

Purpose

The Clinical Council advises the EIS Health Board (Central and Eastern Sydney PHN is a business division of EIS Health Limited) on:

- clinical issues that are relevant to the needs of the Central and Eastern Sydney region
- opportunities to improve the efficiency and effectiveness of medical and health care services
- population health planning
- commissioning of programs and services that support local and national priorities.

Governance

Clinical Council members agree to:

- Support shared decision making for the effective operation of the Council
- Continue to be equal partners with equal input and oversight throughout the planning process, recognising each of the members as being integral to the success of the Council
- Agree on wording for communicating decisions
- Hold all information shared within Council discussions with the utmost respect and confidence
- Invite subject matter experts to attend meetings when required by the Council
- End all discussion items with a decision, action or definite outcome via consensus and that any strong objections are referred to the EIS Health Board.

Chair

The Clinical Council Chair and Deputy Chair are appointed annually by the EIS Health Board.

The Council Chair can serve for a maximum term of three years. The Board may, at its discretion, grant Chair terms longer than three years. There is no maximum term for the Council Deputy Chair.

The Clinical Council Chair:

- Assists in leading the Council
- Engages with neighbouring Clinical Council Chairs as required
- Helps the group reach consensus on matters for decision and moves discussions along within the appropriate timeframe
- Approves the meeting agenda and draft minutes
- Assumes a lead role in communication with the CESPAN Community Council and meets regularly with the Community Council Chair and the Board Chair.

The Clinical Council Deputy Chair:

- Supports the Clinical Council Chair with the above responsibilities
- Chairs Clinical Council meetings when required.

Membership

The Clinical Council comprises of a combination of health professionals, including at minimum:

- Three general practitioners
- Three allied health practitioners

The remainder of the Clinical Council will reflect key primary health service providers and stakeholders, including, but not limited to:

- Practice managers
- Practice nurses
- Pharmacy
- Aboriginal health
- Research

The Clinical Council will also include representatives from:

- St Vincent's Health Network
- Sydney Local Health District

- Sydney Children's Hospital Network
- South Eastern Sydney Local Health District.

Clinical Council members, apart from LHD and LHN staff, must live or work within the [Central and Eastern Sydney catchment](#) and be active members of their respective CESPHN member network.

CESPHN is committed to ensuring diversity of perspectives and seeks to appoint members reflective of diversity in age, gender, geographical and cultural background.

Appointments

Health professionals will be invited to participate through an open expression of interest process undertaken by CESPHN. Local health district/network representatives will be nominated by their respective CEO. Members will be appointed by the EIS Health Board.

Clinical Council members are appointed for a period of:

- One year for new appointments
- Two years for re-appointments.

Members who complete their term are required to re-apply by submitting an expression of interest.

Clinical Council members can serve for a maximum term of five consecutive years. The Board may, at its discretion, grant member terms longer than five years.

Membership will cease when:

- A member resigns
- A member has not attended three consecutive meetings without suitable delegation or apology
- The maximum term has been reached
- A member breaches confidentiality and/or the law; or
- Does not adequately declare conflicts of interest.

Conflict of interest

All Clinical Council members are required to declare any conflicts of interest upon applying to the Council by completing the [Declaration of Interest form](#) and returning to the Council Secretariat.

Secretariat

The Clinical Council Secretariat is appointed by CESPHN.

Meetings

Clinical Council meetings are held every two months, including participation at the annual CESPHN Strategy Workshop.

Extraordinary meetings may be called with a minimum 2 weeks' notice.

A representative from the EIS Health Board attends Clinical Council meetings as a conduit between the Board and the Council. Executive members of CESPHN also attend where relevant.

Agendas and papers will be circulated no later than 5 working days before the meetings. Minutes of the meeting will be circulated within 10 working days of the meeting after approval by the chair.

Remuneration

Council members are remunerated by the PHN for meeting attendance per the CESPHN [Representation Policy](#). If members are otherwise salaried/remunerated by other organisations for their time on the Council, then no further remuneration from the PHN will apply. Members are required to declare this upon applying for the Council in the [Declaration of Interest Form](#).

Quorum

More than 50 per cent of Council members must be present to constitute a quorum.

Reporting

Clinical Council meeting discussions and actions are summarised and submitted to the EIS Health Board with the meeting minutes.

Performance review

The Council Chair, Secretariat and Planning and Engagement General Manager will undertake an annual review of the performance of the Council with key stakeholders and against the Terms of Reference and will report this to the Board.

Date of last review: February 2021

Date of next review: