

Terms of Reference

Community Council

Purpose

The Community Council supports the EIS Health Board (Central and Eastern Sydney PHN is a business division of EIS Health Limited) to achieve its vision, purpose and strategy by:

- Identifying service gaps and concerns about service quality
- Sharing opportunities for integration of consumer, carer and community views into primary health service operations, planning and policy development
- Voicing concerns and issues affecting community, consumers and carers
- Consulting on CESPHN's work priorities.
- Consulting on CESPHN's frameworks and strategies.
- Identifying how to increase consumer, carer and community participation in the Central and Eastern Sydney PHN region.

Governance

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 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 Community 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 Community Council Chair:

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

The Community Council Deputy Chair:

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

Membership

The Community Council comprises of representatives from a combination of groups, including, but not limited to:

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| ▪ Sydney Health Community Network members | ▪ Representatives from the disability, homelessness, multicultural, LGBTIQ+, mental health and the alcohol and other drugs sectors |
| ▪ Non-government/ community managed organisations | ▪ Local health districts (LHDs)/ local health networks (LHNs) |
| ▪ Aboriginal community organisations | ▪ Peak body representatives |
| ▪ Consumers/ lived experience | ▪ Private sector |
| ▪ Carers | |

Terms of Reference

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

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

Appointments

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

Community 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.

Community 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 Community Council members are required to declare any potential conflicts of interest as they arise.

Secretariat

The Community Council Secretariat duties is provided by CESP HN.

Meetings

Community Council meetings are held every two months, including participation at the annual CESP HN Strategy Workshop.

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

A representative from the EIS Health Board attends Community Council meetings as a conduit between the Board and the Council. Executive members of CESP HN 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 CESP HN [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.

Quorum

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

Reporting

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

Performance review

The Council Chairs, Secretariat and Planning and Engagement General Manager will regularly undertake a review of the Council's performance with key stakeholders. The review will be submitted to the Board.

Date of last review: March 2023

Date of next review: March 2024