

# Community Advisory Committee

## Terms of Reference

Version 7b

### 1. Purpose

The Royal Children's Hospital (RCH) Community Advisory Committee, in its advisory capacity, will:

- Advise The Royal Children's Hospital Board in relation to the integration of consumer, carer and community perspectives into all levels of hospital decision-making in relation to:
  - health service operations
  - planning
  - policy development
  - quality activities and major initiatives for improving outcomes for patients and the broader community.
- Provide strategic advice to The RCH Board, via the development of an annual Partnering With Consumer Action Plan, by identifying:
  - priority areas and issues plus key strategies to enable consumer and community participation
  - development and training needs in relation to strengthening consumer, carer and community participation
- Oversee the management of risk including:
  - the monitoring and reviewing of risks that relate to the objectives and responsibilities of the Committee to ensure they are being adequately managed, controlled and treated as planned and expected; and
  - the reporting of any significant and high risks to the Audit and Corporate Risk Committee, and, if appropriate, the Board.
- Assist the Board in communicating effectively with the wider hospital community including local, regional and rural communities.
- Promote sensitivity and attention to meeting the needs of different consumers and communities.
- Provide advice in the development and maintenance of the RCH Partnering With Consumers Framework, and related policies and procedures.
- Oversight of formal RCH consumer advisory groups (Family Advisory Council and Children's Cancer Centre Carers Network).
- Respond to Safe Care Victoria's request for an annual *Partnering in Healthcare Statement of Intent*.
- Review its performance annually as an Advisory Committee.
- Assist with other tasks and projects as reasonably required.

Aligned with [Safer Care Victoria's Building your healthy community: A guide for health service community advisory committees](#), Committee members will be responsible for:

- Contributing specialist knowledge and expertise by providing consumer, carer and community perspectives, whether through lived, personal or professional experience.
- Using their strong community networks and/or good understanding of local issues to inform planning.
- Reflecting on and presenting community issue.
- Communicating health service information to consumers through their networks and channels.

## 2.Objectives

- The Community Advisory Committee is a committee of the Board.
- The Community Advisory Committee advises the RCH Board and contributes to establishing and maintaining effective systems to facilitate and monitor consumer, carer and community perspectives.
- The Community Advisory Committee advises the RCH Board in relation to the integration of consumer, carer and community perspectives into all levels of The Royal Children's Hospital's decision making in relation to the delivery of health services. This includes but is not limited to operations, planning, policy development, quality activities and major initiatives to improve outcomes for patients and the community in accord with RCH strategic directions.

## 3. Membership

The Membership of the Committee will comprise:

Board Committee Membership:

- At least two Board Members.

Community Membership:

- No fewer than 8 and no more than 12 Community Members, who are ideally not registered practitioners or current or former employees of health services.
- The membership aims to represent the diversity of the patients and families using the RCH, including age, cultural background, socio-economic status and education.

Meetings will also be attended by:

- The RCH Chief Executive Officer.
- Board representative(s).
- Executive sponsor(s).
- Director Partnerships and Consumer Engagement.
- Committee Secretary

The Committee may invite any person or body of persons to attend and assist the Committee, but such invitees shall not have voting rights and shall be subject to approval from the Committee Chairs.

The Chair of the Committee shall be a Board Director, appointed by the Royal Children's Hospital Board.

The Board Committee Members of the Community Advisory Committee will be independent of RCH Management and be free of any relationships or arrangements which may, in the opinion of the Board, or stakeholders, be construed as comprising a conflict of interest.

Community Members will be appointed through a formal recruitment process. Positions will be advertised and nominations for membership sought.

Community Members shall be appointed by the Royal Children's Hospital Board.

A Community Co-Chair will be appointed through an open selection process whereby current Community Members are invited to submit an Expression of Interest for the role.

A Community Co-Chair shall be appointed by the Royal Children's Hospital Board.

Membership shall be for a period of three years, renewable at the Board's discretion to a maximum of three terms.

## 4. Meetings

Five meetings will be held each year, unless otherwise determined. The committee uses a mixture of meeting methods, including in-person (at the hospital), virtual (MS Teams) and hybrid (a mixture of both).

- A quorum shall consist of a majority of members, of which at least 50% must be Community Members.

The Meeting Chair will alternate between Director Chair and Community Co-Chair. In the absence of one, the other may chair.

Meetings will be serviced by the Committee Secretary.

Minutes of each meeting will be recorded.

## 5. Reporting

The Committee will provide regular progress reports on the Partnering With Consumer Action Plan to the RCH Hospital Board of Directors.

Minutes of each meeting will be distributed to all members of the Royal Children's Hospital Board.

## 6. Evaluation

The Community Advisory **Board** Committee Members will undertake an annual evaluation of performance to ensure it is meeting its role and responsibilities.

## 7.Review

The Community Advisory Committee Terms of Reference will be reviewed every two years.