

STRATEGIC OUTCOME 5 STEERING COMMITTEE

RESEARCH AND INNOVATION, AND DIGITAL ADVANCES INFORM SERVICE DELIVERY

TERMS OF REFERENCE

Purpose

The purpose of the **Strategic Outcome 5 Steering Committee** is to oversee and be accountable for the execution of the Future Health delivery plan to achieve the measure of success for the strategic outcome. The committee structure will inform and respond to any recommendations from the Health System Strategy Group (HSSG).

Background

Future Health 2022-2032 provides the strategic framework and priorities for NSW Health over the next decade. The implementation of Future Health Strategic Outcomes will occur across short, (1-3 years), medium (3-5 years) and long-term (5-10 years) horizons through delivery roadmaps and an established Action Plan. The Action Plan will specify objectives, deliverables, enablers and metrics relevant to the progress of the Strategic Objective.

The focus on the first road map (1-3 years) will ensure that deliverables are being met and there is a positive shift in performance. The medium-term (3-5 years) road map will build on this strong base and momentum, transforming the system further. The 10-year view will ensure the NSW Health system is progressing to a positive future end goal, a fit-for-purpose health system for the people of NSW.

Responsibilities

The Strategic Outcome Steering Committee has been established to provide advice, assurance and oversight to support the implementation and monitor progress towards Future Health's Strategic Outcome 5.

Responsibilities of this Steering Committee include:

1. Be the central escalation point for all Key objective areas of work which may impact on the progress of the Strategic Outcome.
2. Foster collaboration and alignment across all Key objective areas of work ensuring management of interdependencies across all strategic outcomes impacted.
3. Foster discussion and transparency between Key objective leads, relevant Steering Committee Chairs and Executive to problem solve and progress areas of work across the strategic outcome.
4. Endorse minor changes to delivery plans which facilitate improved pace of implementation.
5. Advise and endorse on system capacity and capability regarding development of new programs and reprioritisation of current system programs to enable the success of the Strategic Outcome.
6. Monitor big and small dot metrics to ensure movement towards 10-year end state via Reporting Card prepared by the Enterprise-PMO.
7. Monitor Horizon achievement statements and action plans through milestone-based reporting, prepared by the Enterprise-PMO, ensuring work is meeting intended outcomes.

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8. Facilitate the annual review and prioritisation of to meet Horizon achievement statements i.e., Guide to Action Annual Report.
9. Escalation of systemic risks and issues which will impact implementation and major changes to delivery plans to HSSG.
10. The Chair to note significant inter-dependencies between Strategic Outcomes and escalate to HSSG.

Membership

Members	Organisation
Deputy Secretary for Clinical Innovation and Research and Chief Executive, ACI (Executive Sponsor & Chair)	Ministry of Health
A/Director, Office of the Deputy Secretary for Clinical Innovation	Ministry of Health
Director, Office of Chief Health Officer	Ministry of Health
Executive Director, Strategic Reform and Planning	Ministry of Health
Executive Director, System Information and Analytics	Ministry of Health
Executive Director, Government Relations Branch	Ministry of Health
Workforce Representative – TBC	Ministry of Health
Clinical Director, System Sustainability and Performance	Ministry of Health
Director, Regional Health	Ministry of Health
Executive Director, Centre for Epidemiology and Evidence	Ministry of Health
Executive Director, Development & Commercial	Health Infrastructure NSW
Chief Executive, Cancer Institute NSW	Cancer Institute NSW
Chief Executive, eHealth NSW	eHealth NSW
Chief Executive, NSW Pathology	NSW Pathology
Chief Executive, Health Education and Training Institution	Health Education and Training Institution
Chief Executive, Clinical Excellence Commission	Clinical Excellence Commission
Chief Executive, Bureau of Health Information	Bureau of Health Information
Chief Executive, Sydney LHD	Local Health District

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Chief Executive, South Western Sydney LHD	Local Health District
Chief Executive, Hunter New England LHD	Local Health District
Acting Chief Executive, Northern Sydney LHD	Local Health District
Chief Executive, Nepean Blue Mountains LHD	Local Health District

Proxies:

- Members who are unable to attend in person (or by teleconference) and do not have a delegate officially acting in their role, are unable to nominate a proxy unless approved by the Chair.
- Members will appoint a Chair on a temporary basis if the Chair is absent from a meeting, vacates the meeting or has not appointed another member to act.
- The Chair may from time to time invite other individuals or groups to present to, or observe, meetings. Where agreed by the Chair, members may invite guests to attend meetings to provide expert advice and support to a specific topic raised. A guest's attendance is limited to the duration of discussion on that specific topic.

Meeting schedule

The SteerCo will meet quarterly where members will have the option to attend in person or by teleconference.

At least 50% of members must be present and in agreement with the recommendation.

Committee reports to the Steering Committee

Various steering committees and/or working groups will report to the Strategic Outcome 5 Steering Committee throughout the implementation of Future Health. An initial mapping was undertaken in December 2022 and can be repeated by the Steer-co as required, (appendix 1).

Communication of decision and outcomes from the Steering Committee will cascaded via attending members to relevant steering committee leads and short-, medium- and long-term roadmap leads.

Communication of decision and outcomes from the Steering Committee will cascaded via attending members to relevant steering committee leads and horizon action leads.

Review of Terms of Reference

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The Committee will review the terms of reference and membership after 12 months.

Confidentiality

Members may receive information that is regarded as confidential or has privacy implications. Members and proxies acknowledge their responsibility to maintain confidentiality and adhere to established practices and confidentiality provisions.

Secretariat and papers

Secretariat support will be provided by the Enterprise-PMO, Office of the Secretary. Responsibilities of the Secretariat include:

- Preparing agenda in consultation with the Chair and coordinating the circulation of papers.
- Recording and maintaining meeting proceedings (decisions, actions, Senior Executive recommendations, and issues/risks only)
- Collate and prepare quarterly report card for SteerCo and HSSG which will be included in HSSG papers.

The Secretariat may be contacted: **MOH-EnterprisePMO@health.nsw.gov.au**

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Appendix 1. Interdependencies and enablers of Strategic Outcome 5 Steering Committee. (This list is not exhaustive)

Interdependencies and enablers of Strategic Outcome 5: Steering Committee

