

D24/1425

Far West Local Health District Board Aboriginal Health and Workforce Committee TERMS OF REFERENCE

Name of meeting	Aboriginal Health and Workforce Committee
Term life of Working Group	On-going

TERMS OF REFERENCE	
Date of endorsement	30 October 2023
Date to be reviewed	Annually – July

CORE ROLE AND RESPONSIBILITIES OF COMMITTEE
<p>Purpose</p> <p>To oversee and guide strength-based strategies and programs to improve the quality, safety and cultural responsiveness of health services provided to Aboriginal people across FWLHD and to monitor and guide Aboriginal workforce strategies. The Committee ensures appropriate engagement across FWLHD with the Aboriginal community, partners and stakeholders.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Guide and monitor strategies to improve the quality, safety and cultural responsiveness of health services provided to Aboriginal people across the FWLHD. • Guide and monitor strategies to recruit, develop and enhance the Aboriginal workforce across FWLHD. • Ensure appropriate engagement of Aboriginal communities, people and organisations within the LHD. • Understand and monitor Aboriginal people's experience of the LHD's services and employment. • Report to the Board on strategies, opportunities and risks relating to the provision of healthcare to the District's Aboriginal community and Aboriginal workforce. <p>Scope and Function</p> <ul style="list-style-type: none"> • Identify key areas of focus for the LHD in Aboriginal healthcare and workforce and provide direction and support in the development and delivery of strategies for innovation and enhancement. • Provide strong leadership and direction for improving the quality, models of care and delivery of health services to Aboriginal people in the Local Health District. • Actively support and monitor strategies to recruit and develop the Aboriginal workforce. • Provide advice and recommendations to the Board on issues related to Aboriginal health services, workforce and community engagement. • Receive and consider NSW Health and District-wide policies and guidelines related to Aboriginal Health. • Receive, review and monitor the effectiveness of long-term strategies aimed at achieving <i>Closing the Gap</i> and the NSW Health Aboriginal Health Plan. • Any another matter the Board delegates.

COMMITTEE MEMBERSHIP	
Title	Representative
FWLHD Board Member/Co-Chair	Mr Paul Kemp
FWLHD Board Member/Co-Chair	Mr Justin Files
FWLHD Board Member	Ms Sally Pearce
Chief Executive	
Director of Aboriginal Health and Community Relations	
Aboriginal workforce representative (CE nominee)	

ATTENDEES
Executive Director of Nursing and Midwifery/Director Clinical Governance
Executive Director of Medical Services
Executive Director Clinical Operations
Director People and Culture
Director Allied Health and Integrated Community Services
Other persons will attend at the discretion of the Chair

COMMITTEE QUORUM
The quorum for meetings shall be one half of the membership plus one with at least one Board member required.

ATTENDANCE
Other members of the FWLHD Executive Team, and any other persons will attend, at the discretion of the Chair. These people would not be voting members, but could provide advice and participate in discussion.

AGENDA	
Set agenda items	<ol style="list-style-type: none"> 1. Acknowledgement of Country 2. Apologies 3. Confirmation of minutes from previous meeting 4. Action items from previous meeting 5. Presentation 6. Aboriginal Health Report 7. Aboriginal Workforce Report 8. Aboriginal Engagement Report 9. Other Business 10. Correspondence 11. Next Meeting
Distribution	<p>One week prior to the meeting date.</p> <p>Following a call for agenda items, they and any papers needing to be distributed with the agenda must be received before this date.</p>

RECORD OF MEETING	
Chair	The Nominated Board Members will chair the Aboriginal Health Committee Meeting
Format	Include actions table
Record taker	Board, Committees and Policy Officer
Central File maintained by, and kept at	Far West Executive Far West Local Health District
Distribution	Within 10 working days of the meeting date
Distribution list	All current members and the FWLHD Board Secretariat

MEETING VENUE
Board Room, First Floor, Broken Hill Community Health Centre
Face to face, Videoconference or Teleconference

MEETING DATES/TIMES
The second Tuesday of each month for a two hour duration, commencing at 9.30am ACDT, 10.00am AEDT.

REPORTING RESPONSIBILITY

The Committee will report to the Far West LHD Board.

CONFIDENTIALITY

Matters discussed at this meeting may be of a confidential nature and must be treated as such by the Committee. All data presented will be de-identified.

REPORTING

Reports each month are to include as a minimum

- Aboriginal Workforce Report
- Aboriginal Health Report
- Community engagement report
- A detailed review of Aboriginal health and/or workforce issues from an Executive member each meeting

Matters for review and monitoring

- Performance against any approved NSW Health or Far West LHD Aboriginal which may include:
 - Aboriginal Health Action Plan (Framework)
 - Aboriginal Workforce Plan
 - Aboriginal Community Engagement Plan
 - Reconciliation Action Plan
 - NSW Aboriginal Health Plan (currently under development)
 - Aboriginal Population Health report, including any available Closing the Gap KPIs (yearly)