

NSW Health

Children, Young People and Families Executive Steering Committee

Terms of reference

Date approved: 31 May 2024

Vision

A key priority for the NSW Health system is the design and delivery of high quality, effective and safe health care services for children, young people and families.

We recognise that it is important that children, young people and families (CYF) receive best practice, patient-centred care and treatment that is right for them, as close to home as possible. NSW Health works in partnership with primary care providers, the not-for-profit and private health and social care sectors, children, young people, parents, carers and families to achieve this vision.

Our aim is to achieve continued improvement in the health and wellbeing of all children, young people and their families and carers, including those in our community who are most at risk, vulnerable or have special health needs.

We are committed to providing leadership and accountability for improving health outcomes, and that this is embedded and demonstrated throughout the system – centrally and locally.

We oversee and influence agreed system priorities to strengthen our modern, connected and responsive health system.

Purpose

The Children, Young People and Families Executive Steering Committee (CYPFESC) is a collaborative leadership group established to drive system change across Ministry branches, Pillars of NSW Health and state-wide organisations. The focus of CYPFESC is the design and delivery of high quality, effective and safe health services for children, young people and their families.

CYPFESC provides advice to Ministry Senior Executive on priorities and systems issues that affect health service delivery. CYPFESC supports the Secretary in providing strategic oversight and leadership for health outcomes for children, young people, and their families, with a focus on priority populations.

Authority and decision making

CYPFESC functions under the authority and delegation of the Secretary and is part of the wider NSW Health executive governance structure.

CYPFESC may provide advice or endorsement on escalated issues, risks and decisions, before seeking final approval from Ministry senior executives as required.

CYPFESC is the monitoring and tasking committee for the Children, Young People and Families Health Network.

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Responsibilities

CYPFESC provides strategic oversight and system leadership and advice to NSW Ministry of Health to strengthen the provision of NSW Health services for children and young people and families.

Responsibilities of CYPFESC include:

- Provide direction, guidance and support to the children and young people and families health system, including by responding to issues escalated from within the children, young people and families governance structure.
- Oversee the Children, Young People and Families Health Network, including workplan endorsement and monitoring of progress and outcomes.
- Report annually on achievements and regularly communicate progress.
- Provide direction and leadership to ensure the achievement of outcomes in priority areas.
- Undertake deep dive analysis of strategically important projects and initiatives for children, young people and families in the NSW health system to support continuous improvement within and across these priority areas.
- Advocate for children, young people and family focused services and outcomes at all levels of the system, including interjurisdictional settings.
- Consider intersecting, emerging or new issues referred by the Secretary, Ministry Executive Meetings, Senior Executive Forums, Chief Executives of LHDs and Pillar agencies or other entities.

Reporting and Communication

- CYPFESC reports to the Secretary, NSW Health.
- Communication of decisions, advice, risks and issues will be reported to Ministry senior executive as required, via the co-chairs.
- The Committee will communicate with lead committees in the children, young people and families governance ecosystem, to ensure alignment of strategic priorities and awareness of key positioning. Lead committees can also communicate on priorities and system issues to CYPFESC.

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- The Committee will communicate with relevant Ministry branches and Pillars via the relevant Senior Executive. Communication will occur via structured communication to branches/pillars on relevant issues as required.
- The Committee publishes a communique following each meeting, providing an overview of items of discussion and key outcomes. A CYPFESC annual report will also be published.

Membership

- (Co-Chair) Deputy Secretary, Health System Strategy and Patient Experience
- (Co-Chair) Executive Director, Children, Young People and Families, Hunter New England LHD
- Chief Executive, Local Health District
- Chief Executive, Local Health District
- Chief Executive, Sydney Children's Hospitals Network
- Executive Director, CATALYST, Agency for Clinical Innovation
- Executive Director, Health and Social Policy Branch
- NSW Chief Paediatrician
- NSW Health Medical representative
- NSW Health Nursing representative
- NSW Health Allied Health representative
- NSW Health Aboriginal Health representative
- NSW Health Regional Health representative
- NSW Advocate for Children and Young People
- Chief Executive, Clinical Excellence Commission
- Primary Health Care representative
- Consumer Member (youth)
- Consumer Member (families)

Term of Office

Appointed members' term of office will be determined by the Committee. It will not exceed two years plus two years (four years in total). Completion of terms will be staggered to support continuity. All other members' term of office is for the duration they occupy their role.

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 Chairs.

If the Chairs are absent from a meeting or vacates the Chair at a meeting, they must appoint another person to act as the Chair on a temporary basis. If the Secretary is unexpectedly not present and has not appointed another member to act as Chair, members will appoint a Chair.

Guests

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The Chairs 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.

Ministry of Health Executives will be invited to meetings as required to discuss relevant agenda items.

Quorum

The quorum will be a minimum of half the total membership plus one (more than 50%). In the absence of a quorum the meeting may continue at the Chair's discretion. Proxies are included in the determination of a quorum.

Out of session papers

Items will be managed out-of-session following usual business processes.

Performance

Functional evaluation with respect to these Terms of Reference will be conducted via an annual review.

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.

Conflict of interest

Members and proxies must declare any conflicts of interest and manage those in consultation with the Secretary. This may relate to a position a member holds (for example, chair of an external organisation) or to the content of a specific item for deliberation.

Secretariat

Secretariat support will be provided by the Paediatric Healthcare Team, Health and Social Policy Branch.

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Responsibilities of the Secretariat include:

- Preparing agendas 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).
- Facilitating publication of the annual Children Young People and Families Executive Steering Committee report.

The Secretariat may be contacted at: MOH-DisabilityYouthandPaediatricHealth@health.nsw.gov.au

Meeting schedule

- Meetings are held every second month at the Ministry of Health, with the schedule and dates agreed annually in advance.
- Members will have the option to attend in person or remotely.