

Health Performance Council Terms of Reference

2 August 2016

Health Performance Council



Government
of South Australia

Health Performance Council

Health Performance Council Terms of Reference

Title

The name of the body shall be the Health Performance Council (HPC).

Purpose

The HPC is an advisory body established under section 9 of the *Health Care Act 2008* (hereafter referred to as the “Act”) to provide independent advice to the Minister for Health on the performance of the health system, health outcomes for South Australians and specific population groups and the effectiveness of community and individual engagement.

Vision

South Australia has a safe, high quality, integrated health system with public accountability and appropriate community engagement that contributes to equitable optimal health outcomes for all South Australians.

Mission and Intention

The HPC is committed to the provision of independent, advice to the Minister for Health on improving the health status of South Australians, the overall performance of the health system and engagement of individuals and community by the health system consistent with government objectives.

The HPC intention is to achieve this by evaluating and reporting on the overall performance of the SA Health system in relation to:

- strategic objectives that have been set or adopted within Government’s health portfolios,
- international, national and state health system performance standards and benchmarks,
- significant trends, health outcomes and future priorities of the health system,
- latest research on best practice models of health care services including for specific population groups; and
- community & individual engagement strategies and outcomes.

Membership Criteria

Members of the HPC are appointed by the Governor of South Australia on the recommendation of the Minister for Health in accordance with the Act for a period not exceeding four years. HPC members collectively in the opinion of the Minister:

- have a high level of knowledge of, and expertise in, the provision of healthcare or the administration of health services; and
- are able to represent the diversity of South Australia's communities; and
- have the experience, skills and qualifications required to enable HPC to carry out its functions effectively.

At the conclusion of a member's term of appointment, that member becomes eligible for reappointment, providing the member does not hold office for consecutive terms exceeding eight years in total.

Membership

The HPC comprises the following members:

Mr Steven Tully – Chairperson

Ms Mary Patetsos – Deputy Chairperson

Mr Richard Callaghan

Professor Stephen Duckett

Professor Jennene Greenhill

Ms Debra Kay PSM

Professor Lisa Jackson Pulver AM

Professor David Roder AM

Mr Brett Rowse

Chairperson and Deputy Chairperson

The HPC Chairperson and Deputy Chairperson are appointed by the Governor.

Deputies

The Governor can appoint a suitable person to be the deputy of a member of HPC, and the Governor may revoke any such appointment.

Vacancy in Office of Member

Under the Act the Governor may remove a member from office.

If the office of a member of HPC becomes vacant, a person may, subject to the Act, be appointed to fill the vacancy.

Allowances

A member of HPC is entitled to fees, allowances and expenses approved by the Governor.

Responsibilities of the HPC

HPC will:

1. Provide advice to the Minister about:
 - a. the operation of the health system; and
 - b. health outcomes for South Australians and, as appropriate, for particular population groups; and
 - c. the effectiveness of methods used within the health system to engage communities and individuals in improving their health outcomes; and
2. Provide reports to the Minister in accordance with the requirements of Act; and
3. Provide advice to the Minister about any matter referred to it by the Minister or any matter it sees fit to advise the Minister about in connection with its responsibilities under the Act; and such other functions assigned to HPC under this or any other Act, or assigned to HPC by the Minister.

4. In the performance of its functions, will take into account the strategic objectives that have been set or adopted within the Government's health portfolios.
5. In providing any advice with respect to the provision of any health services (including proposed services), take into account:
 - a. the net benefit provided by the services, the cost effectiveness of services, and available resources; and
 - b. the net impact that the adoption of the advice would have on other services, or on the community more generally; and
 - c. the value placed on any relevant services by members of the public who use those services.
7. As required, request the Chief Executive to provide it with specified information in order to assist it in the performance of its functions.
8. Adhere to the conditions the Chief Executive may impose in relation to the receipt, use or disclosure of information provided under subsection (7) of the Act.

Communication Responsibilities of the HPC Members

Promote the work of the HPC as widely as possible.

Conflict of Interest – Members will identify any matter arising at the meeting which the member considers to be a conflict of interest and to withdraw from decisions concerning such a matter.

Confidentiality – Members will not disclose HPC **discussions** outside HPC unless there is an explicit agreement, during a meeting and noted in the minutes that this is appropriate. NB. This does not preclude members discussing HPC **relevant business** with peers, colleagues and other key stakeholders.

Annual Report

HPC will, within 3 months after the end of each financial year, deliver to the Minister a report on the operations of HPC during that financial year.

4-Yearly Report

HPC will, on a 4-yearly basis, furnish to the Minister a report that assesses the health of South Australians and changes in health outcomes over the reporting period.

The report will:

- a) identify significant trends in the health status of South Australians and consider future priorities for the health system having regard to trends in health outcomes, including trends that relate to particular illnesses or population groups; and
- b) review the performance of the various health systems established within the State in achieving the objects of the Act; and
- c) identify any other significant issues considered relevant by HPC; and conform with any requirements of the Minister as to the form of the report and other matters to be addressed by the report.

Use of Facilities

HPC may, with the approval of the responsible Minister or, if relevant, a responsible public sector instrumentality, make use of the staff, services or facilities of an administrative unit or another public sector instrumentality.

Procedures of HPC

The procedure for the calling of meetings of HPC and for the conduct of business at those meetings is, subject to the Act and the regulations, and as determined by HPC.

The quorum for a meeting of HPC is a majority of its members.

The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson or, in the absence of both, another member elected to chair the meeting by the members present, is to preside at a meeting of HPC.

The decision making processes for HPC meetings will be as determined by the Chairperson in consultation with members.

Committees and Subcommittees

HPC may establish committees or subcommittees to advise HPC on any aspect of its functions, or to assist HPC in the performance of its functions.

A committee or subcommittee established under subclause (1) of the Act may, but need not, consist of, or include, members of HPC.

The procedures to be observed in relation to the conduct of business of a committee or a subcommittee of HPC will be:

- a) as prescribed by regulation; or
- b) insofar as the procedure is not prescribed by regulation—as determined by HPC; or
- c) insofar as the procedure is not prescribed by regulation or determined by HPC—as determined by the relevant committee or subcommittee.

Meeting Arrangements

The HPC will meet bi monthly and at other times as determined by the HPC Chairperson.

The day, time and location of meetings will be determined by the Chairperson in consultation with members and the HPC secretariat.

A conference by telephone or other electronic means between the members of HPC will be taken to be a meeting of HPC at which the participating members are present if:

- a) notice of the conference is given to all members in the manner determined by the members of HPC for that purpose; and
- b) each participating member is capable of communicating with every other participating member during the conference.

The agenda and meeting papers will be provided to all members at least 7 working days prior to each meeting.

HPC Secretariat to be advised of apologies and the attendance of deputies prior to meetings.

Draft action minutes of meetings will be provided to all members within 7 working days following the meeting.

Executive Support

The HPC will receive administrative support from the HPC Secretariat and Executive Officer support from the Director HPC Secretariat.

Amendments

The terms of reference shall be reviewed annually from the time of approval. The Terms of Reference and any variations are subject to approval by the Minister for Health. The above terms of reference for the Health Performance Council have been agreed to by:

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

Chairperson
Health Performance Council

Date: 20/09/2016