

## TERMS OF REFERENCE

<b>COMMITTEE</b>	<b>Maternity Services Consumer Committee</b>
<b>MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>Up to 8 community representatives</li> </ul> <p><b>Attendees:</b></p> <ul style="list-style-type: none"> <li>Executive Director Clinical and Community or representative</li> <li>Maternity Services Clinical Lead</li> <li>Project Consultant– Maternity Services</li> <li>Marketing and Communications Manager</li> </ul>
<b>TO ATTEND WHEN RELEVANT ISSUE</b>	Other Castlemaine Health staff or external presenters as invited.
<b>PURPOSE</b>	The purpose of the Maternity Services Consumer Committee (MSCC) is to advise the Castlemaine Health Maternity Services Governance Group (CHMSGG) on matters of consumer experience, consumer participation and community engagement to assist in developing Castlemaine Health's Maternity Services.
<b>1. Roles and Responsibilities</b>	
<b>1.1 Committee Responsibilities</b>	<p>The MSCC provides a community and consumer perspective on:</p> <ul style="list-style-type: none"> <li>new and existing maternity services</li> <li>quality of care and services, and improvements for maternity services</li> <li>strategic direction for maternity services in response to changing community and consumer needs</li> <li>the effectiveness of CH's Consumer Participation Framework in relation to maternity services</li> <li>processes, practices and content for engaging and communicating with the wider community on maternity services</li> <li>particular issues relating to access to and equity of CH's maternity services</li> <li>training of staff as it relates to consumers' needs in maternity services, including direct engagement or review and approval of educational materials and program design</li> <li>participation in orientation/induction and ongoing training</li> <li>support of quality initiatives related to consumer participation</li> <li>other matters as tasked by the MSCC.</li> </ul> <p>The MSCC will provide:</p> <ul style="list-style-type: none"> <li>formal feedback to the CEO and the CHMSGG</li> <li>assistance with conducting community engagement/consultative processes.</li> </ul>
<b>1.2 Decision Making</b>	The MSCC will always seek to obtain a consensus on decisions required. Where a consensus cannot be reached the alternative views will be referred to the CHMSGG.
<b>1.3 Outcome Measures</b>	The MSCC's effectiveness will be measured on the basis of its input into the CHMSGG actions and strategies and community engagement.
<b>2 Authority</b>	<ul style="list-style-type: none"> <li>All MSCC members are appointed and do not necessarily represent</li> </ul>

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	<p>organisations.</p> <ul style="list-style-type: none"> <li>• MSCC members should have the capacity to reflect the perspectives of the communities served by CH and bring knowledge of the opinions and policies of relevant community groups.</li> <li>• MSCC members may generally promote the MSCC's work but are not authorised to represent Castlemaine Health in any formal capacity.</li> </ul>
<b>2.1 Chairperson</b>	The MSCC will appoint the Chair from its community members.
<b>2.2 Deputy Chair</b>	The MSCC will appoint the Deputy Chair from its community members.
<b>2.3 Secretary Support</b>	Provided by Castlemaine Health
<b>2.4 Ethical Practices/Statement</b>	<p><b>Ethical Practices/Statement</b></p> <p>Members will at all times in the discharge of their duties and responsibilities, act in the best interest of Castlemaine Health, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to Castlemaine Health.</p> <p>Members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties.</p> <p>Members must not use information obtained through their position on a Committee for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare, goodwill and reputation of Castlemaine Health. Members must maintain the confidentiality of the MSCC unless otherwise authorised by the Board of Management.</p>
<b>2. Meetings</b>	
<b>2.1 Holding of meetings</b>	<ul style="list-style-type: none"> <li>• Each meeting is limited to 90 minutes' duration.</li> <li>• Additional meetings may be held as required.</li> <li>• In the event a member cannot attend the meeting they may email comments to the Chair for consideration.</li> </ul>
<b>2.2 Committee papers</b>	<p>The Chair, in conjunction with Executive Director Clinical &amp; Community Services (or representative), will determine preparation of the agenda.</p> <p>Committee papers will be distributed to members 7 days before the meeting.</p>
<b>2.3 Committee minutes</b>	<p>The Secretary, in conjunction with the Executive Director Clinical &amp; Community Services (or representative), will prepare and distribute agendas and minutes.</p> <p>Draft minutes of the meetings will be distributed to MSCC members within 7 days. Secretary will send minutes to IT for publishing on CH's intranet.</p>
<b>2.4 Committee review</b>	<p>Terms of Reference and performance of the CMSCC will be reviewed annually.</p> <p>It is anticipated that the MSCC will continue to function post-implementation of the key recommendations. The Terms of Reference will be reviewed on the</p>

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	basis that it will be an ongoing advisory committee to CH.
<b>3. Accountability</b>	The MSCC is a Castlemaine Health committee.
<b>4. Key Performance Indicators</b>	N/A
<b>5. Succession Planning</b>	<p>The Chair and Deputy Chair of the MSCC will be elected for one year. The Chair and Deputy Chair are eligible to apply for consecutive terms.</p> <p>Membership of the MSCC is a voluntary, community-based position.</p> <p>Membership of the MSCC lasts for a period of three years. Members will be eligible to apply for a further term.</p> <p>New members may be attracted through notices in the media, existing networks, word of mouth and direct approach.</p> <p>New members are required to be engaged through the submission of an expression of interest and interview process.</p>
<b>REPORTS TO</b>	The Chair and Deputy Chair of the meetings will attend and report to the CHMSGG meetings
<b>FREQUENCY, DATE AND TIMES OF MEETINGS</b>	Meetings are to be held monthly starting August 2020. Additional meetings may occur if required. Date and time of meetings to be determined by members.
<b>QUORUM</b>	The quorum for a meeting is 50% of MSCC including at least one person from Castlemaine Health
<b>MEETING TYPE</b>	<p>While COVID-19 restrictions are in place virtual meetings will occur.</p> <p>When restrictions are lifted the committee will decided how meetings will be conducted.</p>