

# Board Community Advisory Committee

## Terms of reference

### Purpose

The Board Community Advisory Committee enables representatives of the community served by Metro North Health to collaborate with Metro North Board and Executive on strategic issues to improve healthcare access, consumer experiences and outcomes. The aim of the Committee is to:

- establish collaborative relationships between the Board and communities served by Metro North Health
- share information and insights about healthcare provision at the right time and in the right place
- work together to problem solve sustainable solutions to complex healthcare challenges.

### Core responsibilities

Provide a community perspective to the Board on strategic issues leading to improved consumer empowerment, experiences and outcomes across the hospital and health service.

### Guiding principles for engagement

The operation of the committee will be guided by 7 core principles for public engagement<sup>1</sup>:

- careful planning and preparation before committee meetings
- inclusion and demographic diversity
- collaboration and shared purpose
- openness and learning
- transparency and trust
- impact and action
- sustained engagement and participatory culture.

### Membership

The membership will include:

- Up to 4 Metro North Board members
- 2 Metro North executives
- Up to 10 representatives from the community served by Metro North Health. Membership will include a representative from Brisbane North PHN. Community members will be selected according to their ability to represent one or more of the following segments of the community:
  - Aboriginal and/or Torres Strait Islander peoples

---

<sup>1</sup> National Coalition for Dialogue and Deliberation. (2010). Resource Guide on Public Engagement. downloaded at [NCDD2010 Resource Guide - Web Distributable Version.indd](#) (June 2022)

- People living with disabilities
  - Culturally and linguistically diverse (CALD) communities or people from refugee and asylum seeking backgrounds
  - Young people
  - Carers
  - People who are homeless or vulnerably housed
  - Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) people
  - Older people
  - People living in rural or remote communities.
- Up to 4 subject matter experts with lived experience or professional expertise on the topic for discussion will be invited to participate in meetings.

## **Proxies & quorum**

There will be no proxies or quorum.

## **Chair and secretariat**

The Chair and Deputy Chair will be a Metro North Board member.

Secretariat support will be provided by the Metro North Engage team.

## **Meeting structure**

- At least 4 deliberative meetings will be held per year each focussed on one key topic.
- The topic will be determined by Board members and community representatives with at least one topic per year determined by community members.
- Members will be provided with written information about the topic at least 2 weeks prior to each meeting.
- Subject matter experts will be invited to provide information on the topic for discussion. There will be at least one lived experience subject matter expert presenting at each meeting.
- There will be an annual community engagement forum per annum in addition to meetings. This will provide an opportunity for a larger number of stakeholders to participate including Board members.

## **Term of appointment**

Committee members are appointed for a two-year term.

## **Communication and reporting relationships**

At the end of each session, there will be up to 3 questions generated for further reflection and deliberation by committee members. Committee members will be asked to reflect on these questions and provide further input after the meeting.

The meeting notes and input into the post session questions will be presented to the Board as soon as practical.

The meeting notes presented to the Board will be shared with Metro North Senior Executive Team and Operational Leadership Team as well as consumers and staff leading engagement after presentation to the Board.

A summary of Board meetings and Board Safety and Quality meetings will be shared with members.  
A summary of Metro North Partnering With Consumers Committee meetings will be shared with members.  
Members will consult with and share insights from their consumer and community networks during Committee meetings.

### **Confidentiality**

Upon appointment, members are required to agree to and sign the *Community Engagement Agreement*.

### **Evaluation**

Members are required to complete an annual evaluation survey.

### **Supporting document**

- Metro North Strategic Plan*
- Metro North Safety and Quality Strategy*
- Collaborating in Health Strategy*

### **Endorsement**

The terms of reference are approved:

.....  
Professor Mary Louise Fleming  
Board member and Chair Board Community Advisory Committee  
Metro North Hospital and Health Service

Next review date: 31 / 08 / 2024