

LOCAL LEADERSHIP COUNCILS Terms of Reference

“Working Together to Achieve Better Health, Better Care, Better Value”

Context: In March 2006, the Local Health System Integration Act (LHSIA) was passed creating 14 Local Health Integration Networks (LHINs). The intention of the legislation is to recognize that a health system better reflects the needs of the community when it is planned, coordinated and funded in an integrated manner, within and by that community.

Purpose: Be the local champion in moving forward the strategic priorities identified in the Integrated Health Service Plan (IHSP) of the North Simcoe Muskoka Local Health Integration Network (LHIN). These Terms of Reference are applicable for the Local Leadership Councils in the following NSM LHIN geographic regions:

- Barrie and Area
- Collingwood and Area
- Midland/Penetanguishene and Area
- Muskoka
- Orillia and Area

Major Responsibilities:

1. Identify and develop objectives and deliverables to meet the strategic priorities of the North Simcoe Muskoka LHIN’s three-year Integrated Health Service Plan 2010-2013.
 - Improving access to appropriate care, beginning with the emergency room and alternate level of care settings in the community or home
 - Improving chronic disease management beginning with access to integrated diabetes care
 - Creating an integrated design for the future health system in North Simcoe Muskoka
2. Implement and monitor effectiveness of local initiatives as agreed to with the North Simcoe Muskoka LHIN and/or the Leadership Council.
3. Act as a resource for identification of local needs, health planning, integration opportunities, performance monitoring and evaluation of LHIN strategic and local priorities.
4. Act as the first point of contact as an advisory body responding to the health service needs of the local area.
5. Support improvements and enable the development of a seamless integrated health system to better serve patients and their families along the continuum of care. A health system that provides *timely, equitable, accessible, high quality, evidence-based, family-centred* services in an *efficient, effective and sustainable* manner (Ontario Health Quality Council).
6. Provide advice and/or recommend action(s) to the North Simcoe Muskoka LHIN for improving the local area health system.
7. Act as a conduit for communication, collaboration, knowledge exchange and innovation amongst local stakeholders to yield new ways of thinking and new ideas for an integrated health system.
8. Operate in a fiscally responsible manner for system-wide performance improvement.

9. Establish linkages and engage stakeholders in a purposeful manner, initiate projects/project work and develop communications to educate the broader community.
10. Communicate with respective sectors (hospitals, community services, long-term care homes, municipalities, social services, etc.) on key recommendations and status of Council activities.

Membership: Council shall consist of a maximum of 15 senior health leaders, but not be limited to:

- LHIN Geography Lead (Council Chair)
- Hospital Sector
- Community Sector (Community Care Access Centre, Community Support Services, Addictions and Mental Health)
- Long-Term Care Home Sector
- Primary Care (Family Physician(s), Specialist, Nurse Practitioner, Nurse, Other)
- Municipal Sector
- Education Sector
- Social Services Sector
- Two consumer representatives, necessary where appropriate, of the local Aboriginal and Francophone populations where appropriate.

Membership will include a wide range of community partners who will balance a comprehensive and detailed understanding of local health needs with the mandate to achieve IHSP strategic priorities.

Vice-Chair of the Local Leadership Council will serve for a two-year period and be selected from among the representatives.

Through an Expression of Interest process, members will be selected and appointed by the LHIN for a period of two years and subject to re-approval.

Local panels consisting of subject matter experts may be required for a time limited period to assist in the achievement of local strategic goals. These panels will be short-term commitments and the Council will agree to membership as the need arises. Panel members will not be considered Council members and are separate from Council proceedings.

Resource to Leadership Council:

- Administrative support will be required. An agreed-to process for minute / action item note taking will be established by the Local Leadership Council.
- Rotation of meeting space will be required within each of the geographic areas.
- Other resources can be appointed as required.

Role and Responsibility of the Chair (LHIN Geographic Lead):

The Council Chairperson shall:

- Provide feedback of progress and act as liaison between the committee and the LHIN Leadership Council;
- Facilitate development and work locally towards fulfillment of annual LHIN Leadership Council goals and objectives;
- Encourage active participation of all members; **where meeting is via videoconference between sites, the Chair will ensure all members in attendance are identified and a lead is assigned at the alternate site so that all input is recognized;*
- Work with agreed-to administrative support for the Council in preparing for meetings, developing agendas, etc.;
- Facilitate evaluation of the Council's effectiveness annually.

- Not be a voting member.

Role and Responsibility of the Vice Chair:

- Performs all the duties of the Chair in his/her absence.
- Acts in the role of Co-Chair as situation arises / required.

Role and Responsibility of the Administration Support:

- Provides administrative support to the Council;
- Acts as the communication liaison between Council members and the North Simcoe Muskoka LHIN;
- Assists the Chairperson of the Council in regards to Council activities, including:
 - Developing the agenda;
 - Setting up meetings;
 - Following up on key issues;
 - Recording discussions and action items;
 - Developing workshops as required;
 - Developing and maintaining reports on the achievement of Council objectives in collaboration with the Chair.
- Supports and assists Council in its evaluation.

Accountability:

- Local Leadership Council is accountable to the North Simcoe Muskoka LHIN Leadership Council.
- As required, the local panels will report directly to the Local Leadership Council on progress and outcomes which impact the priorities in which they were established.
- Provide regular reports on the progress of its activities through the Chair to the North Simcoe Muskoka LHIN Leadership Council.
- Maintain an action plan/tracking log to ensure deliverables are achieved.
- Apply the LHIN Decision-Making Framework in all recommendations coming forward to the LHIN Leadership Council.

Quorum:

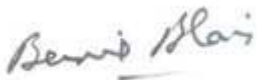
A simple majority of the members. Where a majority can not be achieved, a minority report will be submitted to the North Simcoe Muskoka LHIN Leadership Council.

Evaluation:

Council shall annually evaluate its effectiveness in meeting its major objectives and designated responsibilities as set forth by the North Simcoe Muskoka LHIN Leadership Council.

Frequency of Meetings: Monthly or at the call of the Chair.

North Simcoe Muskoka LHIN Leadership Council Approval:



Bernie Blais, Chair

Date Approved: January 11, 2010

Date Revised: _____