

Culture Review Implementation Steering Group TERMS OF REFERENCE



<p>Role</p>	<p>The role of the Culture Review Implementation Steering Group (Steering Group) is to provide a forum that facilitates the implementation of the recommendations of the Final Report of the Review into the Workplace Culture in ACT Public Health Services (the Review). (March 2019).</p> <p>The Steering Group will:</p> <ul style="list-style-type: none"> • assist the Culture Review Oversight Group with the work of overseeing the implementation of the Review recommendations; • develop and take carriage of the implementation plan; • oversight and facilitate the annual review of workplace culture; • ensure there is clear and effective governance around the culture review implementation, including discussion on new and emerging issues, opportunities and risks; • facilitate information sharing and discussion of key issues affecting the culture review implementation; • consider issues around organisational leadership and culture as they relate to the culture review implementation; • support the Leadership Team (Director-General Health, CEO Canberra Health Services and the Regional CEO Calvary ACT) to meet their responsibilities stipulated within the Culture Review recommendations; and • ensure alignment of implementation work across the Portfolio.
<p>Values and Behaviours</p>	<p>Participation and engagement in the Committee will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:</p> <ul style="list-style-type: none"> • Accountable, transparent, decision-making • Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members • Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs, and • Innovative improvement of systems and services to achieve safe and effective person and family-centred care.

<p>Membership</p>	<ul style="list-style-type: none"> • Director-General, Health Directorate (Chair) • Chief Executive Officer, Canberra Health Services (Deputy Chair) • Regional Chief Executive Officer, Calvary ACT (Deputy Chair) • Executive Group Manager, People and Culture, CHS • Executive Group Manager, Corporate and Governance, HD • Chief Human Resource Officer, Calvary ACT • Executive Branch Manager, Culture Review Implementation Team <p>Relevant agency project officers responsible for ensuring efficient implementation will also be invited to attend to support the Steering Group.</p> <p>The Steering Group may also co-opt other individuals or representatives of organisations from time to time with the agreement of the Chairs where special expertise or experience is required to assist the Steering Group in its work.</p> <p>Members will be asked to declare any actual, potential, or perceived conflicts of interest, at each meeting.</p>
<p>Secretariat</p>	<p>Secretariat Support will be provided from the Culture Review Implementation Team within the Office of the Director-General</p>
<p>Meeting Frequency</p>	<p>Meetings are to be held monthly, or as required by the Chair.</p>
<p>Quorum</p>	<p>At least 50% +1 of members in attendance shall be deemed to be a quorum. With the Chair and Deputy Chairs as mandatory attendees.</p>
<p>Absences from Meetings and Proxy Attendance</p>	<p>All Members are strongly encouraged to prioritise meetings. Absences or proxy requests are to be submitted to the Secretariat a week prior to the meeting.</p>
<p>Functions</p>	<p>The Culture Review Implementation Steering Group has been established to:</p> <ul style="list-style-type: none"> • provide leadership and oversight of a sustained, transparent and measurable approach to the implementation of the Review recommendations; • provide advice and direction to the Culture Review Oversight Group on implementation priorities and initiatives; • action any requests from the Culture Review Oversight Group including for further work or advice on culture review implementation; • action the escalation of issues, risks, opportunities and recommendations from/to the Culture Review Oversight Group; • establish and monitor key priorities and strategies for implementation; • establish governance arrangements, to ensure appropriate authority, responsibility and accountability in implementing the review recommendations is supported across the organisation by its structure, delegations, policies and committee arrangements; and

	<ul style="list-style-type: none"> discuss and progress concept papers towards implementation of the Review recommendations.
Reporting Mechanisms	<p>The Steering Group reports to the Culture Review Oversight Group through the Chair.</p> <p>The Steering Group receives information, regular reports and issues for escalation on implementation matters from each member.</p> <p>In addition, all members of the Steering Group are required to report on critical culture review implementation issues within their Division and/or professional group.</p> <p>Other organisational executives may also make direct submissions to the Steering Group following approval from the Chair.</p>
Meetings and Agenda Requests	<p>Requests to list agenda items and papers should be received by the Secretariat at least one week prior to the meeting.</p> <p>Papers will be distributed to members electronically at least three days prior to the meeting taking place.</p>
Standing Agenda Items	<p>A summary of standing agenda items is at Attachment A.</p>
Minutes	<p>The Secretariat will prepare minutes of each meeting, and record actions items. Minutes and action items will be distributed within one week of the meeting taking place.</p>
TOR Review Frequency	<p>The Terms of Reference will be reviewed annually, or as required to ensure alignment with governance arrangements. The Committee will cease operation in May 2022 following full implementation of the cultural review.</p> <p>The next review is due by May 2020.</p>
TOR Approval	<p>Michael De'Ath Director-General ACT Health Directorate May 2019</p>