**Participatory Place-Based Health Planning**

**Local Reference Group**

**Terms of Reference**

**[edit to suit]**

**Background**

Place-based health planning aims to improve the responsiveness of health services to the needs of communities. It is an effective approach to health planning to improve programs and service provision by taking a holistic but localised perspective. This project will empower local community stakeholders to participate in health care planning to facilitate their needs being met. Overall, the project is expected to deliver benefits and positive impacts to individuals and communities, in terms of improved health care and wellbeing. Additionally, health services may also benefit as a direct result of the project activities through more efficient, re-designed health care delivery.

This work is being undertaken in [community]. Funding for the work has been received from [insert funding body] with in-kind contributions from Project partners. The [organisation] team are coordinating the project.

**Purpose**

The Local Reference Group, consisting of key health service and community stakeholders, will guide the place-based health planning work in [Community]. Members will guide planning and implementation of a series of co-design workshops, advise on (and guide as appropriate) implementation of any actions emerging from the workshops, and advise on evaluation of any implemented actions.

A Local Connector (or Project Support Worker) has been employed part-time to support the Local Reference Group and the project team to implement project activities. Local Reference Group members may also choose to participate in the co-design workshops, and/or the evaluation of the co-design process and outcomes from any implemented actions.

**Duration**

The project will end by [timeframe]. If the Local Reference Group sees value in the project work, options may be explored for ongoing sustainability after the project finishes. Alternately if able to be integrated within an existing local group, monitoring and further work could be undertaken through a regular agenda item.

**Role of members**

* discuss, negotiate and make decisions regarding the local conduct of the project in collaboration with the Local Connector, and Project Team as required
* provide constructive, active contribution to meetings and engage in email, discussion or other forums as appropriate
* contribute to and read distributed material pertaining to the project development and implementation
* Establish a process to ensure all stakeholders are kept well informed and engaged.

**Underpinning principles**

The following partnership principles will underpin the work of this group:

* goodwill
* respect
* transparency and accountability
* shared values
* shared commitment
* honesty
* effective and positive communication
* flexibility
* creativity
* innovation
* focus on a positive, shared outcome
* focus on delivery according to the scope of the proposed project.

**Membership**

* local multi-purpose health service rep
* hospital and health service rep
* local General Practitioner/s (or Practice Manager)
* local Councillor
* community members (multiple)
* community organisations (multiple)
* primary health network
* project team.

**Group chair**

* project lead (or another elected member).

**Frequency and conduct of meetings**

* Meeting frequency will be determined by the group and will vary according to project stages but will occur at least monthly.
* Meetings will be convened to ensure maximum participant involvement. This will include options for face-to-face meetings and technology-based participation, including video/teleconferencing.
* Emails may be used to advise/consult members between meetings when specific work/issues arise.
* Subcommittees may be formed for specific purposes.
* Additional members may be co-opted as needed.

**Process and outcome of meetings**

The Local Connector will support Local Reference Group meetings by:

* liaising with the group chair to finalise meeting times and the agenda, and distribute to Local Reference Group members (including setting up access to the meeting using technology)
* recording minutes of meetings and distributing to members within one week of the meeting
* ensuring all stakeholders are fully informed and engaged through report to the local groups and a circulation of a regular newsletter (as per communication strategy).

**Review**

The Terms of Reference will be discussed and ratified at the first meeting of the Local Reference Group.

**Reporting**

This is a local advisory group. The group may report to a local Health Advisory Committee or Health Service, and/or funding bodies. It may be accountable to the broader community.