



Terms of Reference Illawarra Division of General Practice Community Consultative Committee

The Illawarra Division of General Practice (IDGP) Community Consultative Committee (CCC) is a subcommittee of the IDGP Board.

Membership

The CCC will have the following members:

- Eight Consumer Representatives
- One GP member of the IDGP Board
- Two Ordinary GP Members, IDGP

The CEO or DCEO of the IDGP, and the Executive Assistant, IDGP, will also attend meetings in an advisory capacity.

Chairperson

The CCC will be chaired by an IDGP Consumer Representative who is also the CCC's representative to the Board and have the full responsibilities of a Director of the IDGP.

Quorum

A quorum shall be six members.

Working Parties

Working parties may be formed from time to time at the discretion of the Chair and subject to budget allowances, to address specific issues. Working parties will report back to the CCC.

Frequency of Meetings

The CCC will meet six times a year with the provision for additional meetings when required for specific purposes. The working parties will meet as required. Administrative support will be provided to the CCC by the IDGP. All meetings will follow an agenda and be minuted.

Key Performance Indicators

KPIs for the committee will be developed by the Chair of the committee in conjunction with the CEO and DCEO staff. Progress towards those indicators will be reviewed annually.

- Committee members will attend a minimum of 4 meetings per year unless leave of absence is granted
- Each committee member is to make an individual contribution to either housecall or a new project or initiative
- Each committee member will have membership of at least one working party or subcommittee

The CCC will:

- Report to the IDGP Board, through the CCC Chairperson.
- Identify, discuss and comment on the health needs of communities in the Illawarra.
- Make recommendations to the IDGP Board related to community health needs identified and strategies for improving general practice services to meet those needs.
- Develop, participate in, and review activities in the area of community liaison.
- Provide ongoing consumer input and feedback to the IDGP for the development and evaluation of other IDGP programs.
- Assist in identifying community members to be consumer representatives for IDGP programs.
- Provide feedback to Illawarra communities regarding IDGP programs and general practice issues.
- Develop partnerships with consumer groups and community organisations to allow for two-way flow of information between consumers and GPs, and to lobby appropriate bodies for desired changes.