Terms of Reference

South West LHIN Sub-region Board-to-Board Reference Group

September 26, 2017 – draft reviewed by the Board-to-Board Reference Group
October 31, 2017 – revised draft reviewed by the Board-to-Board Reference Group
December 19, 2017 – approved by the Board of Directors

1. Background/Context

In keeping with our commitment to work in partnership, the South West LHIN Board of Directors is committed to building effective working relationships with Health Service Provider governing bodies to collectively advance the health system goals identified for the South West LHIN and to ensure ongoing support for a high quality, accessible and sustainable system of health care services within our LHIN.

The South West LHIN continues to move forward with health system renewal plans as part of the *Patients First* directions. A key focus of this work is on the development of five sub-regions across the South West LHIN. Sub-regions are smaller geographic areas that follow recognized care patterns. They have been created as part of a vision for seamless, consistent, high-quality care, and will be a focal point for integrated service planning and delivery. The South West LHIN has identified five sub-regions: *Grey Bruce, Huron Perth, London Middlesex, Oxford, and Elgin*.

Sub-region integration tables have been established to provide operational leadership in the identified sub-regions. They will identify, plan and make recommendations on local priorities, while driving change through a population-based planning approach, innovation and collaboration.

The South West LHIN recognizes the important role of local board members in providing guidance and leadership that ensures the delivery of high quality sustainable care that ensures a seamless patient journey for individuals and families relying on our local services. To reach our goal of an integrated system of care, the LHIN believes that a system-level governance view is imperative.

The South West LHIN is establishing 5 Sub-region Board-to-Board Reference Groups to ensure proactive consideration of board-related issues associated with the work of the sub-region integration tables and to promote a system view at the board level within each sub-region.

2. Mandate

2.1. Role of the South West LHIN Sub-region Board-to-Board Reference Groups

The South West LHIN Sub-region Board-to-Board Reference Groups will be available as needed to provide board perspectives to the sub-region integration tables representing Grey Bruce, London Middlesex, Huron Perth, Elgin, and Oxford. The key responsibility will be to facilitate broader board and community engagement in their respective local sub-region areas to promote patient-centred, inter-organization coordination while honouring member's obligations to their respective health service provider organization.

Specific issues that will be considered by the Sub-region Board-to-Board Reference Groups will include but will not be limited to:

- Strategies to promote a system view amongst health service provider board members
- Board perspectives on the current and future state of health care within the sub-region and broader South West LHIN and the role and expectations of board members; and
- Support for focused board and community engagement in the local sub-region areas to advance sub-region objectives related to improved population health, experience of care and value for money.

Sub-Region Board-to-Board Reference Groups are not governing bodies and will not alleviate the governance responsibilities of individual Boards of Directors.

3. Membership

3.1. Membership

Membership of the South West LHIN Sub-region Board-to-Board Reference Groups will be comprised of:

- Community Support Services
- Mental Health and Addiction Agencies
- Community Health Centres
- Hospitals
- Long-Term Care Homes
- Primary Care
- Public Health
- Residential Hospice
- South West LHIN *(2 board members, one local and one from outside the sub-region as available)*

The Sub-region Board-to-Board Reference Groups will be co-chaired by a South West LHIN Board Member and another member as elected by the group.

3.2. Accountability

The South West LHIN Sub-region Board-to-Board Reference Groups are convened by the South West LHIN Board of Directors to:

- Engage at least annually with their respective local Sub-region Integration Table to discuss the SRIT work plan, accomplishments to date, and potential governance implications.

- Establish a sub-region level board engagement and communication plan to help enhance system-level governance and ensure awareness of sub-region improvement and integration activities through a governance lens

- Work with Sub-region Integration Tables to identify mechanisms to support broader public engagement and awareness of advancements within their respective sub-regions as appropriate.

The Terms of Reference for the Sub-region Board-to-Board Reference Groups will be reviewed annually by the regional South West LHIN Board to Board Reference Group with any recommended changes to be approved by the Board of Directors of the South West LHIN.

3.3. Individual Roles

Individual members will:

- Provide governance level input and advice to the rollout of the Health System Design Blueprint – Vision 2022, the Integrated Health Service Plan, and Sub-region plans
- Participate fully in the exchange of information and identification of issues of relevance.
- Consider ideas and issues raised and provide guidance and input as appropriate.
- Consider system level and organizational implications and impacts of issues under consideration.

4. Logistics and Processes

4.1. Role of the Co-Chairs

The Co-Chairs will be responsible for coordinating the development of the meeting agenda and leading the meeting in a way that ensures advancement of the agenda within the timelines allocated for specific agenda items. The Co-Chairs will ensure that input is solicited from all table members when establishing objectives and meeting agendas. The Co-Chairs will ensure that an annual work plan is established by the group.

4.2 Secretariat and Administrative Support

Secretariat and administrative support will be provided by the South West LHIN Sub-Region Lead and administrative staff respectively.

4.3. Delegates

It is expected that members will regularly attend meetings, however, it is recognized that on occasion individual members may need to send a delegate to the meeting due to unavoidable scheduling conflicts. If members are sending a delegate, it is important to ensure consistency in terms of the individual selected to attend as a delegate and the use of delegates should be kept to a minimum to ensure continuity. Permission should be sought from the Co-Chairs in advance of sending delegates to a meeting. It is the responsibility of members to ensure that delegates are appropriately briefed and debriefed prior to and following any meetings that they attend.

4.4. Frequency of Meetings

Each Sub-region Board-to-Board Reference Group will meet a minimum of two times per year. Additional meetings may be scheduled at the call of the Co-Chairs.