



# HEALTH CONSUMERS' COUNCIL (WA) INC

## HEALTH ISSUES GROUP

### TERMS OF REFERENCE

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**1. Name of committee:**

Health Issues Group also known as HIG

**2. Accountability**

To Health Consumers' Council Board (HCC)

**3. Purpose**

- Health Issues Group is a Standing Committee of the Health Consumers' Council Board.
- To provide a forum where participants may raise health issues they believe are of concern to the WA community.
- Act as a consultative forum for HCC and others to obtain input on health related issues including research and resource development.

**4. Membership**

- Membership of HIG is open to consumers of health services whether they are members of HCC or not.
- Participants are encouraged to be/become members of HCC.
- There is no limit on the number of people who may participate in HIG.
- Participants of HIG do not represent HCC externally and must not purport to do so without permission of the HCC Board or Executive Director.

**5. Meetings**

1. HIG will meet at least 10 times per year for a maximum of two hours per meeting.
  2. Minutes of each meeting will be kept by the HCC staff member in attendance.
  3. Each year participants of HIG will elect from their number a chairperson and deputy
  4. In addition to the duties outlined below, the chairperson will be an ex-officio member of the HCC Board.
  5. The chairperson will:
    - Ensure meetings are conducted according to generally accepted practice.
    - Facilitate opportunities for all participants to voice their concerns and issues.
    - Determine whether topics raised are relevant to HIG consideration.
    - Provide a written report to the HCC Board of issues raised by HIG participants following each meeting.
    - Report to HIG action taken/proposed by the HCC Board/Executive Director on issues raised by HIG.
  6. As HIG is a referral mechanism and is not a decision-making body, it will use consensus to determine recommendations to the HCC Board.
  7. A HCC staff member will attend all HIG meetings to liaise between HCC and HIG. The Executive Director will attend a HIG Meeting at least twice a year.
  8. Individuals with special knowledge may be invited as guest speakers.
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**6. Scope of deliberations**

To ascertain if they are appropriate for consideration by HIG, issues raised should be evaluated against the following criteria:

- Is it a health related issue?
- Is it relevant to a broad section(s) of the community?
- Is it a matter for HCC?
- Is it more appropriately dealt with by another agency?
- Is it being dealt with in another forum?

In general, issues may be raised if:

- They are about health services provided in WA
- They are about health services needed in WA but not provided
- They are about other issues that have the potential to positively or adversely effect the health of Western Australians.

**7. Responsibilities**

To **IDENTIFY** issues of concern to WA health consumers.

To **REFER** issues to the HCC Board for action, if appropriate.

To **ESTABLISH** working groups of members as required to research issues and potential solutions.

To **GENERATE** creative/practical solutions to an identified problem and make recommendations to the HCC Board or the Executive Director.

To **PROVIDE ADVICE** to the HCC Board on matters referred to HIG by the Board and or Executive Director of HCC.

To **FOLLOW UP** actions taken in respect to issues raised.

To **OPERATE** under HCC policies and guidelines having due regard to appropriate legal, ethical and financial parameters.

**8. Assessment**

HCC Board will monitor HIG performance and compliance to these Terms of Reference.

**Drafted: April 2006**

**Adopted: May 2006**

**Review: Biennial – next review June 2008**