

Staff Consultative Committee- Oral Health Service

HPE: 23/49802

1. Role of the Staff Consultative Committee

The Staff Consultative Committee (SCC) Terms of Reference sets out the membership, responsibilities, authority and operations of the Staff Consultative Committee of Western Sydney Local Health District (WSLHD).

The committee facilitates the achievement of the following WSLHD strategic priorities

- Keep People Healthy;
- Excellence through integration of research, education and clinical care;
- Patient Experience Matters;
- Spending wisely;
- Exceptional People;
- Information underpins everything we do

The Oral Health Service functions within several facilities across WSLHD, including Westmead Centre for Oral health, Blacktown Hospital and Mt. Drutt Hospital. Any reference to 'health facility' is understood to reflect any facility that Oral Health Services are based.

2. Responsibilities of the Staff Consultative Committee

Provide a forum for consultation and discussion between management, unions, their delegates and staff at each health facility. Where functions are performed outside of health facilities (e.g. administration, warehousing, and community nursing) management and unions should agree on the viability of a SCC in those circumstances or the most suitable location for such consultation.

The Staff Consultative Committee will

- Discuss organisational issues including organisational change as it relates to the health facility
- Consult on issues that will have an impact on employees at the health facility
- Consult on issues regarding implementation of policy and organisational change;
- In general to deal with issues which have a health facility focus, including matters related to award/agreement conditions; and
- Attempt to resolve issues in relation to any of the above matters where it is reasonable and appropriate to do so.

2.1. Power of the Committee

The SCC will not participate in industrial matters which are being handled through ordinary negotiations or dispute procedures between management/unions and employees.

If a matter requires immediate escalation, the SCC must notify the WSLHD Joint Consultative Committee (JCC) within 1 week of the initial SCC meeting. A copy of the action log is to be provided to the JCC for the relevant issue. Where a matter remains unresolved at an SCC level it may be referred to the JCC for consideration, where it is reasonable to do so, having regard to the role of the JCC.

3. Structure and Composition of the Staff Consultation Committee

3.1. Membership

I. The SCC membership will be:

- Health facility management
 - General Manager, Oral Health Service
 - Clinical Director, Oral Health Service
 - Clinical Director, Education, Oral Health Service
 - Director, Human Resources, Oral Health Service
 - Director, Corporate Services & Finance, Oral Health Service
- Union delegates nominated by respective unions
 - NSW Nurses Association
 - Health Services Union

With representation from the following teams/streams encouraged:

- Administrative Westmead OHS
- Administrative Blacktown/Mount Druitt OHS
- Dental Assistant/Dental Technician Westmead OHS
- Dental Assistant/Dental Technician Blacktown/Mount Druitt OHS
- Nursing OHS
- Dental Officer/Dental Specialist Westmead OHS
- Dental Officer/Dental Specialist Blacktown/Mount Druitt OHS
- Corporate/Ancillary staff Westmead OHS
- Corporate/Ancillary staff Blacktown/Mount Druitt OHS

Should any committee member be unable to attend, a proxy must be nominated to attend. The inability to attend does not prevent SCC meetings occurring.

- II. Union head office staff will also be invited to attend SCC meetings. However, their inability to attend does not prevent SCC meetings occurring.
- III. Alternative representatives may be nominated, but the parties should attempt to achieve continuity of representation.
- IV. Health Service management and unions will appoint their representatives to the SCC.
- V. Health Service management will be represented at a level deemed necessary by CE to give full and proper effect to outcomes or matters agreed to be actioned.
- VI. All relevant clinical and support strands within the health facility should be represented on the SCC.

3.2. Appointment

The General Manager shall appoint, replace or remove members to and from the Committee and review the composition of the Committee at least annually

3.3. Chair

The Chair of the Committee is the General Manager, Oral Health Service.

The Chair is to confirm previous minutes at the commencement of each SCC, and all corrections are to be noted by the secretariat in the minutes

Should the Chair of the Committee be absent from a meeting and no action Chair has been appointed, the members of the Committee present at the meeting have authority to choose one of their members to be Chair for the particular meeting.

4. Operation of the Staff Consultative Committee

4.1. Secretariat/Committee support/Administration

All records, including the agenda, minutes and any reports or recommendations will be prepared and kept by the Office of the General Manager – Oral Health Services.

Secretariat support will be responsible for

- Scheduling of meetings
- Keeping of minutes
 - Matters not in scope of the committee are to be minuted and referred to relevant forum for actioning
 - Preparing and distributing agenda prior to meeting in a timely manner
- Recording may take place for the purposes of minute taking. The attendees must be asked at the commencement of the meeting whether they agree to the meeting being recorded. The request should be before the meeting commences and should be captured in the recording.
- Distributing meeting minutes to members
 - Forwarding minutes to the union head office, where a union head office representative is unable to attend a meeting and a local nominee attends
 - Forwarding minutes to health service management, where a manager is unable to attend a meeting and a nominee attends
 - Forwarding minutes to the JCC committee in a timely manner
- Maintaining committee documentation in HPRM

4.2. Frequency of meetings/minimum number of meetings

The SCC will meet every second month. SCC meetings should be scheduled at times to ensure that the minutes from each SCC are available at the next JCC meeting.

4.3. Notice of meeting

Any party may seek a special meeting where the circumstances so warrant, by notifying the Chairperson of the request for such meeting within 14 days' notice (unless otherwise determined by the SCC). The parties must mutually agree to convene a special meeting, with such agreement not being unreasonably withheld.

Terms of Reference

Committee meetings are permitted to be held other than in person, by any technological means as consented to by all members of the Committee.

4.4. Attendees

Any invitee of a Committee Member, as agreed by the Committee, may attend and speak at the meeting.

4.5. Committee members interests

Members of the Staff Consultative Committee will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

4.6. Quorum for meetings

The minimum quorum for a committee meeting is at least half of health facility management and at least one union member. In circumstances where membership is composed of an odd number, the minimum quorum for health facility management is to be increased by one member.

4.7. Access to advice

The Staff Consultative Committee has the authority to investigate any matters within its charter as set out in the Committee's terms of reference; with the resources it needs to do so and with the right access to information including external professional advice as necessary.

4.8. Formal mechanism for reporting key matters

The minutes and action logs of Staff Consultative Committee meetings shall be included in the papers for the next Joint Consultative Committee.

5. Review and assessment of the Staff Consultative Committee

The SCC shall perform an annual evaluation of its performance and provide that information to the JCC.

The conduct of the business of the SCC should be as transparent and as accessible as possible to members of the SCC and those they represent, including the provision of relevant documentation when requested from time to time, relevant to deliberations of the SCC.