

Better Care Victoria Board

28 July 2016

The Hon Jill Hennessy MP
Minister for Health, Minister for Ambulance Services
50 Lonsdale Street
MELBOURNE VIC 3000

Dear Minister

Re: Letter of expectations for the Better Care Victoria Board 2016-17

Thank you for outlining the expectations for the Better Care Victoria Board (the Board) for 2016-17.

On behalf of the Board, I am pleased to provide this response to your letter dated 30 May 2016 detailing our planned future activities, as well as those currently being undertaken.

Provision of advice to the Minister

The Board understands the importance of our role in making recommendations to you for the allocation of Better Care Victoria Innovation Funding. The Board will support projects that improve the capacity of Victorian public hospitals to deliver timely and high quality care, as well as develop the sector's capability for innovation. In addition, our advice will consider the sustainability, scalability and proposed implementation of the recommended projects.

The Board identified 24 promising expressions of interest for business case development. The Board looks forward to providing you with our recommendations of projects for funding in 2016-17 by 29 July 2016.

Furthermore, the Board will provide timely advice to you on other health sector innovation matters, as requested.

Stakeholder consultation and engagement

Communication plan

The Board has developed and is continuing to implement its communication plan (the plan) for 2016-17 (Attachment 1). The plan highlights achievements such as the Innovation Forum in May and subsequent activities intended to support continuous engagement with a wide variety of stakeholders. The Board acknowledges regular engagement with clinical, service provider and community group representatives is a key element to driving an improvement agenda in healthcare. This communication plan is a dynamic document and will be continuously updated as key elements of work, such as the Capability for Innovation and Improvement Strategy, are developed.

Establishment of advisory committees

The establishment of the two advisory committees you requested is currently underway. The Terms of Reference for the Emerging Leaders' Clinical Advisory Committee and the Consumer Advisory Committee are provided at Attachment 2.

Increased accountability and transparency

Appointment of Deputy Chairperson

I am pleased to confirm that Dr Victoria Atkinson has been appointed as Deputy Chairperson for the Board.

In addition to the responsibilities of all Better Care Victoria Board members, the Deputy Chairperson will undertake the following duties:

- fulfil all duties of the Chairperson if they are unavailable to attend for any reasons
- assist the Chairperson with the leadership and strategic direction of the Board
- assist the Chairperson with key stakeholder engagement activities
- assist the Chairperson with activities of the Board as outlined in the Letter of Expectations and the Terms of Reference
- whilst deputising for the Chairperson at Board meetings ensure that all meetings of the Board are conducted effectively and efficiently.

Strategic plan, including key performance indicators and objectives

The Board is currently developing its overarching strategic plan, incorporating key objectives and performance indicators. These key performance indicators will enable the Board and the Secretariat to measure and regularly report on the:

- impact on system performance with a focus on increasing access to care
- improvement in innovation capability in the sector
- improvement in engagement with, and understanding of, the sector on innovation and improvement topics.

We look forward to providing you with a copy of the Board's strategic plan and its performance measures and targets for 2016-17 in September 2016.

Regular monitoring and reporting

To support meaningful, regular monitoring and reporting the Board includes 'BCV monitoring and performance reports' as a standing item on its meeting agenda.

The Board and the Secretariat will provide you with routine quarterly reports. The first quarterly report for 2016 is provided at Attachment 3.

I can also confirm that the Letter of Expectations is now publically available on the health.vic website and will be published on the Better Care Victoria website once established later this year.

I am happy to provide further detail as required and would be pleased to discuss any of the above at your convenience.

Yours sincerely

A handwritten signature in black ink, appearing to read "D Travis". The signature is written in a cursive, flowing style.

Dr Douglas Travis
Chairperson
Better Care Victoria