

TERMS OF REFERENCE

Central West LHIN Diversity Core Action Group

Purpose

The Central West LHIN Diversity Core Action Group has been mandated to assist and ensure the Central West LHIN is:

- adequately connecting to the many individuals and ethno-cultural organizations within the Central West LHIN that reflect / represent the LHIN's diverse communities
- undertaking appropriate local engagement strategies
- facilitating a compilation of a comprehensive Inventory
- overseeing completion of a detailed needs assessment
- educating and training organizations about culturally competent services
- reporting on activities.

The core action group will have specific responsibility for the following:

1. To ensure the governance model of the Central West LHIN serves as an example for other organizations
2. Design of a more integrated system of services that leverages multiple providers in mutually beneficial partnerships, all focused on ensuring equitable access to patient/client and family centred care. In designing this system, the Central West LHIN Diversity Core Action Group will:
 - Ensure that a comprehensive inventory of existing services is compiled and is easily available to providers and families
 - Develop a full contact list of organizations in the Central West LHIN that reflect/represent/serve ethno-cultural communities and engage with them to understand their issues and initiatives
 - Identify and advise on current gaps in the system and confirm priorities for immediate action to address the gaps and achieve the vision
 - Develop a framework based on best practice research of the standard competencies and performance indicators for a culturally diverse organization and in the Central West LHIN
 - Support organizational initiatives that build culturally competent organizations
 - Engage and build capacity among stakeholders by providing an opportunity for meaningful dialogue between Central West LHIN and diverse populations
 - Monitor and evaluate progress of organizational cultural competence through performance measures to increase accountability and determine funding
 - Define quarterly action plans, including identification of key activities, deliverables and resource priorities
 - Ensure consistency with the overall Central West LHIN Health Systems Plan.
3. Establish working groups to develop action plans for priority areas including confirmed gaps.

4. Confirm decision making processes that will enable consensus without causing unnecessary delays in the implementation process
5. Link with provincial initiatives and ensure that the Central West LHIN vision is consistent with the broader Diversity strategy.

Membership

- Chair – TBD
- Representation from Rexdale Community Health Centre
- Representation from Bramalea Community Health Centre
- Representation from Central West CCAC
- Representation from Public Health- Toronto/Dufferin/Peel/York
- Representation Headwaters Healthcare
- Representation from William Osler Health Centre (Brampton Civic & Etobicoke General)
- Representation from Central West LHIN
- Representation from Diverse communities and community organizations in the Central West LHIN – approximately 5 individuals

Reporting Structure

The Diversity Core Action Group reports to Chief Executive Officer of the Central West LHIN

Role of Chair

- Receives direction from the LHIN senior management team and committee members to determine priorities for the committee
- With input from the LHIN senior management team, sets agendas for committee meetings based on identified priorities
- Ensures clear communication among the committee members and with the LHIN to ensure LHIN priorities are addressed
- Communicate together with the LHIN to providers and patients/clients on key issues
- Organize the structure and function of the committee to ensure it is responsive and effective, including the establishment of working groups if required
- Chairs committee meetings, ensuring an opportunity for productive participative dialogue from all members of the committee
- Meets with committee members individually when needed to obtain input and advice
- Ensures a summary of discussions and recommendations are recorded and that meeting notes are distributed to the LHIN senior management team and committee members
- Synthesizes the advice of the committee as it relates to specific priorities raised by the LHIN and meets with the senior management team to discuss implementation of identified priorities
- May be required to meet with the Board of Directors from time to time to address specific issues and provide progress updates
- Meet with key stakeholders to address LHIN priorities

Role of Members

- Bring their expertise and leadership in support of the committee’s mandate and priority areas as established in the IHSP and other issues as determined by the LHIN
- Convey to the committee local health issues and needs that may emerge from the community as they relate to priorities, the IHSP and other issues as determined by the LHIN
- Participate actively and constructively in the work of the committee and provide leadership to working groups that may be created
- Operate in a way that demonstrates inclusiveness and respect for diversity of opinions
- Use an evidence-based approach to inform advice
- Provide advice as appropriate and as requested to other LHIN committees/forums

Frequency of Meetings

The Diversity Core Action Group will meet once a month. The Chair will report on behalf of the Committee to the CEO and CW LHIN senior management team on a quarterly basis regarding advice on key issues and the implementation of the IHSP as outlined by the LHIN. The Chair will meet with the Board of Directors when requested to provide updates and address issues.