



The Chair has final approval of the agenda for the SC and may approve urgent additions to the agenda.

9.8. Reference Groups and Working Groups

The SC will establish reference groups and/or working groups for specific purposes. These include:

- Two Reference Groups - Service Provider and Clinical, and Community and Consumer.
- Four Working Groups – Facilities, Commercial, Service Delivery and Digital and Innovation.

The establishment and purpose of such groups will be recorded in the minutes along with the expected time of disbandment of the groups and the deliverables expected of it.

10. CONFIDENTIALITY

The proceedings and Records of the SC are confidential to members of the SC and are only to be used for authorised work-related purposes. The disclosure of any information obtained in the course of this committee, will only be permitted to other authorised users. Any unauthorised access or disclosure is prohibited and is considered a breach of confidentiality and serious misconduct and will be dealt with accordingly.

All paper-based information must be kept secure.

The official copy of records will be stored by the Secretariat as per the EMHS Recordkeeping Plan.

11. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of reference were endorsed by the EMHS Chief Executive

Signed: _____ Date: _____

The SC will evaluate its Terms of Reference, performance and need for continuation on a 6-monthly basis.

Amendments to these Terms of Reference must also be endorsed by the EMHS Board.

Document control and history:

Version	Revision Date	Details of amendments	Endorsed by / date
1.0	01/12/21		