

# MINUTES



## South Western Sydney Local Health Network Governing Council

Date: Thursday 3 February 2011

Time: 4.00pm – 5.30pm (preceded by Facility Executive Staff Reception at 3.00pm)

Venue: Council Meeting Room, Local Health Network Office, Liverpool Eastern Campus

### 1. Present and Apologies

<i>Members</i>	<i>Pres.</i>	<i>Apol.</i>	<i>Members</i>	<i>Pres.</i>	<i>Apol.</i>
Prof Phillip Harris (Chair)	✓		Dr Kathy Gibson	✓	
Amanda Larkin	✓		Mark (Jack) Johnson		✓
Timothy Bryan	✓		Prof Margot Kearns	✓	
Carolyn Burlew	✓		A/Prof Jens Kilian		✓
Christine Carriage	✓		Debbie Roberts	✓	
Prof Brad Frankum	✓		Prof Jeremy Wilson	✓	

Secretariat: Claire Anderson

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
2. Welcome and Introduction	<ul style="list-style-type: none"> <li>The Governing Council were welcomed to the inaugural meeting.</li> </ul>	
3. Declaration of Interests at Council Meeting	<ul style="list-style-type: none"> <li>Tim Bryan – Board member of Ingham Health Research Institute and Kids of Macarthur Health Foundation</li> </ul>	
<b>4. Business</b>		
4.1. Structure of the Council Meeting Agenda	<ul style="list-style-type: none"> <li>The Council agreed to maintain the general structure of the agenda with reporting to be by exception.</li> <li>Council members will be invited to nominate agenda items for discussion at the commencement of the meeting.</li> </ul>	
4.2. Structure and Presentation of Council Reports/Information	<ul style="list-style-type: none"> <li>The proposed structure and presentation of Council papers was discussed.</li> <li>Issues will be brought formally to the Council using a brief format with recommendations.</li> <li>Reports will be provided with a covering brief outlining</li> </ul>	

	the key issues.	
4.3. Council Meetings, Location and Duration	<ul style="list-style-type: none"> <li>• Council meetings were agreed to be held on the third Monday each month, 4.00pm to 5.30pm.</li> <li>• Next meeting to be held Monday 21 February 2011.</li> <li>• The Council agreed to hold the meetings at facilities throughout the LHN with the next meeting to be held at Bankstown Hospital.</li> <li>• A walk around will commence at 3.00pm, followed by a meeting/forum with staff prior to the Council meeting commencing at 4.00pm.</li> </ul>	
4.4. By-Laws	<ul style="list-style-type: none"> <li>• The <i>Order as to Model By-Laws</i> was circulated with the agenda outlining the Interim Model By-Laws for the Local Health Network.</li> <li>• <b>Action:</b> By-Laws to be emailed to the senior medical staff.</li> <li>• <b>Action:</b> By-Laws to be placed on the LHN Webpage.</li> <li>• A number of committees already in place in SSWAHS will continue to meet throughout the transition including MDAAC , SSWAHS Clinical Council and the Medical Staff Executive Council.</li> <li>• The Council felt it was important to ensure that there is a forum where different groups are represented equally.</li> <li>• <b>Action:</b> Diagram of committee structure to be prepared.</li> <li>• <b>Action:</b> Current Terms of Reference for Clinical Council and Executive Medical Staff Council to be circulated to the Council for consideration.</li> <li>• Hospital Clinical Councils are to include nominated nursing and allied health representatives. This will be on the agenda for the Chief Executive to discuss with General Managers.</li> <li>• Concern was raised that the lack of surgical representation on the Governing Council may be problematic, however it was felt that a number of groups of staff will continue to be engaged through various other forums.</li> </ul>	<p>A Larkin</p> <p>C Anderson</p> <p>A Larkin</p> <p>A Larkin</p>
4.5. Code of Conduct for Council Members	<ul style="list-style-type: none"> <li>• <i>Conduct Guidelines for Members of NSW Government Boards and Committees</i> were circulated with the agenda.</li> <li>• The Council agreed that a brief code of conduct would be prepared for each Council member to then sign.</li> <li>• <b>Action:</b> One page summary code of conduct to be drafted.</li> </ul>	A Larkin
4.6. Communications 4.6.1. Media Requests	<ul style="list-style-type: none"> <li>• Draft Transition Media Protocols were circulated with the agenda.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Media requests relating to LHN matters should be directed to the Media Unit.</li> <li>• The spokesperson for the LHN will be Amanda Larkin, Chief Executive.</li> <li>• The spokesperson for the Council will be Prof Phil Harris, Chair.</li> <li>• <b>Action:</b> Availability of media training for Council members to be looked into.</li> <li>• <b>Action:</b> Standing Item to be included in the agenda for Media, both public relations and contentious matters.</li> <li>• <b>Action:</b> Media clippings to be sent to Council members.</li> <li>• <b>Action:</b> Formal media protocol to be drafted and included with the code of conduct.</li> </ul>	<p>C Anderson</p> <p>C Anderson</p> <p>C Anderson</p> <p>A Larkin</p>
4.6.2. Interested Party Requests	<ul style="list-style-type: none"> <li>• Interested party requests should, if possible, be referred to the Chief Executive.</li> <li>• If this is not possible, try to meet the interest party with the Chief Executive.</li> <li>• Meetings should be recorded at the Council Meetings and issues raised if needed.</li> <li>• The Community Representative Framework will be useful to build on to strengthen community engagement.</li> <li>• It is important that the Council communicate well and send a consistent message.</li> <li>• Care needs to be taken when speaking on behalf of the Council, or when seen to be speaking on behalf of the Council.</li> </ul>	
4.6.3. Communications Strategy	<ul style="list-style-type: none"> <li>• A Communication Strategy for the Council and the LHN will be drafted.</li> </ul>	
4.7. Transitional Service and Performance Agreement	<ul style="list-style-type: none"> <li>• The <i>Transitional Service and Performance Agreement</i> was circulated with the agenda.</li> <li>• The agreement brings together a range of key performance indicators (KPIs) including financial, clinical care, etc that are consistent with those already monitored by the facilities.</li> <li>• The Council should consider the elements for the next agreement period and add LHN specific elements if needed.</li> <li>• Concern was raised re signing the agreement with little knowledge of the structure and the cluster role and level of control. It was reinforced that the support from the previous Area Health Service remains in place throughout the transition period.</li> <li>• The Council resolved to sign the agreement prior to the deadline of 23 February 2011.</li> <li>• <b>Action:</b> Performance Management Framework Report to be circulated to the Council.</li> </ul>	<p>C Anderson</p>

4.8. Committees of the Council	<ul style="list-style-type: none"> <li>• A number of sub committees to the Governing Council have been proposed.</li> <li>• The Council agreed that Council members can attend any meeting, even if they are not a formal member.</li> <li>• Proposed membership of Committees was discussed, with a more thorough nomination process to be undertaken.</li> </ul>	
4.8.1. Finance and Performance Management	<ul style="list-style-type: none"> <li>• The Council agreed that a Finance Committee is required and that it should be a Finance only committee.</li> <li>• Performance is to be a standing item on the Council agenda with the Chief Executive to provide a report to the Council and present on key issues.</li> <li>• Proposed membership was discussed including Tim Bryan as Chair and Prof Jeremy Wilson as clinician representative.</li> <li>• Recommendations will be returned to the Council once a review of the structure and the current committee can be undertaken.</li> </ul>	T Bryan
4.8.2. Audit and Risk Management	<ul style="list-style-type: none"> <li>• Only one Governing Council member can be a member of the Audit and Risk Management Committee. The Chief Executive can attend but not be a member.</li> <li>• The SSWAHS Audit Committee had a good structure and consideration is being given to a Cluster Audit Committee.</li> <li>• The Council would need to be confident that the Committee is meeting the local needs and issues.</li> <li>• Additional information regarding how a Cluster Audit Committee would operate is required, including the terms of reference, membership and a copy of the risk framework.</li> <li>• Consideration should be given to inviting the Chair of the current audit committee to a Council meeting to present on how they will manage the process.</li> <li>• <b>Action:</b> To be taken to the Cluster Transition Meeting for discussion.</li> </ul>	A Larkin
4.8.3. Health Care Quality and Safety	<ul style="list-style-type: none"> <li>• A Health Care Quality and Safety Committee is considered essential.</li> <li>• Proposed membership was discussed.</li> </ul>	
4.8.4. Others	<ul style="list-style-type: none"> <li>• Consideration to be given to establishing a Teaching and Research Committee.</li> <li>• <b>Action:</b> Terms of Reference to be drafted.</li> </ul>	A Larkin
<b>5. Standing Items</b>		
5.1. Public Relations 5.1.1. Liverpool Opening - Mid-March 2011	<ul style="list-style-type: none"> <li>• Defer</li> </ul>	

5.1.2. Karitane Official Opening – February 2011		
5.2. Capital Works Update	<ul style="list-style-type: none"> <li>• Defer</li> </ul>	
5.3. LHN Performance	<ul style="list-style-type: none"> <li>• Defer</li> </ul>	
<b>6. Other Business</b>		
6.1. Caring Together	<ul style="list-style-type: none"> <li>• Implementation of the Caring Together recommendations continues.</li> <li>• The Council is responsible for ensuring that the implementation continues.</li> <li>• <b>Action:</b> Report back on where each group is up to in implementing recommendations and what is currently outstanding.</li> <li>• <b>Action:</b> Forward the link to the Caring Together information on the Internet to Council members.</li> </ul>	<p>A Larkin</p> <p>C Anderson</p>
6.2. Finance	<ul style="list-style-type: none"> <li>• Defer</li> </ul>	
6.3. Other	<ul style="list-style-type: none"> <li>• <b>Action:</b> ID Badges for each Council Member to be arranged.</li> <li>• <b>Action:</b> Follow up re payment arrangements for Council members.</li> <li>• <b>Action:</b> Review the possibility of providing Intranet access to Council members using remote access.</li> </ul>	<p>C Anderson</p> <p>C Anderson</p> <p>C Anderson</p>
7. Next Meeting	<p>Monday 21 February 2011</p> <p>Bankstown Hospital</p> <p>3.00pm Arrival for walk around and meeting with staff</p> <p>4.00pm – 5.30pm Council Meeting</p>	

Meeting closed at 6.15pm.