

# MINUTES



## South Western Sydney Local Health Network Governing Council

Date: Monday 21 February 2011

Time: 4.00pm – 5.30pm (preceded by Facility Tour and Meeting with Staff from 3.00pm)

Venue: Boardroom, Level 4, Bankstown Hospital

### 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. Declaration of Interests at Council Meeting	<ul style="list-style-type: none"> <li>• There were no declarations of interest.</li> <li>• Additional discussion to occur when required regarding membership of LHN Committees as a senior clinician rather than a Governing Council member, e.g. Clinical Council and MDAAC.</li> </ul>	
3. Confirmation of the previous minutes	<ul style="list-style-type: none"> <li>• Minutes of the meeting held 3 February 2011 were accepted as a true and accurate reflection of the meeting.</li> <li>• An action list was requested to track action required from the meetings and monitor progress.</li> </ul>	
<b>4. Deferred Business</b>		
4.1. Finance Report	<ul style="list-style-type: none"> <li>• The Finance Report was deferred due to the apology of the Chief Executive.</li> <li>• The Council requested consideration be given to providing a report with detailed information so that the Council can see what information General Managers receive to manage their facility.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Action:</b> Budget and Forecast for this financial year to be provided to the Council.</li> <li>• <b>Action:</b> The most recent available financial report to be provided.</li> <li>• <b>Action:</b> Expectation of the Chief Executive regarding how financial information will be communicated between the Chief Executive and the Cluster.</li> </ul>	<p>A Larkin</p> <p>A Larkin</p> <p>A Larkin</p>
<b>5. Business Arising</b>		
5.1. By-Laws 5.1.1. Distribution of By-Laws	<ul style="list-style-type: none"> <li>• A brief regarding the distribution of the Interim By-Laws was circulated with the agenda and the actions taken were noted.</li> <li>• The By-Laws have been circulated to staff and have been made available on the LHN Webpage.</li> <li>• Action completed.</li> </ul>	
5.2. Code of Conduct for Council Members	<ul style="list-style-type: none"> <li>• A brief regarding the Code of Conduct for Council Members was circulated with the agenda and the content noted.</li> <li>• <b>Action:</b> Final version of Code of Conduct for Council Members to be provided to the next meeting of the Council.</li> </ul>	A Larkin & C Burlew
5.3. Communications  5.3.1. Media Training  5.3.2. Formal Media Protocol  5.3.3. Communications Strategy	<ul style="list-style-type: none"> <li>• A brief regarding media and communications was circulated with the agenda and the contents noted.</li> <li>• Media Training will be offered by the Director of Media and Communications for the LHN.</li> <li>• <b>Action:</b> Expressions of interest to be sought from Council members to participate.</li> <li>• The formal media protocol for the Council was circulated with the agenda and accepted by the Council.</li> <li>• A draft communications strategy was circulated with the agenda and discussed.</li> <li>• Changes were suggested under 'What is it the SWS LHN wants to achieve/communicate?' such as; <ul style="list-style-type: none"> <li>○ combine the 2<sup>nd</sup> and 4<sup>th</sup> dot point and remove the word "ultimately" and the phrase "will be there to help them when they need it"</li> <li>○ add in the communication that is required to coordinate with GPs re the care within the community</li> </ul> </li> <li>• Need to include how the Council communicates the outcome/messages of the Council.</li> <li>• Need to include how to communicate to our internal stakeholders and how people can communicate in to the Council.</li> <li>• <b>Action:</b> Document to be reviewed and updated.</li> </ul>	<p>C Anderson</p> <p>A Larkin</p>

<p>5.4. Committees of the Council</p> <p>5.4.1. Governance Structure</p>	<ul style="list-style-type: none"> <li>• A brief regarding the proposed Governance Structure was circulated with the agenda and discussed.</li> <li>• The attachment <i>NSW Health Public System Governance</i> was noted and discussed.</li> <li>• The proposed subcommittees of the Council were discussed.</li> <li>• A Community Engagement Sub-Committee has been proposed and was endorsed by the Council. It was suggested that this Committee be chaired by a Council Member and contain community representatives.</li> </ul> <p><u>MDAAC</u></p> <ul style="list-style-type: none"> <li>• Consideration should be given to combining the MDAAC and Credentials Committees.</li> <li>• The Chief Executive remains responsible for signing off on the medical appointments, and the Council needs to have confidence in the process leading up to the approval.</li> <li>• <b>Action:</b> Chief Executive to advise on the interim process for approving medical appointments and advise on the plan for this process going forward.</li> <li>• <b>Action:</b> Chief Executive to clarify whether MDAAC is an LHN or Governing Council sub-committee.</li> </ul>	<p>A Larkin</p> <p>A Larkin</p>
<p>5.4.2. Membership of Sub-Committees</p>	<ul style="list-style-type: none"> <li>• A brief regarding membership preferences was circulated with the agenda and noted.</li> <li>• It was agreed that the Chairperson and Chief Executive would be ex officio members on each sub-committee, except where the By-Laws stipulate otherwise.</li> <li>• <b>Action:</b> Chief Executive to make specific recommendations regarding relevant staff to attend each of the sub-committees.</li> <li>• <b>Action:</b> Chief Executive to nominate chairs for each sub-committee for Council endorsement.</li> <li>• <b>Action:</b> EOI to be sent to Council Members for membership of the Community Engagement sub-committee.</li> </ul>	<p>A Larkin</p> <p>A Larkin</p> <p>C Anderson</p>
<p>5.4.3. Finance and Performance Management</p>	<ul style="list-style-type: none"> <li>• Previous terms of reference for the SSWAHS Finance and Risk Committee were circulated with the agenda for consideration.</li> </ul>	
<p>5.4.4. Audit and Risk Management</p>	<ul style="list-style-type: none"> <li>• The current SSW Area Health Service Audit Committee will be continuing until June 2011.</li> <li>• The draft terms of reference and Audit Charter were accepted with an update to reflect the SWSLHN.</li> <li>• <b>Action:</b> Terms of Reference to be updated and the membership checked in line with the By-Laws.</li> </ul>	<p>A Larkin</p>

	<ul style="list-style-type: none"> <li>• <b>Action:</b> Clarify whether internal audit will be within the Cluster or the LHN, and how the function will be managed so that the Chief Executive has an assurance it will be managed appropriately.</li> </ul>	A Larkin
5.4.5. Health Care Quality and Safety	<ul style="list-style-type: none"> <li>• Preferred membership was noted.</li> </ul>	
5.4.6. Research and Teaching	<ul style="list-style-type: none"> <li>• Preferred membership was noted.</li> </ul>	
5.4.7. Others	<ul style="list-style-type: none"> <li>• Nil further sub-committees discussed.</li> </ul>	
5.5. Caring Together – report on progress	<ul style="list-style-type: none"> <li>• Information on Caring Together was circulated with the agenda and noted.</li> <li>• <b>Action:</b> Link to the NSW Health Caring Together Webpage to be sent to Council Members.</li> <li>• <b>Action:</b> Report to next meeting on LHN progress on implementation of Caring Together recommendations.</li> <li>• The Council is to oversee that progress is being made on implementing the recommendations.</li> <li>• Consideration to be given to how the Caring Together objectives may fit under the sub-committee structure to enable oversight.</li> </ul>	C Anderson A Larkin
5.6. Other Council Matters 5.6.1. Names Badges 5.6.2. Council Member reimbursement 5.6.3. Intranet access for Council members	<ul style="list-style-type: none"> <li>• A brief providing an up date on these other council matters was circulated with the agenda and noted.</li> </ul>	
<b>6. Standing Items</b>		
6.1. Public Relations 6.1.1. Upcoming events • Liverpool Stage 2.1 Milestone Opening • Karitane Official Opening 6.1.2. Contentious Issues 6.1.3. Press Clipping	<ul style="list-style-type: none"> <li>• The Liverpool Stage 2.1 Milestone 1 opening was held on 18 February 2011.</li> <li>• The official opening of Karitane at Camden was held on 21 February 2011.</li> <li>• No contentious issues were noted</li> <li>• Press Clippings for the Liverpool opening were tabled.</li> </ul>	
6.2. Meetings with Interested Parties	<ul style="list-style-type: none"> <li>• The following meetings with interested parties were noted: <ul style="list-style-type: none"> <li>○ CEO Macarthur Division of General Practice</li> <li>○ Sydney South West Health Coalition</li> <li>○ Southern Highlands Division of General Practice</li> <li>○ Mark Sheridan</li> </ul> </li> </ul>	
6.3. Capital Works Update	<ul style="list-style-type: none"> <li>• An update on Capital Works was circulated with the agenda and the content noted.</li> <li>• Funding was announced for the Campbelltown Hospital redevelopment.</li> </ul>	

6.4. LHN Performance	<ul style="list-style-type: none"> <li>• The December 2010 – 2010/11 Performance Management Framework Report was circulated with the agenda.</li> <li>• There is concern regarding Off Stretcher Time and Emergency Access Performance especially at Liverpool Hospital.</li> </ul>	
<b>7. Other Business</b>		
7.1. Progress on Establishment of LHN	<ul style="list-style-type: none"> <li>• A brief outlining progress on establishment of the LHN was circulated with the agenda and noted.</li> </ul>	
7.2. COAG Agreement Update	<ul style="list-style-type: none"> <li>• A brief on outcomes of the Council of Australian Governments Meetings was circulated with the agenda and noted.</li> </ul>	
<b>8. Other Business Without Notice</b>		
8.1. Nil	<ul style="list-style-type: none"> <li>• Nil issues without notice were raised.</li> </ul>	
9. Next Meeting	Monday 21 March 2011, 4.00pm – 5.30pm Local Health Network Office, Liverpool Hospital Eastern Campus	

Meeting closed at 6.00pm.