

MINUTES



South Western Sydney Local Health Network Governing Council

Date: Monday 21 March 2011

Time: 4.00pm – 5.30pm

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

1. Present and Apologies

| <i>Members</i> | <i>Pres.</i> | <i>Apol.</i> | <i>Members</i> | <i>Pres.</i> | <i>Apol.</i> |
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| Prof Phillip Harris (Chair) | ✓ | | Mark (Jack) Johnson | ✓ | |
| Timothy Bryan | | ✓ | Prof Margot Kearns | ✓ (tele) | |
| Carolyn Burlew | | ✓ | A/Prof Jens Kilian | | ✓ |
| Christine Carriage | ✓ | | Debbie Roberts | ✓ | |
| Prof Brad Frankum | ✓ | | Prof Jeremy Wilson | ✓ | |
| Dr Kathy Gibson | ✓ | | | | |
| Other Attendees | | | | | |
| Amanda Larkin, Chief Executive | ✓ | | Claire Anderson, Governing Council Secretariat | ✓ | |
| Kung Lim, Director of Nursing and Midwifery, SWS LHN | ✓ | | Candy Cheng, Chief Financial Officer (CFO), Western Clinical Support Cluster | ✓ (tele; for agenda item 4) | |
| Graeme Loy, Director Operations, SWS LHN | ✓ | | | | |

| <i>Agenda Item</i> | <i>Discussion/Decision/Recommendation</i> | <i>Responsible</i> |
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| 2. Declaration of Interests at Council Meeting | <ul style="list-style-type: none"> There were no declarations of interest. | |
| 3. Confirmation of the previous minutes | <ul style="list-style-type: none"> Minutes of the meeting held 21 February 2011 were confirmed as a true and accurate reflection of the meeting. | |
| 4. Deferred Business | | |
| 4.1. Finance Report | <ul style="list-style-type: none"> Candy Cheng, Chief Financial Officer (CFO), Western Clinical Support Cluster and Acting Director of Finance for SWS LHN, attended the meeting by phone to provide a Finance Report and background information in relation to Finance management. | |

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| 4.1.1. Preliminary Budget | <ul style="list-style-type: none"> • A copy of the Preliminary Budget Advice for 1 January 2011 to 30 June 2011 was circulated with the agenda. • There is not yet a full accrual budget. • Some items are yet to have budget allocated, such as superannuation and depreciation. • The budget division from SSWAHS to the two LHNs was based on the initial budget given to facilities plus the allocation provided during the year. • Until end June 2011 there will be continual budget redistribution to SWS LHN. • Currently awaiting NSW Health endorsement of the opening balance split. • There is currently no separate budget for LHN Administration as this still needs to be finalised. • The administration budget will be split between the two LHNs and the Transition Office. The Governing Council reinforced the need for a high level of transparency in this process. | |
| 4.1.2. LHN Efficiency Plan | <ul style="list-style-type: none"> • Part of the NSW Health proposal is development of an Efficiency and Revenue Plan. • The LHN will be considering this, to be prepared by the beginning of next financial year. • The Revenue and Efficiency Plan will be submitted to the Governing Council through the Finance Sub-Committee. | |
| 4.1.3. January Financial Report | <ul style="list-style-type: none"> • The DOHRS Report for January 2011 was circulated with the agenda. • Special Purpose and Trust (SP&T) Fund requires revenue to match expenditure, with the source of funds cash at bank. NSW Health will review to ensure there is actual alignment to budget. • January reporting was made more difficult due to the changeover of financial systems from Oracle to Health Services Support which resulted in the system not being available for almost one month. • January Year to Date (YTD) net cost of service result was \$0.732m unfavourable (expenditure was \$3.002m favourable and revenue was \$3.735m unfavourable). • The full year projected net cost of service is expected to be on budget target, i.e. nil variation. • Majority of expenditure is in employee related costs meaning that management of the number full time equivalent (FTE) staff is critical. • Action: CFO to submit a statement/report regarding the financial position and any recommendations for consideration by the Governing Council. | A Larkin |

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| | <ul style="list-style-type: none"> • Awaiting further information and guidance re reimbursement and payment of Governing Council members for expenses incurred post 1 January 2011. • Expenses incurred prior to 1 January 2011 must be submitted to NSW Health before 31 March 2011. • Awaiting further advice from IM&T re Intranet Access for Governing Council members. | C Anderson C Anderson |
| <p>5.5. Progress on Establishment of LHN</p> <p>5.5.1. Appointment of Tier 2 Positions</p> <p>5.5.2. Executive Directors Medical and Allied Health</p> <p>5.5.3. Brief Outline of Functions – LHN and CSC</p> | <ul style="list-style-type: none"> • Copy of memorandum re appointment of Tier 2 positions was circulated with the agenda. • Kung Lim, Director Nursing and Midwifery, and Graeme Loy, Director Operations were welcomed. • Correspondence re the appointment of Executive Directors for Medical and Allied Health was circulated with the agenda. • Action: LHN to consider and bring recommendations to the Governing Council. • A summary of the functions of the LHN and Cluster was circulated with the agenda. • The LHN is operational, and the Cluster is to advise and support. | A Larkin |
| 6. Standing Items | | |
| 6.1. Committees of the Council | <ul style="list-style-type: none"> • Terms of Reference and membership are to be considered at the first meeting of each sub-committee. • The Governing Council Chairperson and Chief Executive will be ex officio members of all sub-committees. • Information regarding meeting times to be circulated to all Governing Council Members to allow attendance. • Each sub-committee to take oversight of Caring Together recommendations that relate to their sub-committee to monitor and alert the Governing Council of achievements and concerns. • Action: Allocate the Caring Together recommendations to relevant sub-committees. • Administrative support for sub-committees will be provided by the LHN Office. • Proposed Chairpersons and Membership for each sub-committee were accepted. • Additional members to be considered by the sub-committees and returned to the Governing Council for endorsement. • Action: Details of sub-committee members to be | C Anderson C Anderson |

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| | circulated to the Chairs to convene initial meetings. | |
| 6.1.1. Finance | <ul style="list-style-type: none"> As above | |
| 6.1.2. Audit & Risk | <ul style="list-style-type: none"> Action: Correspondence from NSW Health in relation to Audit and Risk to be included in the next meeting papers. Internal Audit will remain with the Clinical Support Cluster. | A Larkin |
| 6.1.3. Health Care Quality and Safety | <ul style="list-style-type: none"> Remove Debbie Roberts from membership. | C Anderson |
| 6.1.4. Research and Teaching | <ul style="list-style-type: none"> As above | |
| 6.1.5. Community Engagement | <ul style="list-style-type: none"> As above | |
| 6.1.6. Medical and Dental Appointment Advisory Council | <ul style="list-style-type: none"> It was confirmed that MDAAC is a committee of the LHN advising the Chief Executive, not a sub-committee of the Governing Council. Two members of the Governing Council are to be nominated to attend MDAAC, one clinician and one non-clinician. Action: Chief Executive to review the membership requirements. Action: Recommendations for MDAAC post June 2011 to be brought to next meeting as LHN MDAAC will need to commence from July 2011. | A Larkin A Larkin |
| 6.2. Public Relations | | |
| 6.2.1. Upcoming events | <ul style="list-style-type: none"> Close the Gap Day Expansion of Fairfield Dialysis 11th B'day of The HUB Seniors Week | |
| 6.2.2. Contentious Issues | <ul style="list-style-type: none"> No contentious issues were noted. | |
| 6.2.3. Press Clippings | <ul style="list-style-type: none"> Defer to next meeting | |
| 6.2.4. Newsletter | <ul style="list-style-type: none"> Defer to next meeting | |
| 6.3. Meetings with Interested Parties | <ul style="list-style-type: none"> The following meetings with interested parties were noted: <ul style="list-style-type: none"> David McGrath, Director Mental Health and Drug and Alcohol Office, NSW Health - re the structure and relationship to LHN. Operational Management of Mental Health will be at the LHN level. Ambulance Service of NSW Representatives – regular meetings will be held. | |

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| | <ul style="list-style-type: none"> ○ Ingham Health Research Institute (IHRI) Briefing attended by Prof Phil Harris. | |
| 6.4. Capital Works Update | <ul style="list-style-type: none"> ● A report was circulated with the agenda. ● Broughton House is expected to be finished by 30 March 2011. ● Campbelltown MRI was installed 18 March 2011. ● Liverpool multi-storey car park funding has been received with preliminary works to commence in approx 4 weeks. ● Campbelltown redevelopment tender for construction has not been signed. | |
| 6.5. LHN Performance 6.5.1. January 2011 Performance Management Framework 6.5.2. Meeting with DG re EAP 6.5.3. Liverpool Hospital EAP Recovery Plan | <ul style="list-style-type: none"> ● The January 2011 – 2010/11 Performance Management Framework Report was circulated with the agenda. ● Off Stretcher Time (OST) and Emergency Access Performance (EAP) remain critical for improvement. ● The Director General for Health will be attending Liverpool Hospital on Wednesday 23 March 2011 to discuss their performance and their recovery strategies. ● Governing Council members are welcome to attend. ● The Liverpool Hospital EAP Recovery Plan was circulated with the agenda. ● A number of strategies have been identified for improvement at the Hospital and across the LHN. | |
| 7. New Business | | |
| 7.1. Bankstown Role Definition | <ul style="list-style-type: none"> ● A consultancy undertaken in 2009 recommended Bankstown peer hospital classification be changed to a major metropolitan hospital which would result in decreased income. ● Confirmation has been received from the Director General that there will be no change to the role definition with Bankstown to remain as an A1 principal referral hospital. | |
| 7.2. Clinical Governance | <ul style="list-style-type: none"> ● A report was circulated with the agenda. ● Action: For further discussion next meeting. | A Larkin |
| 7.3. Sri Lanka Recruitment | <ul style="list-style-type: none"> ● A brief regarding recent Sri Lanka recruitment was circulated with the agenda. ● These medical officers come to Australia on a two year rotation as part of their specialist training. ● This has had a significant impact on reducing the use of locum medical staff in Campbelltown ED and has potential to assist Fairfield and Bowral Hospitals. | |

| 8. Other Business Without Notice | | |
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| 8.1. Ministerial Directive – Drug and Alcohol and Mental Health Services | <ul style="list-style-type: none"> • A Ministerial Directive regarding the delivery of mental health and drug and alcohol services was tabled. • For further discussion next meeting. | |
| 8.2. Strategic Planning Day | <ul style="list-style-type: none"> • A Strategic Planning Day was proposed in order to define the goals, values and priorities of the Governing Council. • Governing Council Members were asked for their goals as a member, responses included: <ul style="list-style-type: none"> ○ to ensure the community has input into the health service ○ improve access for the community ○ ensure the community is confident in the healthcare provided ○ to ensure more direct clinician engagement ○ to effect some positive change and develop community confidence in the health service. ○ far better coordination of care across primary health care and the acute setting ○ LHN to become renowned for teaching and research capacity ○ for people to be proud to say they work at Campbelltown Hospital ○ inequity of resources – it's come a long way but not enough. | |
| 9. Next Meeting | <p>Monday 18 April 2011, 4.00pm – 5.30pm</p> <p>Local Health Network Office, Liverpool Hospital Eastern Campus. Subsequently changed to Fairfield Hospital.</p> | |

Meeting closed at 6.30pm.