

# MINUTES



## South Western Sydney Local Health Network Governing Council

Date: Monday 18 April 2011

Time: 4.00pm – 5.30pm

Venue: Education Centre, Whitlam Joint Replacement Centre, Fairfield 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)	✓		Mark (Jack) Johnson	✓	
Carolyn Burlew	✓		Prof Margot Kearns		✓
Christine Carriage		✓	A/Prof Jens Kilian	✓	
Prof Brad Frankum	✓		Debbie Roberts		✓
Dr Kathy Gibson	✓		Prof Jeremy Wilson	✓	
<b>Other Attendees</b>					
Amanda Larkin, Chief Executive	✓		Graeme Loy, Director Operations, SWS LHN		✓
Kung Lim, Director of Nursing and Midwifery, SWS LHN	✓		Claire Anderson, Governing Council Secretariat	✓	

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
<b>2.</b> Declaration of Interests at Council Meeting	<ul style="list-style-type: none"> <li>There were no declarations of interest.</li> </ul>	
<b>3.</b> Confirmation of the previous minutes	<ul style="list-style-type: none"> <li>A motion was moved by Mr Johnson and seconded by Ms Burlew that the minutes of the meeting held on 21 March 2011 be accepted as a true and accurate record.</li> </ul>	
<b>4. Deferred Business</b>		
4.1. Nil		
<b>5. Business Arising</b>		
5.1. Code of Conduct for Council Members	<ul style="list-style-type: none"> <li>A final version of the Code of Conduct for Governing Council Members was circulated with the agenda and approved.</li> </ul>	C Anderson

<p>5.2. Communications and Media</p> <p>5.2.1. Media Training</p> <p>5.2.2. Communications Strategy</p>	<ul style="list-style-type: none"> <li>• A brief regarding Media Training was circulated with the agenda.</li> <li>• A Media Training session has been scheduled for Wed 11 May 2011.</li> <li>• Governing Council members should indicate their interest with the office of the Chief Executive.</li> </ul> <ul style="list-style-type: none"> <li>• A brief regarding the LHN Communications Strategy was circulated with the agenda.</li> <li>• The meeting between the Chief Executive, Director of Media &amp; Communications, and Debbie Roberts will be held prior to the next meeting.</li> </ul>	<p>All Council</p> <p>A Larkin</p>
<p>5.3. Caring Together – report on progress</p>	<ul style="list-style-type: none"> <li>• A brief regarding progress on implementing the Caring Together initiatives was circulated with the agenda.</li> <li>• Caring Together was the former NSW Government’s response to the Garling Report.</li> <li>• Whilst Garling as a report still stands, all matters relating to Caring Together have currently been suspended.</li> <li>• The Caring Together Unit within NSW Health has been disbanded and the Leadership Group has been cancelled.</li> <li>• The LHN will continue to progress work on recommendations that are key priorities for clinical care such as the Severe Chronic Disease Program, Between the Flags (recognition of the deteriorating patient), and supervision of junior staff.</li> <li>• It was recommended that the Governing Council wait until there is additional information before deciding on action related to Caring Together.</li> </ul>	
<p>5.4. Other Council Matters</p> <ul style="list-style-type: none"> <li>• Payment/Reimbursement</li> </ul> <ul style="list-style-type: none"> <li>• Intranet Access for Council Members</li> </ul>	<ul style="list-style-type: none"> <li>• Brief regarding payment/reimbursement was circulated with the agenda.</li> <li>• Currently awaiting additional information from NSW Health in relation to processing payments and reimbursements.</li> <li>• Remove from agenda until there is additional information.</li> </ul> <ul style="list-style-type: none"> <li>• Brief regarding Intranet access for Governing Council Members was circulated with the agenda.</li> <li>• There is an aim to have remote access in place by the next meeting.</li> <li>• Remote access is possible through the granting of a Remote Security Access (RSA) token, which will also require the PC to be configured.</li> </ul>	<p>A Larkin</p>

	<ul style="list-style-type: none"> <li>Remove from agenda until there is additional information.</li> </ul>	
5.5. Progress on Establishment of LHN	<ul style="list-style-type: none"> <li>Director of Clinical Governance and Director of Finance positions have been advertised with a closing date of 18 April 2011.</li> <li>Director of Allied Health and Medicine will be progressed once other positions are in place.</li> <li>A meeting has been scheduled for 3 May 2011 with representatives from the clinical streams and facilities to discuss clinical streams for the SWSLHN. Following the meeting an EOI process will take place for the Clinical Director positions.</li> <li>LHN Clinical Council is to be convened in June, 2011.</li> <li>The Executive Support Unit that processes all the Chief Executive's correspondence moved on Monday 18 April 2011.</li> <li>The Clinical Governance Unit is scheduled to move week commencing 18 April 2011.</li> <li>The next groups to transition will be influenced by the changes to the Cluster.</li> <li>There are a number of Hospital Executive positions that are currently appointed on a temporary basis and require permanent appointment.</li> <li>Liverpool Director of Nursing &amp; Midwifery has been advertised with interviews scheduled for 3 May 2011.</li> <li>Liverpool Director of Corporate Services has been approved for advertising.</li> <li>Liverpool General Manager is expected to be advertised in mid-May.</li> <li>Discussions have commenced regarding the Liverpool Director of Medical Services role.</li> <li>Campbelltown General Manager to be advertised.</li> </ul>	
5.6. Ministerial Directive – Drug & Alcohol and Mental Health Services	<ul style="list-style-type: none"> <li>A brief and copy of correspondence regarding the Ministerial Directive on Drug and Alcohol and Mental Health Services was circulated with the agenda.</li> <li>The correspondence was noted.</li> </ul>	
5.7. Strategic Planning Day	<ul style="list-style-type: none"> <li>Refer to Item 9.1.3</li> </ul>	
<b>6. Standing Items</b>		
6.1. Public Relations 6.1.1. Upcoming events	<ul style="list-style-type: none"> <li>Agenda item was noted.</li> <li>Official launch of the Ingham Institute of Applied Medical Research was held 14 April 2011.</li> <li>International Nurses Day will be held 12 May 2011.</li> </ul>	
<ul style="list-style-type: none"> <li>Official launch of the Ingham Institute of Applied Medical Research</li> <li>International Nurses Day – 12 May 2011</li> </ul>		

6.1.2. Contentious Issues	<ul style="list-style-type: none"> <li>• Nil to report</li> </ul>	
6.1.3. Press Clippings	<ul style="list-style-type: none"> <li>• Nil to report</li> </ul>	
6.1.4. Newsletter	<ul style="list-style-type: none"> <li>• A copy of the LHN Newsletter was circulated with the agenda.</li> </ul>	
6.2. Meetings with Interested Parties	<ul style="list-style-type: none"> <li>• A meeting with the CEO Macarthur Division of General Practice has been scheduled.</li> </ul>	
6.3. LHN Performance		
6.3.1. January 2011 Performance Management Framework	<ul style="list-style-type: none"> <li>• The February 2011 – 2010/11 Performance Management Framework Report was circulated with the agenda.</li> <li>• A brief was circulated with the agenda to provide a summary and highlights areas of concern based on the KPIs.</li> <li>• Liverpool Hospital EAP remains a concern, however the EAP Recovery Plan clearly outlines strategies and weekly meetings are occurring re progress.</li> <li>• Demand across the facilities is increasing, and will increase further over the Winter period.</li> <li>• Alternative strategies to ED presentations are in place, such as afterhours GP clinics and Chronic Care programs that aim to keep people out of hospital.</li> <li>• Local strategies have been implemented in relation to ICU CLAB infections and the rate has dropped.</li> <li>• <b>Action:</b> Hand Hygiene Compliance rates to be provided to the next meeting.</li> <li>• The cannula infection rate has also been reviewed and procedures implemented including documentation and inclusion in handover sheets. This will be evaluated.</li> <li>• There needs to be an understanding of what is classified as a bed for the purpose of determining the bed base of a facility.</li> <li>• <b>Action:</b> Copy of the Bed Report, as provided to NSW Health monthly, to be provided to the Governing Council.</li> </ul>	A Larkin
6.3.2. Meeting with DG re EAP	<ul style="list-style-type: none"> <li>• Meeting regarding Liverpool Hospital EAP was held with the former Director General.</li> <li>• There was a degree of satisfaction regarding the strategies implemented and for the level of engagement of clinicians.</li> </ul>	A Larkin
<b>7. Committees of the Council</b>		
<ul style="list-style-type: none"> <li>• Allocation of Caring Together</li> </ul>	<ul style="list-style-type: none"> <li>• Brief regarding the allocation of Caring Together recommendations to sub-committees was circulated</li> </ul>	

<p>Recommendations</p> <ul style="list-style-type: none"> <li>• Details of Sub-Committee Membership to be circulated</li> </ul>	<p>with the agenda.</p> <ul style="list-style-type: none"> <li>• The allocation of recommendations will not progress at this time due to the changes with the new Government.</li> <li>• Sub-Committees to be convened.</li> <li>• The Chief Executive is to allocate executive support to each sub-committee.</li> </ul>	
<p>7.1. Finance  7.1.1. CFO Statement regarding financial position  7.1.2. February Financial Report    7.1.3. Capital Works Update</p>	<ul style="list-style-type: none"> <li>• A brief regarding the factors impacting of the financial position was circulated with the agenda along with a copy of the February 2011 financial report that was submitted to NSW Health.</li> <li>• There are currently a number of issues affecting the financial reporting, and the reports requested at the last Governing Council meeting are not yet available.</li> <li>• The end of year projection has been revised due to Employee Related Expenses as there was a significant increase in processing of backpay and advanced pay by Health Support.</li> <li>• The Chief Executive expects to receive additional information on the financial position by end of this week.</li> <li>• It was formally noted that: Concern was expressed that the Governing Council is not in a position to exercise corporate governance in relation to finance as the systems in place do not provide reliable information on the current or projected position.</li> <li>• The Capital Works Report was circulated with the agenda and noted.</li> </ul>	
<p>7.2. Audit &amp; Risk  7.2.1. Letter re Risk &amp; Audit</p>	<ul style="list-style-type: none"> <li>• A brief and copy of correspondence regarding the role of Internal Audit within Local Health Networks was circulated with the agenda.</li> <li>• The Audit Committee has not yet convened.</li> <li>• Internal Audit continue to work to their plan and have been conducting audits across the LHN.</li> <li>• <b>Action:</b> Internal Audit to provide a progress report on what audits that have occurred this calendar year and a brief outcome.</li> </ul>	<p style="text-align: right;">A Larkin</p>
<p>7.3. Health Care Quality and Safety  7.3.1. Clinical Governance Update</p>	<ul style="list-style-type: none"> <li>• A Clinical Governance Report was circulated with the agenda. In future the report will be sent to the sub-committee.</li> <li>• Quality Systems Assessment (QSA) verification audit</li> </ul>	

	<p>will be taking place at Campbelltown and Camden in May.</p> <ul style="list-style-type: none"> <li>Medication Management working party has been established in response to clinical incidents.</li> </ul>	
7.4. Research and Teaching	<ul style="list-style-type: none"> <li>Nil report</li> </ul>	
7.5. Community Engagement	<ul style="list-style-type: none"> <li>Nil report</li> </ul>	
<p>7.6. Medical and Dental Appointment Advisory Council (MDAAC)</p> <p>7.6.1. Review of membership requirements and recommendations post June 2011</p>	<ul style="list-style-type: none"> <li>Brief regarding the positions required for MDAAC membership was circulated with the agenda along with the interim membership during the transition.</li> <li>A Chairperson needs to be identified for MDAAC.</li> <li><b>Action:</b> List of LHN nominees to be provided to the next Governing Council meeting, and the Governing Council to nominate their representatives.</li> </ul>	A Larkin
<b>8. New Business</b>		
8.1. Correspondence – Prof Peter Smith, UNSW – UNSW contributions to educational and research infrastructure in south western Sydney	<ul style="list-style-type: none"> <li>Copy of correspondence circulated with the agenda for information.</li> <li>A response has been drafted.</li> </ul>	
8.2. New Minister for Health and Director General for Health	<ul style="list-style-type: none"> <li>Information regarding the new Minister for Health and new Director General for Health was circulated with the agenda.</li> <li>In addition, there is now a Minister for Mental Health and Minister for Healthy Lifestyles.</li> </ul>	
8.3. Resignation from Governing Council of Tim Bryan	<ul style="list-style-type: none"> <li>A brief regarding the resignation of Tim Bryan from the Governing Council was circulated with the agenda and noted.</li> <li>Process for replacement is currently being clarified with the Department of Health.</li> </ul>	A Larkin
<b>9. Other Business Without Notice</b>		
<p>9.1. Minister's Speech 8<sup>th</sup> April 2011</p> <p>9.1.1. Changed name, role and responsibility of Council/Board</p>	<ul style="list-style-type: none"> <li>A copy of the Minister's speech given 8 April 2011 was tabled.</li> <li>Two principle policies are to rename the Local Health Networks as Local Health Districts; and to convert Governing Councils into Governing Boards.</li> <li>The change of Councils to Boards would see a change in the role and responsibility of the Board and the individual Board Members responsibilities.</li> </ul>	

<p>9.1.2. Document submitted 13 April 2011</p>	<ul style="list-style-type: none"> <li>• Boards would be responsible for the appointment of the Chief Executive, and budget management.</li> <li>• The Minister will review the membership of Governing Councils with the primary aim to ensure the Council has the range of skills required to carry out their responsibilities as a Board.</li> <li>• The implementation of Boards does raise risks for board members.</li> </ul>	
<p>9.1.3. Vision Statement and Plan required by end May, 2011.</p>	<ul style="list-style-type: none"> <li>• The Minister requested a document from each LHN Chairperson by 13 April 2011 setting out their ideas of the key reforms for their LHN to enhance patient service, implement the government's policies, and improve the opportunities to achieve best practice.</li> <li>• A copy of the SWSLHN response was tabled.</li> <li>• Apologies were given for the short timeframe that was given for comments.</li> <li>• A more comprehensive document is required by the end of May that is a statement of the Council. It needs to outline the vision, issues and strategies, and strategies to address bullying and harassment.</li> <li>• It was proposed to bring forward the Planning Day and attempt to discuss the items required for the document.</li> <li>• Arrangements are being made to confirm an external facilitator for the session.</li> <li>• Documentation is being prepared by the Planning Unit to assist the Strategic Planning Day.</li> <li>• Invitees in addition to Council members to include LHN Executive, Executive Medical Directors, General Managers, Directors of Nursing and Allied Health representation.</li> <li>• Other invitees will be informed that they will be invited to collaborate and are to provide information and guidance, however the Governing Council is responsible for the final document.</li> <li>• The document will need to demonstrate innovative thinking and include some fundamentals to be achieved e.g. capital works.</li> <li>• The aim is to have an advanced draft of the document to be submitted for consideration at the next Governing Council meeting.</li> </ul>	
<p>9.1.4. Redeployment of services provided by the Cluster</p>	<ul style="list-style-type: none"> <li>• The services that the Clinical Support Clusters (CSC) provided will move to Health Support Services (HSS), NSW Health, the LHNs and the Garling Pillars (CEC, ACI, BHI, CETI)</li> <li>• There are approximately 20 services affected, including corporate support services and clinical services such as Mental Health, Drug &amp; Alcohol,</li> </ul>	

	<p>dental, community and public health, pathology etc.</p> <ul style="list-style-type: none"> <li>• Discussion has occurred with the Chief Operating Officer of the Western CSC.</li> <li>• There is a need to develop the LHNs ideas about how the services would be best delivered to meet the needs of the LHN.</li> <li>• There is some concern that if the services come to the LHN, there may not be sufficient resources and expertise.</li> <li>• There is opportunity for responsibilities to be shared between LHNs, e.g. public health, through service agreements or similar.</li> <li>• <b>Action:</b> Proposal to be provided to the Governing Council regarding an appropriate structure for the provision of services.</li> <li>• There needs to be reasons/criteria for the decision about structures for example: <ul style="list-style-type: none"> <li>1. The control required of the process to produce the outcomes required</li> <li>2. The extent to which the LHN is dependent on other LHNs to provide the service</li> <li>3. The degree of responsibility that the Council has for the outcome</li> </ul> </li> <li>• The change in responsibility between a Governing Council and a Board may impact on decisions.</li> </ul>	A Larkin
<p><b>10. Next Meeting</b></p>	<p>Monday 16 May 2011</p> <p>3.00pm-3.30pm – Hunter Watt, Chief Executive , Agency for Clinical Innovation</p> <p>3.30pm-5.30pm – Governing Council Meeting</p> <p>Local Health Network Office, Liverpool Hospital Eastern Campus</p>	

Meeting closed at 6.25pm.