

MINUTES



South Western Sydney Local Health Network Governing Council

Date: Monday 16 May 2011

Time: 3.30pm – 5.30pm

Venue: Council Meeting Room, Local Health Network Office, Liverpool Hospital, 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)	✓		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		✓
<i>Other Attendees</i>					
Amanda Larkin, Chief Executive	✓		Graeme Loy, Director Operations, SWS LHN	✓	
Kung Lim, Director of Nursing and Midwifery, SWS LHN	✓		Emma Scott, Acting Governing Council Secretariat	✓	

<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"> • Refer to item 6.3.3. <ul style="list-style-type: none"> • Professor Brad Frankum made a Declaration of Interest that he had been invited to participate in the Department of Health Bed Occupancy Audit Group. Due to his involvement in this group, Prof Frankum did not accept a copy of the brief on the SWSLHN Bed Configuration. 	
3. Confirmation of the previous minutes	<ul style="list-style-type: none"> • The Governing Council resolved that the minutes of the meeting held on 18 April 2011 be accepted as a true and accurate record. 	
4. Deferred Business		
4.1. Nil		

5. Business Arising		
5.1. Code of Conduct for Council Members	<ul style="list-style-type: none"> • A final version of the Code of Conduct for Governing Council Members was tabled for signature. • The Chief Executives office will scan the Code of Conduct to Council Members who were an apology. Members to return to the Chief Executives Office as soon as possible. • Action: Governing Council members to sign Code of Conduct and return to Chief Executives Office. 	Council Members not present at 16 May meeting
5.2. Communications and Media 5.2.1. Communications Strategy	<ul style="list-style-type: none"> • On 5 May 2011 the Chief Executive, Director of Media & Communications, and Ms Debbie Roberts met to discuss the Communications Strategy document. Ms Roberts will review the document and amend accordingly. • A draft Strategy document once completed will be forwarded to the Governing Council. • Action: Ms Roberts to review the Communications Strategy document and forward draft document. 	D Roberts
5.3. Progress on Establishment of LHN	<ul style="list-style-type: none"> • Brief regarding Progress on establishment of LHN was circulated with the agenda. It was noted that the clinical streams draft paper referred to within the brief was not attached to the agenda. • The Chief Executives office will circulate the paper to Governing Council members via email. • The Chief Executive advised that on 13 May 2011 a second informal discussion was held with the preferred applicant for the position of Director of Finance. • Following the discussion the panel agreed to recommend appointment to the position. • The Chief Executive is seeking advice from Mr John Roach regarding the length of contract to offer the applicant. • The Chief Executive advised that the cull for the Director of Clinical Governance will occur the week commencing 16 May 2011. Members of the panel include the Chief Executive, the A/Director Clinical Governance, Ms Debra Hyland, NSW Health and Mr Peter Kennedy, Clinical Excellence Commission. • Interviews were held for the position of Program Director of Surgery. The panel recommended to appoint Professor Mark Sheridan to this position. 	

	<ul style="list-style-type: none"> • Action: Council Secretariat to circulate clinical streams draft paper to Governing Council Members. 	E Scott
5.4 Review of Planning Day	<ul style="list-style-type: none"> • Brief regarding Review of Planning day was circulated with the agenda. • The minutes of the meeting will be emailed to attendees for comment. • Ms Burlew agreed to review the structure of the document. • It was noted that the Governing Council will need to approve the final document before it is submitted to the NSW Minister for Health and Director General NSW Health. • Action: Council Secretariat to email the report from the Planning day to Governing Council members. • Action: Governing Council members to review the Planning day report and provide comment by 23 May 2011. 	E Scott All Council Members
5.5 Response to correspondence – Prof Peter Smith, UNSW – UNSW contributions to education and research infrastructure in South Western Sydney	<ul style="list-style-type: none"> • Letter regarding UNSW contributions to education and research infrastructure in South Western Sydney was circulated with the agenda. • Governing Council members noted this correspondence. 	
6. Standing Items		
6.1. Public Relations 6.1.1. Upcoming events <ul style="list-style-type: none"> • Hand Hygiene Day 5 May • International Nurses Day – 12 May 2011 6.1.2. Contentious Issues <ul style="list-style-type: none"> • Macarthur Chronicle Article ‘Population to outpace health facilities’ 3 May 2011 	<ul style="list-style-type: none"> • Brief regarding Public Relations matters was circulated with the agenda. • Hand Hygiene Day was on 5 May 2011. • International Nurses Day was held on 12 May 2011. The effort made by all facilities within the SWSLHN was excellent. • The Macarthur Chronicle article ‘Population to outpace health facilities’ dated 3 May 2011 was noted by Governing Council members. • Professor Frankum advised that another contentious issue had been raised by Dr Andrew McDonald suggesting that the University of Western Sydney was unable to train their students properly. • Professor Frankum noted that this suggestion was false. It was noted that matter had not been covered in the local papers. • Professor Frankum advised that the UWS Vice 	

<p>6.1.3. Press Clippings</p>	<p>Chancellor will be in contact with Chief Executive to discuss teaching facilities at Campbelltown.</p> <ul style="list-style-type: none"> • The Chief Executive noted that a Working Group would be established to prepare relevant planning documents for teaching facilities when/if Federal/State funding becomes available. • The Chief Executive noted that Ms Alison Jones has resigned as the Dean of UWS. Professor Annemarie Hennessy is acting as the Dean and Professor Frankum the Deputy. • The Press Clippings for April 2011 were tabled for Governing Council Members. 	
<p>6.2. Meetings with Interested Parties</p> <ul style="list-style-type: none"> • Spokesperson for the Mental Health Carer Network meeting with CE • Chairperson and CE meeting with the Senior Clinicians Liverpool Hospital • Chairperson and CE meeting with Consumer Community Council 	<ul style="list-style-type: none"> • Brief regarding the Chief Executive meeting with Spokesperson for the Mental Health Carer Network was circulated with the agenda. • The Chief Executive met with Ms Janette due Buisson-Perrine on 11 April 2011. The Chief Executive noted that the allocation of Mental Health funds was discussed and that details were not currently available on the specific allocation. • Governing Council Members would like to discuss the funding further once the details become available. • Council members resolved to be as transparent as possible when it comes to Mental Health funding matters. • Action: Chief Executive to report back to the Governing Council once further details become available on Mental Health Funds. • Prof Harris and the Chief Executive met with Senior Clinicians from Liverpool Hospital on 11 May 2011. • Prof Harris noted that leadership at Liverpool Hospital was discussed and other general issues. • Prof Harris noted there were no major unresolved issues. • Prof Harris and the Chief Executive met with the Consumer Community Council (CCC) on 6 May 2011. • The CCC is currently combined across SWSLHN and Sydney LHN. The importance placed on the CCC by the Governing Council was reaffirmed. • Interface between the Governing Council Sub-Committee, Community Engagement and the CCC 	<p>A Larkin</p>

	<p>was discussed.</p> <ul style="list-style-type: none"> • Ms Roberts has a meeting scheduled with Ms Lynda Johnston on 23 May 2011. Ms Roberts will report back to the Governing Council at the next scheduled meeting. • Prof Harris advised that he would like to ask Ms Karen Luxford, Director of Patient Based Care, Agency for Clinical Innovation to speak to the Governing Council and/or facilities within the SWSLHN regarding the importance of making hospitals patient centred. • Governing Council members supported this. • Action: Ms Roberts to report back to the Governing Council on meeting held with Ms Lynda Johnston. • Action: Prof Harris to invite Ms Luxford to a Governing Council Meeting. 	<p>D Roberts</p> <p>P Harris</p>
<p>6.3. LHN Performance 6.3.1. March 2011 – 2010/2011 Performance Management Framework</p>	<ul style="list-style-type: none"> • The March 2011 – 2010/11 Performance Management Framework Report was circulated with the agenda. • A brief was circulated with the agenda to provide a summary and highlights areas of concern based on the KPIs. • The Chief Executive advised that overall performance is average; however Off Stretcher Time (OST) and Emergency Admission Performance (EAP) remain a challenge. • Regular meetings are occurring between the CE and Liverpool Patient Flow Committee to discuss performance. • The Chief Executive advised that all strategies are in place, including Recovery plan, weekly patient flow meetings, Transit Lounge etc however the sheer workload placed on the facility makes management difficult. • The Chief Executive noted that Clinical Engagement at Liverpool is excellent. • Ms Burlew raised the issue of community Governing Council Members not having the knowledge to interpret the Performance Management Framework briefs and report. Ms Burlew requested that the briefs to Governing Council members be contextualised. • Dr Gibson requested that time be made in the Governing Council Meeting for performance to be discussed in further detail. • The Chief Executive suggested that a 30 minute 	

<p>6.3.3. Current bed configuration for SWSLHN facilities</p>	<p>meeting.</p> <ul style="list-style-type: none"> • Brief regarding the current bed configuration was tabled. • It was requested that the brief be emailed to Governing Council members not present at the meeting. • The Chief Executive requested that the information provided in the brief be treated confidentially by Governing Council members. • The Chief Executive advised that the number of beds are reported on strict guidelines provided by NSW Health. • Governing Council members to review the brief and bring questions/queries to the next meeting. • Professor Frankum made a Declaration of Interest that he had been invited onto the Bed Occupancy Audit Group. Due to his involvement in this group, Prof Frankum did not accept a copy of the brief on the bed configuration. • Action: Governing Council members to review the current bed configuration and bring any questions or queries to the next meeting. 	<p>All Council Members</p>
<p>7. Committees of the Council</p>		
<p>7.1. Finance and Resources Committee 7.1.1. March Financial Report</p>	<ul style="list-style-type: none"> • Prof Harris advised that he has submitted nominations to the Ministers Chief of Staff for two people to join the Governing Council who have financial background. The Nominations are Mr Peter Bray and Mr John Gordon. • A brief regarding the factors impacting the financial position was circulated with the agenda along with a copy of the March 2011 financial report that was submitted to NSW Health. • The Chief Executive advised the SWSLHN position has deteriorated since the last meeting. • It was noted that it is a challenge to manage the Revenue budget however there are a range of strategies in place to assist. • Governing Council members asked how the LHN generates revenue. Chief Executive will provide a brief to the Governing Council on this matter. • The Chief Executive advised that NSW Health has involved KPMG who will be reviewing the disaggregation of Financial Structures and how the 	

<p>7.2. Audit & Risk</p> <p>7.2.1. SSWAHS Audit and Risk Management Committee minutes held on 16/12/11</p> <p>7.2.2. Internal Audit Reviews 16/12/10 – 19/04/11</p>	<ul style="list-style-type: none"> • A copy of the SSWAHS Audit and Risk Committee Management minutes held on 16/12/11 was circulated with the agenda. • The minutes were tabled and noted. • Brief regarding the Internal Audit Reviews 16/12/10-19/04/11 was circulated with the agenda. • Ms Burlew requested that a representative from Internal Audit come to the next Governing Council meeting to discuss the audits currently being undertaken within the SWSLHN and the Risk Register. • Prof Harris queried if Ms Burlew should attend the next SSWAHS Audit and Risk Management Committee meeting. The Chief Executive advised that with the changes occurring within the LHN, she is awaiting direction from NSW Health. • Action: Chief Executive to request the Manager Internal Audit to attend the next Governing Council meeting to discuss the Risk Register and how the audit program addresses the risk register. • Action: Chief Executive to seek direction from NSW Health regarding Ms Burlew’s attendance at SSWAHS Audit and Risk Management Committee meetings. 	<p>A Larkin</p> <p>A Larkin</p>
<p>7.3. Health Care Quality and Safety</p> <p>7.3.1. Clinical Governance Update</p> <p>7.3.2. Inaugural meeting 8 June 2011</p>	<ul style="list-style-type: none"> • A Clinical Governance Report was circulated with the agenda. • The report was tabled and noted. • A Question on notice was asked to Ms Lim regarding the implementation of recommendations of SACs. • The Chief Executive advised she has requested the Patient Safety Officer to provide a monthly report to the Clinical Council on this matter. • The Inaugural meeting of the Health Care Quality and Safety Committee is scheduled for 8 June 2011. • Committee Members are to confirm their attendance as soon as possible. • Action: Health Care Quality and Safety Committee members to confirm their attendance at the meeting scheduled for 8 June 2011. 	<p>All Health Care Quality and Safety Committee members</p>

7.4. Research and Teaching	<ul style="list-style-type: none"> • A date for the Inaugural Research and Teaching Committee meeting was requested to Prof Frankum and Prof Jeremy Wilson. • Prof Frankum and Wilson to advise the Chief Executive of the scheduled date. • Action: Prof Frankum and Wilson to advise the Chief Executive of the scheduled date for the Inaugural Research and Teaching Committee meeting. 	B Frankum J Wilson
7.5. Community Engagement	<ul style="list-style-type: none"> • Nil report 	
7.6. Medical and Dental Appointment Advisory Council (MDAAC) 7.6.1. Review of membership nominees	<ul style="list-style-type: none"> • Brief regarding the positions required for MDAAC membership was circulated with the agenda. • The Chief Executive advised that Prof David Tiller has agreed to Chair the LHN MDAAC. • The Chief Executive advised that by the next Governing Council meeting recommended nominees for membership will be available for Governing Councils endorsement. • Action: Chief Executive to provide an updated list of LHN nominees to the Governing Council for review and endorsement. 	A Larkin
8. New Business		
8.1. Transfer of Queen Victoria Memorial Home	<ul style="list-style-type: none"> • Brief regarding the transfer of Queen Victoria Memorial Home was circulated with the agenda. • The Chief Executive requested that the Governing Council note the work that was undertaken by all staff on this matter. • The Chief Executive noted that the SWSLHN will have to maintain salary costs of staff that remain in their transferred position. 	
8.2. Health Survey	<ul style="list-style-type: none"> • Brief regarding the Health Survey was circulated with the agenda. • Upon completion of the survey, the SWSLHN will receive a report on the results from NSW Health. Results will be submitted to the Governing Council for their review. • Action: Results of the Health Survey to be submitted to the Governing Council once available. 	A Larkin
8.3. Changes and developments with the Department of Health	<ul style="list-style-type: none"> • Brief regarding a memo from the Director General on the changes and developments with the Department of Health was circulated with the agenda. 	

	<ul style="list-style-type: none"> • Prof Harris noted that Governing Council members were forwarded a copy of the legislation tabled in Parliament via email. • Prof Harris noted that a number of emails from Mr Denis King were sent to Governing Council members regarding the clarification of the role of the Boards. • Prof Harris noted he was invited to attend two meetings with the Governing Council Chairs, the Director General NSW Health and Shane Solomon. • Prof Harris advised he attended the first meeting this week. A number of issues were discussed including: <ul style="list-style-type: none"> • Boards having full control in appointing and dismissal of Chief Executives • Importance of transparency in budgets/finances • “Shared responsibility” model • Prof Harris reinforced the need for the SWSLHD Governing Council to have financial and corporate expertise. • It was noted that the change of name from Local Health Networks to Local Health Districts had been through the State Parliament House of Representatives. • Motion: The Governing Council resolved to adopt the change to Local Health Districts. . 	
8.4. Enhanced Clinical Engagement	<ul style="list-style-type: none"> • Brief regarding Enhanced Clinical Engagement was circulated with the agenda outlining the essential agenda items for all Clinical Councils. • Motion: The Governing Council resolved to adapt the Enhanced Clinical Engagement Policy within hospital Clinical Councils. • Action: Policy to be distributed to all facilities. 	A Larkin
9. Other Business Without Notice		
9.1. Mentoring for the Chief Executive	<ul style="list-style-type: none"> • The Executive Connection runs a mentoring program for Chief Executives. • Prof Harris sought the approval of the Governing Council to give the Chief Executive the opportunity to be involved with this mentoring program. It was noted that the cost of the program is \$17, 000 per annum, however there were no commitments in continuing the program on an annual basis. • Ms Burlew raised concerns regarding the cost of the program and asked if that was the standard amount spent on professional development in health. 	

	<ul style="list-style-type: none"> • Action: Chief Executive to explore The Executive Connection mentoring program further and report back to the Governing Council. • Action: Prof Harris to explore the Australian Institute of Company Directors for members of the Council and report back to the Governing Council. 	<p>A Larkin</p> <p>P Harris</p>
10. Next Meeting	<p>Monday 20 June 2011</p> <p>2.30pm-3.30pm – Tour of Campbelltown Hospital</p> <p>3.30pm-5.30pm – Governing Council Meeting</p> <p>Auditorium, Conference Centre, Block B, Level 1, Campbelltown Hospital</p>	

Meeting closed at 6.15pm.