

# MINUTES



## South Western Sydney Local Health Network Governing Council

Date: Monday 20 June 2011

Time: 3.30pm – 5.30pm

Venue: Auditorium, Campbelltown 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	✓	
<i>Other Attendees</i>					
Amanda Larkin, Chief Executive	✓		Graeme Loy, Director Operations, SWS LHN	✓	
Kung Lim, Director of Nursing and Midwifery, SWS LHN	✓		Claire Anderson, Acting 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>• The Governing Council resolved that the minutes of the meeting held on 16 May 2011 be accepted as a true and accurate record with the following amendments:                             <ul style="list-style-type: none"> <li>○ 8.3 and 8.4 – Motion: The Governing Council resolved to <i>adopt</i> the...</li> <li>○ 6.2 – Prof Harris and the Chief Executive met with the Consumer Community Council (CCC) on <i>6 May 2011</i>.</li> </ul> </li> </ul>	
<b>4. Deferred Business</b>		
4.1. Nil		

5. Business Arising		
<p>5.1. Communications and Media</p> <p>5.1.1. Communications Strategy</p>	<ul style="list-style-type: none"> <li>Ms Roberts reviewed the Communications Strategy and provided comments to the Chief Executive.</li> <li>The revisions will be provided to the Director of Media &amp; Communications to update the plan and return to Ms Roberts for final review.</li> <li><b>Action:</b> Final version of the Communications Strategy document to be provided to the next meeting.</li> </ul>	<p>A Larkin</p>
<p>5.2. Progress on Establishment of LHN</p>	<ul style="list-style-type: none"> <li>Brief regarding Progress on establishment of LHN was circulated with the agenda.</li> <li>John Angilley has since declined the position of Director of Finance and an alternative is being pursued.</li> <li>Director of Clinical Governance interviews are scheduled to be held 30 June 2011.</li> <li>The Expression of Interest for Clinical Stream Directors will be circulated by Friday 24 June 2011.</li> <li>Approval has not yet been received to proceed with recruitment for third tier positions.</li> <li>The governance structure is expected to be received by the Chief Executive on Friday 1 July 2011.</li> <li>Two processes are currently underway by NSW Health: <ul style="list-style-type: none"> <li>i. Transition of services to LHDs</li> <li>ii. Governance Review including devolution of responsibility to LHDs, and transparency in budgets and funding. A decision is expected by 30 June 2011, with implementation by 31 December 2011.</li> </ul> </li> <li>Information will be circulated as it becomes available.</li> <li><b>Action:</b> Recirculate the web link for the revised legislation.</li> </ul>	<p>C Anderson</p>
<p>5.3. Health Survey</p>	<ul style="list-style-type: none"> <li>A brief regarding the NSW Health Workplace Survey – <i>YourSay</i> – was circulated with the agenda.</li> <li>The results of the survey will be reported through the Health Care Quality and Safety Sub Committee when received.</li> </ul>	
<p>5.4. Mentoring for the Chief Executive</p>	<ul style="list-style-type: none"> <li>A brief outlining options for mentoring programs for the Chief Executive was circulated with the agenda.</li> <li>Comments were raised in relation to the benefit of networks vs one-on-one coaching.</li> <li>The Governing Council supported the Chief Executive to select a program that she considered appropriate to her needs.</li> </ul>	

<p>5.5. Governance Essentials for the Public Sector course</p>	<ul style="list-style-type: none"> <li>• A brief regarding the Governance Essentials for the Public Sector course was circulated with the agenda.</li> <li>• Members indicated that positive feedback has been received regarding the course.</li> <li>• The Chief Executive advised that NSW Health are also looking to develop a course for Boards.</li> <li>• The training was supported in principle, and consideration will be given to running the course on a weekend.</li> <li>• It was agreed to wait until the final composition of the Board is known, and the governance arrangements are finalised.</li> </ul>	
<p><b>6. Standing Items</b></p>		
<p>6.1. Public Relations</p> <p>6.1.1. June 2011 Newsletter</p> <p>6.1.2. Press Clippings</p>	<ul style="list-style-type: none"> <li>• A brief regarding Public Relations matters was circulated with the agenda.</li> <li>• A copy of the June 2011 newsletter was circulated with the agenda.</li> <li>• There is an attempt to increase the clinical profile within the newsletter.</li> <li>• The Press Clippings for May 2011 were tabled for review by Governing Council Members.</li> </ul>	
<p>6.2. Meetings with Interested Parties</p> <ul style="list-style-type: none"> <li>• Ms Roberts and Ms Lynda Johnson, Manager Community Participation</li> <li>• Consumers Health Forum</li> </ul>	<ul style="list-style-type: none"> <li>• A brief regarding the meeting between Ms Roberts, Ms Johnson and Mr Bill Little, Consumer Community Council representative was circulated with the agenda.</li> <li>• Ms Johnson will draft a proposed model for community engagement/participation for consideration by the Governing Council.</li> <li>• Ms Roberts will be attending the Consumer Community council (CCC) meeting on 5 August and invited other Governing Council members to also attend.</li> <li>• <b>Action:</b> Circulate the Community Participation Position paper, and the Community Engagement Policy.</li> <li>• Prof Harris and the Chief Executive had a teleconference with NSW representatives from the Consumer Health Forum and Health Consumers NSW.</li> <li>• They are developing a webpage with information for consumers.</li> </ul>	<p>C Anderson</p>

<p>6.3. LHN Performance</p> <p>6.3.1. April 2011 – 2010/2011 Performance Management Framework</p> <p>6.3.2. Liverpool Hospital EAP</p> <p>6.3.3. Hand Hygiene compliance rates</p> <p>6.3.4. Current bed configuration for SWSLHN facilities</p>	<ul style="list-style-type: none"> <li>• The April 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 highlight areas of concern based on the KPIs along with strategies for improvement.</li> <li>• Liverpool and Campbelltown continue to face difficulty with Off Stretcher Time due to capacity constraints and minimal flex capacity across the LHN.</li> <li>• Council members resolved to support the actions taken by management to improve the KPIs.</li> <li>• Discussion has commenced regarding the development of a clinical strategic plan across the LHN.</li> <li>• <b>Action:</b> Document to next meeting outlining the planning process.</li> </ul> <ul style="list-style-type: none"> <li>• A brief regarding the Liverpool Hospital EAP Recovery Plan was circulated with the agenda.</li> </ul> <ul style="list-style-type: none"> <li>• A brief regarding the Hand Hygiene Policy was circulated with the agenda along with a copy of the Policy and the draft report template.</li> <li>• The Governing Council resolved that infection and hand hygiene compliance rates should be displayed in a public area of the ward.</li> </ul> <ul style="list-style-type: none"> <li>• A brief regarding the current bed configuration was circulated with the agenda.</li> <li>• It was noted that the number of High Dependency Unit beds at Liverpool should read 13.</li> <li>• A question was raised in relation to the lack of Hospital in the Home (HiTH) beds at Liverpool Hospital, and the comparative cost of these beds.</li> <li>• <b>Action:</b> Summary from Steven Wilson’s report to be provided.</li> </ul>	<p>A Larkin</p> <p>A Larkin</p>
<p><b>7. Committees of the Council</b></p>		
<p>7.1. Finance and Resources Committee</p> <p>7.1.1. April Financial Report</p>	<ul style="list-style-type: none"> <li>• A brief regarding the factors impacting the financial position was circulated with the agenda along with a copy of the April 2011 financial report that was submitted to NSW Health.</li> <li>• The projected end of year Net Cost of Service remains \$3.5m unfavourable.</li> <li>• It was noted that it is a challenge to manage the Revenue budget however there are a range of strategies in place to assist.</li> <li>• The Council members were unanimous in not</li> </ul>	

	<p>accepting shared budget management and shared strategic finance management across LHNs.</p> <ul style="list-style-type: none"> <li>• The Council requested up to date financial reports at the July meeting.</li> <li>• Council needs an assurance that there is a process in place to provide up to date financial reports.</li> <li>• <b>Motion:</b> The Governing Council resolved to write a formal letter to the Chief Operating Officer (COO) Western Cluster, expressing the Councils' dissatisfaction with the content and lack of information contained in the financial reports. The COO is to be invited to attend the next Governing Council meeting.</li> <li>• <b>Action:</b> Finance to be moved forward on the agenda.</li> </ul>	<p>A Larkin</p> <p>C Anderson</p>
<p>7.1.2. Generation of Revenue for the LHD</p>	<ul style="list-style-type: none"> <li>• A brief regarding revenue generation was circulated with the agenda.</li> <li>• The Council requested more financial detail to be included.</li> </ul>	
<p>7.1.3. Capital Works Update</p>	<ul style="list-style-type: none"> <li>• The Capital Works Report was circulated with the agenda.</li> <li>• Information on the Child Care Centre, Liverpool Multistorey Car Par and Sub Acute Mental Health beds was included in the report.</li> </ul>	
<p>7.1.4. Background document on Activity based funding targets for 2011-2012</p>	<ul style="list-style-type: none"> <li>• A brief providing background information on the methodology for projecting activity for ABF was circulated with the agenda.</li> <li>• Background information on Activity Based Funding will be broken down into measurable and understandable components and presented over the next few meetings.</li> </ul>	
<p>7.1.5. Liverpool Hospital Resource Development Committee</p>	<ul style="list-style-type: none"> <li>• A brief regarding the process undertaken for resource enhancements for Liverpool Hospital was circulated with the agenda.</li> <li>• Clinicians had reviewed and prioritised the enhancement requests and the priorities were supported through the facility Clinical Council.</li> <li>• The Council was satisfied with the level of clinician engagement, approved the process and endorsed the priorities.</li> </ul>	
<p>7.2. Audit &amp; Risk 7.2.1. SSWAHS Audit and Risk Management Committee attendance</p>	<ul style="list-style-type: none"> <li>• A brief regarding attendance at the Audit and Risk Management Committee was circulated with the agenda.</li> </ul>	

<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"> <li>• A Clinical Governance Report was circulated with the agenda.</li> <li>• The report was noted.</li> <li>• The Health Care Quality and Safety Committee held their inaugural meeting 8 June 2011.</li> <li>• Considerable time was spent reviewing the terms of reference and membership.</li> <li>• Once established the Clinical Council will be asked to send out an expression of interest for clinician representatives.</li> <li>• The Chairperson has written to the Community Participation Manager requesting community representatives for the committee.</li> <li>• Next meeting will be held in July.</li> <li>• Minutes to be included in the Governing Council papers.</li> <li>• Meeting notifications to be sent to all Governing Council members.</li> </ul>	
<p>At 1805hrs Dr Kathy Gibson, Ms Carolyn Burlew and Ms Debbie Roberts left the meeting. The Council resolved to continue without a quorum.</p>		
<p>7.4. Research and Teaching</p>	<ul style="list-style-type: none"> <li>• The inaugural meeting of the Research and Teaching Sub Committee will be held 7 July 2011 at 11.00am.</li> </ul>	
<p>7.5. Community Engagement</p>	<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 nominees</p>	<ul style="list-style-type: none"> <li>• A brief with the nominees for MDAAC was circulated with the agenda.</li> <li>• Letters of appointment are to be issued this month.</li> <li>• <b>Motion:</b> A motion to endorse the nominees for MDAAC contained in the brief was proposed and seconded. The members of the Council who were present were unanimous in favour of the proposal but a quorum was not present. It was decided to poll by email the members of the Council who were not present.</li> <li>• <b>Action:</b> Seek a vote concerning the motion by members not present at the meeting.</li> </ul>	<p>A Larkin</p>
<p><b>8. New Business</b></p>		
<p>8.1. Changes and Developments with the Department of Health</p>	<ul style="list-style-type: none"> <li>• A brief regarding changes and developments within the Department of Health was circulated with the agenda for information.</li> </ul>	
<p>8.2. Reimbursement of Council Members</p>	<ul style="list-style-type: none"> <li>• A brief regarding reimbursement of Council members was circulated with the agenda.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There was discussion as to whether a Council meeting should be considered a half day or full day.</li> <li>• <b>Action:</b> Obtain advice from other Governing Councils and provide recommendations to the next meeting in relation to the rate for Council meetings.</li> </ul>	C Anderson
<b>9. Other Business Without Notice</b>		
Nil	<ul style="list-style-type: none"> <li>• Nil other business raised</li> </ul>	
<b>10. Next Meeting</b>	<p>Monday 18 July 2011</p> <p>Council Meeting Room, Local Health District Office Liverpool Hospital Eastern Campus</p> <p>3.00 – 3.30pm – Presentation by Hunter Watt, CEO and Prof Brian McCaughan, Chair of Agency for Clinical Innovation (ACI)</p> <p>3.30 – 5.30pm – Governing Council Meeting</p>	

Meeting closed at 6.25pm.