

MINUTES



South Western Sydney Local Health District

Governing Board

Date: Monday 15 August 2011

Time: 3.30pm – 6.30pm

Venue: Board Room, General Manager’s Unit, Liverpool 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	✓		A/Prof Mark Sheridan	✓	
John Gordon	✓				
Other Attendees					
Amanda Larkin, Chief Executive	✓		Sally Pearce, Director Finance, SWSLHD	✓	
Kung Lim, Director of Nursing and Midwifery, SWS LHD	✓		Claire Anderson, Acting Governing Board Secretariat	✓	
Graeme Loy, Director Operations, SWS LHD	✓		Mr Mike Wallace, Chief Operating Officer, Health Reform Transition Office, Western (HRTOW)	✓	
			Ms Candy Cheng, Chief Financial Officer, HRTOW	✓	

<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"> Debbie Roberts advised the Board that from 12 September 2011 she will commence in a new role as Executive Officer Ronald McDonald House Charity. This may present a conflict of interest in the future in relation to a family room at Campbelltown Hospital. Nil other declarations of interest were made. 	
3. Confirmation of the	<ul style="list-style-type: none"> Motion: A motion was moved by C Burlew and 	

previous minutes	seconded by K Gibson that the minutes of the meeting held on 18 July 2011 be accepted as a true and accurate record of the meeting. The motion was carried.	
Mike Wallace, Chief Operating Officer, Health Reform Transition Office, Western (HRTOW) and Candy Cheng, Chief Financial Officer HRTOW	<ul style="list-style-type: none"> • Mr Mike Wallace, Chief Operating Officer, Health Reform Transition Office, Western (HRTOW) and Ms Candy Cheng, Chief Financial Officer HRTOW were invited to attend the meeting of the Board to discuss the financial position of the Local Health District, and the transition of services from the HRTOW. • Mr Wallace outlined for the Board that over the past 18 months to 2 years NSW Health had been developing new structures involving the Clinical Support Clusters. • The set up of the new structures commenced, before the State election and change in Government. • The transition was made more difficult due to the transition of financial systems to Health Services Support. • The draft LHN Generic Structure for Finance that was prepared by KPMG was tabled. • Currently there are approximately 90 full time equivalent staff in the Finance Department who will be split between the two Local Health Districts. • A draft document on High Level Financial Management Functions was tabled. • NSW Health will also introduce Activity Based Funding which may affect the funding received from the Liverpool Hospital Financial Impact Statement. • The End of Year position for 2010/11 was \$14.6m unfavourable. • It was reported that accounting factors contribute to approximately \$4.6m of this. <ul style="list-style-type: none"> ○ \$1.6m attributed to the 3.8% nurses award increase which received no budget adjustment ○ \$2.9m attributed to the escalation on annual leave and long service leave which is normally 3.7% (approx \$3.9m) however the budget adjustment was only \$1m. ○ \$10m attributed to opening Liverpool in November. • In addition, some items of expenditure were different to what was predicted for June2011. 	
At 1547hrs Prof Brad Frankum joined the meeting.		
	<ul style="list-style-type: none"> • Mr Wallace advised the need to continue to monitor staffing levels and increase revenue opportunities. From June 2010 to June 2011 there was an increase of approx 180FTE staff. • Transition of Finance to the LHD will commence as soon as possible, with an aim to start from 1 	

	<p>September 2011. Handover will commence this week.</p> <ul style="list-style-type: none"> • 2011/12 budget is not yet available, with it expected to be received following the State budget release in September. In previous years there has been an interim budget issued, but this is not expected this year. • The Board was advised that, although it depends on the auditors, there is confidence that there will be no change to the end of year financial position. • The Profit and Loss, and Balance Sheet is available by facility. Comparison of expenditure to previous years will be possible at a facility level, however will be more difficult at an LHD level. • Mr Wallace advised the Board that it is likely that an audit will be undertaken following the transition, to ensure that satisfactory processes were followed. 	
At 1610hrs Mike Wallace and Candy Cheng left the meeting.		
4. Deferred Business		
4.1. Nil		
6.1 Finance and Resources Committee	<p>Note: The Finance Committee was discussed earlier on the agenda as J Gordon was required to leave the meeting due to another commitment.</p>	
6.1.1 Minutes and Recommendations	<ul style="list-style-type: none"> • Draft minutes of the meeting held 4 August 2011 were circulated with the agenda and were noted by the Board. • The first meeting discussed the terms of reference and membership of the Committee. • J Gordon will liaise with the Director Finance in relation to the regular reporting requirements. • Activity Based Funding was discussed briefly and a recommendation was made that a half day briefing session be held for the Board. • The meeting dates for the Finance Committee and Board were discussed as the current dates do not allow sufficient time for reporting the most recent financial results. A proposal to move the dates of the Board meeting was tabled, with the suggestion that they change from January 2012. • Action: Other Sub-Committee meeting dates to be included on the calendar for further discussion next meeting. 	<p>S Pearce</p> <p>S Pearce</p>
6.1.2 Draft Terms of Reference	<ul style="list-style-type: none"> • The draft terms of reference were circulated with the agenda. • The Board endorsed having community representatives on each Board sub-committee. • There was agreement that all sub-committee members will need to sign the Board Code of 	

	<p>Conduct.</p> <ul style="list-style-type: none"> • The Quorum will change to two members. • Motion: A motion was moved by J Gordon and seconded by C Burlew that the Board accept the terms of reference of the Finance Committee with the amendments noted above. The motion was carried. 	
5. Business Arising		
5.1. Shared Services between LHDs	<ul style="list-style-type: none"> • A brief outlining the services to be shared across Sydney and South Western Sydney Local Health Districts was circulated with the agenda and noted by the Board. • The Board reinforced the need for the process for transition to be robust. • The Chief Executive advised that each service in the HRTOW has been given a document template to complete that includes current service, staff, etc and recommendations for future structure. • The services that will initially remain shared will in time split between the two Local Health Districts. • The Chief Executive reported that she has access to ample information to be confident that an equitable split is being made. • The position of the Board is that all services are split, however acknowledge that the timetable will vary. 	
At 1700hrs John Gordon left the meeting.		
5.2. Governance Principles for Shared Services	<ul style="list-style-type: none"> • A brief regarding governance principles for Shared Services was circulated with the agenda and noted by the Board. 	
5.3. Service Agreement Comments	<ul style="list-style-type: none"> • Comments on the Service Agreement were circulated with the agenda and noted by the Board. The document is a working document and continues to be updated by the LHD Executive. • A draft letter to the Director General was tabled and discussed. • It was reported that there is considerable concern throughout the system about signing the Service Agreement prior to the budget allocation. • Action: Final letter to the Director General to be drafted. 	A Larkin
5.4. Activities at Bowral Hospital	<ul style="list-style-type: none"> • A brief providing details on activities undertaken at Bowral Hospital was circulated with the agenda and noted by the Board. • P Harris advised that he attended Bowral Hospital on Friday 5 August 2011 and a number of issues were raised including the following; <ul style="list-style-type: none"> o Age of the Hospital 	

	<ul style="list-style-type: none"> ○ Utilisation of the private hospital which is located on the same site ○ Availability of surgery to public patients in the private hospital 	
5.5. Bankstown Hospital Peer Group Classification	<ul style="list-style-type: none"> ● A background brief on the Bankstown Hospital peer group classification was circulated with the agenda along with a letter from the Director General providing a decision to reassign Bankstown Hospital to Peer Group A1. The brief was noted by the Board. 	
5.6. Progress on Establishment of LHN	<ul style="list-style-type: none"> ● A brief providing an update on progress of establishment of the Local Health District was circulated with the agenda and was noted by the Board. ● Interviews were held for the Clinical Stream Directors, and a memorandum regarding the successful individuals will be circulated 15 August 2011. ● The Clinical Managers will also need to split across the two Local Health Districts, and the structure is to be resolved. ● Concern was raised in relation to the By-Laws and the compliance by Medical Staff councils in the quorum and the election of their Chairperson. ● Action: Chief Executive to send a letter to each facility Medical Staff Council outlining the requirements under the By-Laws. ● The Chair of the Executive Medical Staff Council is to attend the Board. The Chair is to write to the Board with their nominee. ● Liverpool General Manager position is expected to be advertised shortly. ● Action: Circulate the Liverpool General Manager advertisement to the Board once available. 	<p>A Larkin</p> <p>C Anderson</p>
5.7. Reimbursement of Board Members	<ul style="list-style-type: none"> ● Reimbursement of Board members will be in line with the Premiers Guidelines. ● Invoices can be submitted to Claire Anderson to process. 	
6. Committees of the Council		
6.2. Audit & Risk	<ul style="list-style-type: none"> ● One meeting of the Audit and Risk Management Committee has been held to review the financial statements for the six months from January to June 2011. ● Additional meetings are being arranged. ● The Management Letter has been received, however it is currently combined with the two Local Health Districts as it relates to the former Area Health Service. ● The Management Letter will be tabled at the Audit 	

<p>6.2.1. Director of Internal Audit to attend</p> <p>6.2.2. Risk Register</p>	<p>Committee.</p> <ul style="list-style-type: none"> • Action: The Charter for the Audit and Risk Committee is to be submitted to the Board for endorsement. • Michael Clark, Manager Internal Audit, was scheduled to attend this meeting of the Board to discuss Internal Audit and the Risk Management Plan, however will be rescheduled due to time constraints. • The Risk Register is to be discussed next meeting. • The LHD has convened a meeting to review and update the Risk Register. 	<p>A Larkin</p>
<p>6.3. Health Care Quality and Safety</p> <p>6.3.1. Minutes – 22 July 2011</p>	<ul style="list-style-type: none"> • The minutes of the Health Care Quality and Safety Committee held 22 July 2011 were circulated with the agenda and were noted by the Board. • The terms of reference were tabled and will be provided to the next Board meeting for endorsement. • A draft 'Inputs' document was tabled outlining the current reporting undertaken in relation to patient safety and quality. This is currently a working document that is under review. • The Chair of the Sub-Committee raised a matter of concern in relation to the Hospital Standardised Mortality Ratio. There is significant concern if this is introduced as a performance measure as there are variable methods to calculate the ratio and it may not be a true reflection of patient outcomes compared to other facilities due to some patient types, such as trauma, skewing the data. 	
<p>At 1805hrs John Gordon re-joined the meeting.</p>		
<p>6.4. Research and Teaching</p> <p>6.4.1. Minutes and Recommendations</p>	<ul style="list-style-type: none"> • Draft minutes of the meeting held 4 August 2011 were circulated with the agenda and were noted by the Board. • Margot Kearns is a member of this Sub-Committee. • An extra-ordinary meeting has been scheduled for Thursday 25 August and Prof Terry Campbell from UNSW will attend to discuss health research institutes. • The State Research Review is currently underway and the Sub-Committee is seeking to have additional representation from SWSLHD through an individual meeting with Peter Wills who is leading the review. • A new Research Strategic Plan for the SWSLHD is being drafted. • Motion: A motion was moved by B Frankum and seconded by K Gibson that the Board accept the recommendation of the Sub-Committee that the 	

6.4.2. Terms of Reference	<p>Board formally acknowledge the achievement of the Research Strategic Plan over the past five years and formally thank Prof Michael Barton for his work and commitment. The motion was carried.</p> <ul style="list-style-type: none"> • Motion: A motion was moved by B Frankum and seconded by D Roberts that the Board adopt the terms of reference of the Research and Teaching Committee. The motion was carried. 	
6.5. Community Engagement	<ul style="list-style-type: none"> • D Roberts and C Carriage attended the Community Consultation Committee (CCC). • The Community Consultation Committee is currently still combined across the two Local Health Districts, however in time will split. • A draft structure for community engagement for the SWSLHD Board will be submitted to the next Board meeting. • Action: A brief on the proposed makeup of the Community Consultation Committee to be provided to the Board. 	A Larkin
7. Standing Items		
7.1. LHN Performance 7.1.1. June 2011 – 2010/2011 Performance Management Framework	<ul style="list-style-type: none"> • The June 2011 – 2010/11 Performance Management Framework Report was circulated with the agenda. • 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. • Strategies remain consistent to the previous month. • The LHD Executive are preparing a template for facilities to ensure that they have the key functions for patient flow in place. • The Board expressed the need for additional information to be confident that all appropriate strategies are being implemented to improve performance. • Action: To be moved earlier on the agenda. 	C Anderson
8. New Business		
8.1. New Occupational Health and Safety Legislation	<ul style="list-style-type: none"> • Defer to next meeting. 	
8.2. Amendment to Part 7 of the By-Laws	<ul style="list-style-type: none"> • A brief regarding the proposed change to Part 7 of the By-Laws was circulated with the agenda along with the proposed change. • Motion: A motion was moved by C Burlew and seconded by B Frankum that the proposed change to Part 7 of the By-Laws be accepted by the Board. The motion was carried. 	

9. Other Business Without Notice		
9.1. Government Information Public Access Act (GIPAA)	<ul style="list-style-type: none"> • GIPAA to be discussed further next meeting. 	
9.2. Training for Board Members	<ul style="list-style-type: none"> • Action: Follow up with NSW Health in relation to the proposed training for Board Members. • B Frankum requested that Media Training be made available for Board Members. 	C Anderson
10. Items for Information		
10.1. Public Relations	<ul style="list-style-type: none"> • A brief regarding Public Relations matters was circulated with the agenda. 	
10.1.1. Upcoming Events	<ul style="list-style-type: none"> • Nil upcoming events were noted. 	
10.1.2. August 2011 Newsletter	<ul style="list-style-type: none"> • A copy of the August 2011 newsletter was circulated with the agenda. 	
10.1.3. Press Clippings	<ul style="list-style-type: none"> • The Press Clippings for August 2011 were tabled for review by Governing Council Members. 	
10.2. Meetings with Interested Parties	<ul style="list-style-type: none"> • B Frankum advised that he had been contacted by a journalist in relation to the request for the Camden Hydrotherapy Pool. An attempt was made to refer the enquiry to the Chair of the Board. 	
11. Next Meeting	<p>Monday 19 September 2011</p> <p>Local Health District Office, Liverpool Hospital Eastern Campus</p> <p>3.30 – 6.30pm – Board Meeting</p>	

Meeting closed at 6.40pm.