

MINUTES



South Western Sydney Local Health District Board

Date: Monday 19 September 2011

Time: 3.30pm – 6.30pm

Venue: Board Room, Local Health District 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)	✓		John Gordon	✓	
Carolyn Burlew	✓		Mark (Jack) Johnson		✓
Christine Carriage	✓		Prof Margot Kearns	✓	
Prof Brad Frankum	✓		Debbie Roberts	✓	
Dr Kathy Gibson		✓	A/Prof Mark Sheridan		✓
Other Attendees					
Amanda Larkin, Chief Executive	✓		Brett Oliver, Director Medical Administration	✓	
Kung Lim, Director of Nursing and Midwifery, SWS LHD	✓		Sally Pearce, Director Finance, SWSLHD	✓	
Graeme Loy, Director Operations, SWS LHD		✓	Mark Zacka, Director Clinical Governance	✓	
			Claire Anderson, Acting Governing Board 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"> Nil declarations of interest were made. 	
3. Confirmation of the previous minutes	<ul style="list-style-type: none"> Motion: A motion was moved by B Frankum and seconded by C Burlew that the minutes of the meeting held on 15 August 2011 be accepted as a true and accurate record of the meeting. The motion was carried. 	
4. Deferred Business		
4.1. New Occupational Health and Safety Legislation	<ul style="list-style-type: none"> Hold over to next meeting and attach the summary document for discussion. 	A Larkin

5. Business Arising		
5.1. Status of the HRTO Transition	<ul style="list-style-type: none"> • A brief outlining the status of the Health Reform Transition Office, Western (HRTOW), including the propose services to be shared across Sydney and South Western Sydney Local Health Districts was circulated with the agenda and noted by the Board. • The brief provides a summary of the work undertaken to date, however the negotiations are continuing. • Due to the timeframes for the transition and the requirement to have Board endorsement, it was recommended that a Working Party of the Board review the transition documents and provide a recommendation to the Board in relation to endorsement. P Harris, J Gordon and C Burlew volunteered for the Working Party and a clinician representative was requested. • Action: Two half day sessions to be scheduled for the Working Party to review the transition briefs and return a recommendation to the next Board meeting. 	C Anderson
At 1555hrs Christine Carriage joined the meeting.		
5.2. Service Agreement Comments	<ul style="list-style-type: none"> • Copies of the two letters returned to NSW Health in relation to the Draft Service Agreement were circulated with the agenda and noted by the Board. • An updated Service Agreement was received on Friday 16 September. The Chief Executive will brief the Chair. • NSW Health requested that the Service Agreement be signed and returned by 21 October 2011. 	
At 1610hrs Mark Zacka joined the meeting.		
	<ul style="list-style-type: none"> • The division of the HRTOW includes a number of staff, as well as funding that is currently unallocated. • The Working Party will review the split of services in detail. • There is a need to ensure that the recurrent funding is adequate to run the necessary services. • Action: The Finance Committee to consider the Service Agreement at their next meeting and bring recommendations to the Board. 	J Gordon / A Larkin
5.3. Training for Board Members	<ul style="list-style-type: none"> • A brief regarding training for Board members was circulated with the agenda and noted by the Board. • It was agreed to wait for the NSW Health training. 	
5.4. Government Information and Public Access Act (GIPAA)	<ul style="list-style-type: none"> • A fact sheet on GIPAA was circulated with the agenda and noted by the Board. • The Board agreed to have the minutes of the Board meetings publicly available, with items suppressed when necessary. 	

6. Standing Items		
<p>6.1. LHD Performance 6.1.1. July 2011 – 2010/11 Performance Management Framework</p>	<ul style="list-style-type: none"> • A brief regarding the SWSLHD Performance Report for July 2011 was circulated with the agenda and noted by the Board. • It was noted that the patient flow performance is not just related to the Emergency Department, but also impacted by surgical demand and the requirement to reach zero overdue patients across each clinical priority category. • The Winter period is typically from mid April to the October long weekend. • Bankstown performance can be partly attributed to a change in demand, as the ambulance matrix was changed and there was an increase in the number of ambulances that can be directed to Bankstown per hour. • Bowral saw an increase in ambulance presentations in July. • Campbelltown and Camden have seen an increased number of presentations. Campbelltown currently see a large number of patients compared to their bed base. • Senior clinician engagement helps to improve performance. • Fairfield is networked with Liverpool and their performance is impacted by the performance of Liverpool. • Liverpool has a number of strategies in place to improve performance, however has difficulty in managing the competing surgical demand. • A number of facilities have participated in clinical redesign projects over the last three years in an attempt to identify and improve on system issues. 	
<p>6.2. Chairman's Report 6.2.1. Governance Review 6.2.2. Replacement of Vacant Board Member Posts</p>	<ul style="list-style-type: none"> • A brief regarding the Chair's comments on the Governance Review was circulated with the agenda and noted by the Board. • Key slides from the Director General's presentation were also included. • The Chair is currently awaiting information on the replacement of vacant Board Member Posts. • K Gibson has requested six months leave of absence from the Board. This was supported by the Board. • Jens Killian has resigned from the Board. • Consideration will be given to the appointment of a member with commercial and/or legal experience. • Action: Formal thank you to be sent to A/Prof Jens Kilian. 	<p>P Harris</p>

6.2.3. Deputy Chair	<ul style="list-style-type: none"> • The Minister raised the possibility that Boards can appoint a Deputy Chair. • The Board agreed to undertake an EOI process and then an election if more than one individual nominated. • Action: EOI for the post of Deputy Chair to be circulated to Board members. 	P Harris
6.2.4. Ramsey Health Care	<ul style="list-style-type: none"> • The Chair advised the Board that he met with representatives from Ramsey Healthcare who indicated that Ramsey is in the business of providing services to public patients. There may be opportunities in the future to explore partnerships. • At the Ministers request the Chair will also be meeting with Pru Goward MP, Member for Goulburn. • The Chair reported that concerns have been raised by the Chairs of other LHD Boards in relation to the establishment of the Boards. Concerns include that the Boards have been set up as Advisory Boards and the legislation does not reflect the change in responsibilities described by the Minister. • NSW Health need to provide further clarification, including clarification of indemnity for Board Members. 	
At 1745hrs Brett Oliver left the meeting.		
6.3. Progress on the establishment of the LHD	<ul style="list-style-type: none"> • A brief on the progress of the establishment of the LHD was circulated with the agenda and noted. • The Board were advised that approval had been received to advertise the General Manager Liverpool Hospital in print media. 	
7. Committees of the Council		
7.1. Finance Committee 7.1.1. Minutes and Recommendations	<ul style="list-style-type: none"> • The terms of reference for the Finance Committee have been finalised. • The Finance Report for July 2011 was tabled, including the Net Cost of Service result and Balance Sheet. • There was an unexplained increase in expenditure of \$2.7m in July 2011 compared to July 2010. • In the absence of a budget, the LHD is currently managing to the FTE staffing targets. 	
7.1.2. Proposed Change to Meeting Dates	<ul style="list-style-type: none"> • The Board agreed to change their meeting dates to the fourth Monday each month commencing January 2012. 	

7.1.3. NSW Budget 2011/12 Funding for SWSLHD	<ul style="list-style-type: none"> Information provided at the announcement of the 2011/12 Budget allocation was circulated with the agenda and noted by the Board. 	
7.2. Audit and Risk 7.2.1. Charter for the Audit and Risk Committee 7.2.2. Risk Register	<ul style="list-style-type: none"> A meeting of the SWSLHD Audit and Risk Committee was held 24 August 2011. The Charter requires some clarification and awaits the outcome of the HRTOW transition prior to being finalised. A brief regarding risk management within SWSLHD was circulated with the agenda and noted by the Board. 	
7.3. Health Care Quality and Safety 7.3.1. Minutes – 7 September 2011 7.3.2. Coronial Matters	<ul style="list-style-type: none"> The draft minutes of the Health Care Quality and Safety Committee held 7 September 2011 were circulated with the agenda and were noted by the Board. Action: Brief to be prepared regarding the future direction of the Health Care Quality and Safety Committee. Discussion occurred regarding the appropriateness of a local clinician being the Chair of the Health Care Quality and Safety Committee, however the Board agreed to wait until K Gibson returns from leave before making a decision on this matter. M Sheridan will be asked to continue to Chair the Health Care Quality and Safety Committee in the meantime. Briefs regarding two coronial matters were circulated with the agenda and noted by the Board. Action: Recommendations to be provided to the next Board Meeting. 	 M Zacka C Anderson
7.4. Research and Teaching 7.4.1. Minutes and Recommendations	<ul style="list-style-type: none"> Draft minutes of the meetings held 25 August 2011 and 1 September 2011 were circulated with the agenda and were noted by the Board. An extraordinary meeting was held on 25 August 2011 to discuss Advanced Health Research Centres. Work has commenced on the SWSLHD Strategic Plan for Research. A Research and Teaching Showcase will be held in early December 2011. 	
7.5. Community Engagement	<ul style="list-style-type: none"> A brief outlining a proposed structure for consumer and community participation was circulated with the agenda and noted by the Board. It is proposed that instead of a formal sub-committee 	

	<p>of the Board, two Board members will attend the Community Consultative Committee (CCC).</p> <ul style="list-style-type: none"> The proposal was supported by the Board. 	
8. New Business		
8.1. Annual Public Meeting	<ul style="list-style-type: none"> A brief regarding planning for the Annual Public Meeting was circulated with the agenda and noted by the Board. The Annual Public Meeting is scheduled for Friday 25 November 2011, 2.30pm. 	
8.2. Bureau of Health Information (BHI) Reports	<ul style="list-style-type: none"> A link to the Bureau of Health (BHI) Reports was circulated with the agenda for reference and information. www.bhi.nsw.gov.au/home 	
9. Other Business Without Notice		
9.1. Strategic Plan	<ul style="list-style-type: none"> The Chief Executive advised that a Strategic Planning process would commence. A preliminary draft Healthcare Services Plan for SWSLHD has been prepared by the Health Planning Unit by consolidating previously prepared plans. Action: Brief to be provided to the Board regarding the Strategic Planning process. Action: Circulate the preliminary draft Healthcare Services Plan for SWSLHD to the Board. 	<p>A Larkin C Anderson</p>
9.2. Christmas Dinner	<ul style="list-style-type: none"> The Board agreed to hold a Christmas Dinner following the December Board meeting on 19 December 2011. 	
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 and noted. 	
10.1.1. Upcoming Events	<ul style="list-style-type: none"> The following upcoming events were noted; <ul style="list-style-type: none"> Broughton House opening – 23 September 2011 Ministerial Visit to Campbelltown – proposed Bowral Education Centre opening – date to be advised. 	
10.1.2. September 2011 Newsletter	<ul style="list-style-type: none"> A copy of the September 2011 newsletter was circulated with the agenda. 	
10.1.3. Press Clippings	<ul style="list-style-type: none"> The Press Clippings for September 2011 were tabled for review by Board Members. 	
10.2. Meetings with Interested Parties	<ul style="list-style-type: none"> The Chair advised that he met with the CEO of Ramsey Healthcare. Refer to item 6.2. 	

11. Next Meeting	Monday 17 October 2011 Bowral Hospital 2.30 – 3.30pm – Site Visit and Meeting with Staff 3.30 – 6.30pm – Board Meeting	
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Meeting closed at 6.55pm.