

MINUTES



South Western Sydney Local Health District Board

Date: Monday 17 October 2011

Time: 3.30pm – 6.30pm

Venue: Board Room, Bowral and District 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)	✓		John Gordon	✓	
Carolyn Burlew	✓		Mark (Jack) Johnson		✓
Christine Carriage		✓	Prof Margot Kearns		✓
Prof Brad Frankum		✓	Debbie Roberts	✓	
			A/Prof Mark Sheridan	✓	
Other Attendees					
Amanda Larkin, Chief Executive	✓		Sally Pearce, Director Finance, SWSLHD	✓	
Kung Lim, Director of Nursing and Midwifery, SWS LHD		✓	Mark Zacka, Director Clinical Governance, SWSLHD		✓
Graeme Loy, Director Operations, SWS LHD	✓		Claire Anderson, Acting 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 C Burlew and seconded by J Gordon that the minutes of the meeting held on 19 September 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"> A summary document on the changes to the Work Health and Safety Laws was circulated with the agenda and noted. The national model Work Health and Safety Act will come into effect on 1 January 2012. On 1 July 2011 NSW Parliament passed the Work 	

	<p>Health and Safety Bill 2011 which amended the current Occupational Health and Safety Act 2000 (NSW) and mirrors some key parts of the Model Act in the lead up to the 1 January 2012 implementation.</p> <ul style="list-style-type: none"> • In the Model Act the term 'employee' is replaced with 'worker' and includes any person who works in any capacity in or as part of a business including contractors, sub-contractors and volunteers. • The 'reverse onus of proof' traditionally placed on employers will be removed. • The deeming of liability for directors and managers of organisations for a breach of OH&S laws will be removed and 'officers' will need to demonstrate that they have exercised all due diligence but will now only be liable for their own acts or omissions. • The Board was advised that the new Work Health and Safety Laws are a proposed item in the Board member training. • The Director of Operations has the lead for OHS matters in the SWSLHD and advised that the Risk Register is currently being reviewed and Internal Audit conduct an annual review of the Risk Register. • Action: Ask the Audit and Risk Committee whether risk management systems are in place and compliant. • Action: Work Safety to be a standing agenda item on the Board agenda. 	<p>C Burlew</p> <p>C Anderson</p>
<p>5. Business Arising</p>		
<p>5.1. HRTO Transition</p>	<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 for the approval for the Board. • A Working Party of the Board met to review the transition documents and recommended to the Board to endorse the proposed split in services. P Harris and J Gordon attended the Working Party. • Concern was raised regarding Palliative Care and the proposed equal split in resources as the western zone previously had more resources compared to Sydney. The Chief Executive advised that a meeting was already arranged to discuss Cancer Services in more detail. • Breastscreen is to be reviewed by the Chief Executive as the funding was not proposed to split. • Patient Transport will be centralised across the 	

	<p>State for non-emergency patient transport so will be hosted by Sydney LHD in the interim.</p> <ul style="list-style-type: none"> • IT and Pathology are still undergoing negotiation with the Ministry of Health. • Generic Service Agreements are currently being developed. • There was agreement that the staffing will stay with the host LHD however the funding will split and the services will be 'purchased'. The Service Agreement will outline the detail regarding the level of service and the minimum funding to be provided. • Discussion regarding other non-staff related funds are to occur this week, for example goods and services, along with discussion regarding the unattributed funds. • The Board approved the split of services as outlined in the document provided, noting the issues that remain for resolution. 	
5.2. Service Agreement	<ul style="list-style-type: none"> • A brief regarding the Service Agreement 2011-12 Budget was circulated with the agenda and noted. • It was noted that the updated Service Agreement contains little change from the initial draft except for the budget information. • There are two main concerns due to the elements yet to be distributed from the HRTO including the Goods and Services and RMR funding, and the funds currently unattributed to any staff or service. • The request for the Surgical KPIs to reflect the Commonwealth targets rather than the State 0,0,0 target has not been supported through the Service Agreement. • The Finance Committee recommended that the Service Agreement is not signed. • Action: Letter to be sent to the Ministry of Health advising of the Boards inability to sign the Service Agreement prior to the finalisation of the allocation of HRTO funds and the resolution of the deficiency in the base budget. 	A Larkin
5.3. Change in Meeting Dates for 2012	<ul style="list-style-type: none"> • The revised Meeting Dates for 2012 were circulated with the agenda and noted by the Board. • The Board accepted the change to the meeting dates with the exception of December which will be brought forward to the third Monday, i.e. 17 December 2012, due to Christmas. 	
5.4. Strategic Plan	<ul style="list-style-type: none"> • The Draft Preliminary Healthcare Services Plan was circulated to the Board for information on 11 October 2011. • This document was prepared by the Health Planning Unit by consolidating previously prepared plans. 	

<p>6.2.4. Health Action Southern Highlands (HASH)</p> <p>6.2.5. Letter from Chris Patterson MP re Camden Maternity</p> <p>6.2.6. Chief Executive Performance Review</p>	<ul style="list-style-type: none"> • The Chair advised that he had responded to a letter received from Mr Nicklin Illek, Chairman Health Action Southern Highlands (HASH). • The Chief Executive will be meeting with Mr Illek in the first instance. • A letter received from Chris Patterson MP, Member for Camden regarding Camden Maternity was tabled. • Action: Draft response to Chris Patterson to be prepared and circulated to the Board for consideration. • The Chair received a letter from the Director General of Health in relation to the performance review of the Chief Executive. • Responsibility for conducting the review and developing the 2011/12 performance agreement has been delegated to the Chair and they are to be completed and signed off for submission to the Ministry of Health by 1 November 2011. • It was agreed to have the Chair and one other Board member complete the review. • The Chief Executive's future plan will be provided to the Board. 	<p>A Larkin</p>
<p>6.3. Progress on the establishment of the LHD</p>	<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 the advertisement for the General Manager Liverpool Hospital has closed and the interview panel has been determined. 	
<p>7. Committees of the Council</p>		
<p>7.1. Finance Committee</p> <p>7.1.1. Minutes</p> <p>7.1.2. Recommendations</p> <p>a. Service Agreement</p>	<ul style="list-style-type: none"> • The minutes of the Finance Committee meeting held 13 September 2011 were circulated with the agenda and noted by the Board. • The draft minutes of the Finance Committee meeting held 6 October 2011 were circulated with the agenda and noted by the Board. It was noted that there was an error in the minutes in relation to the confirmation of previous minutes. • Facility reports are now being received by the Finance Committee. • The Efficiency Plan progress will be reported regularly to the Finance Committee. • Refer to item 5.2 above. 	

<p>b. Cash Flows within NSW Health</p> <p>c. Terms of Reference</p> <p>7.1.3. Finance Report – August 2011</p>	<ul style="list-style-type: none"> • A document outlining Cash flows within NSW Health was circulated with the agenda and noted by the Board. The document was provided for information. • The finalised Terms of Reference for the Finance Committee were circulated with the agenda and were noted by the board. The terms of reference have previously been ratified by the Board. • The Finance Report for August 2011, including the Net Cost of Service result and Balance Sheet , was circulated with the agenda and noted by the Board. • It was noted that until the LHD has complete control of Finance it is difficult to be completely comfortable with the position. • It was noted that the Ministry of Health (MoH) allocates the budget in two parts, base budget and new or growth funds. • Currently there is a deficiency in the base budget for 2011/12 and it is understood that additional information has been requested from the HRTO by MoH. 	
<p>7.2. Audit and Risk</p> <p>7.2.1. Recommendations</p> <p>a. Request for Audit & Risk Committee to meet</p>	<ul style="list-style-type: none"> • No meeting was held. • The Finance Committee requested that the Audit and Risk Committee meet to discuss the financial statements prior to them being signed. • The Chair of Audit and Risk Committee indicated that it is the intention that a meeting will be held. 	
<p>7.3. Health Care Quality and Safety</p> <p>7.3.1. Coronial Matters</p>	<ul style="list-style-type: none"> • No meeting was held. • The role of the Committee was discussed. It was resolved that it is a Board subcommittee composed of Board members. Others present are attendees. One of the subcommittee’s roles is to bring to the Board relevant matters from the SWSLHD Clinical Quality council. • A brief and a copy of the recommendations of a recent coronial matter was circulated with the agenda and noted by the Board. • Coronial matters should be reported to the Board through the Health Care Quality and Safety Sub-Committee. 	
<p>7.4. Research and Teaching</p> <p>7.4.1. Minutes</p> <p>7.4.2. Recommendations</p> <p>a. Research Strategic</p>	<ul style="list-style-type: none"> • Minutes of the meeting held 6 October 2011 were not available. • A scoping paper for a Research Strategic Plan has been prepared and endorsed by the Research and 	

Plan	Teaching Committee. <ul style="list-style-type: none"> • More in depth consultation will occur by February 2012. 	
7.5. Community Engagement	<ul style="list-style-type: none"> • No update. • The Chief Executive reported that she had met with the Manager Community Participation in relation to the endorsed structure for community consultation. 	
8. New Business		
8.1. YourSay Survey	<ul style="list-style-type: none"> • The results of the YourSay staff survey will be presented to the LHD on Friday 21 October 2011, 9.00am. • A public release of the reports will occur 28 October 2011. • An action plan will be developed to focus on key themes at each facility and across the broader LHD. • Action: A more comprehensive report on the YourSay Survey to be provided to the next meeting. 	A Larkin
9. Other Business Without Notice		
9.1. Annual Public Meeting	<ul style="list-style-type: none"> • The Annual Public Meeting is scheduled for Friday 25 November 2011, 2.30pm in the Auditorium, Liverpool Hospital. 	
9.2. Southern Highlands Private Hospital	<ul style="list-style-type: none"> • The Chief Executive advised that she had met with the CEO Southern Highlands Private Hospital (SHPH) in relation to surgical services. • SHPH would like to discuss a partnership in providing surgical services. • The Board agreed to consider further proposals from the Chief Executive as to whether she should engage in further discussion regarding the matter. 	
9.3. Health Awards Night	<ul style="list-style-type: none"> • The LHD had three projects nominated for the annual NSW Health Awards Night. • SWSLHD won an award for the work in ED around paediatric pain control. • Action: Write on behalf on the Board congratulating the nominees and the winner. 	A Larkin / P Harris
9.4. NHMRC Grants	<ul style="list-style-type: none"> • The Board was advised that a number of NHMRC grants had been announced, with the Gudaga Project and Professor Annemarie Hennessy both successful in receiving significant grants. • Action: Letters to be prepared notifying local members of the success in obtaining NHMRC grants. 	A Larkin
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"> ○ Ministerial Visit to Campbelltown – proposed ○ Bowral Education Centre opening – date to be 	

<p>10.1.2. October 2011 Newsletter</p> <p>10.1.3. Press Clippings</p>	<p>advised.</p> <ul style="list-style-type: none"> • A copy of the October 2011 newsletter was circulated with the agenda. • Action: Confirm with the facility General Managers that the monthly newsletters are being circulated to community, including local members of parliament. <ul style="list-style-type: none"> • The Press Clippings for October 2011 were tabled for review by Board Members. • The Board members have been added to the distribution list for media clippings. If an individual would like to be removed from the distribution list they should reply to Pat Vuibureta. 	<p>C Anderson</p>
<p>10.2. Meetings with Interested Parties</p>	<ul style="list-style-type: none"> • The Chair advised that he met with Pru Goward MP, Member for Goulburn. Refer to item 6.2. • The Chief Executive advised that she had met with the CEO Southern Highlands Private Hospital. Refer to item 9.2. 	
<p>11. Next Meeting</p>	<p>Monday 21 November 2011</p> <p>Local Health District Office</p> <p>Liverpool Hospital Eastern Campus</p> <p>3.30 – 6.30pm – Board Meeting</p>	

Meeting closed at 6.35pm.