

MINUTES



South Western Sydney Local Health District Board

Date: Monday 21 November 2011

Time: 3.30pm – 6.30pm

Venue: LHD 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		✓
			A/Prof Mark Sheridan	✓	
Other Attendees					
Amanda Larkin, Chief Executive	✓		Sally Pearce, Director Finance, 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 17 October 2011 be accepted as a true and accurate record of the meeting. With the following amendment; <ul style="list-style-type: none"> Item 4.1 (page 2) – Action: Confirm whether the Audit and Risk Committee have taken steps to ensure OH&S risks are adequately covered in the Risk Management Framework. The motion was carried. 	
4. Deferred Business		
4.1. Nil	<ul style="list-style-type: none"> There was nil deferred business 	
5. Business Arising		
5.1. Service Agreement – letter to Ministry of Health	<ul style="list-style-type: none"> A copy of the letter returned to the Director-General in response to the Service Agreement was circulated with the agenda and noted. 	

5.2. Strategic Plan	<ul style="list-style-type: none"> • A brief regarding the strategic planning process was circulated with the agenda and noted. • The strategic planning process is proposed to commence in February 2012. 	
5.3. Response to C Patterson	<ul style="list-style-type: none"> • A copy of the letter of response to Chris Patterson MP, Member for Camden, was circulated with the agenda and noted. 	
5.4. Chief Executive 2011/12 Performance Agreement	<ul style="list-style-type: none"> • A copy of the Chief Executive's 2011/12 Performance Agreement was circulated with the agenda and noted. • The Chief Executive's Performance Review for the period 1 January to 30 June 2011 was completed by P Harris and C Burlew. • Next year the process will be planned to enable Board discussion on performance prior to final signoff. • It was resolved that each quarter the Board meeting commences with a confidential Board discussion, without management or staff present, to discuss the performance of the Chief Executive. 	
5.5. Yoursay Survey Results	<ul style="list-style-type: none"> • A brief regarding the Yoursay survey results was circulated with the agenda and noted. • Each facility has prepared an action plan around their priorities. 	
5.6. Annual Public Meeting – 25 November 2011, 2.30pm	<ul style="list-style-type: none"> • A draft order of proceedings for the Annual Public Meeting was circulated with the agenda and noted. 	
5.7. Southern Highlands Private Hospital	<ul style="list-style-type: none"> • A brief regarding the proposal from Southern Highlands Private Hospital was circulated with the agenda and noted. • It was agreed that a Master Plan for the entire Bowral Hospital site is required. • Action: Chief Executive to discuss with the Health Planning Unit in relation to broader site planning for Bowral Hospital. • It was agreed not to progress negotiations with Southern Highlands Private Hospital at this time. 	A Larkin
5.8. Membership of Board Sub Committees	<ul style="list-style-type: none"> • A brief regarding the membership of Board sub-committees was circulated with the agenda and the recommendations were adopted. 	
6. Standing Items		
6.1. LHD Performance 6.1.1. September 2011 – 2011/12 Performance Management Framework 6.1.2. Comparison to other LHDs	<ul style="list-style-type: none"> • A brief regarding the SWSLHD Performance Report for September 2011 was circulated with the agenda and noted by the Board. • Details of strategies implemented by Campbelltown and Liverpool Hospitals were provided. • Performance is now improving following winter. • A Surgical Planning Session has been held, with a further session scheduled for December. 	

	<ul style="list-style-type: none"> • A brief providing a comparison of performance against other LHDs across the state was circulated with the agenda and noted. 	
6.2. Chairman's Report		
6.2.1. Replacement of Vacant Board Member Posts	<ul style="list-style-type: none"> • The Ministry of Health and Minister's Office are currently engaging in a process to replace Jens Killian's place on the Board. • It was noted that the Chair of the Executive Medical Staff Council should be in attendance at the Board meetings and this will occur following a review of the constitution of each facility Medical Staff Council. The review is currently underway and is to ensure due process has been followed for appointments. • The Chairman advised that it is likely that Dr Killian will be replaced by a person with commercial experience and that he will recommend that the next appropriate vacancy be filled by a doctor appointed from peer selected candidates. • M Sheridan and B Frankum requested that their concern that Dr Killian may not be replaced by a doctor appointed from peer selected candidates be noted. 	
6.2.2. Deputy Chair	<ul style="list-style-type: none"> • Carolyn Burlew was nominated as the Deputy Chair. • This will be forwarded to the Minister for approval. 	
6.2.3. Assessment of Board Performance	<ul style="list-style-type: none"> • Method for assessment of Board performance to be discussed next meeting, including a proposed tool for assessment. 	
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. 	
6.4. Work Safety	<ul style="list-style-type: none"> • A brief outlining proposed reporting for Work Safety was circulated with the agenda. • The Board accepted the proposed quarterly reporting and requested that the reporting be against the Risk Management Plan when providing the information. 	
7. Committees of the Council		
7.1. Finance Committee		
7.1.1. Minutes	<ul style="list-style-type: none"> • The unconfirmed minutes of the Finance Committee meeting held 3 November 2011 were circulated with the agenda and noted by the Board. • It was noted that there remains a degree of uncertainty regarding the financial results. • Currently reporting is comparing to last financial year rather than an approved budget. 	
7.1.2. Finance Report – September 2011	<ul style="list-style-type: none"> • The Finance Report for September 2011 was noted. • The report indicates a \$10m deficit YTD. 	

	<ul style="list-style-type: none"> • The Board was advised that the October results show a significant deterioration, predominantly in Goods and Services and provisions (long service leave, annual leave etc), and VMO expenses. • Concern was raised that the budget is not finalised and there is a significant apparent shortfall in revenue and expenditure budgets. • Currently awaiting a review by the Ministry of Health for further clarification. • It was noted that salaries and wages (employee related expenses) are a high proportion of the budget. • Concern was raised regarding the ability to deliver services without an adequate budget, as well as the difficulty in meeting expectations when the facilities are available but they cannot be utilised. 	
7.2. Audit and Risk	<ul style="list-style-type: none"> • No meeting was held. • A meeting is scheduled for 24 November to review the statutory Financial Reports. 	
7.3. Health Care Quality and Safety	<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. 	
7.3.1. Role of the Health Care Quality and Safety Committee	<ul style="list-style-type: none"> • A brief regarding the role of the Health Care Quality and Safety Committee was circulated with the agenda. • The Board accepted the preferred option, Option 4, which proposes a smaller sub-committee of Board members and LHD Executive. • Jack Johnson agreed to join the membership of this sub-committee. • Terms of Reference will be reviewed. 	
7.4. Research and Teaching 7.4.1. Minutes	<ul style="list-style-type: none"> • The unconfirmed minutes of the meeting held 6 October 2011 were noted. • There was no meeting held in November. • The Board was advised that the Chair of the Research and Ethics Committee has resigned. • 	
7.5. Community Engagement	<ul style="list-style-type: none"> • A brief regarding the revision of the Community Participation Framework will be provided to the next meeting. 	
7.5.1. Consumer Engagement in LHDs for Better Health Outcomes	<ul style="list-style-type: none"> • A letter regarding Consumer Engagement in LHDs for Better Health Outcomes was circulated with the agenda and noted. 	

8. New Business		
8.1. Insurance and Indemnity Arrangements	<ul style="list-style-type: none"> • A letter regarding Insurance and Indemnity Arrangements for Board members was circulated with the agenda and noted. 	
8.2. Medicare Locals Announcement	<ul style="list-style-type: none"> • A copy of the Medicare Locals Announcement was circulated with the agenda and noted. • The Medicare Local will align with the SWSLHD boundaries. • Action: Include the Commonwealth Government guidelines for Medicare Locals in the paper of the next meeting. • Action: Write to groups to congratulate them on their successful bid (South West GP Link and Southern Highlands Division of General Practice). 	C Anderson A Larkin
8.3. NSW 2021: A Plan to Make NSW Number One	<ul style="list-style-type: none"> • A copy of the letter and a summary of the <i>NSW 2021: A Plan to Make NSW Number One</i> was circulated with the agenda for information. 	
9. Other Business Without Notice		
9.1. General Manager Liverpool	<ul style="list-style-type: none"> • A preferred candidate has been identified for the position of General Manager Liverpool Hospital. • The paperwork will need to be completed and approved before a formal announcement can be made. 	
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"> ○ Bowral Education Centre opening – date to be advised. 	
10.1.2. November 2011 Newsletter	<ul style="list-style-type: none"> • A copy of the November 2011 newsletter was circulated with the agenda. 	
10.1.3. Press Clippings	<ul style="list-style-type: none"> • The Press Clippings for October 2011 were tabled for review by Board Members. • These will no longer be tabled at the board meetings as Board members have been added to the distribution list for media clippings. 	
10.2. Meetings with Interested Parties	<ul style="list-style-type: none"> • The Chief Executive advised that she met with Pru Goward MP, Member for Goulburn. Lines of communication have been set up. 	
11. Next Meeting	Monday 19 December 2011 Local Health District Office Liverpool Hospital Eastern Campus 3.30 – 6.30pm – Board Meeting 7.30pm – Christmas Dinner Gemelle Ristorante Italiano, 79 Bathurst St, Liverpool	

Meeting closed at 6.20pm.