

MINUTES



South Western Sydney Local Health District Board

Date: Monday 27 February 2012

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	✓	
Frank Conroy	✓		A/Prof Mark Sheridan	✓	
Other Attendees					
Amanda Larkin, Chief Executive SWSLHD	✓		Kung Lim, Director Nursing and Midwifery Services SWSLHD	✓	
Graeme Loy, Director Operations, SWS LHD	✓		Miriam Levy, Medical Staff Executive Council Representative	✓	
Sally Pearce, Director Finance, SWSLHD	✓		Sally Neideck, Acting Board Secretariat	✓	

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
	<ul style="list-style-type: none"> The Chair welcomed Miriam Levy to the meeting as representative for the Medical Staff Executive Council. 	
2. Declaration of Interests	<ul style="list-style-type: none"> Nil declarations of interest were made. 	
3. Confirmation of the previous minutes and action list	<ul style="list-style-type: none"> The Board resolved that any references to the Governing Council in the Action List should be replaced with Board. Motion: A motion was moved by J Gordon and seconded by M Kearns that the minutes of the meeting held on 23 January 2012 be accepted as a true and accurate record of the meeting. The motion was carried. 	
At 3:45pm B Frankum and L Johnston joined the meeting		

<p>4. Presentation – Community Participation Framework</p>	<ul style="list-style-type: none"> • Lynda Johnston, Manager Community Participation gave a presentation to the Board on the draft SWSLHD Community Participation Framework. • The Framework was circulated with the agenda and endorsed by the Board. • The following key themes were discussed: <ul style="list-style-type: none"> • History of community participation within SWSLHD and the former Sydney South West Area Health Service • Structure of community participation within SWSLHD including the recruitment process for community representatives, ensuring the different communities are all represented. • Role of community participation in the development of the Strategic Plan • Action: Provide feedback on the draft Framework directly to L Johnston. 	<p style="text-align: center;">Board Members</p>
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At 4:05pm L Johnston left the meeting

<p>5. Business Arising</p>		
<p>5.1. Change to Model By-Laws</p>	<ul style="list-style-type: none"> • A brief on the change to the Model By-Laws was circulated with the agenda and noted by the Board. • The Board considered the following changes to the Model By-Laws: <ul style="list-style-type: none"> • Titles of some Board sub-committees have changed and are not consistent with the names of the current sub-committees. The Board resolved to alter the names within the By-Law to ensure consistency. • The Chief Executive is responsible for nominating, in consultation with the Board, a chairperson for each sub-committee. The Board resolved to alter this section to provide nomination responsibility to the Board, in consultation with the Chief Executive. • The Board may appoint a chair person and may also appoint a co-chairperson or deputy chairperson for the LHD Clinical Council. The Board resolved to formally appoint a chairperson and co-chairperson for the Clinical Council at the next Board meeting. • It was noted that the Clinical Council can act as the LHD Lead Clinician Group. This requires further discussion at the Clinical Council. • Action: Brief the Board on the current membership and terms of reference for the SWSLHD Clinical Council. • Action: Update By-Laws and submit to the next Board Meeting for endorsement. 	<p style="text-align: center;">Chief Executive</p> <p style="text-align: center;">Chief Executive</p>

<p>5.2. Framework for escalation to the Board</p>	<ul style="list-style-type: none"> • A brief on implementation of a framework for escalation to the Board was circulated with the agenda. • It was noted that a framework is required to ensure appropriate escalation of issues to the Board for review and consideration. • The recommended framework included: <ul style="list-style-type: none"> • Standard reporting including performance, risk management, patient care and safety, based on key performance indicators detailed in the Service Agreement • Non standard reporting considering the context of issues in reference to: <ol style="list-style-type: none"> 1. Strategic planning 2. Financial implications 3. Corporate and clinical incidents 4. Community Impact 5. Political/media implications • Action: Refer to the Delegations Manual to determine if there is any reference to escalation. • Action: Provide comments to the Chief Executive regarding the framework for escalation. • Action: Resubmit the Framework for Escalation to the next Board meeting for confirmation. 	<p>Chief Executive</p> <p>Board Members</p>
<p>6. Standing Items</p>		
<p>6.1. LHD Performance 6.1.1. January 2012 – 2011/12 Performance Management Framework Report</p> <p>6.1.2. Summary brief on performance</p>	<ul style="list-style-type: none"> • The Performance Management Framework for January 2012 was circulated with the agenda and noted by the Board. • A brief addressing the concerns raised at the last Board meeting in relation to data correlation between the PMF and the NSW Ministry of Health report was circulated with the agenda and noted by the Board. • It was noted that the data is extracted by SWSLHD and the NSW Ministry of Health from the same database, but due to coding completion the data can differ depending on the time the data is extracted. • It was noted that the Key Performance Indicators within the report are only a snapshot of the SWSLHDs performance in specific areas, driven by the Performance Agreement. • It was noted that additional KPIs could be monitored through negotiations for the 2012/13 Performance Agreement if the Board felt they were relevant. <ul style="list-style-type: none"> • A summary brief on performance was circulated with the agenda and noted by the Board. • It was noted that SWSLHD is currently at level 1 review with the Ministry of Health. 	

	<ul style="list-style-type: none"> It was noted that there has been a 7-8% increase in surgical activity in 2011/12 compared with the projected 2-3% increase. This will have implications under the Activity Based Funding model as additional activity above the targets will be unfunded. 	
6.2. Chairman's Report	<ul style="list-style-type: none"> Nil to report. 	
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 by the Board. The Board noted: <ul style="list-style-type: none"> Recruitment of General Manager, Fairfield Hospital Recruitment activity for General Manager, Bankstown-Lidcombe Hospital Renovations and relocation of the SWSLHD District Offices Inter-District Agreements have been signed for all services with the exception of Patient Transport Ongoing negotiations with the Ministry of Health regarding budgetary position Finalisation of the Organisational and Committee charts 	
6.4. Work Safety	<ul style="list-style-type: none"> The next Work Safety report is due in March 2012. 	
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 16 February 2012 were circulated with the agenda and noted by the Board. The Board was advised that one community representative has joined the committee. The Board was advised that an external person has been appointed to work with SWSLHD and Sydney Local Health District to review the distribution of the unattached funds from the HRTO. Communication of the outcome will be provided by the Ministry of Health. 	
At 6:05pm M Johnson left the meeting		
	<ul style="list-style-type: none"> It was noted that management of this issue through the external review is appropriate, and escalation to the Board will occur if no reasonable outcome is found. 	
At 6:10pm M Johnson joined the meeting		

7.1.2. Finance Report – January 2012	<ul style="list-style-type: none"> • The Finance Report for January 2012 was circulated with the agenda and noted by the Board. • It was noted that the trial year end will occur at the end of March 2012. • It was noted that there are still some outstanding payments from 2010/11 that are being processed. These payments are being monitored. • It was noted that staff within the facilities are aware of the financial situation. 	
At 6:15pm A Larkin left the meeting		
7.1.3. Birthrate Plus	<ul style="list-style-type: none"> • A brief regarding Birthrate Plus was circulated with the agenda and noted by the Board. • The Board noted that an additional 23FTE midwives are necessary to meet the requirements of Birthrate Plus at Liverpool and Campbelltown Hospitals. The cost of this is projected at \$2.5m 	
At 6:18pm A Larkin joined the meeting		
7.1.4. Recommendation: Presentation on Activity Based Funding	<ul style="list-style-type: none"> • It was noted that additional supplementations have not been received to implement Birthrate Plus. This normally occurs with any award variations involving significant financial implications. • The Board discussed the implications of not implementing Birthrate Plus. • The Board resolved to support the implementation of Birthrate Plus, provided supplementation is given. • Action: Write to the Ministry of Health indicating support for the program and requesting appropriate supplementation. • It was noted that Activity Based Funding is due for implementation on 1 July 2012. Significant preparatory work has been undertaken for the LHD. • The Board approved a presentation on Activity Based Funding at the next Board Meeting. This presentation should include information on management approach and quality of information. • Action: Presentation on ABF to be completed at the next Board Meeting 	Chief Executive
7.1.5. Recommendation: List of shared and hosted services	<ul style="list-style-type: none"> • The Board approved a list of shared and hosted services with appropriate risk ratings to be discussed at the next Board Meeting. • Action: List of shared and hosted services to be tabled at the next Board Meeting 	Director Finance Chief Executive
At 6:30pm S Pearce left the meeting		
7.2. Audit and Risk	<ul style="list-style-type: none"> • The Audit and Risk Committee has not met since 22 December 2011. 	

<p>7.3. Health Care Quality and Safety 7.3.1. Minutes</p>	<ul style="list-style-type: none"> • The unconfirmed minutes of the Health Care Quality and Safety Committee held 1 February 2012 were circulated with the agenda and noted by the Board. • It was noted that the structure and process of this committee was endorsed at the last meeting. 	
<p>At 6:35pm S Pearce joined the meeting</p>		
<p>7.3.2. Coroner's Recommendations – Jacob Belim 7.3.3. Mental Health Accreditation Status</p>	<ul style="list-style-type: none"> • A brief regarding the safe surgical management of paediatric patients at Liverpool Hospital was circulated with the agenda and noted by the Board. • It was noted that Paediatric General Surgical Services requires further discussion • A brief regarding accreditation status of Mental Health was circulated with the agenda and noted by the Board. • It was noted that the accreditation process will occur in May 2012 with a conditional survey. • It was noted that the Chief Executive meets with the Mental Health stream monthly. 	
<p>7.4. Research and Teaching 7.4.1. Minutes</p>	<ul style="list-style-type: none"> • The minutes of the Research and Teaching Committee held 2 February 2012 were circulated with the agenda and noted by the Board. 	
<p>7.5. Community Engagement 7.5.1. Minutes</p>	<ul style="list-style-type: none"> • The unconfirmed minutes of the Community Consumer Council held 10 February 2012 were circulated with the agenda and noted by the Board. • The Board was advised that the Committee was appreciative of Board Member attendance at the meeting. 	
<p>8. New Business</p>		
<p>8.1. Pathology Structure</p>	<ul style="list-style-type: none"> • A letter and report regarding the NSW Health Pathology Structure and Governance Arrangements was circulated with the agenda and noted by the Board. • It was noted that further discussions will take place when more information becomes available. 	
<p>9. Other Business Without Notice</p>		
<p>9.1.</p>	<ul style="list-style-type: none"> • Nil business without notice 	
<p>10. Items for Information</p>		
<p>10.1. Public Relations 10.1.1. Upcoming Events</p>	<ul style="list-style-type: none"> • A brief regarding Public Relations matters was circulated with the agenda and noted. • It was noted that an unconfirmed visit by the Minister for Health may occur at Campbelltown Hospital on Friday 2 March for the sod turning. B Frankum volunteered to attend the visit on behalf 	

<p>10.1.2. February 2012 Newsletter</p> <p>10.1.3. Board Calendar</p> <p>10.1.4. LHD Clinical Council Minutes</p> <p>10.1.5. Facility Clinical Council Minutes</p>	<p>of the Board.</p> <ul style="list-style-type: none"> • A copy of the February 2012 newsletter was circulated with the agenda. • A copy of the Board Calendar was circulated with the agenda. • Minutes of the SWSLHD Clinical Council Meeting held 1 February 2012 were circulated with the agenda and noted by the Board. • The Board requested that key issues from the Clinical Council be raised by the Chief Executive, but agreed that the minutes should be circulated each month in accordance with the By-Laws. • Minutes of the facility Clinical Council meetings were circulated with the agenda and noted by the Board. 	
<p>10.2. Meetings with Interested Parties</p>	<ul style="list-style-type: none"> • Nil meetings with interested parties were noted. 	
<p>11. Next Meeting</p>	<p>Monday 26 March 2012 Camden Hospital</p> <p>2:30 – 3:00pm – facility tour and meeting with staff and community representatives</p> <p>3.30 – 6.30pm – Board Meeting</p>	

Meeting closed at 7.05pm.