

MINUTES



South Western Sydney Local Health District Board

Date: Monday 22 October 2012

Time: 3.30pm – 6.30pm

Venue: SWSLHD Boardroom, Eastern Campus, 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)	✓		John Gordon	✓	
Carolyn Burlew	✓		Prof Margot Kearns	✓	
Christine Carriage	✓		Mark (Jack) Johnson	✓	
Prof Brad Frankum	✓		Prof Neil Merrett	✓	
Frank Conroy	✓				
<i>Other Attendees</i>					
Amanda Larkin, Chief Executive SWSLHD	✓		Mark Zacka, Director Clinical Governance, SWSLHD	✓	
Graeme Loy, Director Operations, SWS LHD	✓		Dr Miriam Levy, Medical Staff Executive Council Rep	✓	
Sally Pearce, Director Finance, SWSLHD	✓		Sally Neideck, Acting Board Secretariat	✓	
Greg King, A/Director Finance, SWSLHD	✓		Jonathan Lee, Graduate Health Management Trainee	✓	

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
2. In Camera Session	<ul style="list-style-type: none"> An in camera session was held from 3:30 – 4:00pm. 	
At 4:00pm A Larkin, M Levy, G Loy, M Zacka, S Pearce, G King, J Lee and S Neideck joined the meeting.		
3. Declaration of Interests	<ul style="list-style-type: none"> There were nil declarations of interest. 	
4. Confirmation of the previous minutes and action list	<ul style="list-style-type: none"> Motion: A motion was moved by N Merrett and seconded by J Gordon that the minutes of the meeting held on 24 September 2012 be accepted as a true and accurate record of the meeting. 	
5. Presentation – SWSLHD Draft Delegations Manual	<ul style="list-style-type: none"> The Chief Executive provided a presentation on the draft SWSLHD Delegations Manual. A table outlining the comments received by Board Members was tabled. The following key themes were discussed: <ul style="list-style-type: none"> The Sydney South West Area Health Service (SSWAHS) Delegations Manual with appropriate position updates has been utilised while the SWSLHD manual is completed. 	

	<ul style="list-style-type: none"> • In the revised draft Manual an additional section regarding the Board’s responsibilities has been included. • It was noted that delegations are unique to a position, not a specific person. • Delegations for the General Managers are grouped into Liverpool/Bankstown/ Campbelltown and all other units. • It was noted that the Director, Operations should have delegation up to \$150,000 for building works, with Chief Executive delegation above \$150,000. • In all delegations with a <i>greater than</i> value for the Chief Executive, reference should be made that the delegation is ‘up to the value documented’ in the appropriate government policy. • It was noted that the Board is responsible for <i>ensuring</i> a system is established to monitor non compliance with delegation, rather than <i>establishing</i> the system. • It was noted that the following should be listed as the Board’s responsibility: <ul style="list-style-type: none"> ○ Reviewing and approving delegations and the Delegations Manual ○ Approval of the LHD Strategic Plan ○ Financial approvals for matters of significant capital and contractual value ○ Dismissal of the Chief Executive ○ Performance review for the Chief Executive ○ Acceptance and Approval of the SWSLHD Service Agreement ○ Significant Changes to Service Delivery ○ Significant matters that require ministerial approval ○ Financial statements • It was requested that further information be provided on the Chief Executive’s delegations and what issues would require Board approval. • Action: Provide further information to the Board on the Chief Executive’s delegations and the specific issues requiring Board approval. 	Chief Executive
6. Business Arising		
6.1 Insurance of Board Members	<ul style="list-style-type: none"> • A copy of the letter received by J Gordon regarding insurance was tabled and discussed. • It was requested that a copy of the TMF contract for Health be provided and legal advice sought. • Action: Request a copy of the TMF contract for health and seek legal advice concerning the insurance of Board Members. 	Chief Executive

6.2 Patient Flow Plan	<ul style="list-style-type: none"> • A brief, letter and draft patient flow plan were circulated with the agenda. • It was noted that improvement has already been achieved in the KPIs referred in the letter including Transfer of Care (ToC) and National Emergency Access Targets (NEAT). • It was noted that the Director-General requested confirmation that an executive member is responsible for the District 24 hours, seven days. The executive on call system has been in place in SWSLHD for some time. This needs to be documented in the response. • It was noted that the draft patient flow plan includes strategies from each of the facilities. It was requested that the plan be endorsed by each facility Clinical Council prior to submission to the Ministry of Health. • The Board resolved to approve the plan unless significant changes were made by the facility Clinical Councils. • Action: Ensure the patient flow plan is approved by each facility Clinical Council prior to submission. If significant changes are made, the plan will need to be reconsidered by the Board. 	Chief Executive
6.3 MoH Performance Level Review	<ul style="list-style-type: none"> • A letter from the Deputy Director-General regarding the SWSLHD performance level was circulated with the agenda. • It was noted that a meeting to discuss the performance level has not been arranged as yet, although the regular performance review meeting is scheduled for 30 October 2012. 	
6.4 Research Strategy	<ul style="list-style-type: none"> • A brief and the action plan from the Research Strategy were circulated with the agenda and noted by the Board. • It was noted that the Research Strategy was endorsed by the Research and Teaching Committee on 6 September 2012. • The timeframe and governance of the actions listed in the action plan were queried. It was noted that the Chief Executive is accountable to drive the strategies and an update on actions will be provided to the Board in 12 months. • It was noted that KPIs on research can be provided, including the number of scientific publications, citations etc. • It was noted that the goals of the previous research strategy were mostly realised, including the construction and development of the Ingham Institute. • The Board endorsed the Research Strategy. 	
6.5 Orthopaedic Clinics	<ul style="list-style-type: none"> • A brief regarding orthopaedic clinics across SWSLHD was circulated with the agenda. 	

	<ul style="list-style-type: none"> It was noted that the development of orthopaedic clinics will be included in future clinical services planning. 	
7. Standing Items		
7.1 LHD Performance		
7.1.1 Comparative Report	<ul style="list-style-type: none"> The comparative report is due in November 2012. 	
7.1.2 September 2012 – 2012/13 Acute Facilities Performance Management Framework Report	<ul style="list-style-type: none"> The Performance Report for September 2012/13 was circulated with the agenda and noted by the Board. It was noted that sustained improvement has been achieved with the NEAT targets and patients staying in the Emergency Department greater than 24 hours. This is partially related to demand but performance is still significantly better than 2011, despite higher presentations. The Board requested that feedback be given to various committees on the recent improvements against the KPIs. Action: Provide feedback to LHD/facility committees and staff on the recent improvements against KPIs. 	Chief Executive
7.1.3 Detailed KPI Analysis Report	<ul style="list-style-type: none"> A detailed report on tier 1 KPIs was circulated with the agenda and noted by the Board. It was noted that unplanned readmissions still include transfers between hospitals. Detailed review of the readmission data indicates discharges are appropriate. 	
7.1.4 Service Performance Reports	<ul style="list-style-type: none"> A brief regarding the Service Reports was circulated with the agenda and noted by the Board. The Board requested a chart outlining the services and their directorates. Action: Provide a chart outlining the services and their directorates to the Board. 	Chief Executive
<ul style="list-style-type: none"> Drug Health Community Health Oral Health Population Health 	<ul style="list-style-type: none"> A service report for Drug Health and an organisational chart were circulated with the agenda and noted by the Board. A service report for Community Health Nursing and an organisational chart were circulated with the agenda and noted by the Board. A service report for Oral Health was circulated with the agenda and noted by the Board. A service report for the Population Health Directorate and Refugee Health Service and an organisational chart was circulated with the agenda and noted by the Board. 	

<ul style="list-style-type: none"> BreastScreen 	<ul style="list-style-type: none"> A service report for BreastScreen and an organisational chart was circulated with the agenda and noted by the Board. It was noted that Liverpool BreastScreen recently relocated and re-opened today. Service levels were able to be maintained during the closure. 	
7.2 Chairman's Report 7.2.1 Board Members Resignation	<ul style="list-style-type: none"> The Chair advised that K Gibson has resigned from the Board. A replacement Board Member will be sought through the current recruitment process. 	
7.2.2 Chief Executive's Performance Review	<ul style="list-style-type: none"> A document outlining the Chief Executive's achievements for 2011/12 was circulated with the agenda and noted by the Board. The Chair advised that the performance review for the Chief Executive is complete and offered his congratulations to the Chief Executive and District Executive on behalf of the Board. 	
7.2.3 NSW Health Awards	<ul style="list-style-type: none"> A brief regarding the NSW Health Awards was circulated with the agenda and noted by the Board. It was noted that SWSLHD was nominated for 6 awards and won 2 awards for <i>Waterlow Wednesday</i> and <i>A Stitch in Time</i>. It was requested that congratulations be communicated through the District for the fantastic effort put into these projects and the other nominated projects. Action: Communicate congratulations from the Board to the winners and other nominated projects. 	Chief Executive
7.2.4 Medicare Local and LHD Planning Forum	<ul style="list-style-type: none"> The agenda for the Medicare Local and LHD Planning Forum was circulated with the agenda and noted by the Board. It was noted that the South Western Sydney Medicare Local (SWSML) is located in Campbelltown and is currently setting up satellite offices in Bowral, Bankstown, Fairfield and Liverpool. It was noted that the relationship between SWSLHD and SWSML is positive, with a meeting between the two organisations to be arranged. 	
7.2.5 Feedback on the Minister's Community Forum	<ul style="list-style-type: none"> A brief regarding the Minister's Community Forum was circulated with the agenda and noted by the Board. 	
7.2.6 Board Calendar for 2013	<ul style="list-style-type: none"> The Board Calendar for 2013 was circulated with the agenda. An updated Board Calendar for 2013 was tabled. It was noted that the fourth Monday in January is a public holiday. It was agreed that the Board would not hold a meeting in January, with an in camera session held at the February meeting instead. 	

	<ul style="list-style-type: none"> • It was requested that the budget development process, annual public meeting and signing of the service agreement be noted on the calendar. • Action: Add the budget development, annual public meeting and signing of the service agreement to the calendar • Clarification was requested regarding whether a deputy chair was to be appointed in November. • Action: Clarify when the deputy chair re-appointment is to occur and update the calendar. 	S Neideck S Neideck
7.2.7 Board Christmas Party	<ul style="list-style-type: none"> • A brief regarding the Board Christmas party to be held on Monday 17 December 2012 was circulated with the agenda and noted by the Board. 	
7.2.8 NOUS Training	<ul style="list-style-type: none"> • A document outlining the training conducted by the NOUS Group for the Board was circulated with the agenda and noted by the Board. • A pilot of Module One will be held for two hour beginning at 5:45pm, after a shortened Board meeting in November. • It was noted that the November Board Meeting will be held in the SWSLHD offices rather than Bowral Hospital. It was noted that a separate activity will be organised for the Board at Bowral Hospital. • Clarification was requested on whether the Executive are able to attend the training. • Action: Clarify whether the Executive are able to attend the NOUS training. 	Chief Executive
7.3 Work Safety Report	<ul style="list-style-type: none"> • The Work Safety Report is due in December 2012. 	
7.4 Strategic Planning Process 7.4.1 Update and Timeframes	<ul style="list-style-type: none"> • A brief regarding the progress on the Strategic Plan was circulated with the agenda and noted by the Board. • It was noted that the draft Strategic Plan will be provided to the December 2012 Board Meeting and consultation will occur in early 2013. • It was agreed an additional session for the Board, Executive and Clinical Directors to discuss the Strategic Plan will be held in early February 2013. • It should be noted, the Board Re-appointment process, combined with no January Board Meeting could result in new Board Members being introduced to the Board at this sessions. • It was requested that clarification be sought on the Board re-appointment process in order to inform a timeline for discussion. • Action: Seek clarification on the Board re-appointment process and submit proposed timeline for Board discussion on the Strategic Plan to the next Board Meeting. 	Chief Executive

8. Committees of the Council		
8.1 Finance Committee 8.1.1 Minutes	<ul style="list-style-type: none"> • A verbal report was given on the Finance Committee held on 19 October 2012. • The current position of Liverpool hospital was noted and discussed. • The Chairman of the Finance Committee indicated that the General Manager and Director of Finance, Liverpool Hospital will be attending the next Finance Committee to provide information to the Committee. • It was reported that closure of the Liverpool Hospital staff cafeteria is recommended to close as part of the Labour Savings Cap. All award requirements for staff access to food are met through other means at Liverpool Hospital and the closure will result in a savings of \$970,000 in employee related expenditure alone. 	
8.1.2 Finance Report – September 2012	<p>Note: This item was discussed after item 8.1.3</p> <ul style="list-style-type: none"> • Liverpool and Bankstown Hospitals provide the highest financial risk to the District at present. • Given the fluctuations in activity, it was noted that there will be a projected position provided to the December meeting. • It was noted that once supplementation has been received the net result for SWSLHD is approximately \$1m over budget. • It was noted that activity is within 1% of the target 	
8.1.3 Resignation of LHD Director Finance	<ul style="list-style-type: none"> • A brief regarding the resignation of the Director, Finance was circulated with the agenda and noted by the Board. • The Chair thanked and acknowledged S Pearce on behalf of the Board for her work during a challenging year. • The Chief Executive acknowledged S Pearce’s skills, knowledge and expertise and provided sincere thanks to S Pearce on behalf of the Executive. 	
At 5:45pm F Conroy and M Levy left the meeting.		
	<ul style="list-style-type: none"> • S Pearce thanked the Board and Executive for their support. 	
8.2 Audit and Risk	<ul style="list-style-type: none"> • The Audit and Risk Committee met on 27 September and 3 October 2012. Minutes are not yet available for these meetings. • It was noted that the financial statements for 2011/12 have been signed and submitted to the Ministry of Health. It has been requested that the financial statements be reviewed by the Board prior to signature in 2012/13. • Action: Circulate the 2011/12 financial statements to the Board for information and add to the 2013 calendar. 	S Neideck

	<ul style="list-style-type: none"> • Action: Implement a process for 2012/13 whereby the Board reviews the financial statements via email prior to signature by the Chief Executive. 	Chief Executive
At 6:10pm J Gordon left the meeting		
8.3 Health Care Quality and Safety		
8.3.1 Minutes	<ul style="list-style-type: none"> • The minutes of the Health Care Quality and Safety Committee held 3 October 2012 were circulated with the agenda and noted by the Board. 	
8.3.2 Terms of Reference	<ul style="list-style-type: none"> • The updated Health Care Quality and Safety Committee Terms of Reference was circulated with the agenda and accepted by the Board. 	
8.3.3 Health Care Quality and Safety Report	<ul style="list-style-type: none"> • The Health Care Quality and Safety Report was circulated with the agenda and noted by the Board. 	
At 6:15pm J Gordon re-joined the meeting		
	<ul style="list-style-type: none"> • The improvement in hand hygiene observational audit results was noted by the Board, although decreased compliance was noted in student medical and student nursing groups. • It was noted that the District remains under the NSW mean and median time to first antibiotic for treatment of sepsis. 	
8.4 Research and Teaching		
8.4.1 Minutes	<ul style="list-style-type: none"> • The minutes of the Research and Teaching Committee held 4 October 2012 were circulated with the agenda and noted by the Board. 	
8.4.2 Terms of Reference and Board Representation	<ul style="list-style-type: none"> • The updated Research and Teaching Committee Terms of Reference was circulated with the agenda and accepted by the Board. • C Carriage was requested to consider joining the Research and Teaching Committee. • Action: Consider joining the Research and Teaching Committee and advise the Chair. • Further Board Membership on the Committee will be sought once the Board re-appointment process is complete. Until such time, the quorum will be 1 Board Member. 	C Carriage
8.4.3 Radiology Accreditation	<ul style="list-style-type: none"> • A letter from the Royal Australian and New Zealand College of Radiologists regarding Radiology Accreditation at Liverpool Hospital was circulated with the agenda and noted by the Board. • The response notes the downgrading of the accreditation for teaching within Radiology at Liverpool Hospitals is still in place. 	

	<ul style="list-style-type: none"> • It was also noted that this directive was in response to workload, not the department's ability to provide teaching. • It was requested that the formal appeals process be clarified. • Action: Clarify the formal appeals process. • It was also requested that advice be sought from the Ministry of Health. • Action: Seek advice from the Ministry of Health. 	Chief Executive Chief Executive
8.5 Community Engagement 8.5.1 Consumer Community Council Minutes	<ul style="list-style-type: none"> • The minutes of the Community Consumer Council held 5 October 2012 were circulated with the agenda and noted by the Board. • The CCC have advised that the attendance of M Johnson as a Board Member to the meeting is appreciated. • It was noted that a CCC member has submitted an application to become a Board Member. 	
9. New Business		
9.1 Inter-District Agreement Evaluations	<ul style="list-style-type: none"> • A brief and summary of the Inter-District Agreements (IDAs) was circulated with the agenda and noted by the Board. • It was noted that a number of small services will be split as part of the review process, but the majority of IDAs will remain in place. • IDAs will be established for the Information Management and Technology Division (IMTD), the Centre for Education and Workforce Development (CEWD), Non Emergency Patient Transport, Library Services and Cancer Services. 	
9.2 Service Agreement and Budgets on the Internet	<ul style="list-style-type: none"> • A brief regarding the Service Agreement and Budgets published on the internet was circulated with the agenda and noted by the Board. 	
9.3 200 Year Anniversary – Liverpool Hospital	<ul style="list-style-type: none"> • A brief regarding the 200 year anniversary of Liverpool Hospital was circulated with the agenda and noted by the Board. • Board Member attendance at the events, particularly the main event on 1 March 2013, was strongly encouraged. 	
10. Other Business Without Notice		
10.1 Nil		
11. Items for Information		
11.1 Public Relations	<ul style="list-style-type: none"> • A brief regarding Public Relations matters was circulated with the agenda and noted by the Board. 	
11.1.1 Upcoming Events	<ul style="list-style-type: none"> • The following upcoming events were noted: <ul style="list-style-type: none"> • Liverpool BreastScreen Clinic opened today • Liverpool Hospital Tomotherapy Machine – TBC • Karitane Toddler Behavioural Clinic – TBC • Fairfield digital x-ray machine – TBC 	

11.1.2 September 2012 Newsletter	<ul style="list-style-type: none"> • A copy of the October 2012 newsletter was circulated with the agenda. 	
11.1.3 Board Calendar	<ul style="list-style-type: none"> • A copy of the 2012 Board Calendar was circulated with the agenda. 	
11.2 Meetings with Interested Parties	<ul style="list-style-type: none"> • The Chief Executive and District Executive met with Ken Whelan, Deputy Director-General on 27 September 2012 and provided a presentation on the District and a tour of Liverpool Hospital. 	
11.2.1 Ken Whelan – 27 September 2012		
11.2.2 Chris Patterson MP and Bryan Doyle MP – 5 October 2012	<ul style="list-style-type: none"> • The Chair and Chief Executive met with Chris Patterson MP and Bryan Doyle MP on 5 October 2012 to discuss mental health in Macarthur. • Both MPs advised that they would be listing the mental health redevelopment at the top of their priority lists. 	
10. Next Meeting	Monday 26 November 2012 3:30 – 6:30pm SWSLHD Boardroom, Liverpool Hospital	

Meeting closed at 6:45pm