

MINUTES



South Western Sydney Local Health District Board

Date: Monday 28 October 2013

Time: 3:30pm – 6:30pm – Board Meeting

Venue: SWSLHD Board Room, 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		✓	Mark (Jack) Johnson		✓
Christine Carriage	✓		Prof Neil Merrett	✓	
Prof Brad Frankum	✓		Dr Matthew Gray	✓	
Frank Conroy	✓		Nina Berry	✓	
Dr David Abi-Hanna	✓				
Other Attendees					
Amanda Larkin, Chief Executive SWSLHD	✓		Mark Zacka, Director Clinical Governance, SWSLHD	✓	
Graeme Loy, Director Operations, SWSLHD	✓		Dr Nicholas Collins, Medical Staff Executive Council Representative	✓	
Greg King, Director Finance, SWSLHD	✓		Kung Lim, Director Nursing and Midwifery Services, SWSLHD	✓	
Nel Buttenshaw, A/Manager Executive & Board Secretariat, SWSLHD (minutes)	✓				

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
2. Declaration of Interests	<ul style="list-style-type: none"> The Chair invited declarations of interest. No declarations were made. Within Agenda Item 3, refer below, the Chairman declared his membership of the Health Share Board. 	
3. Presentation – Barrie Martin, Chairman, SWSLHD Audit & Risk Management Committee	<ul style="list-style-type: none"> Mr Martin reported that the SWSLHD Audit & Risk Management Committee (ARMC) met seven times during the 2012/13 financial year (4 quarterly meetings and 3 meetings to discuss the financial statements). The ARMC has expanded its focus this year to include risk and finance to fulfil Ministry of Health expectations, particularly in relation to the annual financial statements. The ARMC is receiving regular presentations regarding finance and risk and has reviewed the District's Enterprise-wide Risk Management Framework and the NSW Treasury's Tool Kit. 	

	<ul style="list-style-type: none"> • The ARMC received 81 internal audit reports during the 2012/13 financial year, including 23 assurance reports, 11 investigations reports and 44 follow up reports. While there are some unsatisfactory findings, these primarily related to compliance, rather than system issues. • Management letters received from the external auditors reflect an improved performance in the District's financial systems and controls. • Mr Martin confirmed that the appointed external auditors are represented at each ARMC meeting. • The ARMC has formed the view that there are sufficient internal audit resources available. • Work to ensure better linkages between the internal audit program and the risk management framework will be progressed. • <i>Refer Declaration of Interests – Agenda Item 2 above.</i> • IT governance is an area yet to be explored in detail by the ARMC; however the relationship with Health Share is improving. • Action: Prepare correspondence to Health Share seeking advice regarding the provision to SWSLHD of an internal control statement. 	Ms Buttenshaw
<p>4. Notice of Motion – proposed amendment to the SWSLHD By-laws</p>	<ul style="list-style-type: none"> • MOTION: A Motion was previously tabled to the September Board meeting, moved by Ms Burlew and seconded by Mr Gordon, to amend the SWSLHD By-laws at Clause 16, sub-clause 3 - Committee membership, as follows: <ul style="list-style-type: none"> The Chief Executive is to attend the Audit & Risk Management Committee but must not be appointed as a member of the Committee. The Board may appoint such other persons as they consider appropriate. • The Board NOTED: <ul style="list-style-type: none"> • The proposed amendment arose from the Audit & Risk Management Committee's (ARMC) recommendation to change their Charter in order to align the membership of the ARMC with NSW Treasury Policy. • The Medical Executive Staff Council supported the proposed amendment in August 2013, in accordance with Part 2, Clause (4) of the SWSLHD By-laws. • The Notice of Motion was received by the SWSLHD Board at the September 2013 meeting, in accordance with Part 2 of the SWSLHD By-laws. • Advice from the Director, Corporate Governance & Risk Branch of the NSW Ministry of Health stating Section 4 of the By-laws provides delegation for Boards to amend By-laws directly. Director-General approval is not required. 	

	<ul style="list-style-type: none"> The Board discussed the Motion to amend the SWSLHD By-laws at Clause (16) (3) and RESOLVED to carry the Motion. Action: Update the SWSLHD By-laws and provide a copy to the Corporate Governance & Risk Branch of the NSW Ministry of Health. The Chairman confirmed that (as included within the Board Calendar) Mr Martin will be invited to attend SWSLHD Board Meetings twice per year to provide an update on ARMC matters. 	Ms Buttenshaw
<i>At 4.03pm Mr Martin left the meeting.</i>		
5. Confirmation of the previous minutes and action list	<ul style="list-style-type: none"> MOTION: A motion was moved by Mr Conroy and seconded by Dr Abi-Hanna that the Minutes of the Board meeting held on 23 September 2013 be accepted as a true and accurate record of the meeting. The motion was CARRIED. The Chairman clarified Minute Item 6.1 in relation to the Mid-Staffordshire events. The difference is the management and / or response, rather than the incidence. 	
6. Patient Story		
6.1 Patient Correspondence – Liverpool Hospital	<ul style="list-style-type: none"> Mr Zacka provided a verbal summary of a recent compliment received at Liverpool Hospital in relation to a patient’s experience through the Emergency Department to admission in Ward 12 A. The compliment was received in response to routinely issued correspondence thanking patients for using their private health insurance during an inpatient stay at Liverpool Hospital. 	
7. Business Arising		
7.1 Update regarding the Ingham Institute of Applied Medical Research – Service and Lease Agreements	<ul style="list-style-type: none"> Ms Larkin reported that Holman and Webb, solicitors with significant health sector experience, have been engaged to prepare the final draft service and lease agreements between the SWSLHD and the Ingham Institute of Applied Medical Research. A meeting of the Finance Committee has been scheduled for 13 November 2013 to review the final draft agreements. Meeting participants include the SWSLHD Finance Committee, Solicitors, Ministry of Health representatives and the SWSLHD Board Chairman. 	
7.2 Provision and receipt of Board Meeting Papers electronically	<ul style="list-style-type: none"> A brief was circulated with the Agenda. The Board discussed the proposal regarding the provision and receipt of meeting papers electronically and RESOLVED to accept the proposal recommending the use of the Govdex website and the purchase of required appropriate hardware. ACTION: Undertake arrangements for the provision and receipt of Board papers electronically. 	Ms Buttenshaw
7.3 Clarify the percentage rate of unplanned readmissions –	<ul style="list-style-type: none"> A brief was circulated with the Agenda. The Chief Executive clarified the percentage rate of unplanned readmission rates for mental health 	

<p>mental health, Campbelltown Hospital</p>	<p>patients within 28 days at Campbelltown Hospital for the month of July. For the month of July 2013, the readmission rate of 25.3% remained above the 10% target, however was an improvement on the previous three months. The result was affected by one patient being readmitted three times and another patient being readmitted twice in the reporting period.</p> <ul style="list-style-type: none"> • The Board <u>NOTED</u> the advice. 	
<p>7.4 Additional capacity at Campbelltown Hospital</p>	<ul style="list-style-type: none"> • Mr Loy advised that the costed report for the reconfiguration of beds at Campbelltown Hospital to enable additional capacity is not yet available and provided an update on bed management strategies. • Six surge beds have been opened in a permanent capacity as the short term solution and a number of strategies are being employed to mitigate any related risk, including: <ul style="list-style-type: none"> - reviewing NEAT performance - reviewing non-admitted activity - reaffirming the Transfer Policy including use of the bed portal and consultant to consultant communication elements • The Board <u>NOTED</u> the advice. 	
<p><i>C Carriage joined the meeting at 4.24pm</i></p>		
<p>7.5 Proposed schedule – 2014 Board Meetings</p>	<ul style="list-style-type: none"> • A brief was circulated with the Agenda. • A schedule of Board meetings for 2014 was proposed, which included a provision for the meetings to be conducted across the District. • The Board <u>RESOLVED</u> to accept the proposed schedule of meetings for 2014. • Action: Confirm appropriate arrangements for Board meetings to be conducted in 2014. • It was confirmed that the Annual Public Meeting will be held on 5 December 2013, 2pm, Liverpool Hospital. 	<p>Ms Buttenshaw</p>
<p>8. Standing Items</p>		
<p>8.1 Chief Executive's Report</p>	<ul style="list-style-type: none"> • The Chief Executive's Report was circulated with the Agenda. • The Chief Executive advised that the format of the Report reflects progress towards each of the Priority Strategic Directions, endorsed by the Board at their previous (September) meeting and highlighted the following items: 	

	<p><u>Low Volume Complex Cancer Surgery</u></p> <ul style="list-style-type: none"> On 10 October 2013 a meeting was held between SWSLHD and Illawarra Shoalhaven LHD to discuss a partnership arrangement for the provision of low volume complex cancer surgery. <p><u>Consultancy Review of NSW Hospital Peer Groups</u></p> <ul style="list-style-type: none"> The Ministry of Health have invited comment on a consultant Draft Report of the Review of the NSW Hospital Peer Groups. Hospital peer group classifications aim to group like hospitals for reporting and benchmarking purposes. The main criteria for classification into peer groups are volume and complexity and for Principal Referral Hospital status, provision of highly specialised services. Hospital Peer Groups were reviewed in 2009 and 2011 with a recommendation that Bankstown-Lidcombe Hospital be re-classified o major metropolitan hospital status. On both occasions the recommendation was not supported following strong representations from the then Area Health Service, Local Health District and clinicians. The 2013 Review again recommends that Bankstown-Lidcombe Hospital be re-classified. The recommendation would have an adverse effect on nursing staff to patient ratios, recruitment and retention strategies, and not support the future role of Bankstown-Lidcombe Hospital as described within the SWSLHD Strategic Plan. A meeting with the Bankstown Medical Staff Council has been scheduled for 29 October 2013 to discuss the Draft Report. MOTION: A motion was moved by Mrs Berry and seconded by Mr Conroy to support the Chief Executive to take any action required to maintain the current peer grouping status of Bankstown-Lidcombe Hospital. The Motion was CARRIED. The Board requested to receive a copy of the District's response to the invitation to comment and a copy of Prof Merrett's correspondence to the Chief Executive on the same matter. Action: Provide copies of correspondence regarding the Review of NSW Hospital Peer Groups to the Board. 	<p>Ms Buttenshaw</p>
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	<p><u>Karitane</u></p> <ul style="list-style-type: none"> Mr Robert Mills has tendered his resignation as the Chief Executive Officer of Karitane. The District will participate in the resulting recruitment action, as invited by the Karitane Board. The Chief Executive also advised that Mr Mills had lost his house in the recent bush fires. Action: The Board requested correspondence is sent to Mr Mills acknowledging his professional contribution during his tenure as Chief Executive and offering support in response to the personal impact of the recent bush fires. Karitane's 90th Anniversary Ball was held on 26 October 2013 and attended by the Chief Executive and the NSW Minister for Health. <p><u>NSW Bush Fires</u></p> <ul style="list-style-type: none"> A number of SWSLHD staff have been affected by the significant impact of the recent bush fires. Advice was communicated to all SWSLHD staff during this time and copied to the Board for information. <p><u>Bowral Hospital</u></p> <ul style="list-style-type: none"> The SWSLHD continues to work with the Ministry of Health and the Paxton Group regarding the development of the relevant material for a direct approach in respect of Bowral Hospital. The Board <u>RESOLVED</u> to accept the Chief Executive's Report. 	Ms Buttenshaw
8.2 Performance		
<p>8.2.1 KPI and Comparative Report</p> <p><i>Safety & Quality</i></p>	<ul style="list-style-type: none"> The KPI and Comparative Report was circulated with the Agenda. SWSLHD had 5 finalists in the NSW Health Awards, more than any other District. Unfortunately this year SWSLHD did not win in any of the categories. Mr Zacka clarified the issues around a delay in transferring a young male inpatient, reported through the Incident Information Management System. The Board <u>NOTED</u> the Safety & Quality Report. 	
<p><i>Access & Patient Flow</i></p>	<ul style="list-style-type: none"> Mr Loy reported that changes to the NEST targets for each category, applicable from 31 December 2013, will be a challenge for the LHD. The Transfer of Care time from Ambulance to ED < 30 minutes for the month of September at 78.98% is a 10% 	

8.3 Chairman's Report	<p><u>Council of Chairs Meeting</u></p> <ul style="list-style-type: none"> The Chairman reported on his attendance at the recent Council of Chairs Meeting. <p><u>Board Planning Workshop</u></p> <ul style="list-style-type: none"> The Board <u>ACCEPTED</u> the proposed agenda, previously circulated by the Chair, for the Board Planning Workshop to be held on Monday 4 November 2013. The Chairman foreshadowed that Session 4 – IT Governance may be less detailed as IT governance and management structures are yet to be resolved at a State-wide level. The Board <u>ACCEPTED</u> the proposal to hold the Workshop at the Powerhouse Art Centre, Casula. 	
<i>Dr N Collins left the meeting at 6.02pm</i>		
9. Committees of the Board		
<p>9.1 Health Care Quality and Safety</p> <p>9.1.1 Minutes – 2 October 2013</p>	<ul style="list-style-type: none"> Prof Merrett highlighted the following Minute Items: <ul style="list-style-type: none"> Item 4.2 - Additional Capacity at Campbelltown Hospital. This matter has been discussed earlier in the Board meeting at Item 7.4 Item 4.6 - Accreditation Survey at Fairfield Hospital. A report regarding open recommendations has been requested. Item 4.5 – Patient Experience Trackers (PETs) - Mr Zacka confirmed that a review of the outcomes delivered by the use of PETs will be undertaken. The Minutes of the Health Care Quality and Safety Committee meeting held on 2 October 2013 were circulated with the agenda and <u>NOTED</u> by the Board. 	
9.2 Finance Committee		
<p>9.2.1 Minutes –18 October 2013</p>	<ul style="list-style-type: none"> Mr Gordon highlighted the following Minute Items: <ul style="list-style-type: none"> Item 4.2 – Credit Card Usage & Car Park Fee Increases – a car parking policy is being developed. Item 4.5 – Ingham Institute of Applied Medical Research. This matter has been discussed earlier in the Board meeting at Item 7.1. Item 4.6 – Energy Performance Management Strategy. The Finance Committee recommends to the Board an in-principle agreement to implement Phase 1 of the Strategy. The Strategy seeks to reduce energy costs and consumption. The Strategy will be piloted at Fairfield Hospital and is considered a very low risk. The Board <u>RESOLVED</u> to provide in-principle agreement to implement Phase 1 of the Energy Performance Management Strategy. 	

	<ul style="list-style-type: none"> The Minutes of the Finance Committee meeting held on 23 August 2013 were circulated with the agenda and <u>NOTED</u> by the Board. 	
9.3 Audit and Risk Management Committee - Minutes –19 July 2013	<ul style="list-style-type: none"> Ms Larkin highlighted the following Minute Item: <ul style="list-style-type: none"> HSS Internal Control (p7 of 9) – An action exists requiring enquiries to be made with HealthShare regarding the provision of an internal control statement. (<i>Refer Minute Item 3 above</i>). The Minutes of the Audit & Risk Management Committee’s September meeting held on 19 July 2013 were circulated with the agenda and <u>NOTED</u> by the Board. 	
9.4 Research and Teaching Committee 9.4.1 Minutes – 03 October 2013	<ul style="list-style-type: none"> The Board <u>NOTED</u> that the meeting of the Research & Teaching Committee for October 2013 was cancelled. 	
9.5 Community Engagement 9.5.1 CCC Minutes –4 October 2013	<ul style="list-style-type: none"> Mrs Berry highlighted the following Minute Items: <ul style="list-style-type: none"> Item 3 – response to the Board Chair’s request for the top 5 priorities to improve patient centred care, noting that communication remains the priority focus area. Item 7.2.4 – a mental health consumer and community council is being established. The Minutes of the Consumer Community Council meetings held on 4 October 2013 were circulated with the Agenda and <u>NOTED</u> by the Board. 	
10. New Business		
10.1 Correspondence to Mr T	<ul style="list-style-type: none"> A brief was circulated with the Agenda. The Board noted the outline of actions taken by the LHD to address the measures requested by Mr T and <u>RESOLVED</u> for the Chairman to sign correspondence to Mr T finalising the matter. Action: Prepare correspondence to Mr T finalising the matter for the Chairman’s signature. 	Ms Buttenshaw
11. Items for Information		
11.1 Public Relations 11.1.1 September 2013 Newsletter	<ul style="list-style-type: none"> A brief regarding public relations matters for September 2013 was circulated with the agenda and <u>NOTED</u> by the Board. The October 2013 newsletter was circulated with the Agenda and <u>NOTED</u> by the Board. 	
11.2 Meetings with Interested Parties	<ul style="list-style-type: none"> Nil. 	

12 Other Business without Notice		
12.1 STARTTS 25 year Anniversary	<ul style="list-style-type: none"> The NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS) are celebrating their 25 year anniversary. Action: Distribute related information to the Board. 	Ms Buttenshaw
12.2 Institute of Chartered Accountants Interview	<ul style="list-style-type: none"> Mr Gordon advised that he is being interviewed by the Institute of Chartered Accountants regarding Board membership. It was confirmed that financial information regarding the District which is publically available may be discussed in the interview. 	
12.3 Board member attendance at events	<ul style="list-style-type: none"> Mr Conroy reported his attendance at an event hosted by Maternity Services at Bowral Hospital regarding Aboriginal access and the visiting GP service. 	
13. Next Meeting	Monday 25 November 2013 1430 – 1530 – Tour / Presentation 1530 – 1830 – Board Meeting Bowral Hospital	

Meeting closed at 6:30pm