

MINUTES



South Western Sydney Local Health District Board

Date: Monday 24 March 2014

Time: 4:39pm

Venue: SWSLHD Board Room, Eastern Campus, Liverpool Hospital

1. Present and Apologies

Members	Pres.	Apol.	Members	Pres.	Apol.
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)	✓		Jacqui Clarke, Director, Human Resources, SWSLHD (from 4.30pm to 5.02pm)	✓	

Agenda Item	Discussion/Decision/Recommendation	Responsible
2. Declaration of Interests	<ul style="list-style-type: none"> The Chairman invited declarations of interest. No declarations were made. 	
3. Presentation – SWSLHD Workforce Strategic Plan 2014-2021 – Building Capability	<ul style="list-style-type: none"> The Chief Executive presented the draft SWSLHD Workforce Strategic Plan 2014-2021 – <i>Building Capability</i>, as circulated with the agenda, noting that the Plan establishes the District’s direction for workforce matters and represents the culmination of strategies developed by a consultant led working group. The Plan incorporates 4 strategic priorities for action: <ul style="list-style-type: none"> Meeting future health needs Build a sustainable, capable workforce Become an employer of choice Develop future leaders, both clinical and corporate The Chief Executive highlighted: <ul style="list-style-type: none"> Data comparisons presented a challenge in the Plan’s development Workforce demographics – SWSLHD comprises 	

	<p>8,500FTE or 11,000 staff (head count). The average tenure is 9 years</p> <ul style="list-style-type: none"> • Age of the workforce – SWSLHD has a young workforce in comparison to NSW Health and other LHDs • An overview of the gap analysis noting that: <ul style="list-style-type: none"> ○ staff are enthusiastic about the future and motivated to deliver best practice; and ○ education and training provided by the Centre for Education and Workforce Development is well utilised and highly regarded by current and potential staff • Oversight of the Plan’s implementation will occur via the Workforce Committee. • The Board <u>ENORSED</u> the Plan, subject to the following amendment: <ul style="list-style-type: none"> • Medical workforce data to be presented as junior medical officers, senior staff specialists and VMOs, rather than salaried medical officers, excluding VMOSs. 	Ms Larkin
<i>Mrs Clark left the meeting at 5.02pm</i>		
<p>4. Confirmation of the previous minutes and action list</p>	<ul style="list-style-type: none"> • <u>MOTION:</u> A motion was moved by Mr Gordon and seconded by Mrs Berry that the Minutes of the Board meeting held on 24 February 2014 be accepted as a true and accurate record, subject to the following addition: <p><u>Minute Item 6.1 – Chief Executive’s Report</u> <i>Bowral Hospital</i></p> <p>The Board expressed some disappointment with the progress of this project but noted it was due to circumstances beyond management’s control.</p> • The Motion was <u>CARRIED</u>. • The Board reviewed the Action List and it was <u>AGREED</u> for Mr Conroy to contact Ms Buttenshaw directly regarding completion of the Respecting the Difference on-line training course (<i>Board 22/04/13; Item 7.3.1</i>). 	
<p>5. Patient Story</p>	<ul style="list-style-type: none"> • The Chairman reported receipt of correspondence from Mr JR expressing compliments to the staff at Campbelltown Hospital following the transfer of his wife, who had suffered a stroke. The Chairman has responded to Mr JR and conveyed his compliments to Campbelltown Hospital. • Mr Zacka presented the story of an Opioid Treatment Program (OTP) client. • The case has been the subject of a Root Cause Analysis (RCA) which has determined there was a knowledge gap amongst treating staff in relation to domestic violence screening, escalation and referrals and this this contributed to missed opportunities for intervention. 	

	<ul style="list-style-type: none"> • Recommendations relating to the RCA finding include strengthening the referral process and training staff. • The Board <u>NOTED</u> the patient stories. 	
6. Business Arising		
<p>5.1 NSW Health Model By-Laws Review [16/12/13: Item 7.1]</p>	<ul style="list-style-type: none"> • As discussed at the December 2013 meeting, the Chairman reported that the Ministry had developed an Issues paper to seek comments on the current NSW Model By-Laws and to identify areas for reform and improvement. • A Working Party (comprising Prof Harris, Mr Gordon, Dr Abi-Hanna and Ms Larkin) was convened to prepare the Board’s draft response. • The Board <u>RESOLVED</u> to submit the draft response, as circulated with the agenda, to the NSW Ministry of Health in response to the Model By-Laws review, subject to the following amendments: <ul style="list-style-type: none"> • Include within the cover letter a reference to the Board having input to the selection process of Board members to ensure an appropriate skills mix. • Page 4 – Clarify that within Part 5, Clause 16 – <i>Committee Membership</i> the Board appoints the Chair of Board Committees • Action: Submit the updated response to the NSW Ministry of Health. 	<p>Prof Harris (Ms Buttenshaw)</p>
6. Standing Items		
<p>6.1 Chief Executive’s Report</p>	<ul style="list-style-type: none"> • The Chief Executive’s Report was circulated with the Agenda. • Ms Larkin highlighted the following items from within the Report: <ul style="list-style-type: none"> • <u>Cardiac Catheterisation Laboratory at Bankstown-Lidcombe Hospital</u> The Agency for Clinical Innovation (ACI) Review, received late February 2014, has identified support for the development of a cardiac catheterisation service at Bankstown-Lidcombe Hospital. <p>The Review considered previous views, however has focussed on access to services.</p> <p>A meeting with cardiologists has been planned to convey outcomes of the Review and discuss the next steps.</p> <p>The Board <u>ENDORSED</u> planning for a cardiac catheterisation laboratory co-located with cardiology services to be progressed as part of a SWSLHD integrated approach, subject to available funds.</p>	

	<ul style="list-style-type: none"> • <u>Community Health Review</u> Significant recommendations have arisen from the PwC Review of Community Health Services in SWSLHD. The Report outlines a significant restructure of the Service with some commissioning to the not-for-profit sector. A meeting with staff to provide feedback and develop the implementation plan is currently being arranged. • <u>Bowral Hospital</u> This year Bowral & District Hospital is celebrating its 125 year anniversary. A number of events are being planned and a calendar will be issued. The events will provide an opportunity to recognise the Hospital's contribution to public health care. • <u>National Close the Gap Day</u> National Close the Gap Day will be held on 20 March 2014, with a number of celebrations being hosted across the District. Ms Carriage is attending a number of the celebrations on behalf of the Board. • <u>General Manager, Liverpool Hospital</u> The recruitment process for the General Manager, Liverpool Hospital continues with formalisation of the offer and acceptance in progress. Dr Abi-Hanna provided an overview of the employment history and attributes of the preferred candidate. • The Board <u>NOTED</u> the Chief Executive's Report for February 2014. 	
6.2 Performance		
6.2.1 KPI and Comparative Report	<ul style="list-style-type: none"> • The KPI and Comparative Report was circulated with the Agenda. 	
<i>Safety & Quality</i>	<ul style="list-style-type: none"> • Mr Zacka highlighted the following items from within the Report: <ul style="list-style-type: none"> • The draft Report relating to Campbelltown and Camden Hospitals Periodic Review has been received. The facility has been given 90 days to show that actions relating to six criteria have been met. • Table 1 on page 48 of 157 should read SAC 1 new cases since February 2014 meeting. • The Board <u>NOTED</u> the Safety & Quality Report. 	
<i>Service Access & Patient Flow</i>	<ul style="list-style-type: none"> • Presentations to and admissions through emergency departments at Bankstown, Liverpool & Campbelltown Hospitals were noted to be increasing in numbers and acuity. 	

	<ul style="list-style-type: none"> The Board <u>NOTED</u> the Service Access & Patient Flow Report. 	
<i>People & Culture</i>	<ul style="list-style-type: none"> The following items were highlighted from within the Report: <ul style="list-style-type: none"> Aboriginal workforce as a proportion of the total workforce has increased to 1.21% year to date compared to the same period last year (1.14%), although remains under the 2.60% target. Facilities and services are currently actioning the Your Say Action Plan, with the next Survey due in September 2014. The Board <u>NOTED</u> the People & Culture Report. 	
<i>Finance & Activity</i>	<ul style="list-style-type: none"> Mr King highlighted the following items from within the Report: <ul style="list-style-type: none"> The LHD is forecasting a favourable position for 2013/14, due to accounting adjustments. The availability of a transition grant as a result of 2013/14 performance for sub-acute and non-admitted patient activity is not yet known and will be discussed further within the 2014/15 service agreement negotiations. The first meeting to negotiate the 2014/15 service agreement has been scheduled by the Ministry of Health for 4 April 2014. The Board <u>NOTED</u> the Finance & Activity Report. 	
6.2.2 Service Reports	<ul style="list-style-type: none"> Reports for the following services were circulated with the Agenda: <ul style="list-style-type: none"> Mental Health Community Health Drug Health Population Health Oral Health Ms Larkin highlighted the following items from the Oral Health Service Report: <ul style="list-style-type: none"> Combined community clinics continue operation between Sydney and South Western Sydney LHDs, with waiting lists managed through a centralised booking service. This mode of operation is very efficient, resulting in nearly all benchmarks being met. Vouchers may be issued for the provision of dental services by private dentists. 	

	<ul style="list-style-type: none"> The Board <u>NOTED</u> the Service Reports. 	
6.3 Work Health & Safety Report	<ul style="list-style-type: none"> The Board <u>NOTED</u> the Work Health & Safety Report for the October – December 2013 period. Mr Loy highlighted: <ul style="list-style-type: none"> That no critical infrastructure incidents were reported during the reporting period. The top 5 WHS areas for noting relate to: attendance at corporate orientation, training record accuracy, falls and slips, tail claims and anti-bullying legislative amendments. 	
6.4 Risk Management	<ul style="list-style-type: none"> The Committee noted that the Risk Management Report is next due in June 2014. 	
6.5 Chairman's Report	<ul style="list-style-type: none"> The Chairman reported the following items: <ul style="list-style-type: none"> <u>Council of Chairs Meeting</u> At the Council of Chairs Meeting held on 21 March 2014, the Chairman presented 'Reaching out to the Community with Social Media', which was very well received. The Chairman conveyed his thanks to James Yeandel, the District's Director of Media and Communications for his efforts in preparing the presentation. The Minister presented on the release of an Activity Based Management portal –which enables users to review LHDs performance compared to the State average. <u>Ongoing Complaint</u> Further to the April 2013 Board meeting at which the Board was briefed regarding the extensive attempts to resolve the issues of an ongoing complaint the complainant has now alleged corruption of the Chairman, which has resulted in a self-referral to the ICAC. Correspondence has been issued to the complainant requesting, in writing, a list of issues for resolution in priority order. The Board <u>CONFIRMED</u> that they had been adequately briefed on the matter. 	
7. Committees of the Board		
7.1 Health Care Quality and Safety 7.1.1 Minutes – 5 March 2014	<ul style="list-style-type: none"> The Minutes of the Health Care Quality and Safety Committee meeting held on 5 March 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. The Chief Executive confirmed that reports issued by the Bureau of Health Information (BHI) are being received and considered by the Committee. 	
7.2 Finance Committee 7.2.1 Minutes – 21 February 2014	<ul style="list-style-type: none"> The Minutes of the Finance Committee meeting held on 21 February 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. Mr Gordon highlighted the following items: 	

	<ul style="list-style-type: none"> • (6.2) – Committee Self-Assessment. The Committee has undertaken an annual self-assessment and review of the Terms of Reference. A summary will be provided to the Board in a consolidated Report from Board Committees. • (7.2) – An Investment Policy is currently being developed and reviewed by the Committee, which will be submitted to the Board in due course for endorsement. • (9.1) - Correspondence has been issued to the Audit & Risk Management Committee requesting that consideration be given to including the tender review process in the next Audit Plan. <ul style="list-style-type: none"> • Mr Gordon noted that at the 21 March 2014 Finance Committee meeting the financial performance of Campbelltown/Camden Hospitals was reviewed. • The Chief Executive reported that Campbelltown/Camden Hospitals are forecasting an unfavourable financial position for year end. • Ms Larkin reported that the District is working with the General Manager to provide support to Campbelltown/Camden Hospitals focussing on 5 key areas: <ul style="list-style-type: none"> • Re-development • Financial performance • Accreditation • Clinical leadership • Facility Executive • The District is reviewing Campbelltown/Camden Hospital’s performance on a weekly basis 	
<p>7.3 Audit and Risk Management Committee</p> <p>7.3.1 Minutes – 21 February 2014</p>	<ul style="list-style-type: none"> • The Minutes of the Audit & Risk Management Committee meeting held on 25 February 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. • Mr Gordon highlighted the following items: <ul style="list-style-type: none"> • Papers have been restructured to focus on corporate objectives, rather than compliance • The Committee is now receiving presentations on key risks and will be receiving a verbal report from the Chief Executive regarding significant issues • An internal quality assessment has been undertaken in preparation for the external assessment. The result was satisfactory. • The District is preparing for a hard close in March. • The Board <u>AGREED</u> for Public Interest Disclosures to be reported to the Audit and Risk management Committee. 	
<p>7.3.2 Matters Referred to the ICAC</p>	<ul style="list-style-type: none"> • The Board <u>NOTED</u> that no notifications were made by the Chief Executive to the Independent Commission against Corruption (ICAC) for the period 5 February to 10 March 2014. 	

7.4 Research and Teaching Committee 7.4.1 Minutes	<ul style="list-style-type: none"> The Board <u>NOTED</u> that the next meeting of the Research & Teaching Committee is scheduled for Thursday 3 April 2014. 	
7.5 Community Engagement 7.5.1 CCC Minutes – 7 March 2014	<ul style="list-style-type: none"> The Minutes of the Consumer Community Council Special Review and Planning meeting held on 7 March 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. 	
8. New Business		
8.1 Draft Hospital Naming Policy	<ul style="list-style-type: none"> The draft 'Hospital Naming Policy', issued by the Ministry of Health inviting commentary was circulated with the Agenda and <u>NOTED</u> by the Board. The draft policy relates to previous Board discussion regarding the naming of Liverpool Hospital. 	
9. Items for Information		
9.1 Public Relations 9.1.1 Newsletter	<ul style="list-style-type: none"> A referral note regarding public relations matters for February 2014 was circulated with the Agenda and <u>NOTED</u> by the Board. The March 2014 newsletter was circulated with the Agenda and <u>NOTED</u> by the Board. 	
10. Other Business without Notice		
	<ul style="list-style-type: none"> The Chair invited other business without notice. No items were raised. 	
11. Next Meeting	Monday 28 April 2014 1530 – 1830 – Board Meeting District Board Room, Liverpool Hospital, Eastern Campus	

Meeting closed at 7:07pm.