

**MINUTES**  
**SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT**  
**BOARD MEETING**  
**3 OCTOBER 2012**  
**16:00 – 18:00**  
**CONFERENCE ROOMS A & B, EXECUTIVE UNIT, LEVEL 3**  
**PRINCE OF WALES HOSPITAL**

<b>PART A.</b>	<b>MEETING OPENING</b>	
	<b>Item 1</b>	<b>WELCOME</b>
	<b>1.1</b>	<p><b>Approved leave of absence:</b></p> <ul style="list-style-type: none"> <li>• Ms Patricia Azarias</li> <li>• Mrs Janet McDonald</li> </ul>
	<b>1.2</b>	<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• The Hon. Morris Iemma (Chair) – via teleconference</li> <li>• A/Prof Peter Gonski (Deputy Chair)</li> <li>• Dr Ingrid van Beek</li> <li>• Mr Robert Boyd-Boland</li> <li>• Ms Deborah Cansdell</li> <li>• A/Prof Robert Farnsworth</li> <li>• Dr Harry Harinath</li> <li>• A/Prof Peter Smerdely</li> <li>• Prof Jeanette Ward - via teleconference</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Mr Terry Clout – Chief Executive (present for all items except item 9)</li> <li>• Mr Peter Hudnall – Chief Financial Officer (present for items 1-8)</li> <li>• Dr Michael McGlynn – Executive Medical Director (present for items 1-8)</li> <li>• Ms Kim Olesen – Director Nursing &amp; Midwifery Services (present for items 1-8)</li> <li>• Prof James Colebatch – Chair Medical Staff Executive Council (present for items 1-8)</li> </ul> <p><b>Secretariat:</b></p> <ul style="list-style-type: none"> <li>• Ms Emily Janov – Board Secretary</li> </ul>
<b>Item 2</b>	<p><b>DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST AND DIRECTOR RELATED TRANSACTIONS</b></p> <p>There were no potential conflicts of interests declared at the meeting on 3 October 2012.</p>	
<b>Item 3</b>	<b>CONFIRMATION OF MINUTES</b>	
<b>3.1</b>	<p><b>Minutes of the SESLHD Board meeting held 8 August 2012</b></p> <p>The Board endorsed the minutes (excluding items 9-12) of the SESLHD Board meeting held 5 September as an accurate record of proceedings.</p>	

		<p><b>Resolution 167</b> "That the Board approve the minutes (excluding items 9-12) of the SESLHD Board meeting held on 5 September as an accurate record of proceedings."</p> <p><b>Moved:</b> D Cansdell <b>Seconded:</b> R Boyd-Boland <b>Carried</b></p>
	<b>Item 4</b>	<b>ACTIONS ARISING</b>
	<b>4.1</b>	<p><b>Action Log</b> The Board noted the action log (excluding items relating to 9-11), for information.</p>
	<b>4.2</b>	<p><b>Letter of Thanks to Staff</b> At the September meeting, the Board agreed to send a letter of thanks to all staff members for their hard work, particularly over the last winter period. A draft letter was originally emailed to Board members for feedback. The feedback received was that the message in the letter should be kept simple. A revised letter was in the Board agenda papers for approval.</p> <p><b>Resolution 168</b> "That the Board approve the letter of thanks to staff for distribution."</p> <p><b>Moved:</b> R Farnsworth <b>Seconded:</b> R Boyd-Boland <b>Carried</b></p> <p><b>Action:</b> E Janov to attach the Board Chair's e-signature to the letter of thanks and to distribute to all SESLHD staff members.</p>
	<b>Item 5</b>	<p><b>PRESENTATION</b> There were no presentations given at the October Board meeting.</p>
<b>Part B</b>	<b>CHAIR &amp; CHIEF'S EXECUTIVE REPORTS</b>	
	<b>Item 6</b>	<b>CHAIR'S REPORT</b>
	<b>6.1</b>	<p><b>Director-General's Response to Service Agreement</b> The SELSHD Board Chair received a response from the Director-General regarding the District's 2012/13 Service Agreement. The Service Agreement had been signed by all parties. The Director-General's response acknowledged the risks relating to SESLHD meeting its budget and activity targets identified by the Board in its original letter. The Board noted the response letter from the Director-General.</p>
	<b>Item 7</b>	<b>CE's REPORT</b>
	<b>7.1</b>	<p><b>Organisational KPI Report – August 2012</b> The Board noted for information the SESLHD Organisational KPI report for the period ending August 2012.</p> <p>The report indicated that the clinical activity to date was being managed to the targets. The District is unfavourable in KPI 19 regarding Net Cost of Service (actual vs budget). This is most likely due to the mathematical equation of doing lower than planned activity while costs remain constant. It is forecasted that this indicator will balance out when the activity rates increase.</p>

		<p>It was noted that the planned surgery weighting list separations had been distributed to facilities/services. However, departments may not have received their department targets. This should be taken up with the facility/service Directors.</p> <p><b>Action:</b> E Janov to ensure the KPI coversheet includes all the listing of all KPIs.</p>
	7.2	<p><b>2012/13 Service Agreement and Budget</b> It was noted by the Board that the budget and activity targets were distributed to all facilities/services for the 2012/13 year and were to be distributed to the Department level by the respective Directors.</p>
	7.3	<p><b>Chief Executive's Appointment to Chair of the Metro North and East Interdisciplinary Clinical Training Network Advisory Committee</b> The Board noted for information the appointment of the SESLHD Chief Executive, Mr Terry Clout, as the Chair of the Metro North and Eastern Interdisciplinary Clinical Training Network Advisory Committee.</p>
	7.4	<p><b>ED Performance Reporting</b> The Board noted for information the Emergency Department (ED) Access Performance reports from Prince of Wales Hospital, St George Hospital and the Sutherland Hospital. Future ED Access Performance reports would be provided to the Board in a revised format required by the Ministry of Health in response to the National Emergency Access Target (NEAT).</p> <p><b>Action:</b> K Olesen to provide the SESLHD Board with an overview of the NEAT reporting requirements of the Ministry of Health at the November Board meeting.</p>
	7.5	<p><b>Presentation to Senior Executive Forum</b> The Board noted for information the presentation prepared and presented to the Senior Executive Forum relating to the SESLHD implementation of the District Clinical &amp; Quality Council and facility/service Clinical Councils as a governance structure to support secondary devolution within the Local Health District.</p>
	7.6	<p><b>Health-Science Alliance Update</b> The Board noted for information the draft Constitution of Randwick Health and Medical Research Institute.</p>
<b>Part C</b>	<b>SUBCOMMITTEE REPORTS/COMPLIANCE ISSUES/PAPERS FOR INFORMATION</b>	
	<b>Item 8</b>	<b>SESLHN COMMITTEE REPORTS</b>
	<b>8.1</b>	<b>Clinical &amp; Quality Council</b>
	<b>8.1.1</b>	<b>Clinical &amp; Quality Council Minutes</b>

		<p>The minutes of the SESLHN Clinical &amp; Quality Council meeting held on 19 September 2012 were noted for information.</p> <p><b>8.2 Finance &amp; Performance Committee</b></p> <p><b>8.2.1 Finance &amp; Performance Committee Minutes</b> The minutes of the SESLHD Finance &amp; Performance Committee meeting held on 8 August were noted by the Board for information.</p> <p>The details listed in the end of year financial overview (item 4.1 in the Finance &amp; Performance Committee minutes) were queried. It was noted that since the August meeting, the external auditors had completed the District's audit review. The outcomes of which impacted the end of year LHD financial position which was noted in the SESLHD Financial Narrative.</p> <p>The LHD write-offs were queried. It was noted that SESLHD has a large end of year write-off compared to other LHDs due to a high percentage of ineligible Medicare patients. In SESLHD's case these are usually non-permanent residents, travellers and students. Cost recovery from this group is very difficult despite SESLHD undertaking all of the available channels. This issue has been raised to the Ministry of Health. While the Ministry acknowledges the issue, it sees the provision of healthcare service to ineligible patients as a humanitarian requirement.</p> <p><b>8.2.2</b></p> <div data-bbox="464 1189 1374 1760" style="border: 1px solid black; padding: 50px; text-align: center;"><h1>Confidential Item</h1></div>
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		<p><b>8.3 Audit &amp; Risk Management Committee</b></p> <p><b>8.3.1 Audit &amp; Risk Management Committee Minutes</b> The Audit &amp; Risk Management Committee minutes of the meeting held 6 September 2012 were noted for information.</p> <p><b>8.4 Community Advisory Committee</b></p> <p><b>8.4.1 Community Advisory Committee Update</b> The Board noted for information the reminder of the Community Networking Engagement Forum on Monday 22 October 2012. A draft program was attached for information. All Board members are invited to attend the event hosted by the SESLHD Community Advisory Committee.</p> <p><b>8.5 Sydney Metropolitan Aboriginal Health Partnerships Agreement</b> The minutes of Sydney Metropolitan Aboriginal Health Partnership Agreement meeting held in July 2012 were not yet available for distribution to the Board.</p> <p><b>8.6 Medical Staff Executive Council Minutes</b> The minutes of the Medical Staff Executive Council held in late September would be made available to the SESLHD Board in the next Board agenda.</p>
<b>PART D</b>	<b>BOARD ADMINISTRATION MATTERS (BOARD MEMBERS AND CE ONLY)</b>	
	<b>Item 9</b>	<div data-bbox="475 1637 1390 2000" style="border: 1px solid black; padding: 20px; text-align: center;"><h1>Confidential Item</h1></div>

**Confidential Item**

<p>Item 10</p>	<p><b>BOARD ADMINISTRATIVE MATTERS</b></p> <p><b>10.1</b> <b>Minute of Board Meeting held 5 September (items 9-11)</b> The Board endorsed the minutes (items 9-11) of the SESLHD Board meeting held 5 September 2012 as an accurate record of proceedings.</p> <p><b>Resolution 171</b> "That the Board approve the minutes (items 9-12) of the SESLHD Board meeting held on 8 August 2012 as an accurate record of proceedings."</p> <p><b>Moved:</b> J Ward      <b>Seconded:</b> P Gonski <b>Carried</b></p> <p><b>10.2</b> <b>Actions Arising</b> The Board noted the action log (relating to items 9-11) as at 28 September 2012, for information.</p> <p><b>10.2.1</b> <b>Advisory Group RHW Review</b> It was noted for information that Janet McDonald had agreed to Chair the SESLHD Board RHW Transitional Subcommittee. The charter for which would be developed in conjunction with the Chair on their return from leave.</p> <p><b>Action:</b> E Janov to draft charter for SESLHD Board RHW Transitional Subcommittee.</p> <p><b>Action:</b> T Clout to meet with J McDonald to discuss the SESLHD Board RHW Transitional Subcommittee.</p> <p><b>10.3</b> <b>Chair's Report</b></p> <p><b>10.3.1</b> <b>EOI for Board Appointments</b> The Chair noted that the EOI process for LHD Boards and Specialty Networks concluded on 12 September 2012. The applications received by the current SESLHD Board members, whose terms expires at the end of 2012, had been forwarded to the Ministry of Health with the Chair's support. It was noted that throughout NSW 260 EOIs had been received.</p> <p>The Chair had met with the Minister who reported they were very interested in filling the vacancies currently on the SESLHD Board with a Medicare Local representative, and an Aboriginal Health representative.</p> <p>It was also noted that the Ministry of Health had subsequently sought all LHDs to nominate 5 medical officers for consideration for appointment to Boards. At SESLHD this process had been conducted through the Medical Staff Councils. Prof Colebatch provided the 5 nominations that were supported by the Medical Staff Executive Council for further consideration by the Chief Executive and Board and subsequent submission to the Ministry of Health.</p> <p><b>Action:</b> E Janov to forward the Board Chair the Medical Staff Executive Council medical officer nominees to the SESLHD Board, and subsequently send the nominations to the Ministry of Health.</p>
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	<p><b>10.4</b></p> <p><b>10.4.1</b></p> <p><b>10.4.2</b></p> <p><b>10.5</b></p>	<p><b>Board Governance Committee</b></p> <p><b>Notes of Meeting</b> The Board Governance Committee held a meeting on 20 September which, due to apologies of the Committee members, did not meet quorum. The notes of the meeting were noted by the Board for information.</p> <p><b>2013 Board Meeting Schedule</b> The Board Governance Committee put forward a draft 2013 meeting schedule for the Board. The new schedule recommended the Board meet once per month on the Wednesday of the first full week. There was to be no Board meeting in January. Annual meetings with the facility/service Clinical Councils were to continue. However, it was proposed that on the days of the joint Board and facility/service Clinical Council meetings the Board would also undertake a tour of the facility. The schedule also recommended four education sessions.</p> <p>The Board agreed to the 2013 schedule, with the amendment that the April education session be removed.</p> <p><b>Resolution 172</b> "That the Board approve the 2013 Board meeting schedule, subject to the removal of the April education session."</p> <p><b>Moved:</b> J Ward      <b>Seconded:</b> I van Beek      <b>Carried</b></p> <p><b>Action:</b> E Janov to coordinate 2013 meeting schedules of the Audit &amp; Risk Management Committee and Finance &amp; Performance Committee meeting based on the 2013 schedule.</p> <p><b>Action:</b> E Janov to forward Board members 2013 meeting schedule and e-invites.</p> <p><b>District Delegation of Authority</b> The Board reviewed the draft District Delegation of Authority policy directive from the Ministry of Health.</p> <p><b>Resolution 173</b> "That the Board seek the Chief Executive to respond to the Ministry of Health noting its support of the draft Local Health District and specialty Network Delegations of Authority policy directive."</p> <p><b>Moved:</b> D Cansdell      <b>Seconded:</b> R Boyd-Boland      <b>Carried</b></p>
<p><b>Part E</b></p>	<p><b>CORRESPONDANCE</b></p> <p><b>Item 11</b></p> <p><b>11.1</b></p>	<p><b>CORRESPONDENCE RECEIVED</b> The Board noted for information the correspondence received register, as updated on 28 September 2012.</p> <p><b>ED Performance Reporting Requirements</b> The Board noted for information the correspondence from the Ministry of Health highlighting the reporting requirements of LHDs in relation to the new</p>



**SESLHD Board  
Minutes  
Meeting held Wednesday 3 October 2012**



**Health**  
South Eastern Sydney  
Local Health District

		National Emergency Access Targets (NEAT). As previously indicated, this draft report would be provided to the Board in November for endorsement prior to being submitted to the Ministry.
<b>Part F</b>	<b>MEETING CLOSE</b>	
	<b>Item 12</b>	<b>BUSINESS WITHOUT NOTICE</b>  Nil items were raised without notice at the meeting.
	<b>Item 13</b>	<b>NOTING OF CONFIDENTIAL ITEMS</b> Item 8.2.2 (the Financial Narrative) and 9 (Chief Executive Performance Review and Agreement) were noted as confidential items.
<b>Meeting closed at: 5:30pm</b>		
<p>.....  <b>Name</b> <i>Al Prof Peter Gronski</i></p> <p>.....  <b>Signature</b> <i>P.G.</i></p> <p>.....  <b>Date</b> <i>7 Nov. 2012</i></p>		

