

**MINUTES**  
**SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT**  
**BOARD MEETING**  
**3 JULY 2013**  
**16:00 – 19:00**  
**THE BOARDROOM**  
**SYDNEY HOSPITAL**

<b>PART A.</b>	<b>MEETING OPENING</b>	
	<b>Item 1</b>	<p><b>WELCOME</b></p> <p><b>1.1 Apologies</b></p> <ul style="list-style-type: none"> <li>• Dr Ingrid Van Beek</li> <li>• Ms Kim Olesen – Director Nursing &amp; Midwifery Services</li> </ul> <p><b>1.2 Members:</b></p> <ul style="list-style-type: none"> <li>• Hon. Morris Iemma</li> <li>• A/Prof Peter Gonski</li> <li>• Ms Patricia Azarias</li> <li>• Dr Harry Harinath</li> <li>• Mr Robert Boyd-Boland</li> <li>• Ms Deborah Cansdell</li> <li>• A/Prof Robert Farnsworth</li> <li>• Mrs Janet McDonald</li> <li>• Ms Kate Munnings</li> <li>• Ms Kristin Stubbins</li> <li>• A/Prof Peter Smerdely</li> <li>• Prof Jeanette Ward</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Mr Terry Clout – Chief Executive</li> <li>• Ms Karen Foldi – Director of Finance (present for items 1-8)</li> <li>• Dr Michael McGlynn – Executive Medical Director (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 Melissa Angelucci– 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 July 2013.</p>

	<p>Item 3</p> <p>3.1</p>	<p><b>CONFIRMATION OF MINUTES</b></p> <p><b>Minutes of the SESLHD Board meeting held 8 May 2013</b> The Board <b>approved</b> the minutes (excluding items 9-12) of the SESLHD Board meeting held 5 June 2013 as an accurate record of proceedings.</p> <p><b>Resolution 210</b> “That the Board <b>approves</b> the minutes (excluding items 9-12) of the SESLHD Board meeting held on 5 June 2013 as an accurate record of proceedings.”</p> <p><b>Moved:</b> K Stubbins <b>Seconded:</b> K Munnings <b>Carried</b></p>
	<p>Item 4</p> <p>4.1</p>	<p><b>ACTIONS ARISING</b></p> <p><b>Action Log</b> The Board <b>noted</b> the action log (excluding items relating to 9-12), for information.</p>
<p><b>Part B</b></p>	<p>Item 5</p> <p>5.1</p>	<p><b>PRESENTATION</b></p> <p><b>Aboriginal Health Presentation</b> Ms Gail Daylight, Manager, SESLHD Aboriginal Health Unit and Dr Greg Stewart, Director of Ambulatory and Primary Health Care attended the meeting to provide a presentation on Aboriginal Health.</p> <p>Dr Greg Stewart presented on the following key points:</p> <ul style="list-style-type: none"> <li>• The SESLHD Aboriginal population map and demographics</li> <li>• NSW 2021: A plan to make NSW number one - Aboriginal Health Indicators</li> </ul> <p>Ms Gail Daylight presented on the following key points:</p> <ul style="list-style-type: none"> <li>• Major SESLHD initiatives including Metropolitan Partnerships</li> <li>• Respecting the difference</li> <li>• NSW Aboriginal Health Plans 2013-2023 – local implementation</li> <li>• The SESLHD Aboriginal workforce</li> <li>• Notable achievements</li> <li>• Future directions</li> </ul> <p><b>Action</b> – Board Secretary to send the following items to the Board electronically: Research to Practice Briefing: Working with Older Aboriginal and Torres Strait Islander People, The Koori Growing Old Well Study: Investigating ageing and dementia in urban Aboriginal Australians Study and the First Draft of SESLHD Key Performance Indicators for the NSW Aboriginal health Plan 2013-2023 in consultation with Business Intelligence &amp; Efficiency Unit</p> <p>It was <b>noted</b> that the Board should consider undertaking the online Respecting the Difference Course (Aboriginal cultural training). The Board <b>agreed</b> that it would be very worthwhile to have the whole Board complete the course.</p> <p><b>Action</b> – Board Secretary to issue instructions to Board on how to undertake the Respecting the Difference Course (Aboriginal cultural training).</p>

Part B	<b>CHAIR &amp; CHIEF'S EXECUTIVE REPORTS</b>	
	Item 5	<b>CHAIRS REPORTS</b> No discussion held
	Item 7  7.1	<p><b>CE's REPORT</b></p> <p><b>Organisational KPI Report – April 2013</b>          The Board <b>noted</b> the Organisational KPI Report for May 2013.</p> <p>The Chair of the Finance and Performance (F&amp;P) Committee reported the following points arising from the July F&amp;P meeting:</p> <ul style="list-style-type: none"> <li>• The F&amp;P Committee spent considerable time discussing an alternative process for reporting KPIs to it's Committee and the Board</li> <li>• The F&amp;P Committee propose that the KPI Summary Report continues to be used monthly. It should also include benchmarks to peer services/facilities.</li> <li>• The F&amp;P Committee proposed that the monthly detailed Organisational KPI Report which is regularly provided discontinues. It is proposed that any KPIs flagged as 'high risk' within the summary report, is accompanied by a detailed explanatory report (akin to what is already being provided in the detailed Organisational KPI report).</li> <li>• The F&amp;P Committee is working towards including benchmarks to peer services/facilities in the monthly KPI reports.</li> <li>• The management team will continue to use the detailed Organisational KPI report for its performance meetings.</li> <li>• If the F&amp;P Committee, Board or Chief Executive considers that any of the KPIs which are marked as 'watch carefully' need to be elevated to the F&amp;P/Board in more detailed, this can be arranged.</li> </ul> <p>A working group from the F&amp;P Committee has been formed to work on streamlining the presentation of financial information to the Board. Any Board members with ideas relating to this matter were asked to contact the Chair of the F&amp;P Committee, the Chief Financial Officer or Ms Patricia Azarias.</p> <p><b>Action</b> - Any Board member with ideas relating streamlining the presentation of financial information to the Board to contact the Chair of the F&amp;P Committee, the Chief Financial Officer or Ms Patricia Azarias.</p> <p>The Board <b>agreed</b> with the revised process for reporting KPIs to the Board.</p> <p>It was <b>noted</b> that NEST target figures vary throughout the month due to the timing of reporting on surgery. An issue was raised seeking to ensure consistency between results reported to the F&amp;P Committee/Board and at an operational department level. The Chief Executive agreed to facilitate a discussion between the Northern Sector Director of Operations and the Northern Sector, Manager Performance Management and Information Unit and Prof Farnsworth.</p> <p><b>Action</b> – Chief Executive to facilitate a discussion between the Northern Sector Director of Operations and the Northern Sector, Manager Performance Management and Information Unit and Prof Farnsworth.</p> <p>7.1.1</p> <p><b>End of Year Review KPI Summary Report</b>          The Board <b>noted</b> the new summary report provided in the agenda pack. The</p>

	<p>7.2</p> <p>7.3</p> <p>7.3.1</p> <p>7.3.2</p>	<p>purpose of which is to compare this years result with last years by service/facility.</p> <p><b>2013/14 Service Agreement</b></p> <div data-bbox="478 347 1492 1579" style="border: 1px solid black; padding: 20px; text-align: center;"><p>This item has been marked as confidential</p></div> <p><b>Financial Recovery Plan</b></p> <p><b>Prince of Wales</b> The Board <b>noted</b> the POWH Financial Recovery Plan progress update. A clear FTE decrease has occurred at the POWH over the past month and the rate of overspend has decreased. Despite this, a significant budget over run for the financial year ending 2013 is expected. The focus now is on how to best ensure the Board monitors progress going forward and that the approved Recovery Plans for 2013/14 progresses according to that plan's timelines.</p> <p><b>Southern Sector</b> The Board <b>noted</b> the Southern Sector Recovery Plan progress update. It was</p>
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	7.8	<p><b>Service Agreement with Sydney Children's Hospital</b> The Board <b>noted</b> that the agreement refers to personnel who no longer work at the Royal Hospital for Women. The Board <b>approved</b> the agreement on the premise that the personnel references be updated.</p> <p><b>Resolution 212</b> "That the SESLHD Board <b>approves</b> the Service Agreement with Sydney Children's Hospital subject to the minor personnel changes"</p> <p><b>Moved:</b> J McDonald <b>Seconded:</b> P Azarias <b>Carried</b></p>
<b>Part C</b>	<b>SUBCOMMITTEE REPORTS/COMPLIANCE ISSUES/PAPERS FOR INFORMATION</b>	
	Item 8	<p><b>SESLHD COMMITTEE REPORTS</b></p> <p><b>8.1 Clinical &amp; Quality Council</b></p> <p><b>8.1.1 Report to SESLHD Board</b> The SESLHD Board <b>noted</b> the report from the Clinical and Quality Council.</p> <p><b>8.1.1.1 Recommended SESLHD 2013/14 activity distribution principles</b> It was <b>noted</b> that the methodology for distribution of activity for the 2013/14 financial year has been worked through by the Budget/ABF Implementation Committee and then supported by the Budget/ABF Steering Committee, the District Executive Team, the Sector/Facility Clinical Councils and the District Clinical and Quality Council.</p> <p>The Board was provided with a hard copy of a revised budget activity table which demonstrated what increase in activity each facility will be receiving. This revised budget activity table is attached to these minutes for information.</p> <p><b>Resolution 213</b> "That the SESLHD Board <b>approves</b> the recommendation of the Clinical and Quality Council relating to the methodology for distribution of activity for the 2013/14 financial year"</p> <p>"That the SESLHD Board notes the resulting activity targets"</p> <p><b>Moved:</b> K Stubbins <b>Seconded:</b> R Boyd-Boland <b>Carried</b></p> <p><b>8.1.1.2 High Cost DRGs</b> The allocation of the budget for 2013/14 will follow the principles as detailed in the document "Budget / ABF Principles, Methodology &amp; Outcomes – 2013/14". The criteria and the model development have been completed and provides an assessment for high cost services co-payment. The detail is summarised in the paper within the agenda pack.</p> <p>The model has provided for two options to provide for supplement payments which are identified in the attached paper. The DET have endorsed option 2 as the approach to be used.</p> <p><b>Resolution 214</b> "That the SESLHD Board <b>approves</b>:</p> <ol style="list-style-type: none"> <li>1. The methodology for determination of supplementary payments</li> </ol>

	<p>2. That such payments would apply to acute spinal services at the Prince of Wales Hospital and peritonectomy services at St George hospital</p> <p>3. That the acute stroke services (the more complex B70, A level) be reviewed during the first three months of the financial year to determine the reasons contributing to the costs of that service and to ensure appropriate models of care are in place and consistent with best practice</p> <p>4. The results of the 3 above are to be considered and a decision made as to whether supplementary payments should also be made for these services in 2013/14 financial year. In the event that this decision was taken, funding to support such supplement payments for these services would come from the transitional grant for 2013/14”.</p> <p><b>Moved: P Smerdely Seconded: R Farnsworth Carried</b></p> <p>It was <b>noted</b> that Epilepsy is not listed as a high cost service warranting supplementary payments.</p>
8.1.2	<p><b>Clinical &amp; Quality Council Minutes - ratified</b> The Board <b>noted</b> the ratified minutes of the Clinical &amp; Quality Council meeting of May 2013</p>
8.1.3	<p><b>Clinical &amp; Quality Council Minutes - draft</b> The Board <b>noted</b> the draft minutes of the Clinical &amp; Quality Council meeting held on June 2013. Two typographical errors were <b>noted</b>.</p>
8.2	<p><b>Finance &amp; Performance Committee</b></p>
8.2.1	<p><b>Finance &amp; Performance Committee Minutes</b> The May Finance &amp; Performance Committee minutes were <b>noted</b> for information.</p>
8.2.2	<p><b>SESLHD Financial Narrative</b> The SESLHD financial narrative for the period ending May 2013 was <b>noted</b> by the Board.</p> <p>The Board discussed the achievability of the forecast, noting that the end of May result is \$27.9million unfavourable and the forecast for the end of the 2013 financial year was \$15million unfavourable. The risk of the end of year result being more significant than \$15million unfavourable was <b>noted</b>.</p> <p><b>Resolution 215</b> “That the SESLHD Board <b>approves</b> the SESLHD financial narrative report for the period ending May 2013.”</p> <p><b>Moved: K Munnings Seconded: J Ward Carried</b></p>
8.3	<p><b>Audit &amp; Risk Management Committee</b></p>
8.3.1	<p><b>Audit &amp; Risk Management Committee Report to Board</b> The Board <b>noted</b> the Audit &amp; Risk Management Committee Report to Board</p>
8.3.2	<p><b>Audit &amp; Risk Management Committee Minutes</b> The Board <b>noted</b> the minutes of the Audit &amp; Risk Management Committee meeting held in June 2013</p>

	<p><b>8.4</b></p> <p><b>8.5</b></p> <p><b>8.6</b></p> <p><b>8.7</b></p> <p><b>8.7.1</b></p> <p><b>8.7.2</b></p>	<p><b>Community Advisory Committee</b> It was <b>noted</b> that there had not been a meeting of the Community Advisory Committee since the last Board meeting.</p> <p><b>Sydney Metropolitan Aboriginal Health Partnerships Agreement</b> The Board <b>noted</b> the minutes of the Sydney Metropolitan Aboriginal Health Partnerships Agreement Committee meeting held in June 2013</p> <p><b>Medical Staff Executive Council Minutes</b> The Board <b>noted</b> the draft minutes of the Medical Staff Executive Council meeting held in June 2013</p> <p><b>RHW Transitional Sub-Committee</b></p> <p><b>RHW Transitional Sub-Committee Minutes - ratified</b> The Board <b>noted</b> the ratified minutes of the RHW Transitional Sub-Committee meeting of May 2013</p> <p><b>RHW Transitional Sub-Committee Minutes - draft</b> The Board <b>noted</b> the draft minutes of the RHW Transitional Sub-Committee meeting held on June 2013.</p>
		<p><b>Meeting close – 1800</b> <b>Confidential Items – 7.2</b></p>



**MINUTES**  
**SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT**  
**BOARD MEETING**  
**3 JULY 2013**  
**1730– 18:30**  
**MULTI-PURPOSE FUNCTIONS ROOM**  
**LEVEL 4, THE SUTHERLAND HOSPITAL**

<b>PART D</b>	<b>BOARD ADMINISTRATION MATTERS (BOARD MEMBERS AND CE ONLY)</b>	
	<b>Item 9</b>	<b>BOARD ADMINISTRATIVE MATTERS</b>
	<b>9.1</b>	<p><b>Minutes of Board Meeting held 5 June 2013 (items 9-12)</b> The Board endorsed the minutes (items 9-12) of the SESLHD Board meeting held 5 June 2013 as an accurate record of proceedings.</p> <p><b>Resolution 216</b> “That the Board <b>approves</b> the minutes (items 9-12) of the SESLHD Board meeting held on 5 June 2013 as an accurate record of proceedings.”</p> <p><b>Moved:</b> J Ward      <b>Seconded:</b> R Boyd-Boland      <b>Carried</b></p>
	<b>9.2</b>	<p><b>Minutes of joint meeting between SESLHD Board and the Chairs/Co-Chairs of the Clinical Councils and Clinical and Quality Council</b> The Board <b>noted</b> the minutes of the joint meeting between the SESLHD Board and the Chairs/Co-Chairs of the Clinical Councils and Clinical and Quality Council held 5 June 2013. One typographical error was <b>noted</b>.</p>
<b>9.3</b>	<p><b>Actions Arising</b> The Board <b>noted</b> the action log (relating to items 9-12) as at 5 June 2013, for information.</p>	
	<b>Item 10</b>	<b>Chair’s Report</b>
		<p style="text-align: center;">This item has been marked as confidential</p>

		<p style="text-align: center;">This item has been marked as confidential</p>
	<p><b>Item 11</b></p>	<p><b>Management of Contentious operational issues</b>          The Board <b>agreed</b> that this item should be held over to the Board Retreat, 17 August 2013</p>
	<p><b>Item 12</b></p>	<p><b>Communication between Board members</b>          The Board <b>agreed</b> that this item should be held over to the Board Retreat, 17 August 2013</p>
	<p><b>Item 13</b></p> <p><b>13.1</b></p> <p><b>13.1.1</b></p> <p><b>13.1.2</b></p>	<p><b>Board Sub-Committees</b></p> <p><b>Board Governance Committee</b></p> <p><b>Minutes of Board Governance Committee meeting held June 2013</b>          The Board <b>noted</b> the draft minutes of the Board Governance Committee meeting held June 2013</p> <p><b>Board Retreat</b>          The Board <b>noted</b> the information provided regarding the proposed Board</p>

		<p>Retreat scheduled for Saturday 17 August 2013.</p> <p>The Board was asked to provide to the Board Secretary, any ideas for discussion points at the retreat.</p> <p><b>Action</b> – Board Secretary to work with Chair of Board Governance Committee to arrange the agenda and logistics of Board Retreat</p> <p><b>13.1.3 Communication between Board and Clinical Councils (Charter Review)</b> The Board <b>agreed</b> that this item should be held over to the Board Retreat, 17 August 2013</p>
<b>Part E</b>	<b>CORRESPONDANCE</b>	
	<b>Item 13</b>	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>The Board <b>noted</b> for information the correspondence received register, as updated on 26 June 2013.</p>
<b>Part F</b>	<b>MEETING CLOSE</b>	
	<b>Item 14</b>	<b>BUSINESS WITHOUT NOTICE</b>
	<b>Item 14.1</b>	<p><b>Boards engagement with NGOs and volunteers organisations</b></p> <p>The Board <b>agreed</b> that it should invite affiliated NGOs and volunteer organisations for afternoon tea following the Board’s quarterly hospital tours.</p> <p><b>Action</b> – Chief Executive and Board Secretary to arrange afternoon tea with the Board and affiliated NGOs and volunteer organisations</p>
	<b>Item 15</b>	<p><b>NOTING OF CONFIDENTIAL ITEMS</b></p> <p>All Items were marked as confidential</p>
<p><b>Meeting closed at: 6:40pm</b></p> <p>.....</p> <p><b>Name</b></p> <p>.....</p> <p><b>Signature</b></p> <p>.....</p> <p><b>Date</b></p>		