

MINUTES
SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT
BOARD MEETING
8 MAY 2013
16:00 – 18:00
SEMINAR ROOMS 3&4, LEVEL 1, WOMEN’S HEALTH
INSTITUTE
ROYAL HOSPITAL FOR WOMEN

PART A.	MEETING OPENING	
	Item 1	<p>WELCOME</p> <p>1.1 Apologies</p> <ul style="list-style-type: none"> • Ms Kate Munnings • Mr Terry Clout – Chief Executive <p>Members:</p> <ul style="list-style-type: none"> • The Hon. Morris Iemma (Chair) • A/Prof Peter Gonski (Deputy Chair) • Dr Gorur Krishna Harinath • Ms Patricia Azarias • Dr Ingrid van Beek • Ms Deborah Cansdell • A/Prof Robert Farnsworth • Mrs Janet McDonald • A/Prof Peter Smerdely • Ms Kristin Stubbins • Mr Robert Boyd-Boland • Prof Jeanette Ward <p>In Attendance:</p> <ul style="list-style-type: none"> • Dr Greg Stewart – Acting Chief Executive • Dr Michael McGlynn – Executive Medical Director (present for items 1-8) • Ms Karen Foldi – Director of Finance (present for items 1-8) • Ms Kim Olesen – Director Nursing & Midwifery Services (present for items 1-8) • Prof James Colebatch – Chair Medical Staff Executive Council (present for items 1-8) <p>Secretariat:</p> <ul style="list-style-type: none"> • Ms Melissa Angelucci – Board Secretary
	Item 2	<p>DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST AND DIRECTOR RELATED TRANSACTIONS</p> <p>There were no potential conflicts of interests declared at the meeting on 8 May 2013.</p>

	<p>Item 3</p> <p>3.1</p>	<p>CONFIRMATION OF MINUTES</p> <p>Minutes of the SESLHD Board meeting held 6 March 2013 The minutes from the SESLHD Board meeting held 3 April 2013 were noted as an accurate record of proceedings.</p> <p>Resolution 225 “That the Board approve the minutes of the SESLHD Board meeting held on 3 April 2013 as an accurate record of proceedings.”</p> <p>Moved: P Gonski Seconded: R Farnsworth Carried</p>
	<p>Item 4</p> <p>4.1</p>	<p>ACTIONS ARISING</p> <p>Action Log The Board noted the action log for information. The Board also noted the Mental Health report concerning actions taken to monitor and investigate breaches of the KPI relating to Mental Health presentations staying in the Emergency Department > 24 hours.</p>
	<p>Item 5</p> <p>5.1</p>	<p>PRESENTATION</p> <p>Medicare Locals Presentation Invited guests were Darrell Williams, Chief Executive Officer, Eastern Sydney Medical Local (ML); Dr Tim Smyth, Board Chair, Eastern Sydney ML; Lynelle Hales, Chief Executive Officer, South Eastern Sydney ML and Dr Wayne Cooper, Board Chair, South Eastern Sydney ML.</p> <p>The Acting Chief Executive gave a presentation ‘Medicare Locals: new partners for planning, delivering and improving health services in South Eastern Sydney’. The presentation covered the following key issues;</p> <ul style="list-style-type: none"> • Overview of the role and purpose of MLs, under the national health reform • The Strategic Objectives of MLs • Strategic collaborations between MLs and SESLHD – including, in the future, achieving shared KPIs • Development of a shared framework for Primary Health Care in SES geographic area <p>The invited guests made the following points;</p> <ul style="list-style-type: none"> • The LHD and MLs have a shared population and shared objectives – we must work together to improve health outcomes • Evidence proves a more integrated health system is more effective • MLs are “a player not a layer” – they do not want to be viewed as another layer in the system • MLs have a very strong emphasis on partnerships • MLs are keen to build greater awareness of MLs and their role • MLs will be leading many preventative initiatives including immunisation and chronic care programs • Approx 60% of GPs are engaged with the MLs in the South Eastern Sydney area – the goal is to increase that percentage. <p>The Chair thanked the ML attendees for their presence and the comprehensive update.</p>

Part B	CHAIR & CHIEF EXECUTIVE REPORTS	
	Item 6	CHAIR'S REPORT No discussion held.
	Item 7	<p>CE's REPORT</p> <p>7.1 Organisational KPI Report – January 2013 The Organisational KPI Report was noted for information</p> <p>7.1.1 Financial recovery Plan POWH</p> <ul style="list-style-type: none"> • At its Extraordinary March meeting, the Board requested that a detailed Financial Recovery Plan for POWH be presented at the May Board meeting. • It was subsequently (on 22 April 2013) agreed by the Board Chair, Deputy Chair, Chair of the Finance and Performance Committee and in consultation with the Chief Executive that, due to the scope and time required to develop a comprehensive Recovery Plan, the POWH Financial Recovery Plan would be presented to the June Board meeting. • The Board was informed that, over the past six weeks, there has been considerable progress in detailing the actions required for the Plan, quantifying savings, and implementing management actions to rein in expenditure. The Board noted the Northern Sector report on progress and a timeline of activities. • The Board received advice from the Acting CE that the Northern Sector is confident about the figures now being worked from. The Acting CE stated that the Northern Sector Director of Operations is confident about the deliverability of the Recovery Plan • The Board noted that it still has a level of concern about the anticipated savings that the Northern Sector expects to achieve during this financial year (\$4-5m), especially in regards to the timing of these savings initiatives and the fact that the FY is coming to a close. • Financially, the Northern Sector made some improvement in March 2013. <p>Resolution 226 "That the progress made by the Northern Sector Clinical Council in aligning costs to budget be noted by the SESLHD Board".</p> <p>"That the SESLHD Board notes the actions taken by the Northern Sector Director of Operations in relation to ensuring the appropriate controls are in place so that costs can be reduced".</p> <p>"That the SESLHD Board notes and endorses for future reporting of the northern sector Recovery Plan, the reporting templates and reports as developed by KPMG".</p> <p>"That the SESLHD Board agrees that the Recovery Plan to re-align hospital costs to allocated budget by 30 June 2014 will be presented to the Board at the June Board meeting by the Co-Chairs of the Northern Sector Clinical Council, the Chief Financial Officer and the Chief Executive".</p> <p>7.2 Moved: J Ward Seconded: K Stubbins Carried</p>

	<p>7.3</p> <p>7.4</p>	<p>SESLHD Healthcare Services Plan The SESLHD Healthcare Services Plan was noted.</p> <p>Whole of Hospital Plan The Whole of Hospital Plan was noted.</p> <p>Appointment of new Director of Operations at Northern Sector The paper detailing Mr Jon Robert's appointment and professional history was noted.</p>
<p>Part C</p>	<p>SUBCOMMITTEE REPORTS/COMPLIANCE ISSUES/PAPERS FOR INFORMATION</p>	
	<p>Item 8</p> <p>8.1</p> <p>8.1.1</p> <p>8.2</p> <p>8.2.1</p> <p>8.2.2</p> <p>8.3</p> <p>8.3.1</p>	<p>SESLHD COMMITTEE REPORTS</p> <p>Clinical & Quality Council</p> <p>Clinical & Quality Council Minutes The minutes of the March Clinical & Quality Council meeting were noted.</p> <p>Finance & Performance Committee</p> <p>Finance & Performance Committee Minutes The minutes of the March Finance and Performance meeting were noted.</p> <p>SESLHD Financial Narrative The Financial Narrative was noted. Ms Kristin Stubbins reported that key issues discussed at the May Finance and Performance meeting were;</p> <ul style="list-style-type: none"> • Accurate identification of budget overruns and causes for same. • Current budget allocation processes. • That the budget will be considered in detail by the Finance and Performance Committee prior to the budget going to the Board for approval. • The process for recovery of internal and external charges. • An analysis of goods and services has highlighted that some budget allocations did not match anticipated expenditure. • Finance is now preparing a goods and services report that compares this year's costs to last year's. This will be reviewed at the next Finance and Performance meeting. <p>Resolution 227 "That the SESLHD Board approves the SESLHD financial narrative report for the period ending March 2013."</p> <p>Moved: P Azarias Seconded: R Farnsworth Carried</p> <p>Audit & Risk Management Committee</p> <p>Audit & Risk Management Committee Minutes There had not been an Audit & Risk Management Committee meeting since the last Board meeting.</p>

	8.4	Community Advisory Committee
	8.4.1	Community Advisory Committee Update There had not been a Community Advisory Committee meeting since the last Board meeting.
	8.5	Sydney Metropolitan Aboriginal Health Partnership
	8.5.1	Sydney Metropolitan Aboriginal Health Partnership Update The minutes from the February Sydney Metropolitan Aboriginal Health Partnership meeting were noted .
	8.6	Medical Staff Executive Council
	8.6.1	Medical Staff Executive Council Update The minutes from the March Medical Staff Executive Council meeting were noted .
	8.7	RHW Transitional Sub Committee
	8.7.1	RHW Transitional Sub Committee Update The minutes of the April RHW Transitional Sub Committee meeting were noted .
PART F	14 14.1	BUSINESS WITHOUT NOTICE The Board noted that May 8 is the 200 th anniversary of the Benevolent Society, which ran the Royal Hospital for Woman for many decades. It was, therefore, appropriate for the SESLHD Board meeting to be at the Royal Hospital for Women on this day. It was noted that a reception to celebrate the 200 th anniversary was being held at the time of the Board meeting. Through Ms Janet McDonald, the SESLHD Board sent its congratulations to the Benevolent Society.

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PART D	BOARD AMINISTRATION MATTERS (BOARD MEMBERS AND CE ONLY)	
	Item 9	BOARD ADMINISTRATIVE MATTERS
	9.1	<p>Minute of Board Meeting held 3 April 2013 (items 9-12) The Board endorsed the minutes (items 9-12) of the SESLHD Board meeting held 3 April 2013 as an accurate record of proceedings.</p> <p>Resolution 228 “That the Board approve the minutes (items 9-12) of the SESLHD Board meeting held on 3 April 2013 as an accurate record of proceedings.”</p> <p>Moved: J Ward Seconded: G Harinath Carried</p>
	9.2	<p>Actions Arising The Board noted the action log (relating to items 9-12) as at 3 April 2013, for information.</p>
	9.3	<p>Appointment of new Board Secretary The Board welcomed Melissa Angelucci as the new Board Secretary</p> <p>Resolution 229 “That the SESLHD Board appointments Melissa Angelucci as the new SESLHD Board Secretary.</p> <p>Carried Unanimous</p> <p>Resolution 233 “That the Board Chair sends Emily Janov a letter of thanks for her contribution and diligence as Board Secretary over the past two and a half years”</p> <p>Carried Unanimous</p>
9.4	<p>Register of Potential conflicts of interest The register of conflicts of interest was noted.</p>	

9.5	<p>Ministers Community Health Forum The Minister's Community Health Forum will be held in Southern Sydney on 9 July 2013. The time will be 6-8pm. The venue is yet to be confirmed.</p> <p>Action – Board Secretary to send out details of Minister's Community Health Forum once confirmed.</p>
9.6	<p>Symposium – Health reform: Improving Patient Care The Health Reform Symposium was noted by the Board.</p>
Item 10	<p>Chair's Report The Chair noted that on Monday night he met with the St George Medical Staff Council (the Council). The Chair reported the following;</p> <ul style="list-style-type: none"> • The District's plan is to rebuild the St George campus over time, using a staged approach. The detail behind this plan is not well understood by the Council • The Council is determined to progress the issue as quickly as possible and want it looked at outside of the current Asset Strategic Plan. • The Chair for the Council to be provided with more detail about the Asset Strategic Plan • Any rebuild will be competing with other capital works projects cross the District and the state, and therefore is likely to take up to 10 years. • In terms of SESLHD capital works priorities, St George hospital is currently priority equal third on the list, along with the POWH redevelopment. Priorities 1 and 2 are the Sutherland Hospital redevelopment and the POWH Mental Health Precinct consolidation. <p>The Board noted the concerns of the St George Medical Staff Council relating to the physical condition of some areas of the hospital.</p> <p>The Board discussed Public Private Partnerships (PPPs) and noted that PPP will be an option to investigate. The Board was informed by the Chair of the RHW Transition Committee that it had been recommended that a briefing on PPPs be prepared by the CE for inclusion in the agenda papers for the June Board meeting.</p> <p>Action – The Chief Executive again provide the Asset Strategic Plan to the Chair and Co-Chair of the St George Clinical Council.</p> <p>Action – Board Secretary to put Public Private Partnerships on the agenda for the June Board meeting. The Chief Executive to prepare a briefing.</p>
Item 11	<p>Chief Executive's Report Nil report</p>
Item 12	<p>Board Sub-Committees</p> <p>12.1 Board Governance Committee</p> <p>12.1.1 Meeting schedule The Board noted the revised Board Governance meeting schedule.</p>
Part E	<p>CORRESPONDANCE</p>

**SESLHD Board
Minutes
Meeting held Wednesday 8 May 2013**



	Item 13	<p>CORRESPONDENCE RECEIVED The Board noted for information the correspondence received register, as updated on 8 May 2013</p>
Part F	MEETING CLOSE	
	Item 14	<p>BUSINESS WITHOUT NOTICE The format and style of the Board minutes was discussed. The following points were noted:</p> <ul style="list-style-type: none"> • Some Board members sought that the minutes be concise • Some Board members indicated that they preferred more comprehensive minutes because it helped them to recall the finer points of the discussion • It was noted that the Board papers do not always include a written CE's report and that the CE's verbal report is recorded through more comprehensive minutes. • It was agreed that the Board Secretary should take these comments into account when preparing future minutes. <p>The Board also indicated that it would like an on-line Board paper application such as Diligent Board Minutes or Board Books considered for use with Board papers. This type of program is a more modern system and allows Board members to post comments, flag items, retrieve past papers etc. with ease.</p> <p>Action – That the Board Secretary should take these comments into account when preparing future minutes.</p> <p>Action – That the Board Secretary and Chief Executive consider the use of an on-line Board paper application such as Diligent Board Minutes or Board Books</p>
	Item 15	<p>NOTING OF CONFIDENTIAL ITEMS Nil noted.</p>
<p>Meeting closed at: 5.40pm</p> <p>..... Name <i>Morris Lemmy</i></p> <p>..... Signature <i>[Handwritten Signature]</i></p> <p>..... Date <i>5 June 2013</i></p>		