

Sydney Local Health District

Seventh Meeting of the Board

Date: Monday 13 February 2012

Time: **8:30am:** SLHD Board Meeting
9:00am: Presentation – Role of Internal Audit and District Audit Plan by Barrie Martin, Chair, Audit & Risk Committee and Michael Clark, Director, Internal Audit
9:30am: Presentation – Activity Based Funding Costing Analysis by Price Waterhouse Coopers
10:00am: SLHD Board Meeting

Venue: Boardroom, Concord Hospital

Chair: The Hon. Ron Phillips

1. Present and apologies

Present

The Hon. Ron Phillips, Chair
Dr Teresa Anderson, Chief Executive
Dr Barry Catchlove, Member
Mr Trevor Danos, Member (retired at 10:30am)
Dr John Daniels, Member
Mr David McLean, Member
Ms Frances O'Brien, Member
Ms Victoria Weekes, Member

Apologies

Dr Thomas Karplus, Member
Prof. Paul Torzillo AM, Member

In attendance

Mr Barrie Martin, Chair, Audit and Risk Committee (9:00 – 9:30am)
Mr Michael Clark, Director, Internal Audit (9:00 – 9:30am)
Mr Gary Miller, Director, Operations
Ms Candy Cheng, Director, Finance (retired at 11:06am)
Mr Tim Sinclair, General Manager, Balmain and Director, Performance and Business Units
Mr Stewart Shinfield, PricewaterhouseCoopers (9:30 – 10:10am)
Ms Julia Smith, PricewaterhouseCoopers (9:30 – 10:10am)
Ms Hannah Evans, Secretariat

2. Welcome and introductions

The Chair welcomed Members to the seventh meeting of the Sydney Local Health District (SLHD) Board and introduced Mr Barrie Martin and Mr Michael Clark.

3. Declaration of conflicts of interest

There were no conflicts of interest declared.

4. Confirmation of previous minutes

The minutes of the Board meeting held on 12 December 2011 were moved and seconded.

The Chair declared and signed the minutes as a true and accurate record of the meeting.

5. Matters arising from the previous minutes

5.1 Action sheet

The Board noted there were nil items outstanding.

6. Chief Executive's report

6.1 National Health and Hospital Reform

The Board received and noted the information on the National Health and Hospital Reform provided in the Chief Executive's report.

6.2 Finance and performance reports

6.2.1 Reporting framework for SLHD Board and its Committees

The Board received and noted the Reporting Framework for SLHD Board and its Committees report.

6.2.2 SLHD Board reporting pack – November 2011

The Board received and noted the SLHD Board reporting pack – November 2011.

6.2.3 SLHD Board reporting pack – December 2011

The Board received and noted the tabled version of the SLHD Board reporting pack – December 2011. The scorecard was considered in detail and the Board RESOLVED to include additional key performance indicators.

6.2.4 SLHD Board reporting pack exemption

The Board received and noted the SLHD Board reporting pack exemption and RESOLVED that a copy would be emailed to Members.

6.2.5 Year to date performance management framework key performance indicators

The Board received and noted the Year to date performance management framework key performance indicators.

6.2.6 Copy of presentation – RPAH Performance Review November 2011

The Board received and noted the copy of presentation – RPAH Performance Review November 2011.

6.2.7 Briefing note – Status on the implementation of National Emergency Surgery Target (NEST)

The Board received and noted the briefing note – Status on the implementation of National Emergency Surgery Target (NEST)

6.3 Project updates

6.3.1 North West Precinct

The Board received and noted the information on North West Precinct provided in the Chief Executive's report.

6.3.2 Lifehouse

The Board received and noted the information on Lifehouse provided in the Chief Executive's report.

6.3.3 Macquarie International Private Hospital

The Board received and noted the information on Macquarie International Private Hospital provided in the Chief Executive's report.

6.4 Other matters

6.4.1 SLHD Strategic Plan 2011 – 2016 – to be emailed separately

The Board received and noted the tabled SLHD Strategic Plan 2011 – 2016.

The Board **RESOLVED** to endorse the plan and Members are to forward further comments to the Chief Executive by close of business 15 February 2012.

6.4.2 Caring Together implementation

The Board noted the continuing work by the District in relation to the review of the 'Garling Report' undertaken by internal audit.

6.4.3 Briefing note – SLHD Risk Management Workshop

The Board received and noted the SLHD Risk Management Workshop briefing note.

6.4.4 Strategic Priorities – quarterly report October – December 2011

The Board received and noted the Strategic Priorities – quarterly report October – December 2011. The document was well received at the recent performance meeting with the Ministry of Health.

6.5 Capital Works Report

The Board received and noted the capital works report.

6.6 Clinical Governance Report

The Board received and noted the clinical governance report and **RESOLVED** that future reports should indicate the subject matter of and trend in complaints.

6.7 Facility Reports

The Board received and noted the following facility reports:

- (i) Balmain Hospital
- (ii) Canterbury Hospital
- (iii) Concord Hospital
- (iv) Royal Prince Alfred Hospital
- (v) Oral Health Services and Sydney Dental Hospital
- (vi) Croydon/Marrickville/Redfern Community Health Centres
- (vii) Mental Health
- (viii) Drug Health
- (ix) Community Health

7. Matters for approval / resolution

7.1 2011 Model By-Laws under the Health Services Act

The Board received and noted the 2011 Model By-Laws under the Health Services Act and **RESOLVED** to approve and formally adopt them as the By-Laws of the District.

8. Other business

8.1 Presentation – Role of Internal Audit and District Audit Plan by Barrie Martin, Chair, Audit & Risk Committee and Michael Clark, Director, Internal Audit

Mr Barrie Martin introduced himself and provided information about the role of the Audit and Risk Committee.

Mr Michael Clark presented to the Board around the process undertaken by internal audit including risk analysis, risk registers, audit plans, special investigations, audit programs and reporting mechanisms. Discussion was held by the Board regarding same.

8.2 Presentation – Activity Based Funding Costing Analysis by Price Waterhouse Coopers

Mr Stewart Shinfield and Ms Julia Smith tabled and presented the tabled document 'Activity Based Funding Costing Analysis Concord Hospital'. The seven

recommendations and the District's response to same were discussed. Mr Gary Miller and Mr Tim Sinclair will prepare an implementation action plan for the consideration of the Finance, Risk and Performance Committee.

9. Board Committee reports / minutes

9.1 Finance, Risk and Performance Management Committee

- 28 November 2011 (confirmed minutes)
- 6 February 2012 (unconfirmed minutes)

The Board received and noted the confirmed minutes of the Finance, Risk and Performance Management Committee held on 28 November 2011 and the unconfirmed minutes from 6 February 2012.

9.2 Education and Research Committee

- 2 December 2011 (confirmed minutes)
- 3 February 2012 (unconfirmed minutes)

The Board received and noted the confirmed minutes of the Education and Research Committee held on 2 December 2011 and the unconfirmed minutes from 3 February 2012.

9.3 Communications Committee

- 12 December 2011 (unconfirmed minutes)

The Board received and noted the unconfirmed minutes of the Communications Committee held on 12 December 2011.

The Board noted that the new SLHD website is live.

The Board RESOLVED that the Director, Media and Communications would give a presentation at the March meeting on managing the process of media communications within the District; in particular, the process for Board Members.

9.4 Audit and Risk Committee

- 22 December 2011 (unconfirmed minutes)

The Board received and noted the unconfirmed minutes of the Audit and Risk Committee held on 22 December 2011.

9.5 Health Care – Clinical Quality Council

- no meeting held in December 2011

The Board noted that the next meeting of the Health Care – Clinical Quality Council is scheduled for 28 March 2012.

- 9.6 Health Care – Clinical Council
– 14 December 2011 (unconfirmed minutes)

The Board received and noted the unconfirmed minutes of the Health Care – Clinical Council meeting held on 14 December 2011.

- 9.7 Medical Staff Council Executive Meeting
– no meeting held in November 2011
– 2 December 2011 (confirmed minutes)
– 3 February 2012 (unconfirmed minutes)
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The Board received and noted the confirmed minutes of the Medical Staff Council Executive Meeting held on 2 December 2011 and the unconfirmed minutes from 3 February 2012.

10. Other Committee reports / minutes

- 10.1 SLHD Medical and Dental Appointments Advisory Committee
– 14 December 2011 (confirmed minutes)
– 18 January 2012 (unconfirmed minutes)

The Board received and noted the confirmed minutes of the Medical and Dental Appointments Advisory Committee held on 14 December 2011 and the unconfirmed minutes from 18 January 2012.

- 10.2 Activity Based Funding Executive Steering Committee
– 19 January 2012 (confirmed minutes)
– 2 February 2012 (unconfirmed minutes)

The Board received and noted the confirmed minutes of the Activity Based Funding Steering Committee held on 19 January 2012 and the unconfirmed minutes from 2 February 2012.

- 10.3 SSWAHS Surgical Demand Committee
– 21 December 2011 (unconfirmed minutes)

The Board received and noted the unconfirmed minutes of the SSWAHS Surgical Demand Committee held on 21 December 2011.

11. Matters for noting

- 11.1 Resignation – Sonja Stewart

The Board noted with regret the resignation of Sonja Stewart as a Member of the Board effective 18 January 2012.

11.2 Clinical Excellence Commission – Patient Based Care Challenge

The Board RESOLVED the District would participate in the Clinical Excellence Commission – Patient Based Care Challenge and the Chief Executive would report progress to the Board.

12. General business

The Board noted that there was no general business.

13. Next meeting

The next meeting of the Sydney Local Health District Board will be held on Monday 12 March 2012 from 8:30am – 10:30am at Balmain Hospital.

The meeting closed at 11:40am.



The Hon. Ron Phillips
Chair

12-03-2012.

Date