

Minutes	Area Health Advisory Council Meeting of 25 May 2006 Held in Executive Boardroom Hornsby Hospital
Attendees:	Professor Carol Pollock (Chair) Dr Magda Campbell Professor Margaret McMillan Ms Georgia Sidiropoulos Mr Tom Limburg Dr Paolo Totaro AM Mr Paul Tonkin Mr Darren Bowd Dr Scott Whyte Dr Greg Fulcher
In Attendance:	Dr Paul Douglas Ms Karen Filocamo
By Invitation:	Anne Louise Biddle <i>(presenting Item 2)</i>
Apologies:	Ms Nancy Ma Ms Di Spragg Dr Antonio Carrozzi Dr Stephen Christley
	Agenda topics
<p>Apologies: Apologies were noted from Ms Di Spragg, Ms Nancy Ma, Dr Stephen Christley and Dr Antonio Carrozzi.</p> <p>Members were informed that Ms Nancy Ma had tendered her resignation from the Council, the Chair confirmed process of recruiting a replacement will be undertaken over the next few months.</p>	
1	Minutes
Discussion:	
Minutes from the meetings of 30 th March and 26 th April were endorsed as true and accurate records.	
1.1 Review of Action Items	
<p><i>Community Forums Report</i> – this report to be presented later in the meeting.</p> <p><i>HCAC Response re: Research & Education KPIs</i> – work on this response has progressed and will target to finalise by the end of June.</p> <p><i>Futures Planning</i> – Council was reminded of the two Futures Planning Forums arranged in the Area to canvass community participation, input and feedback to the Department’s Future Directions – <i>key principles</i>. The first of these is to be held at Gosford on Friday 26th May and the second at the Northern Sydney Education Centre (Macquarie Campus) on Monday 19th June.</p>	
1.2 Business Arising	
<p><i>Review of Sub-group activity</i></p> <p>There was a brief review of feedback from the sub-groups who had met/communicated over the last month with agreement that as the Business Plan was reviewed (Item 2) members would raise any comments/issues coming from their deliberations.</p>	

Development of Clinical Networks

The Director of Clinical Operations is preparing a paper on the progress of establishing the Area Clinical Networks, this will be copied to AHAC when available. It was noted that while the formation of some Networks is relatively well advanced others are not yet off the ground, and issues regarding funding the support of the Networks remain unresolved. Three Heads of Networks were confirmed, these being; Dr Chris Arthur – Cancer, Dr Michael Nichol – Maternity and Dr Michael Morris – Surgery.

Medical Staff Executive Council

The formation of a Medical Staff Executive Council was reported on, noting that Dr Jonathan Page had been appointed to the Chair. Dr Greg Fulcher would be a direct liaison between this body and AHAC.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none">Review of the AHAC KPIs	C Pollock & P Douglas	30/06/06

2 NSCCH Business Plan P. Douglas A-L Biddle

In introducing this review of the revised Business Plan, Dr Douglas referred to a recent Brief to the Area Clinical Council outlining the Area Planning Process. This document (to be circulated to Council) outlined the three principle planning processes as:-

Area Corporate Strategic Plan

The high level overarching Area Health Service Plan, directly mapping back to NSW Health Strategic Directions.

Area Healthcare Services Plan

This plan sets out the Area's broad scope of actions within clinical service delivery to be undertaken over the next 5 years. Individual Clinical Services Plans will provide greater detail to this plan as they are developed.

Area Operational Plan – (formally the Area Business Plan)

This plan identifies the short term (1-2 year) priorities drawn from the other plans which the Area needs to address. The Operational Plan forms the basis of the performance management process cascading down through the Services.

Development of the Operational Plan was initiated with the existing Area Strategic Plan, drawing from the priority objectives for the next year. The Business Planning Workshop, which included discussion and consensus, including AHAC, in early March further developed these focus areas and began the process of prioritising actions. Further revision and input from various Area executive/operational bodies as well as aligning the plan with the Department's Futures Planning "seven key principles" has led to the emergence of the Area Operational Plan.

In reviewing the Operational Plan AHAC are requested to:

1. Consider in terms of priority from consumer/clinician perspective the actions listed
2. Identify high priority actions missed, that should be included, and
3. Identify specific actions to which AHAC can contribute (for inclusion in Workplan development)

The re-worked Strategic Map was reviewed highlighting the Area's objectives and it's intent to map back to NSW Health key objectives. It was noted that while each Area Health Service will develop plans to meet the priority need areas identified in their AHS and provide a focus to principle goals, it was essential that at the same time they correlate to the key NSW Health objectives.

Point by point grammatical corrections and amendments to the Operational Plan document raised by AHAC will be included in the next revision and circulated to Council. Recommendations for major changes and additions will be forwarded as advice to the Chief Executive for consideration. The following is a listing of the various concerns and issues raised in general or in relation to a particular Strategic Direction.

- In referring to the development and progress of the action it was stated - *the right objectives will drive the right actions*, and in turn the relevant units will develop plans and strategies from these actions.
 - The development of the Dashboard Report (due early in the second half of the year) will provide the means to graphically analyse and monitor KPI performance against out targets.
- 2.1 The actions arising from this objective were acknowledged as a huge undertaking, some would likely be repeated in the following year(s).
- Paediatric care was noted as being highlighted by the community in 2005 as a key priority in the Area.
- 2.3 Council had concerns over the KPIs connected with community services.
- 2.4 There was some discussion regarding the wording of this Objective and whether it appropriately reflected the intent meant. Rather than referring to an attitude amongst the staff this should posit establishing throughout the workforce a common culture of respect and service based on civil values towards patients and the community. Offers to submit suggested rewrites were accepted and these should be forwarded to A-L Biddle or via B. Lee.
- This item was highlighted as another issue for AHAC involvement and the suggestion was made to source a copy of the document “CREDO” which presents a methodology through which the values of an organisation can be measured, as would be required in this instance. This document will be included in the June pack.
- 4.1 A request was made to access the Aboriginal Agreement which will be circulated to members.

A comprehensive listing of those Items which AHAC will undertake to review, monitor and advise on will be compiled by the Chair and will play an integral role in the development of the Workplan at the June forum. This listing will be included in the June pack as will the revised Operational Plan. Paul Douglas will feedback advice from outcomes of to session to Stephen Christley.

Action Items:	Person responsible:	Deadline:
• Circulate Referral Note (Area Planning Processes)	B Lee	15/06/06
• Submit suggestions for re-wording of 2.4 to A-L Biddle	All	15/06/06
• Include CREDO document in the June pack	B Lee	15/06/06
• Circulate the Aboriginal Agreement	B Lee	15/06/06
• Prepare a listing of the Items/issues relevant for inclusion in the AHAC Workplan	C Pollock	15/06/06
• Include revised Operational Plan in the June pack	B Lee	15/06/06
• Advice to Stephen Christley	P Douglas	30/06/06

3 Items Held Over From March Meeting K Filocamo

3.1 Community Forums Report

The process and objectives behind the organisation of the Community Forums held last year and the development of the subsequent Community Forums Report was reviewed. The forums focused on an exchange of information, discussing the services required in local areas and the means whereby the community can work in partnership with the Area Health Service. Key priorities highlighted at the forums were;

- Men’s Health
- Health Promotion

Population Health & Prevention
 Drug & Alcohol Services
 Disability & Aged Care

From an organisational perspective these forums have brought to light a number of issues to be considered when arranging future events (ie timing, venue and improving the method of data collection).

The Community and Consumer Participation Unit will use this experience to develop a model for the organisation, advertisement and reporting processes of future forums.

3.2 What Other AHACs are Doing

K Filocamo presented on the status and activities of other AHACs across the State. Most were in a similar position to NSCCH, having conducted a number of regular meetings, included representation from the Community and Consumer Participation portfolio and all were at various stages of Workplan development. While agenda items are largely very similar, differences from Area to Area are related to the local population health profile and key priority issues.

4 Other Business

4.1 Community Participation Committees

Community Participation Committees are being set up in the four Health Services (Lower North Shore/Ryde, Hornsby Ku ring gai, Central Coast and Northern Beaches) the draft terms of reference was referred to from which each committee will develop their own.

Membership of these committees will consist of 6 –8 community representatives, 2 staff (one clinician and one non-clinician) the General Manager and a member from AHAC, for which expressions of interest were sought. The following Council members confirmed their interest in contributing to the following Community Participation Committees.

Tom Limburg	(Lower North Shore/Ryde)
Georgia Sidiropoulos	(Central Coast)
Paolo Totaro	(Northern Beaches)
Madga Campbell	(Hornsby Ku ring gai)

The Chair confirmed that as part of their Workplan AHAC will undertake to ensure these Community Participation Committees are up and running.

4.2 Payment of Sitting Fees to AHAC Community Representatives

Acknowledging the concern expressed by one member regarding recognition and disbursement of sitting fees and the reimbursement of expenses to the community representatives, it was confirmed that the Business Manager was in the final stages of developing a process to address this. Advice would shortly be forthcoming from the Manager, Community and Consumer Participation on this procedure and relevant instruction for Council members.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Ensure Community Participation Committees are up and running 	AHAC	31/07/06
<ul style="list-style-type: none"> Circulate advice regarding disbursement of sitting fees and reimbursement of expenses to Council 	K Filocamo	20/07/06

Next Meeting	All-day Workplan Development Workshop Thursday 15 th June 2006, commencing at 8.15 am Hornsby RSL Club – 4 High Street, Hornsby
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