

Minutes	Area Health Advisory Council Meeting of 27 July 2006 Held in Executive Boardroom Hornsby Hospital
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Attendees:	Professor Carol Pollock (Chair) Professor Margaret McMillan Ms Georgia Sidiropoulos Mr Tom Limburg Dr Paolo Totaro AM Mr Paul Tonkin Mr Darren Bowd Dr Greg Fulcher
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In Attendance:	Dr Paul Douglas Ms Karen Filocamo
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Apologies:	Dr Scott Whyte Ms Di Spragg Dr Antonio Carrozzi Dr Stephen Christley Dr Magda Campbell
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	Agenda topics
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Apologies:
 Apologies were noted from Drs Scott Whyte, Stephen Christley and Magda Campbell.

1	Minutes
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Discussion:

Minutes from the meetings of 25th May were endorsed as true and accurate records.

1.2 Business Arising
 The necessary documentation to appoint a replacement for Nancy Ma has been prepared and forwarded to the Minister's office.

2	Correspondence
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Members were informed of an email received by the Chair and also sent to the Minister from a patient relating a personal experience when admitted to Royal North Shore Hospital with a broken arm. While happy with the treatment of his injury, his criticism was in relation to the more basic care processes afforded inpatients within the hospital system. It was recognized that there is a formal process to respond to complaints and it is important that AHAC not become involved in these operational issues but refer them to the appropriate process.

There was general consensus among members that the issues raised in this correspondence were important and while a formal response would be forthcoming from the Area via a Ministerial request the Chair would also respond informally.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Chair to respond informally to this email on behalf of AHAC 	Prof. C Pollock	17/08/06

The Workplan was reviewed and changes and amendments to both the content and deadlines noted for a final revision to be circulated prior to the next meeting, once ratified the Workplan will then be submitted to NSW Health. Issues within the Workplan which raised discussion included:

Consumer Participation

- 3 The establishment of Community Participation Committees (CPC) in each of the Area Health Services (RNS/Ryde, Nth. Beaches, Hornsby Ku ring gai, Central Coast and Mental Health) has progress well. With the exception of Hornsby Ku ring gai (yet to be finalised) have all met for the first time and worked through their orientation process. Each of these forums will develop their own Workplan particular to their local community profile and requirements.

It was suggested that regular clinician involvement would be a great benefit not just for the members of these committees but as a means to educate/inform the broader local community on a range of issues and topics. Furthering on from this it was agreed to explore the option of running a well publicised Clinical Forum immediately proceeding or following the CPC meetings. This recommendation will be forwarded to the CPCs and their response fed back to AHAC.

Comment was made that the past work of pre-amalgamation Northern Sydney and Central Coast - Community Participation Committees should be reviewed with the aim to collate the lessons learnt and experience from these forums as a brief to benefit the newly established committees. It was agreed that nominated members together with the Manager Community & Consumer Participation Unit would liaise in regard to producing this document detailing the processes adopted by past Community Participation Committees, noting what was effective and what wasn't.

Clinician Participation

- 2 Following discussion regarding the establishment of Clinical Networks, and the paperwork that had to date been made available on this, it was agreed to ask the Area Director of Clinical Operations to provide a more comprehensive report. She would also be invited to present at the next AHAC on this topic and on the reorganisation of the Divisional Structure.
- 4 Important to have reports from Community Health Services, such as waiting times etc.
- 5 Will seek a report from the Director of Workforce Development for the September meeting, detailing strategies and reporting on issues and bottlenecks in the system eg. Nurse Practitioners.

The Workplan will become a standing item on each Agenda and included in each pack.

Action Items:	Person responsible:	Deadline:
• Revise the Workplan to reflect amendments and changes to content and deadlines as discussed	K Filocamo	24/08/06
• Forward recommendation regarding Clinical Forums to CPCs for consideration	K Filocamo	24/08/06
• Prepare a document for CPCs detailing the work and processes of past Community Participation Committees	P Totaro, K Filocamo & G Sidiropoulos	24/08/06
• Provide a more comprehensive paper on Clinical Networks and present to the next AHAC meeting on this and the reorganisation of the Divisional Structure	P Blakey	24/08/06
• Identify current reports from Community Health Services	K Filocamo	24/08/06
• Source a report on Workforce for September	K Filocamo	28/09/06
• Workplan – standing Agenda Item	K Filocamo	24/08/06

4	Community Participation Audit	K Filocamo
<p>This initiative by the Community and Consumer Participation Unit (CCPU) will seek to establish a baseline of what activities and networks are currently in place. A simple tool has been developed and will be circulated throughout the organisation and allied groups for feedback to the CCPU, the collated response will highlight where gaps exist. AHAC agreed that this was a worthy exercise and would provide valuable information on the current nature and status of community engagement.</p>		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Proceed with the Community Participation Audit as proposed 	K Filocamo	24/08/06
5	Feedback from the NSW Health Futures Planning Consultations	K Filocamo
<p>The NSW Health Futures Planning Unit are preparing a report from the feedback received following the Futures Planning forums, this will be circulated to all those who attended the two NSCCH presentations as well as placed on the website. It is not known how defined individual Area Health Service details will be. The proposal to map back some of the key priorities of the Futures Planning to the AHAC Workplan and circulate this to those who attended was agreed.</p>		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Circulate NSW Health - Futures Planning summary report to attendees and place on website Letter identifying how key priorities will be incorporated in future area planning Map back key priorities to the AHAC Workplan and circulate to Futures Planning attendees 	K Filocamo K Filocamo K Filocamo	As available 28/09/06 24/08/06
6	Update on the Status of Health Service Community Participation Committees	K Filocamo
<p>Three of the four Community Participation Committees (CPC) have already met, with the Hornsby Ku ring gai forum to be convened in the near future. The profile of committee membership and orientation process was reviewed noting their positive sense of ownership, of local issues and responsibilities. Activities of the membership would be managed internally in line with the terms of reference and code of conduct. One of their first tasks will be to develop a formal reporting process through to and from AHAC, facilitated by the Community and Consumer Participation Unit.</p> <p>AHAC members wished to formally acknowledge and commend the tireless work and input of Karen Filocamo in her role as Manager of the Community and Consumer Participation Unit, not only with the establishment of these committees but as the pivotal liaison for AHAC with other Area bodies and the Department.</p>		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> CPCs to develop reporting process to and from AHAC 	K Filocamo	28/09/06
7	Report from Chief Executive	Prof. C Pollock
<p>A report from the Chief Executive was tabled and reviewed with some discussion on the preferred format of future reports. The informative and positive outlook of the RNS Redevelopment Project News broadcast was noted.</p>		

8	Communication process for RNSH and Northern Beaches Redevelopments	Dr P Douglas
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Northern Beaches Redevelopment

Members were briefed on the communication and consultation strategies within the Northern Beaches Redevelopment process including the governance structure, consultation involvement in various forums and the input sought in regard to service models and shared support services. The profile of the committee structure, lines of reporting and membership was also reviewed and discussed.

The Redevelopment process is run by the NSW Health, Major Projects Office (MPO) who have engaged a team of consultants and includes input from the Area Health Service.

The key focus is in building a Health Service, which ensures local needs are considered and met while reflecting the broader Area network plans. The primary process of developing models and principles of care has proceeded facility planning and will involve considerable interface with the community.

It was acknowledged that communication issues over the next six months will be critical and a consultant will be engaged to develop a strategy for this project. Essential in the communication package will be ensuring information is regularly updated, easily accessible to the broader community and addresses local issues of concern eg what services will be where.

Royal North Shore Redevelopment

The final Project Definition Plan is due to be tabled at the Budget Cabinet Committee on the week commencing 31 July, a formal announcement by the Minister regarding the redevelopment is expected sometime shortly after this.

The committee structure driving processes was reviewed and the communication strategy, which forms part of the formal documentation was also outlined to members. It was requested that the communication strategy be available for AHAC review.

Action Items	Person responsible:	Deadline:
<ul style="list-style-type: none"> • Circulate RNS and Nth Beaches Redevelopment Communication Strategy papers 	P Douglas	24/08/06

Next Meeting	<p>PLEASE NOTE CHANGE OF DATE Thursday 24th August 2006, commencing at 8.00 am Executive Boardroom, Hornsby Hospital</p>
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