

**NORTHERN SYDNEY CENTRAL COAST HEALTH  
AREA HEALTH ADVISORY COUNCIL  
MINUTES  
THURSDAY, 2 AUGUST 2007 AT 8.00AM-12.00PM  
VENUE: EXECUTIVE BOARDROOM, HORNSBY HOSPITAL**

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**1 Present:**

Professor C Pollock (Chair)  
Ms Georgia Sidiropoulos  
Mr Paul Tonkin  
Mr Paolo Totaro  
Dr Magda Campbell  
Dr Greg Fulcher

**In Attendance:**

Mr Terry Clout (Acting Chief Executive)  
Mr Chris Fleming  
Ms C Dargaville  
Ms C Treharne

**Apologies:**

Professor M McMillan  
Ms Di Spragg  
Mr Darren Bowd  
Dr Scott Whyte  
Dr Tony Carrozzi

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**2. Confirmation of Minutes**

The Committee resolved to accept the minutes of the meeting held on as a true and accurate record. Amendments to the minutes have been noted. Resolved

Welcome to the Acting Chief Executive Terry Clout

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**3 Review of action items from the previous meeting**

- 3.1 Julie Hartley Jones sent apologies and will be invited to the next meeting to present on Community Participation in the UK. Chris Fleming presented on Community Participation in New Zealand
- 3.2 Combined Councils meeting summary distributed at the AHAC meeting.
- 3.3 C Fleming had drafted a response to the Combined Councils recommendations prior to Dr S Christley leaving, however he is now seeking direction from T Clout the Acting Chief Executive. Prof C Pollock led the discussion, with a decision made that Prof C Pollock and C Fleming to formulate a draft model of engagement with local councils, GPs and the AHS. M Campbell to provide input regarding GP engagement.
- 3.4 Discussion about the Operational Plan was deferred as T Clout stated that the focus initially is on the NSCCH Health Service Strategic Plan.

- 3.5 The Palliative Care review is to go to the Area Executive Team. T.Clout reinforced the importance of having a robust review process. Discussion arose around ensuring that reviews incorporated financial aspects to ensure that timeframes for implementing reviews are realistic.
- 3.6 Presentation by D Tutt, Manager of Health Promotion, on obesity and tobacco are on the agenda for the next meeting. M Armstrong, Area Falls Prevention Coordinator will present on NSCCAH Falls Prevention initiatives at the October meeting. The obesity information will have a health promotion and prevention focus. G Fulcher raised the issue of ensuring that the strategies address not only the prevention aspect but also addresses services required for obese people and whose condition are placing significant demands on the health service. T Clout questioned what strategies are available to address adult obesity and recommended that it is discussed at the Clinical Council. Prof C Pollock to circulate Health Advisory Council recommendations regarding obesity.
- 3.7 AHAC Workplan discussion is on the agenda.
- 3.8 T Clout agreed to look into the lack of community health service Information Technology processes across the area and concerns about the outdated information on the NSCCH internet site.
- 3.9 C Walsh and team to present on the Clinical Services Redesign Unit's achievements over last 12 months focussing on surgical pathways, current projects and project management. J Hartley Jones to present on Emergency Access Performance.
- 3.10 Prof C Pollock has spoken to AHAC members regarding reappointments of those whose terms are about to lapse and vacancies. Dr S Whyte and Dr A Carozzi have indicated they want to stand down due to clinical commitments while interviews to fill vacancies have been arranged for today.
- 3.11 Discussions about Descriptions of Objectives from operational plan to be deferred given the focus for the health service to begin with the Strategic Plan.
- 3.12 The Ryde – Revised Service Model is on the agenda for today.
- 3.13 Prioritising of Descriptions of Objectives by AHAC deferred given the focus for the health service to begin with the Strategic Plan
- 3.14 AHAC recommendations from Rehabilitation review have been taken to planners.
- 3.15 AHAC members to formulate CPC framework recommendations after workplan discussion.
- 3.16 All Operational Plan activities are on hold until further notice.

| Action Items:  | Person responsible:                       | Deadline: |
|--|---|-----------|
| <ul style="list-style-type: none"> <li>J Hartley Jones to present on Community Participation in the UK next meeting.</li> </ul>  | C Fleming                                 | 27-9-07   |
| <ul style="list-style-type: none"> <li>Prof C Pollock, C Fleming to consult re draft engagement model linking local councils, GP's, and AHS. M Campbell to provide input re GP engagement</li> </ul> | C Fleming<br>Prof C Pollock<br>M Campbell | 6-9-07    |
| <ul style="list-style-type: none"> <li>Palliative Care review process to be presented at the September meeting.</li> </ul>   | C Fleming                                 | 27-9-07   |

| Action Items:  | Person responsible:        | Deadline:         |
|--|----------------------------|-------------------|
| <ul style="list-style-type: none"> <li>• Presentation on tobacco and obesity presentation</li> </ul>   | D Tutt                     | 27-9-07           |
| <ul style="list-style-type: none"> <li>• Margaret Armstrong Area Falls Prevention Coordinator to present on NSCCAHA Falls Prevention Initiatives – October meeting</li> </ul>  | M Armstong                 | 25-10-07          |
| <ul style="list-style-type: none"> <li>• HCAC papers to be circulated covering Prevention and Early Intervention Strategies for oral health, obesity, risk drinking, and illicit drugs.</li> </ul>                                     | Prof C Pollock             | 6-9-07            |
| <ul style="list-style-type: none"> <li>• Adult obesity to be put on the agenda for next Clinical Council meeting</li> </ul>  | T Clout                    | 6-9-07            |
| <ul style="list-style-type: none"> <li>• T Clout to look into the lack of community health service Information Technology processes across the area and concerns about the outdated information on the NSCCH internet site.</li> </ul> | T Clout                    | 27-9-07           |
| <ul style="list-style-type: none"> <li>• C Walsh and team to present achievements in Clinical Services Redesign Unit to date. J Hartley Jones to present Emergency Access Performance</li> </ul>                                       | C Walsh<br>J Hartley Jones | 27-9-07<br>6-9-07 |

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#### 4 Chief Executive Report

Prof C Pollock invited Mr T Clout to introduce himself to AHAC. T Clout spoke of his background, what he has been asked to do and how he will go about this task. He has spent twenty four years in public health working within NSW Health in the establishment of the original Area Health Services, had various roles across the State including Chief Executive of Mid North Coast and most recently Hunter New England Area Health Service. He has been asked to take up the role with NSCCAHS looking to do a global review of the governance, structures and culture of the health service, engagement with clinicians, risk management and to make plans to change. T Clout believes clinical engagement is pivotal to finding solutions and is focused on mending and building relationships.

T Clout outlined that Area Health Services are Chief Executive governed corporations and he reinforced the need for a professionally run business. The management board would now be called the Area Executive Team. In reflecting this view T Clout reported that he would like to document a governance model and bring to the AHAC for advice.

He views the relationship between himself and the AHAC as a place where he can come for “wise council” and “the eyes and ears of the community” to assist the Executive in pro active management.

T Clout feels strongly that community development is very important and sees the AHAC providing advice on how to work and partner with the external community and foster those relationships.

Prof. C.Pollock took the opportunity to open discussion relating to the long standing strong relationships T Clout and the AHAC members had with Dr S Christley, past CE of NSCCAHS. Dr Christley had many substantial achievements over his years as CE of Northern Sydney Health, Central Coast Health and subsequently with Northern Sydney Central Coast Health Service with his leadership during the restructure and re development phases.

On behalf of the AHAC P Totaro and P Tonkin raised a formal vote of collective thanks and best wishes for Dr Christley’s future adding he will be remembered with warmth and sincerity.

T Clout introduced the NSCCH Strategic Plan as the framework which provides the Health Service with direction. Further discussion ensued covering a range of issues regarding the importance of strong frameworks from which to operate.

Although there are clear priorities, these exist within the pressures of fixed budgets. T Clout outlined his concern that media coverage may have an impact on staff. He clearly acknowledges the work people are doing and stresses he wants them to know they are supported and will look to organising staff forums in the near future. He reinforced that dealing with the media must always be through the Director Corporate Communications. At this point T Clout advised that for the benefit of the AHAC members, all emails can be connected to receive daily media reports covering AHS issues and media releases.

He reported his intention to attend all AHAC meetings where possible and also took the opportunity to disclose his non executive membership of a non government organisation of which the Department of Health has full knowledge.

T Clout made the point that he is looking to the Area Health Advisory Council for advice on instigating solutions quickly and to identify the senior influential people he needs to talk to and the headline issues to rebuild confidence in the Health Service. The values of those influential leaders become the culture of the organisation.

| Action Items:  | Person responsible: | Deadline: |
|--|---------------------|-----------|
| <ul style="list-style-type: none"> <li>• Governance model to be provided to AHAC for review.</li> </ul>  | T Clout             | 27-9-07   |
| <ul style="list-style-type: none"> <li>• Email links to be organized at NSCCAHS ensuring AHAC members’ receipt of relevant media reports and releases.</li> </ul>  | T Clout             | 6-9-07    |
| <ul style="list-style-type: none"> <li>• As requested by CE, AHAC members to compile views on issues and influential people to communicate with. Prof C Pollock will collect emails and transfer into a framework</li> </ul> | Prof C Pollock      | 6-9-07    |

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## 5 New Business

### 5.1 A New Direction – Strategic Plan

The Strategic Plan has been approved by government and is now available to the public. It's timeframe spans until 2010 and it provides a picture of what things should look like at the end of that time. T Clout considers the plan to be fundamentally sound and is consistent with the major redevelopment processes, patient safety and reducing health disadvantage. In terms of the resource distribution population formula, according to health need adjusted population group, NSCCAHS are receiving their equitable share of the health budget, consequently and if necessary we need to redistribute internally. The Strategic Plan outlines that the key priorities will be in significant growth areas.

The Health Service now needs to put specific strategies, performance indicators and timeframes together to finalise the planning process.

| Action Items:   | Person responsible: | Deadline: |
|---|---------------------|-----------|
| <ul style="list-style-type: none"> <li>Strategic Plan strategies, to be aligned with operational priorities and performance indicators and timeframes assigned to each Executive Team Member within 1 month.</li> </ul> | C Fleming           | 6-9-07    |
| <ul style="list-style-type: none"> <li>AHAC to review this planning process</li> </ul>  | AHAC members        | 27-9-07   |

## 6 Business Arising

### 6.1 Community Participation in New Zealand

C Fleming outlined his role while working in the New Zealand Public health system. His presentation stimulated discussion and covered;

- The Statutory committee requirements for Community Engagement
- The Legislative requirements to consult
- Expectation of Consultation
- The Counties Experience
- Clinical / Management Involvement / Partnerships

### 6.2 Ryde terms of Reference – Briefing Paper

To be deferred

### 6.3 AHAC Workplan Discussion

Prof C Pollock presented a revised AHAC workplan summary for the period 2006-2008 for AHAC members to review.

T Clout suggested any wording regarding Operation Plan to be amended to refer to the Strategic Plan, Health Care Services Plan and the Clinical Services Plan.

He also suggested the removal of Operational Target 4.4 Review in detail all priority aspects of the operational plan and the implementation status of each strategy.

Prof C Pollock discussed her attendance at the Executive Team meetings as requested by Dr S Christley. T Clout said he would prefer that the CE report to AHAC be provided within the AHAC meeting and any issues be fed back to the CE within this forum. He is working with Elizabeth Ambler on developing a Performance Report with finance information.

#### **6.4 HCAC Report Feedback**

To be carried over.

| <b>Action Items:</b>   | <b>Person responsible:</b> | <b>Deadline:</b> |
|--|----------------------------|------------------|
| <ul style="list-style-type: none"> <li>• Prof C Pollock to make changes to workplan draft as suggested by T Clout</li> </ul>     | Prof C Pollock             | 6-9-07           |
| <ul style="list-style-type: none"> <li>• AHAC members to review draft workplan and provide comments to Prof C Pollock</li> </ul> | AHAC members               | 6-9-07           |
| <ul style="list-style-type: none"> <li>• All AHAC members to be provided with access to the NSCCH Intranet.</li> </ul>           | T Clout                    | 27-9-07          |
| <ul style="list-style-type: none"> <li>• T Clout to feedback to AHAC from Executive Team meeting within the CE Report</li> </ul> | T Clout                    | Ongoing          |

### **7 Other Business**

#### **7.1 Community Participation Committee Reports**

To be carried over.

| <b>Action Items:</b> | <b>Person responsible:</b> | <b>Deadline:</b> |
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#### **Venue and Time for Next Meeting**

The next meeting will be held on 6 September 2007 in Executive Boardroom Hornsby Hospital.