

# Minutes

## Area Health Advisory Council Meeting of 30 March 2006 Held in Executive Boardroom Hornsby Hospital

**Attendees:** Professor Carol Pollock (Chair)  
Dr Magda Campbell  
Professor Margaret McMillan  
Ms Georgia Sidiropoulos  
Mr Tom Limburg  
Ms Di Spragg  
Dr Antonio Carrozzi  
Dr Paolo Totaro AM  
Mr Paul Tonkin  
Mr Darren Bowd

**In Attendance:** Dr Paul Douglas  
Mr James Wilson  
Dr Stephen Christley  
Ms Karen Filocamo

**By Invitation:** Mr David Miles (presenting Item 4)  
Ms Anne-Louise Biddle (presenting Item 5)

**Apologies:** Dr Scott Whyte  
Dr Greg Fulcher  
Ms Nancy Ma

### Agenda topics

#### 1 Minutes

##### Discussion:

The minutes of the meeting of 16<sup>th</sup> February were endorsed as true and accurate record.

The status of Action Items was reviewed:

**Community Forums Report** – this is now complete and has been included in the pack, however due to time constraints this report has been held over till the April AHAC meeting for further discussion if warranted.

**Meetings with MSC** – negotiations are ongoing with a group of clinicians at Northern Sydney who support the initiative of establishing a core clinical group to advise and feedback to AHAC and the General Managers.

**Futures Planning Documentation** – the Manager for Community and Consumer Participation attended a workshop earlier in the week at which the Department outlined their key priorities in the process of developing this Plan. A representative from the Department will consult with and present to the April AHAC (and other AHS's over the next six week period) following which the documentation will be finalised with an expectation for AHS to tell community and staff forums by June.

**Minutes on the Website** – the format of minutes record to go on the website is still to be decided, after which the January and February Minutes will be submitted for publication.

**Clinician Representation on the Finance & Performance C'ttee.** – this issue will be considered at Executive forums over the next month with a resolution reported back to the April AHAC.

**Correspondence to AHAC** – following consultation with the Department, NSCCH have been advised that this is not a relevant matter for AHAC to be involved with and the response prepared was considered appropriate. This issue will be raised at the Health Care Advisory Council.

### 1.1 Business Arising

**RNSH Re-development** – A clinician group will be set up at RNS to look at and advise on changes in service design across disciplinary groups.

**HCAC Response Re: Research & Education Performance Indicators** – following the advice given by the HCAC it was confirmed that a listing of performance indicators would be prepared in consultation with an Executive member and then circulated to AHAC for review and submission to the Department's Performance Review and Dashboard Working Group.

Action items:	Person responsible:	Deadline:
• Meetings with MSC	G. Fulcher	27/4/06
• Confirmation of Minutes format	C. Pollock	27/4/06
• Address the issue of clinician representation on the Finance & Performance Committee	S. Christley	27/4/06
• Raise the issue of correspondence address to AHAC with the Health Care Advisory Council	C. Pollock	27/4/06
• Listing of research and education performance indicators for submission to the Department	C. Pollock & P. Douglas	14/4/06

## 2 NSW Health AHAC Performance Indicators Workshop (feedback) M. Campbell P. Totaro

A document "Draft AHAC Performance Indicators Table" which was instrumental at the Workshop was circulated for member's review and information. This provided a generic workplan which individual Area Health Services could then develop and tailor to their particular organisation and needs.

The result of participant's input at the Workshop using this tool is to be collated and then circulated to members. These results were due within the short-term and should be chased up.

Action		
• Chase up the collated results from the Performance Indicators Workshop.	Karen Filocamo	14/4/06

## 3 NSCCH Business Planning Forum (feedback) D. Bowd M. MacMillian

The NSCCH Business Planning Forum was held over two days (13 & 14 Mar.), and attended by senior Area Executive personnel, key portfolio managers and other stakeholders, including two representatives from AHAC. The aim of this forum was to identify major actions coming from the NSCCH Strategic Plan which would drive and form the basis of the Area Business Plan 2006/07.

In reviewing the previous Business Plan and where the Area currently stood in relation to its objectives it was concluded that the number of actions had in the past been unrealistic. Therefore the intent this year was to focus on tightening up strategies, acknowledging that not all desired actions could feasibly be addressed within the timeframe of this Plan, and identifying where alternative means would be employed to ensure other actions were achievable.

The resultant list of actions and the process of collating and prioritising them is on-going, and will be tabled at the Management Board meeting 5<sup>th</sup> April, following any amendments this listing will then be circulated to AHAC for consultation. It was agreed that once the key sub-groups of AHAC confer to review the actions listing with the view to discuss further at the April AHAC.

Over the next two months the Business Plan will develop through a broad based consultation process to its final form for implementation 1<sup>st</sup> July 2006.

<b>Action</b>		
<ul style="list-style-type: none"> <li>• Circulate prioritised action listing when available.</li> <li>• Key AHAC sub-groups to meet and review the Business Plan prioritised actions.</li> </ul>	A-L Biddle & B. Lee All	ASAP 14/4/06
<b>5 Area Prioritisation Mechanism Anne-Louise Biddle</b>		
<p>With its relevance to matters discussed in Item 3 this presentation was taken before Item 4.</p> <p>A presentation detailing the methodology employed in the prioritisation of actions coming from the Business Planning Forum was given. The importance of ensuring that this process clearly identifies the goals of the organisation and is instrumental in achieving them was highlighted as was the need to align with the goals and directives of the Department. Fundamental to all stages of the process was the inclusion of community consultation and involvement both through the medium of AHAC and other forums.</p> <p>Integral to all stages of the process was to be consistent, transparent and realistic throughout. Working to the Strategic goals, focusing on cost benefits and including reality checks and risk assessment were components of the mechanism reviewed and discussed. The process of reprioritising actions in the Business Plan and aligning them to available resources, reallocating priorities, acknowledging lower priorities and addressing emerging issues highlighted the need for flexibility in the process. Strategies to monitor progress and achievements were also noted.</p>		
<b>8 Other Business Northern Beaches Announcement Stephen Christley</b>		
<p>It was confirmed that the Minister would be announcing later in the day that Frenchs Forest has been chosen as the site for the new Northern Beaches Hospital. An estimated time-line indicates that planning will continue through to the 2<sup>nd</sup> half of 2007, construction is to commence in 2008 with the facility due to be finished in 2010. The future of the existing Manly and Mona Vale facilities will be resolved through the planning process.</p> <p>Further discussion highlighted the importance of communication with the community throughout the process, particularly in regard to what specific services were available at the facilities in their area, and the process of health care delivery in various cases (eg cardiac arrest v broken arm).</p>		
<b>4 Service Planning in NSCCH David Miles</b>		
<p>The process of developing the Area Healthcare Services Plan (AHSP) was presented and reviewed. The AHSP is a strategic plan, which identifies the key strategic future directions for clinical services for the Area over the next 5 year period and addresses the requirements and policy directions established by NSW Health. The AHSP is a synthesis of the Clinical Network Plans and other models of care (eg Allied Health, Primary &amp; Community Health, Public Health, Health Promotion), with community consultation and involvement a key component throughout its development.</p> <p>A draft version of the Area Healthcare Services Plan 2006-2011 will be presented to the Director General on Wednesday 12<sup>th</sup> April following which it will go through a consultation process across the Area. The support of AHAC is important at this stage to recognise and communicate to the community that necessary changes to facilities are based on quality of care and delivery of services, all of which are dependant on the availability of appropriately skilled staff.</p> <p>It was proposed that the Area Health Advisory Council endorse the high level directions and service reconfigurations as detailed in Section 15 – Summary of Issues and Strategies of the Draft Area Healthcare Services Plan. <b>Agreed</b></p>		
<b>Action</b>		
<ul style="list-style-type: none"> <li>• Circulate the Draft Area Healthcare Services Plan following presentation to the DG.</li> </ul>	D Miles	27/4/06

<b>6 What Other AHACs are Doing</b>		
Held over till the April meeting.		
<b>7 Consultation / Engagement Strategy</b>		
Held over till the April meeting.		
<b>8 Correspondence</b>		
An email from the Central Coast Division of GPs expressing interest in establishing links with AHAC was tabled. A copy of this together with the Chair's response will be circulated to all.		
<b>Action</b>		
<ul style="list-style-type: none"> <li>Prepare a response to the Central Coast Division of GPs.</li> </ul>	C. Pollock	
<b>9 Other Business</b>		
<i>Area Ethics and Research Committees – community members required</i>		
Community representation on both of the above committees was called for, background paperwork will be circulated to members giving further detail of the mission and responsibility of these forums. Expressions of interest to participate on one of these committees should be forwarded to the Chair.		
<b>Action</b>		
<ul style="list-style-type: none"> <li>Circulate background documentation on the Area Ethics and Research Committees.</li> <li>Expressions of interest submitted to the Chair.</li> </ul>	C. Pollock & B. Lee	ASAP
	All	27/4/06
<b>Next Meeting</b>	Wednesday 27 <sup>th</sup> April 2006, commencing at 8.00am through to 12.00. Hornsby Hospital Executive Boardroom – Lumby Building	