

# Minutes

## Area Health Advisory Council Meeting of 25 January 2006

Held in Education Centre  
Hornsby Hospital  
Room 2

**Attendees:** Professor Carol Pollock (Chair)  
Dr Magda Campbell  
Dr Margaret McMillan  
Ms Georgia Sidiropolous  
Mr Tom Limburg  
Ms Nancy Ma  
Ms Di Spragg

**In Attendance** Ms Liz Ambler  
Dr Paul Douglas  
Mr James Wilson

**Apologies:** Dr Paolo Totaro AM  
Mr Darren Bowd  
Mr Paul Tonkin  
Dr Greg Fulcher  
Dr Scott Whyte  
Dr Antonio Carrozzi

### Agenda topics

#### 1 Minutes

##### Discussion:

The minutes of the meeting of 22<sup>nd</sup> December were endorsed as true and accurate record.

Reviewing Action Items as they stood at the last meeting Professor Pollock advised that with the finalization of the AHAC Charter at this meeting minutes would now be placed on the web site.

Dr Magda Campbell briefed the meeting on her talks with the Division of GPs where her regular reports back to them on AHACs activities/issues would then be disseminated to all GPs. Conversely GPs would be invited to raise concerns and issues to AHAC via the Division and/or Dr Campbell.

The following Action Items and their current status were also discussed and requirements updated as noted below.

Action items:	Person responsible:	Deadline:
• Listing of future Agenda Items to be amended and circulated directly to members	B. Lee	16/2/06
• Meetings with MSC Chairs to be set up in February	G. Fulcher	Feb 2006
• Feedback from the community forums	J. Wilson	16/2/06
• Major assets information	P. Douglas	16/2/06
• Community groups – contact lists	J. Wilson	16/2/06

**2 Structure of the Area Health Service & Executive Responsibility P. Douglas**

Dr Douglas presented to the Council reporting on the role of NSW Health and its various entities, as well as the NSCCH Area structure, functions and key relationships both with the Department and other major stakeholders. He also outlined the portfolio responsibilities of the Executive members within the organization highlighting where they link to the key roles of AHAC. A listing of Executive members and their phone and email contact details is appended to these minutes.

A fundamental role of AHAC highlighted in this report was their undertaking to ensure the community is effectively informed in regards to Futures Planning projected by the Department and its relevance and impact on the Area Health Service. Dr Douglas referred to the documents “Planning for the Future NSH Health 2025 – Futures Planning Project” requesting that J. Wilson source and circulate these to members for their information

Discussion regarding the mechanism of funding ensued with Dr Douglas confirming that State funding is not affected by Area initiative fund raising. Any monies obtained through fund raising were held in a Trust Fund to be used specifically for the intent that they were raised. It was noted that the allocation of the annual budget was up to Area discretion, however “new-funding” from State was often tied to specific services.

There was further discussion and some concern raised in regard to the current trend in funding for education and research, noting that allocation to these disciplines appeared to be progressively undermined. Five years ago medical research was a core component of Health, however priorities have changed. Consequently the lack of funding and acknowledgement to these fields has ongoing implications in regard to attracting the best people to work in the organization together with their capacity to secure recurrent research funding/grants and improving benefits to patient outcomes. In providing background information on recent research funding policy Professor Pollock referred to the publication Access Economics which she will have circulated for members’ information.

It was generally agreed that the topics of, RNSH Development and Funding for Research and Education should be included on the next AHAC agenda specifically to look at issues of long-term professional development, benefits to patient outcomes, the audit process, risk management and ensuring the opportunity of attracting the best personnel.

<b>Action</b>		
<ul style="list-style-type: none"> <li>• Circulate NSW Health - Futures Planning documentation</li> </ul>	J. Wilson	16/2/06
<ul style="list-style-type: none"> <li>• Listing of Area Executive contact details</li> </ul>	B. Lee	16/2/06
<ul style="list-style-type: none"> <li>• Update &amp; circ. AHAC Roles &amp; Responsibilities</li> </ul>	B. Lee	16/2/06
<ul style="list-style-type: none"> <li>• Prepare a more comprehensive listing of Executives’ areas of responsibility</li> </ul>	P. Douglas	16/2/06
<ul style="list-style-type: none"> <li>• Circulate the document Access Economics for members’ background information</li> </ul>	C. Pollock	16/2/06

**3 Area Health Performance Agreement**

Members having reviewed the Area Health Performance Agreement noted it as useful in defining areas of focus for the Council to target their activities and expertise. Dr Douglas confirmed that the targets and parameters were set by NSW Health and noted the occurrence of monthly meetings with the Department to review key indicators and performance issues. He drew attention to “Health on a Page” (page 1) which summarises the goals and priorities Area Health Services must address in planning providing for health care delivery.

A key issue for AHAC will be to track and monitor the Area’s performance against these various indicators. Scott Lisle, Area Performance Manager will be instrumental in providing the necessary analyses such as colour coded dashboard reports. These reports will be developed over the next few months and circulated to the Council for their quarterly review.

<p>Professor Pollock noted that Research and Development was not included in the Performance Agreement and suggested this be mentioned in future correspondence to the Minister. Professor Pollock also requested that Service Agreements be circulated to members of the Council.</p>		
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>Analyses on ongoing performance against key indicators as shown in the Performance Agreement i.e. colour coded dashboard to be developed and circulated quarterly</li> <li>Circulation of Service Agreements</li> </ul>	<p>S. Lisle</p> <p>S. Lisle</p>	<p>27/4/06</p> <p>16/2/06</p>
<p><b>4 NSCCH AHAC Charter Review</b></p>		
<p>Council members endorsed the revised Charter as was tabled, this will be put on the web site.</p>		
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>AHAC Charter to be placed on web site</li> </ul>	<p>E. Amber</p>	<p>16/2/06</p>
<p><b>5 Stakeholder Management Template E. Ambler</b></p>		
<p>In briefly reviewing the Stakeholder Template documentation Elizabeth Ambler emphasised the current initiative to ensure community and stakeholder planning was included as an established part of any planning, project or strategy process. Whilst to-date varying levels of stakeholder involvement have been sought it was the Area Executives' intent to support and encourage management to routinely factor in community/stakeholder engagement as a key component to the planning process.</p> <p>The NSW Health paper "Communications Strategy Guidelines" was recommended for use with major initiatives, it is a useful checklist document for reference and adoption. Currently this is being employed in the review of maternity services to assist in determining an appropriate level of community engagement. Professor Pollock noted that stakeholder management would be further considered with the development of the AHAC Workplan.</p>		
<p><b>6 Future Agendae</b></p>		
<p>RNSH Redevelopment and Research and Education Funding will be included on the February Agenda as well as Knowledge to Develop the AHAC Workplan (a review of some of the documentation to be circulated – Futures planning, asset details, service agreements etc). The draft document detailing upcoming Agendae is to be updated and circulated to all members as noted under Item 1 - Action.</p>		
<p><b>7 Other Business</b></p>		
<p>Professor Pollock informed the Council of two upcoming forums to which AHAC representation had been requested.</p> <p>NSW Health is hosting a workshop (2<sup>nd</sup> March) to "Assess AHAC Charters &amp; Performance Indicators", Professor Pollock is unable to attend and will nominate an alternative Council member (Stephen Christley &amp; Paolo Totaro are also attending).</p> <p>The NSCCH Business Planning Forum has invited two AHAC members to attend, this will be held over two days, 13<sup>th</sup> &amp; 14<sup>th</sup> March. Please forward your expression of interest to attend either of these forums to Professor Pollock.</p>		
<p><b>Action</b></p> <ul style="list-style-type: none"> <li>Advise C Pollock of interest to attend either the NSW Health workshop (2 March) or the NSC</li> </ul>	<p>All</p>	<p>asap</p>
<p><b>Next Meeting</b></p>	<p>Wednesday 16<sup>th</sup> February 2006, commencing at 8.00am Hornsby Hospital Executive Boardroom – Lumby Building</p>	