

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2016/63

Date: Tuesday, 13 September 2016

Venue: MDT Conference Room, Level 4, Blacktown Hospital

The meeting was preceded by a Staff Meet and Greet session from 3.30pm to 4.30pm in the Community Gathering Area at Blacktown Hospital.

Minutes

Present: Stephen Leeder (Board Chair), Peter Zelas, Narelle Bell, Bruce Turner, Paul Gibson, Di O'Halloran, Jeremy Chapman, Richard Alcock

Ex officio: Danny O'Connor, Andrew Newton, Michael Edye

Teleconference: Jane Spring

Secretariat: Neeli Sharma

Invited: Barry Shepherd, Chair, Audit & Risk Committee of the Board, WSLHD.
Leena Singh, Director Strategic Development and Commercial Services, WSLHD

Meeting commenced: 4.30pm

Quorum: A quorum was met.

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Kathy Baker, Hadia Haikal-Mukhtar, Andrew Pesce

Item 2 Declarations of Changes in Material Circumstances

Members were asked to declare:

- (i) conflicts of interest in relation to the agenda or
- (ii) changes in material circumstance.

Action and decision: No declarations NOTED

Item 3.1 Oral Presentation – Audit & Risk Committee (ARC) – B Shepherd

Mr Barry Shepherd, Chair, Audit & Risk Committee was welcomed to the meeting by the Chair to provide a progress report for the Committee. Members were referred to the report.

Key discussion points:

- Members noted feedback in relation to Risk Management Plan reviewed by the Executive and approved by the Chief Executive. Feedback from the Auditor-General confirmed the District risk management strategy is progressing well as robust processes are in place to manage risks.
- The Committee reviewed the *Corporate Governance Volume 1 & 2* and commended the WSLHD Corporate Governance team on the quality of the document developed under the leadership of Ms Belle Mangan.
- Members noted a district *Risk Management Framework* will be provided to the Board at a future meeting and will include risk mitigation strategies to address longstanding risks identified by the Auditor General Review.

The Board thanked B Shepherd for his leadership as Chair of the ARC.

Action and decision: Report NOTED

Item 3.2 Presentation – WSLHD Asset Strategic Plan 2016-2026 – L Singh/ D O'Connor

Ms Leena Singh, Director Strategic Business Development and Commercial Services, WSLHD presented the key priorities under the WSLHD Asset Strategic Plan 2016-2016.

Key discussion points: Members noted:

- **Merrylands Community Health Centre (CHC)** and development into a Health One/MPS building
- **Blacktown Community Health Centre (CHC)** and opportunities to develop a Health Centre, ie. GP SuperClinic with private/public providers.
- **Cumberland Hospital:** Mental health has been revised to first priority on the Asset Strategic Plan with extensive consultation continuing at State level and with the Parramatta North Urban Transformation project (PNUT).
- **Rouse Hill (RH)** and the Government's election announcement to build a new Hospital at Rouse Hill under a funding commitment. Members discussed opportunities, risks, funding with a view to consulting with the Ministry on a way forward informed by insights and experiences from Victoria, and other LHDs. The Board requested a detailed paper including a communication strategy for discussion at the October 2016 Board meeting.

Action and decision: Rouse Hill presentation with a detailed options paper at October Board Meeting.

Item 4 Business Arising

4.1 Correspondence

Discussion: Members were referred to the correspondence report.

Action and decision: Correspondence NOTED

Item 5 Minutes of Previous Meeting

Item 5.1 Acceptance of Minutes

The minutes were accepted as a true record of the 13 September 2016 meeting.

Action and decision: Motion carried.

Item 5.1.1 Register of Actions from the Meeting

Discussion: Members were referred to the Register of Actions.

Discussion points:

5.1.1 Integrated Care - Western Sydney Local Health District Aboriginal Health Dashboard, Health Status and Workforce Report

The Board was provided with a quarterly progress report on key performance indicators for district Aboriginal Health Services. Members were advised the district continues to work with WentWest, Sydney Children's Hospital Network and Sydney West Aboriginal Health Service to develop robust governance arrangements and KPI reporting pending the announcement of the successful tenderer for AMS services. D O'Halloran suggested further KPIs for consideration:

- *Home visits within two weeks of birth*
- *Sustained home visiting for Aboriginal families*
- *Readiness for school (in consultation with FACS).*

B Turner requested updated advice to the Board including performance against the Premier's KPI for Senior Aboriginal and Torres Strait Islander Workforce at the October 2016 Board meeting.

Action and decision: Register NOTED.

Action and decision: Consider proposed KPIs and include performance against the Premier's KPI for senior leadership roles for the Aboriginal and Torres Strait Islander Workforce for advice to the October Board meeting

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

Discussion: Members were referred to the report. Members noted following extensive consultation with Board members, the DILIGENT Board Administration software had been selected and would be implemented to transition to digital Board papers supported by education and training over the next three months. Members were invited to submit dates for education and training to the Board Secretariat to Neeli.sharma@health.nsw.gov.au. Members were thanked for their input into the selection process.

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Action and decision: Members to submit dates for DILIGENT education and training to the Board Secretariat to Neeli.sharma@health.nsw.gov.au.

TABLED Documents. The following two documents were tabled for endorsement as a recommendation from the Partnership Advisory Council that met on 7 September 2016 under Agenda item *Western Sydney Aboriginal Health Collaborative*. It is planned for the first meeting of the Collaborative to be convened by the end of 2016 with a rotating co-chair role between the WSLHD Chief Executive, WentWest CEO and SCHN Chief Executive. Members were invited to endorse the tabled documents supporting the establishment of the Collaborative:

1. *Western Sydney Aboriginal Health Collaborative Terms of Reference*
2. *DRAFT Tripartite Memorandum of Understanding between Western Sydney Local Health District, Sydney Children's Hospitals Network and WentWest 2016-2019*

Action and decision: Member ENDORSEMENT the by COB 30 September 2016 to the Board Chair.

Item 6.2 Chief Executive Report

Discussion: Members were referred to the report.

Members noted the following finalised documents:

- Executed 2016/2017 Service Agreement
- Executed Corporate Governance Attestation Statement

Key discussion points:

WSLHD Corporate Governance WSLHD: Foundations 2011/12 – 2014/15 and Corporate Governance WSLHD: The Right Way Forward 2015/16 – 2018/19: Members noted the WSLHD Corporate Governance Volumes 1 and 2. Members commended Belle Mangan, Executive Director, Corporate Governance and her team for their valuable contribution and achievements in delivering the two important documents.

Action and decision: Reports ENDORSED.

Action and decision: Acknowledgement from the Board to Belle Mangan, Executive Director Corporate Governance for achievements in delivering the Corporate Governance Volumes, Risk Management strategies, Policies and Procedures and the Risk Appetite.

DRAFT WSLHD Strategic Priorities: Members noted progress and were invited to provide feedback on the *Draft WSLHD Strategic Priorities* and key business metrics by COB 30 September 2016 to the Board Chair.

Action and decision: Report NOTED.

Action and decision: Member feedback on the DRAFT Strategic Priorities by COB 30 September 2016 to the Board Chair.

Item 6.2.1 Financial Performance Report

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Members were referred to the report.

Action and decision: Report NOTED.

Item 6.2.2 WH&S/OHS

Members were referred to the report.

Action and decision: Report NOTED.

Item 6.2.3 Quality and Safety

Members were referred to the report.

Action and decision: Report NOTED.

Item 6.3 Committees of the Board

Members were referred to the report.

Action and decision: Report NOTED.

Item 7.0 Appendices

Members were referred to the Appendices.

Action and decision Appendices noted.

Item 8.0 Next Meeting

The next board meeting is scheduled for Tuesday 11 October 2016 from **4.00pm to 7.30pm**, Conference Room, E2, Westmead Executive Office, Westmead Hospital.

Item 9.0 Close

The meeting closed at 7.30pm

Signed: _____

(Stephen Leeder, Board Chair)