

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2016/60

Date: Tuesday, 14 June 2016

Venue: Conference Room, Westmead Executive Office, E2,
Westmead Hospital

Minutes

Present: Stephen Leeder (Chair), Peter Zelas, Narelle Bell, Bruce Turner, Paul Gibson, Kathy Baker, Hadia Haikal-Mukhtar

Ex officio: Danny O'Connor, David Farlow, Andrew Newton

Teleconference: Jane Spring

Secretariat: Neeli Sharma

Invited: Andrew Bernard, Chair MDAAC to provide oral report (Agenda Item 3.0)

Meeting commenced: 4.30pm

Quorum: A quorum was met.

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Diana O'Halloran, Jeremy Chapman, 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 3.0 Oral Committee Report – MDAAC

Mr Andrew Bernard referred members to the MDAAC report and provided an overview of progress of the MDAAC Committee of the Board. Key discussion points:

- Improvements in administration processes continues include transitioning to an e-database to facilitate efficient record storage and retrieval of appointment/contract information
- Addressing challenges that relate high vacancy rates in mental health and the preparedness of the applicants at interview.
- Improving senior medical recruitment processes and how to best support the Heads of Department (HOD) with their understanding of and compliance with the policy framework and SMADR processes including ensuring performance review processes are in place following recruitment.
- Improving the advertising process by ensuring the required skills are clearly aligned with the business objectives of the District.

Members agreed an end to end diagnostic of recruitment process for senior medical recruitment be conducted to incorporate:

- *reviewing the educational requirements for HOD to assist with understanding relevant policy*
- *ensuring mechanisms are in place within their department to support timely recruitment*
- *reviewing positions descriptions against clinical service planning needs*
- *ensuring processes in place for regular formal performance review following recruitment*
- *implementing an awareness or education program for medical HOD re recruitment processes and requirements of SMADR.*

A progress report on the diagnostic review to be provided to the Board on quarterly basis commencing September 2016. Members thanked Mr Bernard for his presentation and ongoing commitment to improving administrative and recruitment processes for the further effective management of the MDAAC.

Action and decision: Conduct diagnostic review of senior medical recruitment processes with progress to be reported to the Board in September 2016.

Action and decision: Report NOTED

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 10 May 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.

Action and decision: Register NOTED.

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

Discussion: Members were referred to the report.

Key points:

Board Chair Meeting with Minister Skinner 14 June 2016. At the annual meeting with the Board Chair, the Minister confirmed the Board EOI renewal process currently underway for members whose term expires 31 December 2016. Of note, the Minister advised the amendment to the **Government Sector Employment Legislation Amendment Act 2016 No 2** which commences 1 January 2017 whereby employees of the District are ineligible for the role of Chair of the District Board which has an impact for the WSLHD Board. Members were advised the recommendations from the Board capability assessment endorsed at the May 2016 Board meeting were progressing in consultation with the Ministry and Minister's Office.

The Chair noted the excellent WSLHD publication - *Taking the Heat out of our Diabetes Hotspot Booklet* which has been provided to the Minister, and requested a copy be provided to members for information.

Action and decision: Report NOTED

Action and decision: Distribute ***Taking the Heat out of our Diabetes Hotspot Booklet to members***

Item 6.2 Chief Executive Report

Discussion: Members were referred to the report.

Key points:

Tab A: Planning For the future

- **Blacktown Mount Druitt Hospitals (BMDH):** Members were advised of the positive feedback from Health Infrastructure in relation to engagement with the District on the BMDH redevelopment and noting Blacktown is one of the best designed hospitals in NSW. The new clinical services building has been designed as family friendly and provides greater access to family members in hospital – greater access has also been the subject of a recent patient story which was provided to HI to inform future redevelopment.
- **Rouse Hill:** Members were advised the planning is proceeding with ongoing discussions on potential services and staging for Rouse Hill. The Governance Working Group is meeting on a monthly basis with Clinical Councils and Westmead Clinical Board. An options paper will be prepared for the Ministry by late June following discussions on overall health services planning with the WSLHD Consumer Council, Wentwest Consumer Advisory Council and a selected group of WSLHD Consumer Council reps.
- **Cumberland:** Members noted Minister Goward's interest in Cumberland Hospital and her intention to visit the site in the near future.

6.2.3 Emergency Treatment Performance (ETP) - Premiers top 10 Priority: D O'Connor confirmed ETP is one of the Premier's key performance indicators. For WSLHD, two ongoing areas of concern are ED patients stay longer than 24 hours and Mental Health patients stay in ED longer than required time. Members noted the challenges to manage ETP in winter season and were advised strategies are in place with the Whole of Hospital program, close monitoring is underway with appropriate escalation of performance matters to the Chief executive and Ministry.

6.2.4.1 China and Hong Kong Travel Report: The Report from the April Work Program in China and Hong Kong was tabled at the meeting. D O'Connor advised Minister Skinner was hosting a Shandong delegation who would visit Westmead on 24 June 2016. An MOU between NSW Health and the Health and Family Planning Commission of Shandong Province is being drafted for signing by the Minister and the Vice Governor of Shandong outlining collaborative opportunities and cooperation between the two parties. Members will remain apprised of progress.

Radiology: PACS/RIS – H Mukhtar requested an update on status of the PACS/RIS business case. D O'Connor agreed to provide to the next meeting.

Action and decision: Provide an update on PAC/RIS to the Board in July 2016.

Premiers Visit to WSLHD with the Minister: D O'Connor advised the members the Minister will be joining the Premier on 15 June 2016 for major budget announcement.

TAB B: Community Health Strategy - Members noted the WSLHD Integrated CH Phase 1 Interim Report and were advised Phase 2 would be provided in September 2016.

Action and decision: Provide report on Phase 2 (Community Service Health Plan) to the Board in September 2016.

TAB C: WSLHD Delegations Manual Overview – For endorsement. The Board endorsed the Delegations Manual subject to the amendments accepted by management at the Audit and Risk Management Committee (ARC) meeting on 7 June 2016 as noted under section 10.7 of the ARC minutes.

Action and decision: Members ENDORSED the WSLHD Delegations Manual subject to amendments.

Item 6.2.1 Financial Performance Report

Members were referred to the report.

Action and decision: Report NOTED

Item 6.2.2 WH&S/OHS – Next report due in August 2016

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 12 July 2016, Conference Room, Westmead Executive Office, E2, Westmead Hospital. Meeting to be preceded by a Staff Meet and Greet from 3.30 to 4.30pm, Westmead Executive Office, E2, Westmead Hospital.

Item 9.0 Close

The meeting closed at 6.45pm

Signed: _____



(Stephen Leeder, Board Chair)