

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2016/65

Date: Tuesday, 09 November 2016

Venue: Middle Room, Lachlan's Old Government House, Parramatta

Minutes

Present: Stephen Leeder (Board Chair), Jane Spring, Peter Zelas, Paul Gibson, Narelle Bell, Bruce Turner, Paul Gibson, Richard Alcock

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

Teleconference: Nil

A/Secretariat: Salote Ratu Kova

Invited: Abigail McCarthy, Consultant

Meeting commenced: 6.00pm

Quorum: A quorum was met.

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Kathy Baker, Jeremy Chapman, Di O'Halloran, 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 Presentation – 2016 Western Sydney Local Health District Board Assessment Report – Abigail McCarthy

The Chair invited Abigail McCarthy to provide a high level overview of the *2016 Western Sydney Local Health District Board Assessment Report* completed by fourteen Board members in August 2016.

Key discussion points:

Members were advised a comparative analysis was undertaken against the 2013 Board Assessment noting there were different methodologies used for the two surveys. Overall, the 2016 results identified an improvement with performance in governance systems and policies, organisational strategy, risk, member behaviours and leadership.

The 2016 Assessment was divided into Section 1 (positively worded) and Section 2 (free form). Section 1 produced a result of 85% of board responses indicated most satisfaction with their performance in the area of (the) Organisation (89% strongly agree/ agree responses), and least positive about stakeholder management.

Section 2 focused on board operations noting the following areas for improvement:

- Strategic direction of the Board and inclusion of environment scanning and succession planning
- Conduct of Board Meetings and inclusion of in camera sessions, variation in meeting participation and avoiding jargon
- Recruitment and training noting the suggestion for training to be provided by the Australian Institute of Company Directors (AICD), however highlighting facilitators should be familiar with the *Health Services Act 1997*.

Members discussed:

- In general, the strong engagement of participants in the survey
- Minimising and correct use of acronyms in Board reports
- Convening in camera sessions - members provided varying experiences and views
- Induction and training and education modules to be explored in consultation with the Ministry and other training providers. Members advised the NOUS training previously conducted by the Ministry provided an opportunity for board members to network with other LHD boards.
- Provide clarity of roles, for example as noted in the *Board Charter*.

The Chair thanked Ms McCarthy for the presentation.

Action and decision: Explore Board training and education providers in consultation with the Ministry of Health NOUS and Australian Institute of Company Directors (AICD).

Action and decision: Presentation 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 11 October 2016 meeting noting an adjustment to the attendees list to include a Leave of Absence for Stephen Leeder and inclusion of the following comment from Kathy Baker:

The issue of integrated health care models was raised with respect to the Rouse Hill planning. It was suggested that consideration be given to investigating two pilot projects in Queensland one at the Gold Coast University Hospital and the other Royal Brisbane.

Action and decision: Members **ENDORSED** the amended minutes

Action and decision: Investigate two pilot projects in Queensland one at the Gold Coast University Hospital and the other Royal Brisbane re integrated health care models.

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 6.2a Junior Medical Staff Harassment and Bullying.*
B Turner noted a presentation is scheduled for the December 2016 Board meeting.
- *TAB A Integrated Health Report - Repositioning Integrated and Community Health - PwC*

D O'Connor advised members the repositioning of integrated care remains a key priority of the district, noting the report is the subject of ongoing consultation with a view to implementation of a new structure for integrated and community health in early 2017. Editorial and content changes including references to population data, evaluation and funding models suggested by members would be considered as part of the consultation process.

Action and decision: Report and proposed editorial changes **NOTED**.

Action and decision: Register **NOTED**.

Item 6 Standing Agenda Items – Reports

6.1 Chair's Report

Discussion: Members were referred to the report.

Key discussion points:

Discussion and report noted.

Action and decision: Report **NOTED**.

Item 6.2 Chief Executive Report

Discussion: Members were referred to the report.

Key discussion points:

6.2.1 District KPI Performance:

Key discussion points from A Newton:

6.2.1.5 Aboriginal Employment: Members were advised the Ministry of Health target for Aboriginal employment is 2.6% with district performance currently at 1.8%. A number of strategies are in place to improve performance noting there is an issue of under reporting which is being addressed.

Members discussed the availability of a WSLHD Aboriginal district action/development plan. D O'Connor confirmed finalising plans will be undertaken in collaboration with a number of key stakeholders including the Aboriginal Medical Service (AMS) when formally announced, and the Primary Health Network and other entities including the Health and Education Training Institute (HETI) and Cancer Institute. Performance reports will be submitted to the Board on a regular basis.

6.2.2.1 Annual Public Meeting (APM): D O'Connor advised members the APM was a successful event with representation from a number of external organisations. R Alcock advised members he had attended the Sydney Children's Hospital Network (SCHN) APM noting the excellent presentation from the consumer council which could be considered for the 2017 WSLHD APM.

6.2.2.2 Business Leaders Luncheon (BLL): D O'Connor advised members of the success of this inaugural business event with attendance by a number of external organisations. Attendees included Tim Poole, Project Director, Parramatta Light Rail, Transport for NSW who advised on issues related to transport for the community of Western Sydney.

6.2.3.1 NSW Health Awards: There were two Awards presented to WSLHD; the Blacktown Mount Druitt Project Carer Zones and Peter Rophail from Blacktown Mount Druitt for leadership.

Attachment 1: Update on Major Capital Projects: D O'Connor advised members of key changes to project status noting the rapid progress with Blacktown Hospital.

Attachment 2: Westmead Redevelopment Traffic Light Summary Report– September 2016: D O'Connor advised members of the "amber" rating against Information and Communication Technology (ICT). Discussions continue with the Secretary and eHealth to prioritise major projects at lead sites including early access to funding and project support.

Action and decision: Report NOTED.

Item 6.2.1 Financial Performance Report

Members were referred to the report.

D O'Connor commented on the close monitoring of activity targets and expenses noting monthly District and Net Return (DNR) cost allocations and classifications are key to ensuring appropriate funding is received by the district. Board members were advised WSLHD is currently the second most efficient in the state.

Action and decision: Report NOTED.

Item 6.2.2 Work Health & Safety (WHS) / Occupational Health & Safety (OHS)

Members were referred to the report.

In response to worker injuries, D O'Connor confirmed a process is in place to consult with Health Infrastructure (HI) regarding lost time with injury.

D O'Connor also advised members discussions were continuing with Minister Goward's Office regarding funding for Bungaribee house and Melaleuca Unit and the Board would remain apprised of progress.

Action and decision: Report NOTED

Item 6.2.3 Quality and Safety

Members were referred to the report.

R Alcock enquired as to the use/definition of the "red" category which was not clearly defined in the report. Category definitions to be provided for future reports to the Board.

Action and decision: Category definitions to be included in future Safety & Quality reports to the Board.

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.

Business Without Notice

S Leeder advised members the Education and Training (E&T) Committee of the Board would be suspended with a view to developing a clearly defined statement of intent about the educational goals of the organisation linked to clear guiding principles for a strategy. Once the intent and the principles

have been determined and agreed by the Board in 2017, a strategy will be developed to include an appropriate governance structure. A note of gratitude is to be forwarded to the Chair, Rufus Clark and members for their participation in the Committee.

Action and decision Confirm clearly defined statement of intent for district education and training in 2017.

Action and decision Forward note of gratitude to the Chair, Rufus Clark and members of the Committee.

Item 8.0 Next Meeting

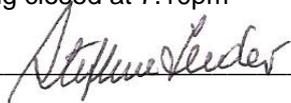
The next board meeting is scheduled for Tuesday 13 December 2016 from **4.30pm to 7.00pm**, Conference Room, Westmead Executive Office E2, Westmead Hospital.

Meeting will be proceeded by the Board Hosted End of Year Dinner.

Item 9.0 Close

The meeting closed at 7.10pm

Signed: _____



(Prof Stephen Leeder, Board Chair)