

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2015/52

Date: Tuesday, 8 September 2015

Venue: Multi-Purpose Meeting Room, Clinical School, Blacktown Hospital

DRAFT Minutes

Present: Stephen Leeder (Chair), Kathy Baker, Narelle Bell, Jeremy Chapman, Paul Gibson, Hadia Haikal-Mukhtar, Diana O'Halloran, Andrew Pesce, Jane Spring (teleconference), Bruce Turner, Peter Zelas (Deputy Chair).

Ex officio: Robert Denniss, Carrie Marr, Andrew Newton Danny O'Connor

A/Secretariat: Michelle Wensley

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Dea Thiele

Item 2 Declarations of Changes in Material Circumstances

Discussion: Nil.

Action and decision: Noted

Item Presentation: Joanna Holt, Chief Executive, Les White, Chief Paediatrician, NSW Kids and Families

Ms Holt and Professor White provided a high level overview of the *Healthy Safe and Well: A Strategic NSW Kids and Families Health Plan for Children, Young People and Families 2014-2024* strategy that included the role, vision for NSW Kids and Families. Implementation plans for the strategy were discussed in the context of supporting NSW paediatric service at a state level and maternal and neonatal service capability at a local level. Members discussed paediatric activity noted as being less than other LHDs due to the Children's Hospital at Westmead, and future planning for access to paediatric health services closer to home for the community of western Sydney.

Action and decision: Presentation NOTED.

Item 3.1 Planning for the Future – Major Capital Works Update

D O'Connor referred members to the report, and in addition provided an update on the Parramatta North Urban Transformation (PNUT) redevelopment which encompasses the Cumberland East Health Campus. Members suggested a number of changes to enhance the report including simple, plain, clear maps be provided where relevant and inclusion of progress of the joint SCHN/WSLHD Joint

redevelopment Committee of the Board. Members also enquired about Rouse Hill and were advised no further information was currently available. Members agreed an invitation be extended to Health Infrastructure to attend a future Board meeting to discuss Rouse Hill.

- *Action and decision:* Report *NOTED*
- *Action and decision:* Future reports to be amended as discussed.
- *Action and decision:* Invitation to Health Infrastructure to attend a future Board meeting to discuss Rouse Hill.

Item 4 Business Arising

4.1 Correspondence

Discussion: The Chair confirmed members had read correspondence received or distributed from to 5 August 2015 to 1 September 2015.

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 August 2015 meeting.

Action and decision: *Motion carried.*

Item 5.1.1 Register of Actions from the Meeting

Action and decision: Register *NOTED.*

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

6.1.1 *Discussion:* Members were referred to the report. S Leeder welcomed D O'Connor back from leave and thanked C Marr for acting as Chief Executive during this time. Key points:

Chief Executive Performance Review and contract renewal process: Members were advised the processes for both the Annual Performance review for the Chief Executive, and the re-appointment of the Chief Executive were underway. An interview panel with S Leeder, J Chapman, and Karen Crawshaw will conduct the interview with D O'Connor on Monday 14 September 2015.

Aboriginal Medical Services: Following the 11 August 2015 Board meeting, S Leeder continued to provide members with progress of the AMS transition received from Dr Kerry Chant, Chief Health Officer. D O'Connor noted the Ministry has been appreciative of the support offered by the district and the Primary Health Network to ensure the delivery of services continued to the Aboriginal community of Western Sydney. Dr Kerry Chant is tentatively scheduled to present on progress of the AMS transition to the 13 October Board meeting.

Unlisted item – Refugee situation: S Leeder proposed a small sub group be formed to discuss the capability of accepting refugees into western Sydney. Di O'Halloran agreed to convene the group with expressions of interest from H Mukhtar and P Gibson.

Action and decision: Convene small working group of the Board to discuss the refugee situation out of session with Mitchell Smith

Action and decision: Report NOTED.

Item 6.1a WSLHD Board Charter (DRAFT)

B Turner outlined the process of finalising the Board Charter developed in consultation with the district Audit and Risk Committee, the Executive team and Board members.

Members discussed the technical issue regarding rotation of the Board (reference p.4): *A member whose term of office expires is eligible (if otherwise qualified) for re-appointment, but may not be appointed so as to hold office for **more than eight years** in total (whether or not the appointments are consecutive).p.4*

In the next three years the term of appointment for the majority of the Health Board Chairs and members within the WSLHD and other Districts will expire. Members of the WSLHD Board requested this matter be raised with the Minister at a future meeting of the Council of Board Chairs for discussion to determine the options available to maintain the overall strength of Health Board membership. The options could include:

- i) establishment of a Health Board member pre-qualification register that contains the names and contact details of experienced high performing Board members and chairs who are due to rotate off a District Board when the maximum term is reached, and who may be suitable for consideration for another District Board;
- ii) leeway to temporarily increase the size of District Boards up to the legislated maximum to enable a six to twelve month transition period to enable knowledge transfer from experienced District Board members to new members;
- iii) development of guidance on Board member rotation to ensure reasonable continuity whilst achieving fresh skills and experience within the legislated maximum terms of appointment;
- iv) amendment of the legislation to extend the term of current members following ministerial approval.

Members agreed to endorse the *Charter* and to send a request the Minister to consider listing the item for discussion at the next meeting of the Council of Board Chairs.

Action and decision: Board Charter ENDORSED

Action and decision: Letter to Minister Skinner to request the matter of Board Chair and member expiry after 8 years is listed for discussion at the next Council of Board Chair's meeting.

Item 6.1b WSLHD Risk Appetite (DRAFT)

S Leeder invited B Turner to speak to the draft Risk Appetite Statement developed under the auspices of the WSLHD Audit and Risk Committee in consultation with the WSLHD Executive Leadership team. The intent is to align the Statement with strategic and business planning for the district which will facilitate the identification of the strategic risks for reporting each quarter.

Members discussed the elements of the Statement and requested further information on the role of the statement in the context of the WSLHD Risk Management Framework.

D O'Halloran requested review of the reference to "market" to be amended to "environment".

C Marr agreed to progress refinement of the Statement in consultation with B Turner and Belle Mangan, Executive Director, Corporate Governance, WSLHD.

Action and decision: Ms Marr to provide further information to the Board in the context of the Risk Appetite Statement alignment with the WSLHD risk management framework in consultation with B Turner and B Mangan, Executive Director, Corporate Governance, WSLHD.

Item 6.2 Chief Executive Report

Discussion: Members were referred to the report. The following key points were discussed:

6.2.1 District KPI Performance – Emergency Treatment Performance

D O'Connor advised members the Ministry had established a 'peak activity' initiative to support LHDs with reviewing improving emergency department performance in consultation with NSW Ambulance. The work undertaken by the general managers over the past two weeks was commended.

6.2.6.4.3 Imaging Tender – Update

P Zelas and H Mukhtar requested further update on the Imaging tender following review of the reference in the Chief Executive's report. D O'Connor agreed to progress the update out of session.

Action and decision: Chief Executive to provide an update on the Imaging Tender to P Zelas and H Mukhtar out of session.

Action and decision: Report NOTED.

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 – QUARTERLY REPORT

Not reported. The quarterly report is due November 2015.

Item 6.2.3 Quality and Safety

Discussion: C Marr referred members to the report and indicated the District Strategic Improvement Program will be finalised in September 2015. Members also noted that twenty WSLHD Safety Officers have recently graduated which is a significant achievement for the District.

Action and decision: Report NOTED

Item 6.2.3a WSLHD Workforce Strategic Plan 2015-2020

Discussion: C Marr provided members with an overview of the development of the document. Members noted the importance of the document to support workforce planning for the District and acknowledged the significant amount of work undertaken to develop the draft.

Members agreed the final document will need to clear in strategic intent to ensure the strategic direction both supports our workforce and establishes the district as an employer of choice into the future. Members were invited to provide further input into the strategic content of the document. Comments received to date will be submitted to a professional editor to assist with preparation of the next draft to the Board for discussion at the 13 October 2015 meeting.

Action and decision: The Plan to be submitted for professional editing with comments provided to date by members – for discussion at 13 October meeting.

Item 6.3 Board Committee Reports/ Other reports

Members were referred to the reports.

Action and decision: Report NOTED.

Item 6.3.1 Board Committee Oral Report – Andrew Bernard, Chair MDAAC

Mr Bernard provided members with an overview of the role of MDAAC as determined under the By-Laws and administered by the WSLHD Senior Medical and Dental Recruitment Unit. The strategic direction for the next two years include transitioning to an e-database to facilitate more efficient record storage and retrieval of appointment and contract information; improve advertising process to ensure the skills required align with the business objectives of the District and to ensure performance appraisals are undertaken on an annual basis.

Principal challenges relate to high vacancy rates in mental health, highly fractionated appointments, medical specialists practicing off site in consultation rooms, and the preparedness of the applicants at interview. Members thanked Mr Bernard for his presentation and commitment to improving administrative processes for the more effective management of the MDAAC.

Action and decision Report NOTED

Item 6.3.2 Research Development Committee and Education and Training Committees – FINAL TOR

Members were referred to the final Terms of Reference.

Action and decision: Members ENDORSED the Terms of Reference

Item 7.0 Appendices

Members were referred to the Appendices.

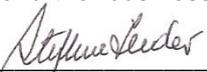
Action and decision Appendices noted.

Item 8.0 Next Meeting

The next Board meeting is scheduled for Tuesday 13 October at the ****NEW TIME**** 11.30 – 2.00pm in Multi-Purpose meeting room, UWS Clinical School Library at Blacktown Hospital. To be followed by the Annual Public Meeting and the Quality Awards 2.30-4pm. K Baker noted as a Leave of Absence.

Item 9.0 Close

There being no further business, the meeting closed at 8.00pm

Signed:  _____

(Emeritus Professor Stephen Leeder, Board Chair)