

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

Date: Tuesday, 11 November 2014

Venue: Boardroom, Executive Office, Westmead

Minutes

Present: Stephen Leeder, Jeremy Chapman, Kathy Baker, Abby Bloom, Hadia Mukhtar, Di O'Halloran, Andrew Pesce, Dea Thiele, Jane Spring,

Ex officio: Robert Denniss, Shaun Drummond, Rod Gilroy, Carrie Marr

Secretariat: Sara Currie

Item 1 Welcome and Leave of Absence

Acknowledgement to Country. D Thiele was thanked for co-ordinating the site visit of the Aboriginal Medical Service at Mt Druitt for members which preceded the meeting.

Leave of Absence: Peter Zelas, Paul Gibson, Danny O'Connor.

Item 2 Declarations of Changes in Material Circumstances

Discussion: The Chair requested members to disclose any changes in material circumstances.

Action and decision: NOTED

Presentation - Board Work Health and Safety Legislation (K Paull, A Rennie and M Murphy)

A general overview of the Work Health and Safety Act and application of the legislation to board members, including liability, insurance cover and legal representation available to assist members was provided. The specific questions tabled prior to the meeting were noted and referred to the Ministry (M Murphy) for a response.

The issue of insurance cover staff taking leave to volunteer overseas discussed. M Murphy confirmed the insurance should be covered by the external agency under contractual arrangements and is not the responsibility of the Western Sydney Local Health District.

A second general session on WHS legislation for members is confirmed for May 2015.

Action and decision: Questions tabled prior to the WHS presentation referred to the Ministry for a response.

Item 3.1 Presentation – WSLHD Planning and Development Progress Report (P Rophail)

P Rophail provided an update on the outcome of the first BMDH Expansion Project Stage 2 Gateway review and Business case to incorporate the panel feedback. Planning will commence in early 2015. The project team continues to work with the Blacktown City Council on matters including rezoning the roads to

address increased traffic which will occur as a result of the redevelopment. Members agreed consultation and collaboration with community providers was integral to the planning process.

Action and decision: Report NOTED

Item 4 Business Arising

4.1 Correspondence

Discussion: The Chair confirmed members had read correspondence received or distributed from 8 October to 4 November 2014.

Action and decision: Correspondence NOTED

Item 5 Minutes of Previous Meeting

Item 5.1 Acceptance of Minutes

Discussion: A revision to the minutes was tabled and accepted as a true record of the 14 October 2014 meeting.

Action and decision: Motion carried.

Item 5.1.1 Register of Actions from the Meeting

Discussion: The Chair requested updates from members on the progress of actions listed in the *Register Of Actions* from the 14 October 2014 meeting. In response to the outstanding action for a joint letter to be forwarded to the Commonwealth and NSW Health Minister to promote the WSLHD / Medicare Local partnership, D O'Halloran proposed this be reviewed in the context of the current work being undertaken to establish Public Health Networks and the State and Commonwealth interest in integrated care. To be discussed with the respective Chief Executives.

Actions and decision: Register of actions NOTED

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

Discussion: Members were referred to the report.

Congratulations were extended to Board member and Deputy Chair Peter Zelas who was presented with an Award for Community Service by the NSW State Committee of the College of Surgeons at their Annual Awards evening. Awards were also presented Western Sydney LHD surgeons Mac Wyllie and Michael Fearnside.

Action and decisions: Report NOTED.

Item 6.2 Chief Executive Report

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

2015/16 Service Level Agreement: The consultation process has commenced to assist with the earlier identification of matters to be considered under the Agreement including management of high cost low volume services and services provided by other LHDs. Formal negotiations will commence in February

2015.

Whole of Hospital Program: Members were advised NEAT performance is improving year on year however further focus is required to meet targets. A number of strategies are in place to improve patient flow for the remainder of the year.

Family and Community Services (FACS): A joint statement of intent has been signed by Director FACS, Western Sydney District and WSLHD. Members agreed inclusion of the Medicare Local in local discussions is considered at a governance level.

Integrated Care – Progress: The Integrated Care team continues to make good progress with recruitment underway, the commencement of mapping processes to inform the design of the model and the role of care facilitators working across primary care, and the development of the evaluation framework. A high level Executive governance group with representation from the Medicare local will be convened and this matter included for discussion with the Chief Executive.

Ministry of Health Capacity Assessment Project: The Chairs and Chief Executives' Reference Group continue to consult on the project process and key deliverables, and outcomes reporting. The methodology will include a self-assessment, a validation process and site visits. Capacity assessment workshops were held in November attended by Danny O'Connor and Carrie Marr.

Action and decision: Report NOTED

Item 6.2a Aboriginal Children Fully Immunised - KPI

D Thiele tabled a report and recommendations to address suboptimal immunisation coverage in Aboriginal & Torres Strait Islander children. Members endorsed the recommendations noting an integrated approach is required to support improvement for this particular KPI. The Mootang Tarimi Bus was noted as a possible resource which could be accessed to assist with addressing the recommendations.

Action and Decisions:

- Tabled report NOTED
- Recommendations ENDORSED

Item 6.2b Strategic Plan – Quarterly Report

Action and Decision: Report NOTED

Item 6.2.1 Financial Performance

Discussion: Members were referred to the report.

Action and decision: Report NOTED

Item 6.2.2 WH&S/OHS

Action and decision: The Board NOTED the WHS and Due Diligence Report, the Enterprise Risk Management Extract and Enterprise Risk Management Audit Report.

Item 6.2.3 Quality and Safety

Discussion: C Marr referred members to the report, noting the backlog in coding at WSLHD. An immediate 4 week plan is in place to reduce the backlog and a sustainable solution is being

addressed and requires re-engineering of current processes. K Baker confirmed the HCQC would be listed to present to the December Board meeting.

Action and decision: Health Care Quality Committee to present at December Board meeting.

Item 6.2.4 Asbestos Report

Matter discussed under 6.2.2 WH&S/OHS

Item 6.2.5 Imaging Review

Action and decision: Report NOTED

Item 6.2.6 Acute Inpatient Capacity

Discussion: S Drummond spoke to the report advising on the district's self-sufficiency to treat patients. Members discussed rates for surgical cases, medical and procedural in the context of emergency cases requiring immediate review, GP referral pathways, patient preference, statewide services provided outside the District and variation in some treatment and admission practices.

Action and Decision: Report NOTED

Other Business

Resignation: The Chair notified members that Mr Shaun Drummond has resigned from his position of Executive Director of Operations at WSLHD. The board acknowledged the outstanding contribution from Mr Drummond to the District during his tenure.

Action and decision: NOTED

There being no further business, the meeting closed at 7.30pm. Members were advised the WSLHD Executive Unit was being relocated to Westmead on 19 November 2014. The meeting room for the next Board meeting would be confirmed as early as possible.

Signed:



(Stephen Leeder, Chair)