



SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

Date: Tuesday, 9 April 2013

Venue: Boardroom, Western Sydney Local Health District Office,
Institute Rd, Westmead Hospital Campus

Minutes

Present: Stephen Leeder (Chair), Kathy Baker, Abby Bloom, Paul Gibson, Peter Klineberg, Diana O'Halloran, Hadia Mukhtar, Andrew Pesce, Jane Spring, Dea Thiele.

Ex officio: Shaun Drummond, Tony Hickmott, Kim Hill, Danny O'Connor.

Secretariat: Michelle Wensley.

The meeting opened at 5:00 pm.

Item 1 Welcome and Leave of Absence

Welcome to Gabrielle Schroder and Peter Stansfield from the Australian Institute of Company Directors (AICD).

Leave of Absence: Peter Zelas (Deputy Chair); Jeremy Chapman.

Item 2 Declarations of Changes in Material Circumstances

Nil.

Presentation: *Governance Analysis Tool* - Australian Institute of Company Directors (AICD) Gabrielle Schroder and Peter Stansfield.

Prior to the commencement of the AICD presentation, D O'Connor confirmed the Minister for Health request for advice from the Local Health District (LHD) Board Chairs for systems in place to assess the performance of the Board, including methodology, frequency and outcomes to assess performance.

Members discussed the approach to reviewing governance capability for the district identifying the review as a collective opportunity for improvement to ensure good governance practice was in place and would highlight where the board was doing well and also identify areas for improvement.

RESOLVED: *Assess the tool and provide advice back to the Board.*

Item 3 Business Arising

3.1.1 Correspondence tabled.

Item 4 Minutes of Previous Meeting

Item 4.1 Acceptance of Minutes

Item 4.1.1 Minutes of Meeting

The minutes of the meeting held 12 March 2013 were accepted as a true record of the meeting.

Item 4.2 Matters Arising from the Minutes

Nil.

Item 4.2.1 Action Log from the Meeting

The Action Log from 12 March 2013 meeting was tabled with status updates provided.

- *Board Training (NOUS)* although generally well received, members commented the session could have been strengthened with a greater focus on risk management. Members also suggested an output from the session may have included a “workplan” for the Board informed by discussion at the session. Members agreed feedback on the NOUS session should be provided to the Ministry of Health.

RESOLVED: *Letter to the Ministry of Health to provide feedback on the Board Training (NOUS) session held 12 March 2013.*

Item 5 Standing Agenda Items – Reports

5.1 Chair’s report

The Chair’s Report was noted. Key discussion points included:

- *District Performance.* The District remains on Level 3 as determined by the Ministry of Health under the Performance Framework. The most recent performance meeting with the Ministry was held on 6 March 2013 The Chief Executive will reported on the outcomes of the meeting under Agenda Item 5.2.
- *Board Seminar - 10-11 April 2013.* Over 40 participants have confirmed their attendance at the Board Seminar including the Chief Executive from NSW Agencies, senior clinicians, planning, research and education, and the Medicare local.
- *2013 Board Site Visits.* Corporate communications continue to work with Board members to finalise the site visit schedule.
- *Annual LHD Board Members Conference - 21 June 2013* Members were invited to diarise the date. The program would be forwarded as soon as available.
- *2013 Annual Public Meeting / District Awards – October 2013*
The 2013 Annual Public Meeting will be held at Auburn in October with the date to be confirmed. Members will be requested to advise their preferences for the date which will incorporate the Quality Awards.

RESOLVED: *Forward proposed dates to members to determine preferences the 2013 WSLHD Public Meeting and Quality awards at Auburn: 8 October, 16 October, 22 October, 30 October.*

VALE to two esteemed colleagues: Professor Jerry Koutts (2 April 2013) and Professor Geoffrey McKellar, (4 April 2013).

Item 5.2 Chief Executive Report

The Chief Executive's Report was tabled and noted.

- *Closing of the Cardiac Unit at Mt Druitt – 25 March 2013*
Members discussed recent media interest in the concerns raised by a Mt Druitt volunteer over the closure of the cardiac unit at Mt Druitt. D O'Connor confirmed the cardiac ward at the BMDH Mt Druitt Campus will be relocated to a new Cardiac Care Centre on the BMDH Blacktown Campus with an improved range of services offered to the community. Consultation will continue with the volunteer group.
- *2013/14 contract negotiations - Activity Based Funding - monitoring of activity against targets.* The District remains 5.5% ahead of activity target. Negotiations continue with the MoH to convert part of the Transition Plan into additional volumes and to include into 13/14 activity targets.
- *WSLHD Performance* WSLHD remains at a performance level of "3".
- *Finance* The financial management improvement strategy (FMIS) is progressing favourably noting the labour expense cap and other FTE initiatives as the main drivers. The 2013/14 strategies are being formulated. Members were referred to the detailed finance report in the appendices 7.1.2.3.1 and 7.1.2.3.2.
- *Executive Appointments.* The Director of Clinical Governance position closed on 27 February 2013 with interviews planned for April 2013. Recruitment to the *Director, Nursing and Midwifery* position is expected by the end of May 2013.

RESOLVED to accept the Report

Item 5.3 Board Sub-Committee Reports

Item 5.3.1 Health Care Quality Committee (HCQC)

K Baker advised members a HCQC planning session was confirmed for 19 April 2013 to determine the key priorities for the committee.

RESOLVED to accept the Report.

Item 5.3.2 Finance, Performance and Asset Management

The report was noted. T Hickmott tabled the delegations manual and formal approval was sought (also listed as 6.1.2).

RESOLVED to accept the report.

Item 5.3.3 Medical and Dental Appointments Advisory Committee (MDAAC)

RESOLVED: to accept the report.

Item 5.3.4 Research and Education

S Leeder referred to the recent release of the McKeon Report *McKeon Review - Strategic Review of Health and Medical Research - Better Health Through Research* (see <http://www.mckeonreview.org.au/>) released by the Minister for Health, Tanya Pilbersek MP, that called for greater integration of research into health. A copy of the report to be provided for members.

RESOLVED: *Distribute the McKeon Review - Strategic Review of Health and Medical Research - Better Health Through Research to members.*

RESOLVED: *to accept the report.*

Item 5.4 Internet / Intranet

Work is continuing to rebuild the WSLHD Intranet and internet to align with WSLHD organisational objectives. Consultation has occurred with the WSLHD Executive, Web Development Committee, General Managers, Service Directors and clinical teams. Members were invited to view the test intranet site at: <http://wslhdtest.wsahs.nsw.gov.au/>. Temporary access to the website would be provided for members external to the LHD network.

RESOLVED *Proxy access to third party server at <http://wslhdintranet.staging.elcomcms.com/> to be provided to external members until Monday 22nd April for review and comment back to corporate communications.*

Item 6 New Business

Item 6.1 Matters raised by Board Members

6.1.1 Establishment of the Aboriginal Health Board Sub Committee

D Thiele proposed the establishment of a WSLHD Aboriginal Health Services Board Sub Committee to assist the WSLHD with the effective implementation of the *NSW Aboriginal Health Plan 2013-2023* and other key initiatives. The new sub-committee would take a governance role in partnering with the Aboriginal community in Western Sydney to improve health pathways for Aboriginal peoples.

The draft Terms of Reference were discussed and a slight amendment requested to reflect key performance indicators for achieving measurable improvements.

Established of the new Board Sub Committee endorsed.

RESOLVED *To establish the Aboriginal Health Board Sub Committee.*

RESOLVED *To amend the draft Terms of Reference.*

6.1.2 General Levels of Financial Delegations by Position

As discussed under 5.3 the *Western Sydney Local Health District (WSLHD) Delegations of Authority Manual* providing guidance and direction on the authorisation and quantification of expenditure, staff related matters and other non-financial matters was tabled and endorsed.

RESOLVED *To endorse the Western Sydney Local Health District (WSLHD) Delegations of Authority Manual*

Close

There being no further business, the meeting closed at 7pm.

Signed: 

(Stephen Leeder, Chair)