

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2014/39

Date: Tuesday, 8 July 2014

Venue: WSLHD Executive Office, Institute Road, Westmead Hospital

Minutes

Present: Stephen Leeder (Chair), Kathy Baker, Jeremy Chapman, Hadia Mukhtar, Di O'Halloran, Jane Spring, Dea Thiele, Peter Zelas.

Ex officio: Shaun Drummond, Danny O'Connor.

Secretariat: Michelle Wensley.

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Abby Bloom, Paul Gibson, Peter Klineberg, Carrie Marr, Andrew Pesce.

Welcome to presenters:

- Ms Maureen Fitzpatrick, Director, Health Services Planning & Development WSLHD and Dr Deanne Turner, Director, Clinical Strategy & Redevelopment WSLHD.
- Ms Victoria Nesire. WSLHD Director Integrated Care and Dr Michael Crampton (Clinical Lead, Medicare Local)

Item 2 Declarations of Changes in Material Circumstances

Discussion: The Chair requested members to disclose any changes in material circumstances. Members noted the documents received from the Ministry of Health attached as 2.1.1 *Management of Board Members Conflicts of Interest* and 2.1.2 *Contesting Elections – a NSW Health Board Member Guide*. Nil further comment received.

Action and decision: Documents noted.

Item 3.1 Presentation – WSLHD Planning – ASP – Progress Report Maureen Fitzpatrick & Deanne Turner (WSLHD Planning Unit)

Discussion: Ms Fitzpatrick and Dr Turner presented with D O'Connor and S Drummond on monthly progress with capital planning processes for the District against the Asset Services Plan. The issues discussed were:

- the Westmead Car park and WSLHD Parking Strategy remains a high priority to support patients, carers and staff, noting the Treasury Gateway Review had been completed in May 2014.

- Planning for Westmead, Blacktown and Mount Druitt Hospitals - noting the 2014-15 \$5 million funding announcement by Minister Skinner on 17 June 2014 to commence the redevelopment of Westmead Hospital. Clinical services planning has commenced for Westmead and for BMDH, with future implications for Auburn also calculated.
- Progress Report on Projections - the recently released NSW Department of Planning population projections for NSW show greater growth for WSLHD than previously anticipated. The population projections and preliminary activity projections are being reviewed and will be discussed with Health Infrastructure and the Minister's Office in June/July 2014 in the context of future Service Level Agreements and impact on the ASP.
- Members also considered the benefits of inviting Health Infrastructure to a future Board meeting to present lessons learned from other major capital works projects (eg Royal North Shore) and discussed the importance of working through a range of responses to inform discussions with the Ministry.

Action and decisions: The Board noted:

1. *progress with the Westmead Carpark.*
2. *the population projections and preliminary capacity projections.*

Item 3.2 Presentation – WSLHD Integrated Care Demonstrator Project Ms Victoria Nesire and Dr Michael Crampton (Integrated Care Program)

- *Discussion:* Members noted the significant work that had progressed following the Minister's funding announcement for the Integrated Care Program in March 2014. Governance arrangements are in place to oversight the development and delivery of the detailed implementation plan, business case and budget for 14/15 be submitted by 31 July 2014. A Ministry Integrated Care Advisory Group will also visit WSLHD on 30 July 2014 to discuss progress to date, noting further work is required on program design and planning to refine the program and service elements.
- V Nesire advised an evaluation framework was under development with an external consultant. Members requested review of the evaluation framework when available and recommended contact with the consultant and further discussions with the other two demonstrator program sponsors (Western NSW and Central Coast) to seek their views on assumptions and deliverables of the program.

Action and decision: Members to review the evaluation framework when available.

Item 4 Business Arising

4.1 Correspondence

Discussion: The Chair confirmed members had read correspondence received or distributed from 3 June to 1 July 2014.

Action and decision: Members noted the correspondence.

Item 5 Minutes of Previous Meeting

Item 5.1 Acceptance of Minutes

Discussion: The minutes were accepted as a true record of the 10 June 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 10 June 2014 meeting.

Actions and decisions: Members noted the progress of actions.

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

Discussion:

- *Site visit.* The Board Chair extended thanks on behalf of members to Professor Jeremy Chapman for coordinating the Board member site visit to the renal comprehensive care centre at Westmead prior to the meeting.
- *District Performance:* The district remains on performance level “2” with the next quarterly performance meeting with the Ministry on 5 August 2014. 14/15 Service Level Agreement negotiations continue with the Ministry around activity and discussed under the Chief Executive Report (Agenda item 6.2).
- *Budget announcements* for Western Sydney Local Health District released 17 June 2014:
 - New \$5 million to commence the Westmead Hospital Stage 1 Redevelopment
 - Current \$81.1 million to continue construction of the Blacktown and Mount Druitt Hospital Stage 1 at \$267.6 million.
 - \$3 million to complete work on the Blacktown Hospital Car Park expansion at \$24.2 million.
 - NSW Health's Integrated Care strategy, including: \$19.3 million for the three Integrated Care Demonstrator sites at Central Coast, Western NSW and Western Sydney Local Health District.
- *Capacity Improvement Project.* Members were advised the Ministry will assess the level of organisational maturity reached by the public health system in progressing the health reforms over the last three years. The two stages of assessment are (1) to review implementation of ABF and (2) proposed assessment criteria - *Governance, Finance, Safety and Quality, and People*. D O'Connor expressed interest to join the Chief Executive Reference Group being established as part of governance arrangements for the assessment.
- *Board Member Nominations for Reappointment:* No further updated information has been received from the Ministry.
- *18-19 June 2014: NOUS 2 day workshop – Governing Board Education Session.* Attending members were invited by the Chair to provide a 1 page report identifying up to 3 actionable insights from the program by 31 July 2014.
- *New time for the Board meeting and Annual Public Meeting/Awards 14 October.* Following further review of the plans to engage staff and the community the times have changed to: Board meeting to 12-2pm and APM/Awards to 2.30-5pm.

Action and decision: The Chair's report was noted.

Item 6.2 Chief Executive Report

Discussion:

D O'Connor referred members to the report and discussed the following key points:

- *14/15 Service Level Agreement negotiations with the Ministry of Health:* D O'Connor advised members the 2014/15 Service Agreement for WSLHD has been received from the Secretary, NSW

Ministry of Health, requesting sign off by the Chief Executive and the Board Chair by 31 July 2014.

Action and decision: That the Board requires a more complete analysis of the 14/15 Service Level Agreement received from the Ministry before further consideration (analysis to be considered by FPA)

Action and decision: That the Ministry be advised that the signing of the 14/15 Service Level Agreement be delayed until after 31 July 2014.

Action and decision: The Chief Executive's report was noted.

Item 6.2.1 Financial Performance

Discussion: The Board noted the financial performance as evidenced in the Finance pack (Appendices 7.1.2.3.1)

Action and decision: The Financial report was noted.

Item 6.2.2 WH&S/OHS

Discussion: The Board noted the WHS and Due Diligence Report, the Enterprise Risk Management Extract and Enterprise Risk Management Audit Report dated 6 June 2014

Action and decision: The WH&S report was noted

Item 6.2.3 Quality and Safety

Discussion: The Board noted the Quality and Safety Report.

Action and decision: The Quality and Safety report was noted.

Item 6.3 WSLHD Board Sub committees / Other Reports

Discussion: No matters were raised for discussion.

Action and decision: The reports were noted.

TABLED – DRAFT 2013 / 2014 Corporate Governance Attestation Statement

Discussion: The Board Chair referred members to the draft 2013 / 2014 Corporate Governance Attestation Statement required for submission to the NSW Ministry of Health on an annual basis by 31 August. The draft has been developed by WSLHD Internal Audit in consultation with the WSLHD Executive Team. Board Members were invited to review and provide feedback by 22 July 2014 directly to the Director, Internal Audit, Mr Stephen Billingsley Stephen.Billingsley@health.nsw.gov.au.

Members noted this is a first draft and therefore does not include a review of financial management as per Section C, as well as the wording for qualifications. The final version will be available for the 12 August 2014 Board meeting.

Action and decision Board Members to review the draft and provide feedback directly to Mr Stephen Billingsley, Director, WSLHD Internal Audit on E: Stephen.Billingsley@health.nsw.gov.au by 22 July 2014.

Other Business:

K Baker thanked members who had responded to her request for feedback on the Australian Commission on Safety & Quality in Health Care Draft Guide for Health Service Boards document to assist health service boards in their implementation of the NSQHS Standards.

There being no further business, the meeting closed at 7.00pm.

Signed: 

(Stephen Leeder, Chair)