

## SUMMARY OF MINUTES

### Meeting of the Board of the Western Sydney Local Health District

No. 2013/35  
Date: Tuesday, 11 March 2014  
Venue: Cumberland Health Services

# Minutes

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

Ex officio: Shaun Drummond, Peter Klineberg, Carrie Marr, Danny O'Connor,

Secretariat: Michelle Wensley

#### **Item 1 Welcome and Leave of Absence**

Acknowledgement to Country.

Leave of Absence: Paul Gibson.

#### **Item 2 Declarations of Changes in Material Circumstances**

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

*Action and decision:* Nil declarations.

#### **Item 3 Presentation Invited speaker – Mr Ken Whelan, Deputy Director General, System Purchasing and Performance, NSW Ministry of Health (NSW MoH).**

*Discussion:* The Board Chair welcomed Mr Ken Whelan and Mr Mark Britt Director, System Relationships, MoH. Mr Whelan is responsible for the purchasing framework and developing the Annual Service Level Agreements and Performance Frameworks for Local Health Districts. Board members discussed issues associated with the District's performance and were advised by Mr Whelan of the current challenges and opportunities across NSW Health.

Members noted the 13/14 current year has been very challenging in part due to a significant increase in emergency and acute admitted clinical activity. Members endorsed the submission of a briefing to the Ministry.

The Chair thanked Mr Whelan for his open and constructive dialogue which has characterised service agreement negotiations for 2014/15 with the Ministry, and extended an invitation to attend a future Board meeting.

*Action and decision:* Submit briefing to support supplementation to WSLHD activity funding to Mr Whelan.

## **Item 4 Business Arising**

### **4.1 Correspondence**

*Discussion:* The Chair confirmed members had read correspondence received or distributed to 4 February to 4 March 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 11 March 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 11 March 2014 meeting.

*Actions and decisions:* Members noted the progress of actions.

## **Item 6 Standing Agenda Items – Reports**

### **6.1 Chair's report**

*Discussion:*

- The district remains on performance level “2” with the next quarterly performance meeting with the Ministry scheduled for **7 May 2014**. Further detail on performance and activity will be provided in the Chief Executive report.
- Work continues by the Executive team for reporting progress on the implementation of the *Strategic Plan* to the Board May meeting. The Minister has acknowledged receipt of a copy of the *Plan* forwarded on 13 December 2013.
- The Board workplan remains under development in consultation with the WSLHD Executive, and the Chairs and Secretariats of the Board sub committees. The workplan includes development of the program for the Annual Public Meeting on 14 October 2014 at Westmead. Members were invited to provide input into the program and to forward any suggestions.
- The Ministry have confirmed the forward Statutory Governed Board Training Program Board training program sent to members on 1 March to consider the preferred delivery models and modules to recommend to the Board. Application forms to attend the training included with meeting papers for completion and return to the Secretariat.
- Westmead Precinct planning and BMDH Stage 1 and Stage 2 capital works projects will be discussed under the Chief Executive Report. A summary paper outlining progress of Major Capital Works and Planning Status Report will be distributed out of session. Members proposed a future workshop be held to provide members with progress of capital works, synergies with clinical service planning and the Asset Strategic Plan.
- Mr Mike Walsh, Acting Chief Executive, HealthShare is the invited speaker for the April Board meeting. Members are invited submit questions to D O'Connor or S Drummond that they would like Mr

Walsh to consider as part of his presentation..

*Action and decision:* Members to discuss questions for Mr Walsh with Danny O'Connor and / or Shaun Drummond prior to the 8 April 2014 Board meeting.

*Action and decision:* Members to review 2014 Board training program and advise the Secretariat of interest in participation in the training

*Action and decision* A summary paper outlining progress of Major Capital Works and Planning Status Report to be distributed out of session.

*Action and decision* Convene future workshop in consultation with members on the progress of capital works, synergies with clinical service planning and the Asset Strategic Plan.

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

## **Item 6.2 Chief Executive Report**

*Discussion:* D O'Connor tabled the report and raised the following matters for discussion.

- *14/15 Service Level Agreement negotiations with the Ministry of Health*

Negotiations are ongoing between the district and the Ministry to finalise the 2014/15 Service Level Agreement (SLA) with activity target-setting methodology and projections to refine the SLA the focus of discussions following district feedback. The model and draft activity targets were sent out late February which triggered the next round of negotiations scheduled for 21 March 2014. A paper on the progress of negotiations will be provided to the Board at the next meeting. .

- *Capital works*

S Drummond provided an overview of progress of the Westmead Hospital & Health Precinct Master Planning Stage 1, noting the third workshop of the Masterplan Executive Working Group (MEWG) and Strategic Stakeholder Working Group was conducted on 4 March 2014. Members requested a high level summary of progress of capital works for the district be included with future board papers, including a "map" of the proposed Westmead Precinct.

*Action and decision:* Members to be provided with a high level summary of capital works progress and a map or visual of the Westmead Hospital & Health Precinct Master Planning Stage 1.

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

## **Item 6.2A Financial Performance**

*Action and decision:* Discussed under the Chief Executive Report and noted.

## **Item 6.2B WH&S/OHS**

*Action and decision:* Members noted the Report. Members invited to review the report and to provide any further feedback to D O'Connor.

## **Item 6.3 Quality and Safety (Board on Boards)**

*Action and decision:* Members noted the Report.

## **Item 6.4 Reports- WSLHD Board Sub committees/ Other Reports**

*Action and decision:* Members noted the reports

*Action and decision: FPA:* Summary advice (e.g. “Dashboard” performance report from the FPA to be included with financial pack as part of the Appendices) be included with papers for future Board meetings.

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

Signed:



(Stephen Leeder, Chair)