

## SUMMARY OF MINUTES

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

No. 2013/33

Date: Tuesday, 10 December 2013

Venue: WSLHD Board Room, Institute Road, Westmead

# Minutes

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

Ex officio: Shaun Drummond, Danny O'Connor.

Final meeting ex-officio (rotational): Michael Datyner, Tony Hickmott, Kim Hill.

Secretariat: Michelle Wensley

## Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Paul Gibson.

*Discussion:* Ms Carrie Marr was welcomed to the Board as the newly appointed Executive Director, Organisational Effectiveness and new Board member (ex-officio). Ms Marr provided the Board with a brief overview of the elements of organisational effectiveness including workforce and communications, being orientated to measurement and engaging with the district and the community.

*Action and decision:* Ms Marr will arrange to meet with Board members on an individual basis in the new year to discuss the role and governance of portfolios under Organisational Effectiveness.

## Item 2 Declarations of Changes in Material Circumstances

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

*Action and decision:* Nil

## Item 3 Business Arising

*Discussion:* The Chair referred members to correspondence (Item 3.1.1)

*Action and decision:* Noted

## Item 4 Minutes of Previous Meeting

### Item 4.1 Acceptance of Minutes

**Item 4.1.1 Minutes of Meeting**

*Discussion:* The Chair moved that the minutes of the meeting held 12 November 2013 be endorsed as a true and accurate record of the meeting.

*Action and decision:* A Pesce accepted. Motion carried.

**Item 4.2 Matters Arising from the Minutes**

Nil.

**Item 4.2.1 Action Log from the Meeting**

*Discussion:* The Chair noted that action log arising from the 12 November 2013 meeting including status updates.

*Actions and decisions:* Nil

**Item 5 Standing Agenda Items – Reports**

**5.1 Chair's report**

*2013 District Performance*

The Chair confirmed the district remains on a Level 2 with a target to reach Level 1 by the end of January 2014. The Ministry noted the continued improvement in district performance particularly with meeting surgical targets and improving patient access.

*2014 WSLHD Governing Board Meetings* an article from the Australian Institute of Company Directors sent in by Abby Bloom entitled *Inside an Effective Boardroom* by Linda Bardo Nicholls is a useful document to guide discussions about the format of future Board meetings. Members considered using every second meeting for "strategic" discussions and to submit any further feedback on strategies to improve the business of the Board back to the Chair.

*Annual Governing Board Forum - 2014*

Members were invited to provide feedback on the scheduling of the Annual Board Forum and Program Agenda. To be further discussed in further detail at a future meeting.

*Council of Board Chair's Meeting – 6 December 2013*

The Chair tabled his presentation on the WSLHD turnaround on finances and shifting the focus towards Health Prevention and Hospital Avoidance, and a paper on co-ordinated care presented to the meeting. Key elements to the success were the Financial Management Improvement Strategy (FMIS); open and honest dialogue with clinicians; realigning workforce and addressing workforce issues; rationalising contract management services and solid engagement with the MoH to implement the turnaround plan. D O'Halloran suggested inviting the Chief Executive of the Medicare Local at a future meeting with LHD Chairs.

*Other business:*

*Final meeting for rotating ex-officio Board members*

The Chair extended thanks to Dr Kim Hill, Mr Tony Hickmott and Professor Michael Datyner for their contribution during their rotation as ex officio members on the Board. Professor Peter Klineberg will rotate onto the Board from February 2014 to replace Professor Datyner.

*Notification of leave*

The Chair advised members of leave from 16 December to 17 January 2014 (inclusive). During this period the Acting Board Chair will be Professor Peter Zelas. The Ministry of Health has been notified.

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

## **Item 5.2 Chief Executive Report**

The Chief Executive Report was noted.

*14/15 Service Level Agreement:* D O'Connor briefed members about the process for negotiating the 14/15 Service Level Agreement with the NSW Ministry of Health. The intention is to come back to the Board in February 2014 to discuss in detail the Agreement. Members were asked to note that if activity continues to increase, there is insufficient funding under the current model.

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

## **Item 5.3 Board sub-Committee Minutes / Reports tabled at Appendices 7.1**

HCQC: K Baker advised members that a thematic analysis of root cause analysis reports was in progress and would be reported to the February 2014 HCQC meeting, C Marr noted triangulation and sub group of data would support the analysis of future reports.

*Action and decision:* Board sub Committee minutes and reports at Appendices 7.1 were noted.

## **Item 6 New Business**

### **Item 6.1 Matters raised by Board Members**

Nil

#### **Item 6.1.1 Strategic Plan**

*6.1.1 Strategic Plan* D O'Connor confirmed further input into the draft strategic plan by members had been incorporated and the final Plan was ready for release. S Leeder noted the importance of monitoring implementation of the key performance indicators under the Plan. D O'Connor advised a report on the status of implementation and matters of key strategic risk would be provided to the Board, or if the strategy required amendment. Members also endorsed periodic reporting on key indicators as requested by the Board.

*Action and decision:* WSLHD Strategic plan endorsed for release.

#### **Item 6.1.2 Governing Board Education**

Members were advised the Ministry of Health was seeking input from members on the format of the 2014 Education program being delivered by NOUS including content and location for the sessions. Further information would be provided if available at the February Board meeting.

*Action and decision:* Nil

#### **Item 6.1.3 2012 – 2014 WSLHD Board Workplan**

The issue of a 2014 Board Workplan was discussed by members.

Discussion points:

1. Joint meeting of the two Board from the WSLHD and the Medicare Local to discuss issues including alternative models of care;
2. The Primary Health conference scheduled in March 2014 may be an opportunity for a joint meeting of the Boards; and
3. Engaging a local or international expert to speak on organisational reform and to conduct workshops on best practice

A workplan will be further discussed at the February 2014 meeting.

*Action and decision:* Board members to review work plan at February 2014 meeting.

## Close

There being no further business, the meeting closed at 7.15pm.

Signed:



(Stephen Leeder, Chair)