

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2013/37
Date: Tuesday, 13 May 2014
Venue: Westmead Hospital

Minutes

Present: Stephen Leeder (Chair), Abby Bloom, Paul Gibson. Hadia Mukhtar, Di O'Halloran, Andrew Pesce, Jane Spring,

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

Invited: Ms Leena Singh, newly appointed WSLHD Executive Director, Finance

Secretariat: Michelle Wensley

Note: Invited speakers Mr Sam Sangster and Mr Peter Fleming from Health Infrastructure were previously confirmed to attend and listed on the Agenda, however will be represented at the meeting by Mr David Ballantyne to present the Westmead Precinct Masterplan.

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Kathy Baker, Jeremy Chapman, Peter Klineberg, Dea Thiele, Peter Zelas

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 3.1 Presentation – Westmead Precinct Masterplan Mr David Ballantyne, Health Infrastructure

Discussion: Mr Ballantyne confirmed a master planning consultation process has been endorsed by WSLHD to inform future planning projects across the precinct and noted the scale of services and number of precinct stakeholders required a broad scoping of work for Health Infrastructure. The governance structures were outlined which include a Masterplan Executive working Group and Strategic Stakeholder Working Group established to inform planning decisions.

A PPT overview of the preferred Westmead Precinct and Hospital Masterplan (Adults) and the zonal Masterplan for Westmead was presented, and the preference for the first stage redevelopment and expansion of Westmead (Adults) was discussed.

Key drivers for the master plan considered significant capacity issues at Westmead; limited opportunities for incremental expansion, engineering and functional infrastructure deficiencies which do not meet

contemporary models of care and the delivery of clinical services (acute, ambulatory and pathology services).

Action and decisions: Members endorsed:

1. *The proposed precinct zonal Masterplan for Westmead Precinct*
2. *The proposed preference for the first stage redevelopment and expansion of Westmead (Adults)*
3. *draft business case for Westmead Precinct car park to be submitted for first stage Treasury Gateway*
4. *Progressing discussions for a precinct integrated pathology service with the Children's Hospital and NSW Pathology in recognition of urgent concept requirements of Health Infrastructure.*

Item 3.2 WSLHD Strategic Plan Implementation Progress

D O'Connor provided an overview of progress of implementation of the six priority areas under the Strategic Plan to 30 April 2014. Members were advised of the significant progress in the achievement of actions outlined in the Plan noting some timeframes have required review and extension due to budget constraints and the availability of resources. A communication strategy has been implemented to raise staff awareness and will be further expanded to ensure key results and achievements are highlighted across the district.

Areas of risk were discussed and risk mitigation strategies advised to members.

Action and decisions: Members:

1. *Noted progress of implementation*
2. *Noted 45 (a) as an extreme risk and ongoing concern by the Board due to the impact on the safe delivery of care*
3. *Requested the Board concerns to be raised with the Ministry of Health*
4. *Noted a drawback for staff was access to reliable and contemporary equipment*

Item 4 Business Arising

4.1 Correspondence

Discussion: The Chair confirmed members had read correspondence received or distributed from 2 April 2014 to 6 May 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 8 April 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 8 April 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”. The quarterly performance meeting with the Ministry was held on 7 May 2014. Detailed information to be provided in the Chief Executive. Report.
- The Minister has advised the Board Chair of the re-appointment process for members expiring on 31 December 2014 inviting expressions of interest (EOI) from those members by 23 May 2014. The Minister has also issued an EOI to the public that closes on 6 June 2014.
- Progress on WSLHD planning and capital works will continue to be a focus for the Board commencing with the Health Infrastructure presentation this evening.
- Work Health and Safety Information sessions for the Board have been confirmed for November 2014 and May 2015 and will be conducted by risk management specialists,
- Members were asked to note the passing of Mr Ray Lentfer, in April, a member of the former Sydney West Area Health Service Board.
- Members were reminded that two personnel from the NSW Ministry of Health Corporate Governance Unit, Ms Rachael Dimech and Ms Chrissie Crawford will attend the Board Meet and Greet and Board Meeting at Mt Druitt on 10 June 2014 as observers.

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

Item 6.2 Chief Executive Report

Discussion: Key points raised by D O'Connor:

- Ms Leena Singh was welcomed as the new WSLHD acting Executive Director, Finance following the resignation of Tony Hickmott in April. Ms Singh is joined by Susan Boss who has also commenced as the Deputy Director, Finance and will work closely with the Executive team to develop financial management strategies for reporting to the Board.
- The District quarterly performance meeting was held with the Ministry on 7 May 2014. Constructive dialogue continues with the Ministry on the strategies underway to address expenditure with the district expecting an unfavourable full year NCOS. The June forecast cash position is currently being reviewed by finance and further advice will be provided to the Board at the forward meeting. A summary of district performance across key indicators was attached at 7.1.1.3.2 for the information of members
- The project management structure to support the Integrated Care Initiative is progressing in consultation with the Medicare Local to ensure a shared approach, agreement on the governance structure, and next steps. The significant efforts of the Medicare Local to finalise the proposal in consultation with the Ministry and the district was noted A draft project management structure was provided to members for information , and detailed progress will be provided to the Board at the next meeting.

Action and decision: Provide progress of the WSLHD integrated care strategy at the 10 June 2014 Board meeting.

- The single applicant for the Head of Department, Orthopaedics position has advised of his intention to attend a second interview on 28 May 2014, with the panel now confirmed. Members will remain informed of the status of recruitment to this position.

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: The *WHS and Due Diligence Report* and *ERMS Extract 24 April 2014* were noted.

Item 6.3 Quality and Safety

- C Marr and D O'Connor attended the Ministerial launch of the Clinical Excellence Commission's (CEC) Hand Hygiene "*Clean in Clean out*" campaign on Monday 5th May 2014 at the Sydney Children's Hospital, Randwick. The campaign is based on the World Health Organisation program and improving compliance of hand hygiene is a key focus for the district.
- The concept for a proposed new format for the 2014 Annual Public Meeting and Quality Awards endorsed by the WSLHD Executive was presented. The new format is intended to increase attendance by the community and to use the APM as an opportunity to showcase local health initiatives.

Item 6.4 Reports- WSLHD Board Sub committees/ Other Reports

Finance, Performance and Asset (FPA): A Key Management Personnel (KMP) Questionnaire from the Audit Office of NSW was tabled following a recommendation from the WSLHD FPA Board subcommittee. As part of the Audit of Western Sydney Local Health District, one of the requirements of the Audit Office of NSW is the completion of their Questionnaire which is designed to assist the audit team to meet the requirements with related party transactions as part of the audit of the financial statements. Members were requested to complete the questionnaire for direct return to the Audit Office s prior to COB 30 May 2014 noting responses cannot be submitted via other persons in the District.

Action and decision: Distribute Key Management Personnel (KMP) Questionnaire from the Audit Office of NSW to members following a recommendation from the WSLHD FPA Board subcommittee.

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

Signed: 

(Stephen Leeder, Chair)