

## SUMMARY OF MINUTES

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

No. 2013/32

Date: Tuesday, 12 November 2013

Venue: Lachlan's Restaurant, Old Government House  
Parramatta Park

# 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).

Apologies: Hadia Mukhtar

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

A/Secretariat: Amanda Zakhary

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

Welcome and Acknowledgement to Country.

The Chair congratulated Dea Thiele on her recent achievement in completing a degree in Public Health from the University of NSW.

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

Nil.

#### **Item 3 Business Arising**

3.1.1 Correspondence was noted.

#### **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 8 October 2013 were accepted as an accurate record.

#### **Item 4.2 Matters Arising from the Minutes**

Nil.

#### **Item 4.2.1            Action Log from the Meeting**

The Action Log from 8 October 2013 meeting was noted with status updates provided.

#### **Item 5                    Standing Agenda Items – Reports**

##### **5.1                      Chair's report**

1. The Chair's Report was tabled and noted.

Key discussion points:

Recent bushfire emergency – the Board Chair congratulated the district on the noting the highly coordinated response to the recent bushfires. D O'Connor provided an overview of the response delivered and the full extent of the efforts made by staff to assist during this time. S Drummond noted that a fund is being established to raise money for the small number of staff who lost their homes in the fire.

It was also noted the district response to the fires affecting the Nepean Blue Mountains LHD is hoped to have broken barriers in the working relationship between the districts.

##### *5.1.1.1 2013 District Performance*

The Board Chair noted that the District remains on a Performance Level 2 and endeavours to reach a Level 1 by December 2013, otherwise 1<sup>st</sup> Quarter of 2014. The Chief Executive noted that the Ministry of Health recognise the efforts and are confident in the performance of the District.

##### *5.1.1.2 WSLHD Annual Public Meeting and Quality Awards – 8 October 2013*

The Board Chair noted that there has been positive feedback received on the Annual Public Meeting and Quality Awards and noting that the Minister was delighted with the evening. The Board Chair congratulated Kathy Baker on the success of the Quality Awards.

It was noted that there was very poor attendance by the public and this raised issues of community engagement. Discussions surrounded strategies to obtain greater public and consumer attendance at the next APM with a goal to reach public attendance of 25 per cent of all attendees. K Hill noted strategies will be included in the Community and Consumer Engagement Implementation Plan; strategies include:

- Personal invites to patients from Board Chair
- Quality award nominees to invite patients involved in initiatives
- Community liaison groups

*RESOLVED: Chief Executive to present updated Community and Consumer Engagement Implementation Plan at first 2014 Board meeting*

##### *5.1.1.8 Terms of Reference (TOR) – Finance, Performance and Asset Management Board Sub-Committee*

A Bloom tabled the TOR for review and discussion by Board members. M Datyner recommended including membership on the TOR, listing titles and positions rather than names.

*RESOLVED: List the TOR for Board endorsement at the 10 December Board meeting*

D O'Connor mentioned that all committee TOR should be standardised and cross-checked with the by-laws to ensure purposes of the committee are being met. J Spring suggested that each committee have a work plan.

*RESOLVED: Committee structure to be distributed to Board members for information*

J Spring raised concern about the Audit and Risk Committee not fitting into the Board governance framework. J Spring noted that there was no Board member on the committee causing a disconnect between the Board and committee. D O'Connor noted Audit and Risk committee updates will be provided to the Board regularly.

## **Item 5.2 Chief Executive Report**

The Chief Executive Report was noted.

### *New Beginnings Methadone Clinic*

D O'Connor highlighted the relocation of the Methadone Clinic from St Marys to Mt Druitt campus, noting that this project was driven from the Ministry. P Zelas queried the community engagement on the project and D O'Connor noted that he was comfortable with the dialogue occurring.

### *ICT Review*

D O'Connor noted that ICT is in a transitional phase with Mike Walsh as the new Chief Executive of HealthShare NSW. The relationship between WSLHD and HealthShare NSW is developing constructively; however, resources, capacity and intelligence across the WSLHD and NSW are challenging and the Minister is aware.

P Zelas commended the great work that is being done in ICT planning at BMDH. Two full time equivalent staff working on a 24/7 roster have been deployed to determine what is needed to implement a plan for the hospital to transition to 'paper light' prior to the expansion project completion. D O'Connor also noted that ICT is included in the budget for the capital expansion.

### *Strategic Partnerships and Visits*

Westmead Research Hub – the meeting which was scheduled between Elizabeth Koff and other members of the Westmead Research Hub on 6 November 2013 did not occur. Plans are underway to reschedule this meeting to discuss a strategic approach.

NSW Pathology/ WSLHD – D O'Connor noted that the partnership between NSW Pathology and WSLHD has been formalised.

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

No reports discussed

## **Item 6 New Business**

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

Nil

#### **Item 6.1.1 Draft Strategic Plan and Organisational Structure**

### 6.1.1 Draft Strategic Plan and Organisational Structure

Comments that were received regarding the **strategic plan**:

- Boost Aboriginal Health information (D Thiele)
- Include governance of safety and quality (K Baker)
- Refine population health statistics and information to reflect the diversity of the LHD - recommended use of the Medicare Local Community Profile for local information (D O'Halloran)
- Include more specific language on transfer of Care to and from General Practitioners (D O'Halloran)
- Enhance community engagement information – noting McKinsey presentation on the Community Health (D O'Halloran)
- Greater use of Operating Theatres (P Gibson)
- Query socio-economic disadvantage (pg 8) – not clear messaging, needs to be teased out
- Strategy 5.3 Education and Training – changed to EMD

*RESOLVED: Strategic plan to be updated and final version presented to Board for endorsement at December Board meeting.*

*RESOLVED: McKinsey presentation on Community Health be circulated to Board members for information*

D O'Connor informed the Board of the work that was done at the Executive Retreat on 17 & 18 October noting that there have been significant changes to the Executive portfolios and the draft **Organisational Structure** tabled. D O'Connor stated that he would like the Board to be confident that business will be run differently over the next 24 months to ensure the success of the business.

### Item 6.1.2 Safety and Quality – Governance by the Board

K Baker thanked Board members for the comments received out of session regarding governance of safety and quality in WSLHD and comments will be incorporated strategically. K Baker would like further feedback from Board members on if Board members feel high level issues have been captured.

*RESOLVED: Board members to submit further comments on safety and quality to K Baker*

K Baker invited Board members to a workshop to discuss the HCQC and the role of the Clinical Governance Unit into the future. The date and time are to be confirmed.

*RESOLVED: Board members to be advised of the new proposed time for the Safety and Quality workshop*

### Item 6.1.3 Board Governance Review and Work plan

Following the dialogue under item 6.1.1, members of the Board discussed what type of matters should be listed on the agenda at monthly meetings. Board Chair noted in the Australian Institute of Company Directors report that the meetings should be for matters of governance. Board Chair has requested members decide what should be included in monthly meetings versus extraordinary meetings

Time did not allow for this item to be discussed in detail and will be tabled at the next meeting for discussion

*RESOLVED: Board members to review and feedback information and work plan to Board Chair prior to next meeting for discussion*

**Close**

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

Signed:  (Stephen Leeder, Chair)