

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2015/45

Date: Tuesday, 10 February 2015

Venue: Boardroom, Research and Education Building, Westmead

Minutes

Present: Peter Zelas (Acting Chair), Jeremy Chapman, Kathy Baker, Di O'Halloran, Andrew Pesce, Jane Spring, Bruce Turner (first meeting).

Ex officio: Andrew Newton, Carrie Marr, Danny O'Connor, Peter Klineberg

Secretariat: Sara Currie

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

A welcome was extended to Bruce Turner attending his first meeting as a ministerially appointed member, Peter Klineberg rotating back onto the Board (ex officio rotating with Rob Denniss on a 6 monthly basis), and Maureen Fitzpatrick and Carla Edwards presenting on capital work developments for the district.

Leave of Absence: P Gibson, S Leeder, H Mukhtar, D Thiele.

Australia Day Honours: On behalf of the Board congratulations were extended to J Chapman on his recent appointment as a Companion of the Order of Australia.

Item 2 Declarations of Changes in Material Circumstances

Discussion: The A/Chair requested members to disclose any changes in material circumstances. Nil were reported.

Action and decision: Nil.

Item 3.1 Presentation – WSLHD Planning and Development Progress Report (C Edwards, M Fitzpatrick)

C Edwards and M Fitzpatrick provided an update on the 2014 Gateway review process completed in December 2014. Significant issues were discussed including integration of ICT and Pathology with NSW Pathology and the Childrens' Hospital at Westmead which are important governance issues. A formal response to the Review is being prepared for March 2015. There will be ongoing reporting to the Board on purpose, design and delivery, and risks.

Action and decision: Progress of ICT and Pathology issues to be reported to the 10 March Board meeting.

Members agreed the board needs to be kept updated on issues surrounding Rouse Hill.

Action and decision: Include update on Rouse Hill within all future WSLHD Planning and Development Progress Report presentations to the board.

Item 4 Business Arising

4.1 Correspondence

Discussion: The A/Chair confirmed members had read correspondence received or distributed from to 3 December 2014 to 3 February 2015.

D O'Connor provided members with an update of the current status of the NSW Ministry of Health Capacity Assessment Project (CAP). The project is now underway to evaluate the organisational and governance capacity and maturity of Local Health Districts, Specialty Health Networks and Ambulance Service NSW following the 2011 health reforms. The method of assessment includes an online survey and site visit to Blacktown on 6 May 2015 following evaluation of the survey results.

Action and decision: Correspondence NOTED

Item 5 Minutes of Previous Meeting

Item 5.1 Acceptance of Minutes

Discussion: The minutes were accepted as a true record of the 9 December 2014 meeting.

Action and decision: Motion carried.

Item 5.1.1 Register of Actions from the Meeting

Discussion: The A/Chair noted all items on the action register are complete.

Actions and decision: Register of actions NOTED

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

Discussion: Members were referred to the report. The following key points were discussed.

- *2015 Board Nour Training:* There has been good interest from members of the Board and the Executive to attend the March workshop.
- *Executive team:* D O'Connor advised Natalie McDonald will commence as the Executive Director Finance on 9 March 2015. Natalie has previously worked in both Public and Private roles for 20 years and is leaving a senior management role in Financial Services at Alfred Health in Melbourne to join the district.

Action and decision: Report NOTED

Item 6.2 Chief Executive Report

Discussion: Members were referred to the report. Key points of discussion

WSLHD Operational Performance: Members were advised District NEAT performance is of concern and the WSLHD has accepted assistance from the MoH to complete a diagnostic review of NEAT at Blacktown Hospital. A plan will be implemented and monitored to improve performance in this area and forms part of

the Whole of Hospital Program. Issues of focus include classification of patients in short stay units; flow of emergency surgery vs planned surgery, and insufficient use of discharge protocols.

WSLHD Demonstrator Integrated Care Initiative: as one of the Demonstrator sites, the integrated care program is progressing well. The Secretary, Dr Mary Foley has requested a single point of communication following a meeting on 3 December 2014 to discuss proposals to parent with the Commonwealth.

Review of Vaccine Fridges: In response to an issue reported in the media review, the Health Care Quality Committee has commenced a full review on all temperature sensitive products, monitoring of fridges, responses to alarms and contingencies in place for back-up power for fridges.

Imaging Review: D O'Connor advised members a tender for Imaging Services is progressing in consultation with the Ministry which will have financial and human resource implications. The Board will remain apprised of progress.

Action and decision: Details of the Imaging tender to be provided the Board when available.

ARMC: Approval was sought for the appointment of Ms Carolyn Walsh as the new Independent Member for the ARMC

Action and decision: Endorsed by the board

Action and decision: Report NOTED

Item 6.2.1 Financial Performance

Members were referred to the report.

Action and decision: Report NOTED

Item 6.2.2 WH&S/OHS

Members were referred to the report.

Action and decision: Report NOTED

Item 6.2.3 Quality and Safety

Discussion: C Marr referred members to the report. The following key points were discussed.

Social Media: Members were advised there has been good progress to increase the district presence on Social Media following implementation in late 2014. Members discussed how the impact of social media could be measured in order to derive the benefits of social media for the District. C Marr confirmed that the focus would now shift to increasing consumer engagement within the wider community.

Organisational Development Performance Indicators: B Turner enquired as to the current status of the plan to increase Aboriginal workforce employment at WSLHD, noting the Tax Office has recently released the third Indigenous Action Plan. C Marr advised that a draft plan is now in place and is comparable with plans from other LHDs.

B Turner noted the earlier advice on the response to the vaccine and enquired if the District reviews similar critical incidents from international/national/other LHDs in the context of transparency, sharing information and lessons learned.

Action and decision: Provide further advice on LHD review of international/national/other LHDs incidences of critical incidents.

Item 6.2.4 Asbestos Report

Item discussed under Item 6.2.2 WH&S report.

Action and decision: Report NOTED

Item 6.2.5 Imaging Review

Item discussed under 6.2 Chief Executive Report.

Action and decision: Report NOTED

Item 6.4 Board Subcommittee Reports/ Other Reports

Members were referred to the report. Members noted B Turner would present the Audit and Risk Management Annual Report at the 10 March 2015 Board meeting.

Action and Decision: Report NOTED

Item 8.0 Next Meeting

The next meeting is scheduled for Tuesday 10 March 2015 from 4.30pm – 7.00pm at Cumberland Campus. This meeting will be preceded by a Staff/ Board meet and greet from 3.30pm – 4.30pm also at Cumberland Campus.

Item 9.0 Close

There being no further business, the meeting closed at 7.55pm.

Signed:  (Peter Zelas, A/Chair)