

## SUMMARY OF MINUTES

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

No. 2015/46

Date: Tuesday, 10 March 2015

Venue: Meeting Room 1, Education Centre, Building 29, Cumberland Campus

# Minutes

Present: Stephen Leeder, Peter Zelas, Kathy Baker, Di O'Halloran, Andrew Pesce, Jane Spring, Bruce Turner, Dea Thiele, Hadia Haikal-Mukhtar

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

Secretariat: Sara Currie

## Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Paul Gibson, Jeremy Chapman.

## Item 2 Declarations of Changes in Material Circumstances

*Discussion:* The 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 (D O'Connor, A Newton)

The District continues to engage well with the Minister's Office, the Ministry and Health Infrastructure on all aspects of the capital program.

Members were advised Emergency Treatment Performance Target (previously NEAT) continues to be a major issue for the WSLHD. A number of contributing factors were discussed.

D O'Connor advised a collective effort and a significant cultural shift within the clinician community was required to. D O'Connor advised the Ministry had endorsed work to commence at Blacktown and Westmead to address the issue.

*Action and decision:* Presentation NOTED.

*Action and decision:* Meeting to be scheduled with P Zelas and D O'Connor to discuss BMDH ED performance issues (Out of session).

**Item 4 Business Arising**

**4.1 Correspondence**

*Discussion:* The Chair confirmed members had read correspondence received or distributed from to 3 February 2015 to 3 March 2015.

*Action and decision:* Correspondence *NOTED*

**Item 5 Minutes of Previous Meeting**

**Item 5.1 Acceptance of Minutes**

*Discussion:* D O'Halloran asked for a grammatical error to be corrected.

The minutes were accepted as a true record of the 10 February 2015 meeting.

*Action and decision:* *Motion carried.*

**Item 5.1.1 Register of Actions from the Meeting**

*Discussion:* *Action item - Provide further advice on LHD review of international, national, other LHD incidences of critical incidents*

B Turner requested confirmation on which Board sub-committee review the Clinical Excellence Committee (CEC) under their Charter/TOR incident to inform the developing risk mitigation strategies.

*Action and decision:* *Confirm which Board sub committees review CEC incident reports as part of their Charter/TOR*

**Item 6 Standing Agenda Items – Reports**

**6.1 Chair's report**

*Discussion:* Members were referred to the report and attached papers.

P Zelas provided an overview of the key points of discussion from the Council of Board Chairs meeting held 20 February 2015 that included planned reforms for the NSW health system, unplanned re-admissions and organ transplant targets. The Mental Health Plan was also presented by the Chief Psychiatrist referring to the integration of patients currently housed in mental health facilities back into the community. Members agreed this has wide ranging implications for Cumberland and requested a future presentation from the Ministry on the implementation of the plan and impact on the District.

Members were also updated on the submission to the AHMRC to be recognised as an Advanced Health Research Translation Centre, also known as Sydney Health Partners to reflect the collaborative efforts of Western Sydney, Northern Sydney and Sydney Local Health Districts. The outcome should be known by the end of March.

*Action and decision:* *Report NOTED.*

*Action and decision:* *Invite the Ministry to a future Board meeting to discuss the Mental Health Plan.*

**Item 6.2 Chief Executive Report**

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

- *Accreditation:* Blacktown and Mount Druit have achieved accreditation; however members were advised the date for Westmead accreditation may need to be deferred as further preparation time was required. D O'Connor advised there would be minimal impact as still working toward the timeframe for completion of accreditation.

*Action and decision: Report NOTED*

#### **Item 6.2a WSLHD Strategic Plan**

Members were referred to the report and discussed:

- Review the strategic direction of Agencies/Pillars in the lead up to the WSLHD Board Forum in July (Board Char and Chief Executive).
- *Strategic Plan Action 2.5.2 (page 5): Improve the performance for patient admission and discharge from our emergency departments – at risk.* Members discussed the ongoing cultural issues in the context of clinical leadership requested senior clinicians from Westmead and BMDH present how they will optimise ED performance to the April Board meeting with P Zelas and P Klineberg in support.
- Members agreed “*managing our culture*” be included in the next iteration of the Strategic Plan.

*Action and decision: Senior clinicians to present to Board in April to present strategies to improve NEAT performance at Westmead and BMDH hospitals.*

*Action and decision: Managing our culture to be included in the next Strategic Plan.*

*Action and decision: Report NOTED*

#### **Item 6.2.1 Financial Performance Report**

Members were referred to the report.

Noted: for the first time in eleven years a surplus in the Treasury hindsight adjustment was received and the District noted as having the highest performing team in the State.

*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.

Members were advised the third and final Your Say Survey will be rolled out statewide in late March 2015 noting the survey is one indicator signalling cultural issues in the district. Members discussed other measures that are an indicator of performance aside from the Ministry KPIs. C Marr advised that to look at the rate of improvement over a period of time, metrics about performance and governance is required. The potential development of a “governance dashboard” for the Board was discussed. S Leeder referred to the Mayo Clinic premised on “always be there for me” as a simple but powerful message about organisational culture.

*Action and decision: Report NOTED*

**Item 6.3 Board Subcommittee Reports/ Other Reports**

Members were referred to the report. Members agreed the Chairs of the Board sub committees to present a verbal report on a rotational basis to the Board, and a brief written summary of their key issues for the attention of members and inclusion with the papers. The Chairs would identify elements of their work program from the Strategic Plan/

*Action and Decision: Chairs of the Board sub committees to present on a rotational basis and provide a brief written report from Board Sub committees for inclusion with Board papers*

**Item 6.3.1 Audit and Risk Management Board Subcommittee – Annual Report**

B Turner referred members to the Audit and Risk Management Board subcommittee Annual Report noting the implementation rate of audit recommendations is better than similar entities and is a reflection of management commitment to strengthening internal controls. In addition, the risk control framework continued to evolve and strengthen over 2014. D O'Connor noted that many of the outstanding recommendations had been addressed and expressed thanks to B Turner and B Shepherd for the excellent progress of the committee under their highly effective stewardship.

*Action and Decision: Report NOTED.*

**Item 7.0 Appendices**

Appendices noted.

**Item 8.0 Next Meeting**

The next meeting is scheduled for Tuesday 14 April 2015 from 4.30pm – 7.00pm at Westmead Hospital in the new Executive (E2) area.

**Item 9.0 Close**

There being no further business, the meeting closed at 7.00pm.

Signed:  (Stephen Leeder, Board Chair)