

SUMMARY OF MINUTES 13 March 2012

Meeting of the Board of the Western Sydney Local Health District No. 2012/13

Date: Tuesday, 13 March 2012
Time: 5.00 p.m. to 7.30pm
Venue: Conference Room, Level 3 Admin and Education
Building, Blacktown Hospital

Minutes

Present

Stephen Leeder (Chair), Peter Zelas (Deputy Chair) Rose Garzaniti (Secretariat),

Members

Kathleen Baker, Abby Bloom, Jeremy Chapman (via phone), Paul Gibson, Hadia Haikal-Mukhtar (via phone), Diana O'Halloran (via phone), Andrew Pesce, Jane Spring

Ex officio

Kim Hill, Peter Klineberg, Danny O'Connor, Sue-Anne Redmond

The meeting opened at 5.00pm.

Item 1 Welcome and Apologies

Apologies: Nil.

Item 2 Declarations of Changes in Material Circumstances

There were no Declarations of Changes in Material Circumstances.

Item 3 Correspondence

Correspondence was tabled and noted under 3.1.1.

Item 4 Minutes of previous meeting

Item 4.1 Acceptance of Minutes

Item 4.1.1 Minutes of Meeting

The Minutes from the previous Board Meeting held on 21 February were accepted as a true record of

the meeting with the following two amendments:

- 1) Item 5.4 – amend to: *A Bloom described the scope of the Finance and Performance Sub-Committee noting the Sub-Committee would in future include capital works (or “Assets”) as part of its scope of responsibility.*
- 2) *Item 6.1.2 – amend to Medicare Local and Western Sydney Local Health District Joint Partnership Workplan.*

RESOLVED: *To accept the minutes from the previous Board Meeting held 21 February as a true record of the meeting with two amendments.*

Item 4.2 Matters Arising from the Minutes

P Zelas extended thanks to P Klineberg for assistance in establishing escalation processes for patients who require surgery at Westmead Hospital.

Item 4.2.1 Action Log

Item 3.1.1 EOI for the Board Vacancy to Replace Michelle Cutmore

S Leeder advised that following the completion of the EOI process to fill the Board Vacancy, a meeting is scheduled with applicant, Ms Dea Thiele on Thursday 15 March 2012. A recommendation will then be submitted to the Minister by the Board Chair for approval.

Item 7.1 Public Release of Board Minutes

A number of models illustrating how minutes are provided for public release have been provided to the Secretariat for review.

ACTION: *Board Secretariat to progress the development of minutes for public release.*

Item 5 Standing Agenda Items - Reports

Item 5.1 Chair’s Report

The Chair’s Report was noted.

Item 5.1.1 Board Agenda

The revised Board Agenda was discussed following agreement from members to refine the papers. Members agreed further work is still required on the finance component of the reports including a shift from forensic accounting to financial management.

The subcommittees coversheet needs to state for noting or for discussion.

D O’Connor thanked members for feedback and persistence noting the Agenda remains a working progress.

RESOLVED: *Secretariat to progress refinement of the Board papers in consultation with members.*

Item 5.1.2 Duration of Meetings

Members discussed how to improve productivity of meetings including duration, appropriate venues, breaks after 90 minutes and provision of refreshments.

Item 5.1.3 Future Presentations to the Board

The proposed future presentations were noted, including Robert Rust to present to the next meeting on 10 April 2012.

Item 5.1.4 Director General *Communique* – 7 March 2012

The Director-General *Communique* advising of the latest appointments under the new look Ministry and other agencies was noted, in particular the incoming Chief Executive of the Health Education and Training Institute - Heather Gray

Item 5.1.6 Health Consumer and Community Leaders' Workshop – Medicare Locals and LHDs

It was noted that S Leeder, D O'Connor and H Muktar attended *The Health Consumer and Community Leaders' Workshop – Medicare Locals and LHDs* held on 7 March 2012.

Key discussion points:

- The Workshop was very informative and provided an overview of consumer participation initiatives being undertaken in other LHDs, noting the WSLHD Executive is working closely with Di O'Halloran and the Medicare Local team to progress this important initiative.
- Members agreed the WSLHD should scope current initiatives relating to clinician and community participation or engagement to identify our community groups; decide which forums we use to engage with the community, identify when the Board should engage with the local council; learn from the experiences of other LHDs
- The Terms of Reference for the Community Engagement Group to be reviewed to ensure there is alignment with strategic objectives and including reference to the Medical Local and Blacktown Redevelopment

RESOLVED: To accept the Chair's Report as tabled.

ACTION: To Scope WSLHD clinician and community participation or engagement activities.

ACTION: To contact other LHDs to learn from Community and Clinician Engagement activities

5.1.7 10 April Board Meeting

It was noted that there is short lead up to the next Board Meeting scheduled for 10 April 2012 due to Easter. The Executive will aim to distribute papers by 30 March 2012.

5.1.8 WSLHD Strategic Plan.

It was noted that the WSLHD Strategic Plan consultation is underway and is anticipated for completion in April 2012. Members discussed where we expect the Local Health District to be in 5 years time.

Item 5.2 WSLHD Operational Performance – Chief Executive

In confidence: D O'Connor informed members the Premier and Minister has scheduled a site visit to Blacktown Hospital on 14th March 2012 to formally announce a further financial commitment to the Blacktown Mt Druitt expansion project. It is expected the visit will generate significant media interest and P Zelas would attend as Deputy Board Chair. At the request of Minister's Office, members were requested to keep the announcement confidential.

Item 5.2.1 Patient Experiences – Failure to Escalate

Two patient stories were tabled for discussion depicting serious consequences to patients following failure to escalate resulting in the delayed transfer of an elderly mental health patient and a severe infection resulting in a very lengthy hospitalisation and a number of operative procedures following an infected cannula.

Members reviewed the sequence of events leading to the incidents, the major contributing factors and how the incidents were addressed.

Following a significant amount of discussion, members requested one patient experience be presented to future meetings and the Board be kept informed of the progress of the Infection Prevention and Control Implementation Strategy, and strategies to ensure appropriate transfer of Mental Health patients.

ACTION *One patient experience to be presented to future meetings.*

ACTION S *A Redmond to provide feedback to the Board on the progress of the Infection Prevention and Control Implementation Strategy, and to include the Strategy on the Board Agenda in 12 months.*

Item 5.2.2 WSLHD Performance Review - Ministry of Health

D O'Connor advised members the WSLHD Executive and General Managers attended the monthly Performance Meeting with the Ministry on Friday 9 March.

Members agreed a small working group from the Board be convened to consider financial reporting systems necessary for effective management and to assess the adequacy of District financial reporting systems and management capacity. The development of Terms of Reference to provide to an external agency would be one outcome of the meeting.

ACTION *To convene a small working party comprising of Board members to discuss the financial performance, including developing Terms of Reference to provide to an external agency if required.*

5.2.5 Activity Based Funding (ABF)

ABF targets for individual WSLHD facilities was noted. D O'Connor advised significant focus was required to meet the targets.

5.2.7 Medicare Local / WSLHD Joint Workplan – Progress

D O'Connor advised members the Joint Working Party Meetings continue to be held weekly and there was good progress on the development of plans to implement the key initiatives endorsed by both Boards.

Item 5.3 Board Sub-Committee Reports

Item 5.3.1 Board Sub-Committee - Health Care Quality Committee (HCQC) Report

The Report from the Executive Director of Clinical Governance was noted.

RESOLVED to accept the Report as tabled.

Item 5.3.2 Board Sub-Committee – Finance & Performance

The Report from the Executive Director of Finance was noted.

RESOLVED to accept the Report as tabled.

Item 5.3.3 Board Sub-Committee - Medical and Dental appointments Advisory Committee (MDAAC)

The MDAAC Report and the draft unendorsed minutes from the meeting held 15 February 2012 were noted.

RESOLVED to accept the Report as tabled.

Item 5.3.4 Board Sub-Committee - Research and Education Committee

The report from Director, Research Network, Western Sydney LHD was noted.

RESOLVED to accept the Report as tabled.

Item 5.3.5 Board Sub-Committee - Audit and Risk Management Committee (ARMC)

The report from the Director Internal Audit, WSLHD was noted.

RESOLVED to accept the Report as tabled.

Item 5.4 Draft WSLHD Strategic Plan

Members agreed that as the meeting was running over time, that an extraordinary meeting would be held 27 March 2012 to discuss outstanding Agenda items.

Item 5.5 Draft WSLHD Board Workplan

Held over to extraordinary meeting of 27 March 2012.

Item 6 New Business

Item 6.1 Matters raised by Board Members

Nil.

Item 6.1.1 Clinician Lead Group (held over from last meeting)

Held over to extraordinary meeting of 27 March 2012.

Item 7 Appendix

Item 7.1 Other Reports and Subcommittees

Held over to extraordinary meeting of 27 March 2012.

Item 8 Next Meeting

The extraordinary meeting would be held on **Tuesday, 27 March 2012**, from 5.00pm. The venue is the Boardroom, WSLHD Office, Institute Road, Westmead.

Item 9 Close

There being no further business, the meeting closed at 7.30pm



Signed: _____ (Stephen Leeder, Chair)