

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2014/40

Date: Tuesday, 12 August 2014

Venue: UWS Clinical School, Blacktown Hospital Campus

Minutes

Present: Stephen Leeder (Chair), Kathy Baker, Abby Bloom, Jeremy Chapman, Hadia Mukhtar, Andrew Pesce, Jane Spring, Dea Thiele, Peter Zelas.

Delegated: Rod Gilroy in attendance for Shaun Drummond.

Teleconference: Di O'Halloran

Ex officio: Robert Denniss, Carrie Marr, Danny O'Connor.

Secretariat: Michelle Wensley.

Observer: Sara Currie – newly appointed acting Governance Officer, WSLHD

Item 1 Welcome and Leave of Absence

Acknowledgement to Country.

Leave of Absence: Shaun Drummond, Paul Gibson.

The Chair extended a welcome to Robert Denniss (New Board member-rotating ex officio); Mr Rod Gilroy (for Shaun Drummond), and presenters Andrew Newton, General Manager, Blacktown Mount Druitt Health (BMDH) and Peter Rophail, Transition Manager, BMDH Expansion

Due to limitations with the teleconferencing facility, D O'Halloran retired from the meeting at 5.15pm.

Item 2 Declarations of Changes in Material Circumstances

Discussion: The Chair requested members to disclose any changes in material circumstances. A Bloom notified the Board of acceptance of an appointment as a member of the Risk and Audit Committee of the NSW Department of Family and Community Services effective immediately. First notified to the Board Chair on 31 July 2014.

K Baker notified members of a new role oversighting Accreditation at the Australian Commission for Safety and Quality In Health Care.

Action and decision: NOTED and to be managed as relevant.

Item 3.1 Presentation – WSLHD Planning – ASP - Blacktown Mount Druitt Hospitals Expansion – Stage 1 and Stage 2 Progress Reports

Andrew Newton and Peter Rophail, BMDH Expansion.

A Newton and P Rophail provided an overview of the significant progress of Stage 1 of the BMDH expansion with capital works at Mt Druitt now completed and the construction of the new Clinical Services Building at Blacktown Hospital in progress. Stage 2 of the BMDH Expansion is in planning phase with the Preliminary Business Case scheduled for Gateway Review on 21 August 2014.

Both Stages have been supported by successful change management and communication strategies and include the proactive implementation of new operational models into existing facilities. Examples include the “ABC-123” renaming of wards and the “Paper-Lite” project that maximises use of electronic records.

P Zelas commended the high level of consultation and clinician engagement and the open and transparent communication by management across all disciplines.

The Clinical Services Plan Supplement Version 1.2 Supplement to 2026 and BMDH Stage 2a as proposed in the preliminary business case was tabled for endorsement. D O’Connor advised a letter would be forwarded to the Ministry (E Develin) seeking a letter of support in preparation for the Gateway review scheduled 21 August 2014.

Members congratulated the presenters on the ongoing success of the capital expansion noting the learnings could be translated across to the Westmead Precinct redevelopment.

Action and decisions: The Board

- *NOTED progress of the BMDH Expansion Stage 1 and Stage 2.*
- *NOTED the successful change management strategies implemented by the BMDH Expansion team.*
- *ENDORSED the Clinical Services Plan Supplement Version 1.2 and the letter to the MoH seeking support in preparation for the Gateway Review.*

Westmead Precinct Redevelopment

The issue of ongoing management for identifying issues of interest to both the WSLHD Board and the Sydney Children’s Hospitals Network (SCHN) Board was discussed in the context of the planning for the Westmead Precinct Redevelopment. Members agreed a Special Joint WSLHD / SCHN Board meeting be convened on Monday 25 August 2014 to discuss Westmead Precinct redevelopment, governance and communications and shared opportunities

Action and decision: ENDORSE a Special Joint WSLHD / SCHN Board on Monday 25 August 2014.

Item 4 Business Arising

4.1 Correspondence

Discussion: The Chair confirmed members had read correspondence received or distributed from to 1 July 2014 to 5 August 2014.

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 8 July 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 July 2014 meeting.

Actions and decisions: Register of actions *NOTED*

Item 6 Standing Agenda Items – Reports

6.1 Chair's report

Discussion:

- *Site visit:* The Board Chair extended thanks on behalf of members to Andrew Newton for coordinating the Board Meet and Greet with staff prior to the meeting.
- *District Performance:* The district remains on performance level “2” noting the most recent quarterly performance meeting with the Ministry was held on 5 August 2014.

Action and decision: Report NOTED

Item 6.2 Chief Executive Report

Discussion: D O'Connor referred members to the report and discussed the following key points:

- *Parramatta North Urban Renewal – Urban Growth Proposed Re-development Cumberland Hospital site.* Members were advised of the recent escalation and interest in the Parramatta North redevelopment plans by multiple sectors of government, and resultant media interest. The priority for the District is to ensure patients and staff are not impacted and appropriate consultation processes are in place with staff and key stakeholders.
- *WSLHD Demonstrator Integrated Care Initiative.* The first meeting with the Ministry Advisory Group occurred on 30 July 2014 at Blacktown attended at short notice by Dr Mary Foley, Secretary, NSW Ministry of Health. Dr Foley confirmed support of the approach being undertaken by Western Sydney. The final project plan, budget and business model were under development for submission to the Ministry.
- *WSLHD District Orthopaedic Review:* Members were advised of progress to recruit to the Head of Department position including the appointment of Ed Graham as acting in the position. Members requested the process to finalise recruitment continued and for a further update on progress to the next Board meeting.
- *14/15 Service Level Agreement:* To be discussed under Agenda Item 6.2.5.

Action and decision: Report NOTED

Item 6.2.1 Financial Performance

Discussion: The Board noted the financial performance as evidenced in the Finance pack (Appendices 7.1.2.3.1). A Bloom referred members to the facility reports included within the Finance section (Section 5) of the Board pack: 5.4.1 Net Cost of Services (WSLHD and facility summaries) and Assets report under 5.8 Major Capital Works and Planning. D O'Connor advised members work continues to strengthen the financial management capability of the District, including refining financial reporting processes.

Action and decision: Report NOTED.

Item 6.2.2 WH&S/OHS

Discussion: The Board noted the WHS and Due Diligence Report, the Enterprise Risk Management Extract and Enterprise Risk Management Audit Report.

Action and decision: Report NOTED

Item 6.2.3 Quality and Safety

Discussion: C Marr advised Ms Chris Bath (media/journalist) has been engaged to present to the 2014 WSLHD Annual Public Meeting (APM). Ms Bath is noted as an inspirational speaker and was raised in Western Sydney, attending school at Wentworthville.

The Board noted the Quality and Safety Report.

Action and decision: Report NOTED.

Item 6.2.4 DRAFT 2013 / 2014 Corporate Governance Attestation Statement

Discussion: Following review by members, the final Statement was tabled for endorsement.

Action and decision: Report ENDORSED

Item 6.2.5 DRAFT 2014 / 2015 Service Level Agreement

D O'Connor advised members of the outcomes of ongoing discussions with the Ministry to finalise the Service Agreement. The Ministry have requested the signed copy be submitted to the Secretary, Dr Mary Foley by 18 August 2014. Members agreed to review the final version and the covering letter out of session for advice back to the Chief Executive by 15 August 2014.

Action and decision: That the Board REVIEW and ENDORSE the 14/15 Service Level Agreement and covering letter to Dr Mary Foley for advice to the Chief Executive by 15 August 2014.

Item 6.2.6 WSLHD Strategic Plan July 2013 to June 2016 – Quarterly Report

D O'Connor provided an overview of progress against actions and KPIs noting most items tracking to timeframes as at July 2014. Members noted some initiatives require further intervention due to the need for clearer strategies to meet agreed KPIs and timelines.

Action and decision: Members ENDORSED the quarterly progress report of the WSLHD Strategic Plan July 2013 – June 2016 (as at July 2014).

Item 6.3 WSLHD Board Sub committees / Other Reports

Discussion: No matters were raised for discussion.

Action and decision: Report NOTED

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

Signed 

(Stephen Leeder, Chair)