

## SUMMARY OF MINUTES

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

No. 2016/59

Date: Tuesday, 10 May 2016

Venue: Conference Room, Conference Room 1+2, Level 5, Auburn Hospital. Meeting was preceded by a Staff Meet and Greet from 3.30 – 4.30pm Foyer, Level 5, Auburn Hospital

# Minutes

Present: Stephen Leeder (Chair), Peter Zelas, Narelle Bell, Jeremy Chapman, Diana O'Halloran. Bruce Turner, Paul Gibson, Jane Spring, Kathy Baker

Ex officio: Danny O'Connor, David Farlow, Andrew Newton

Resignation: Dea Thiele

Teleconference: Nil

Secretariat: Neeli Sharma

Invited: Rufus Clarke

Meeting commenced: 4.30pm

Quorum: A quorum was met.

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

Acknowledgement to Country.

Leave of Absence: Hadia Haikal-Mukhtar, Andrew Pesce

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

Members were asked to declare:

- (i) conflicts of interest in relation to the agenda or
- (ii) changes in material circumstance.

*Action and decision: No declarations NOTED.*

### **Item 3.0 Oral Committee Report – Education and Training Committee**

Professor Rufus Clarke referred members to the report, and provided an overview of the new WSLHD Education and Training Committee of the Board. The Committee has met twice and is well represented with 20 members from a wide range of disciplines. Members agreed there is a need to align to District strategic priorities and noted the importance of engagement with key stakeholders to inform the further development of education and training priorities for the district.

*Action and decision:* Report NOTED

### **Item 4 Business Arising**

#### **4.1 Correspondence**

*Discussion:* Members were referred to the correspondence report.

*Action and decision:* Correspondence NOTED

### **Item 5 Minutes of Previous Meeting**

#### **Item 5.1 Acceptance of Minutes**

The minutes were accepted as a true record of the 12 April 2016 meeting.

*Action and decision:* Motion carried.

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

*Discussion:* Members were referred to the Register of Actions.

*Action and decision:* Register NOTED.

### **WSLHD Board Member Renewal EOI Process**

The Chair thanked Bruce Turner, Jane Spring and Narelle Bell for undertaking the capability gap assessment and providing recommendations which will inform the re-appointment process for members with terms due to expire on 31 December 2016. Members discussed the assessment and endorsed the recommendations. Members were also advised of correspondence received from K Crawshaw outlining the reappointment process, noting the expression of interest had been released on 7 May 2016 with a closing date of 14 June 2016. Members also noted the Minister has been advised of the resignation of A/Professor Dea Thiele in April 2016. Further advice regarding a separate EOI process to replace A/Professor Thiele remains pending in view of the current Board re-appointment process.

*Action and decision:* Capability Gap Assessment Recommendations ENDORSED.

**Item 6 Standing Agenda Items – Reports**

**6.1 Chair's report**

*Discussion:* Members were referred to the report.

Key points:

- **Official Opening of the Clinical Building, Blacktown Hospital – 17 May 2016.** Members were advised the Premier and the Minister will be attending the official opening of the Clinical Building at Blacktown Hospital. An invitation to attend the event has been extended to Board members.
- **2016 Annual Board Members Conference.** Members were reminded the Board event is scheduled for 20 June 2016 at Novotel Hotel in Sydney Olympic Park.
- **Board Assessment Process.** Members noted the Chair will be meeting with individual members in June as a component of the Board assessment process.
- **WSLHD e-Board – Transitioning Board paper to digital technology – iPads.** Members were encouraged to transition to “e”-papers using iPads provided to members, noting the transition will be an iterative process in consultation with members.

**Item 6.2 Chief Executive Report**

*Discussion:* Members were referred to the report.

Key points:

**Aboriginal Health Services** - Members were advised a District Aboriginal Health Services Management Committee has been convened following the cessation of the Aboriginal Health Services Committee of the Board in March 2016. The Committee will work closely with key partners including the Primary Health Network WentWest and Children's Hospital Westmead to ensure ongoing delivery of health services to the aboriginal community of Western Sydney. Members requested to remain apprised of ongoing transition arrangements for the provision of aboriginal health services until an Aboriginal Control Committee is established and the tender is finalised in September 2016.

The Board recommended the Premier's NSW Priority related to the employment and monitoring of Aboriginal and Torres Strait Islander into senior leadership roles to be included in the Aboriginal Health Services Quarterly KPI report.

*Action and decision: Verbal Report NOTED*

*Action and decision: Inform members of progress of ongoing transition arrangements for the provision of Aboriginal Health Services in WSLHD pending finalization of the tender process*

*Action and decision: Incorporate Premier NSW Priority regarding employment and monitoring of Aboriginal and Torres Strait Islander senior leadership role into the WSLHD Aboriginal Health KPI Quarterly report.*

- **BinZhou Medical University Hospital (BMUH) Shandong, China** D O'Connor and A Newton provided an overview of their recent work visit to China and Hong Kong in April 2016 that including presenting as keynote speakers at an international conference and key discussions with executive teams on governance, operational management of hospitals and performance monitoring. A full report will be provided to the Ministry and the Board in July 2016.

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*Action and decision: CE to present report regarding the China visit and future directions for WSLHD in 5-10 years horizon at the July/August Board Meeting.*

- **Ministry Appointments** Elizabeth Koff appointed as Secretary, NSW Health.
- **Westmead and Children’s Hospital Westmead (CHW).** D O’Connor advised members of ongoing discussions with the CHW project management team regarding the acute services block and schematic design.
- **Rouse Hill** - Members noted discussions continue with the Ministry, HI and the community regarding Rouse Hill and the future delivery of healthcare in the district.
- **Mental Health** – D O’Connor advised members “The Way Forward” program was progressing well with noticeable culture change under the leadership of A/Professor Beth Kotze as acting Executive Director, Mental Health services. Members were advised the jail will not be proceeding at Parramatta.
- **Asset Management Plan** – D O’Connor advised members of the ongoing underinvestment into asset management and maintenance. Members recommended a presentation at a future board meeting to discuss the Plan.

*Action and decision: Asset Manager to present the Asset Management Plan at a future meeting.*

- **Strategic Priorities:** The Chief Executive confirmed the Strategic Priorities would be presented to the Board at a future meeting.

*Action and decision: Strategic Priorities to be presented to the Board at a future meeting.*

#### Item 6.2.6 Planning for the Future

*Discussion:* Members were referred to the report.

*Action and decision: Report NOTED*

#### Item 6.2.1 Financial Performance Report

Members were referred to the report.

*Action and decision: Report NOTED*

#### Item 6.2.2 WH&S/OHS – QUARTERLY REPORT

Members were referred to the report

Members endorsed a presentation on violence and aggression to be delivered by Risk Management and WHS at a future board meeting.

*Action and decision: Report NOTED*

*Action and decision: Risk Management and WHS to provide presentation on violence and aggression at a future meeting.*

**Item 6.2.3      Quality and Safety**

Members were referred to the report.

Action and decision: Report NOTED.

**Item 6.3      Committees of the Board**

Members were referred to the report.

Action and decision: Report NOTED

**Item 7.0      Appendices**

Members were referred to the Appendices.

Action and decision Appendices noted.

**Item 8.0      Next Meeting**

The next board meeting is scheduled for Tuesday 14 June 2016, Conference Room, Westmead Executive Office, E2, Westmead Hospital.

**Item 9.0      Close**

The meeting closed at 6.45pm

Signed: \_\_\_\_\_



(Stephen Leeder, Board Chair)