

Meeting of the Board of the Western Sydney Local Health District

No. 2018/92

Date: Tuesday, 16 July 2019

Venue: Westmead Institute for Medical Research

Minutes

Present:	Richard Alcock (Chair) Jeremy Chapman (Deputy Chair) - teleconference Diana O'Halloran Adam Stuart Narelle Bell Don Nutbeam Andrew Bernard Kathy Baker Michael Edye Andrew Pesce Mick Reid Keith Hartman Elizabeth Crouch
Chief Executive:	Graeme Loy
Ex Officio Invitees:	Robynne Cooke, Executive Director Operations WSLHD Barry Mitrevski, Director of Finance WSLHD Emma McCahon, Executive Director Medical Services Caroline Farmer, Executive Director Nursing & Midwifery, and Clinical Governance
Invited Guests:	Rebecca Wark, Chief Executive Health Infrastructure Matt Vizard, Director Western Region Health Infrastructure Monica Walker, Clinical Nurse Consultant, Organ & Tissue Donation WSLHD Chris Reece, ACHSM Intern
Apologies:	Mark McLean (Chair, Blacktown and Mount Druitt) Chris Liddle (Medical Staff Council Chair, Westmead)
Secretariat:	Julia Millen
Meeting commenced:	3:00pm
Quorum:	A quorum was met

Item 1.1 Welcome

The Chair welcomed members, attendees and invited guests to the meeting of Tuesday, 16 July 2019.

Item 1.2 Acknowledgement of Country

The Acknowledgement of Country was delivered by Braiden Abala, Director Aboriginal Health Strategy WSLHD.

Item 1.3 Declarations of Changes in Material Circumstances

Members were asked to declare:

- i. Conflicts of interest in relation to the agenda and
- ii. Changes in material circumstance.

Action and decision: Members noted the Board Secretariat will update the register of interests.

Item 1.4 Patient Story

The patient story was delivered by Monica Walker, CNC Organ and Tissue Donation WSLHD.

Action and decision: The patient story and organ and tissue information was noted by members.

Item 1.5 Minutes from meeting 14 May 2019

The Chair asked members to provide their feedback on the minutes of 14 May 2019.

Action and decision: The minutes were accepted as a true record of the 14 May 2019 meeting.

Item 2 Strategy

Item 2.1 Health Infrastructure – update

The Health Infrastructure Chief Executive and Director Western Region attended and presented an overview of Health Infrastructure's vision and capital expenditure projects including information on HI's key areas for infrastructure delivery and asset management.

The meeting discussion included topics covering the Westmead health precinct, Blacktown Stage 2, and the Westmead redevelopment project.

Action and decision: Members thanked the HI executive for attending the meeting and noted the information provided.

Item 2.2 Aboriginal Health Strategy

The Director Aboriginal Health Strategy attended and presented on areas for development in the next 12 months including productive partnerships, building evidence and implementing what works, Aboriginal workforce, service delivery and planning, and the new national quality and safety standards in relation to Western Sydney's Aboriginal population.

Members welcomed Mr Abala to the district and noted their interest in community engagement and reinvigorating the collaboration between the LHD and WentWest PHN. The CE noted the LHD executive is actively supporting a shortlist of key events each year, including NAIDOC week, and the Closing the Gap initiative.

Action and decision: Members welcomed the Director Aboriginal Health Strategy and noted their support for his portfolio.

Item 2.3 2019/20 Service Agreement WSLHD

The Chair introduced item 2.3 the 2019/20 Service Agreement for Western Sydney Local Health District (Service Agreement) and commended the FP&A Committee for their efforts in reviewing the Service Agreement and providing the WSLHD Board with their endorsement and a clear commentary on the document.

The Chair FP&A Committee noted the committee discussed the Service Agreement at their June meeting and commentary from the FP&A Committee members was provided for the Board's information. The Chair FP&A Committee also provided an overview of the Service Agreement.

The Chair requested approval from the WSLHD Board Members for the Chair and CE to sign the Service Agreement WSLHD. Members commended the work conducted by district in preparing the document and approved the Service Agreement WSLHD for signature.

Action and decision: Members commended the work conducted by district in preparing the service agreement document and approved the Service Agreement WSLHD for signature.

Item 2.4 Delegations Manual WSLHD

The Chair FP&A Committee introduced item 2.4 the Delegations Manual WSLHD advising the CE and executive team presented the manual to the May 2019 FP&A Committee meeting, and addressed questions from the FP&A Committee at their June 2019 meeting. The FP&A Committee has endorsed the manual, and asked the CE and executive to report back in three months to inform the committee on how the new delegations and re-education process are impacting on business operations as a monitoring mechanism on the effectiveness of the delegations manual.

The Board Chair asked members to approve the delegations manual for application within the LHD and members provided their endorsement.

Action and decision: Members thanked the Finance Performance and Assets Committee for their review of the Delegations Manual WSLHD and agreed the Audit and Risk Committee should be the forum for future review, oversight and endorsement of this manual.

Action and decision: Members approved the Delegations Manual WSLHD for rollout within the district.

Item 3 Standing Items

Item 3.1 Chief Executive's Report

The CE referred to his written report provided at item 3.1 and commented on the items provided, highlighting the 41% participation achieved for the People Matter Employee Survey, an improved result on the 33% participation rate last year.

The Chair requested an update on Westmead ICU accreditation and the EDO noted the Westmead executive is working toward reaccreditation re-assessment in October 2019. There is a focus on the nursing governance structure for the ICU, and overall the medical staff are working well.

Action: Members noted the information provided.

Item 3.2 Finance Report

The Director of Finance discussed the WSLHD June 2019 performance report, with papers provided for the information of the Board

Action and decision: Members noted the report provided.

Item 3.3 Safety & Quality Report

The EDNM&CG noted the written report tabled at item 3.3.1 and provided an overview of the June 2019 Safety and Quality report highlighting Westmead has held its inaugural meeting of the new accreditation steering committee and a mock survey is being scheduled for 12-16 August 2019. Preparation for implementation of the IMS+ pilot is scheduled for 16 September 2019 and a steering committee will commence meeting from July in preparation for implementation.

The EDNM&CG commented the WSLHD Quality and Safety Account is an excellent document. The Chair asked for confirmation of the timeline for presentation of the 19/20 Quality and Safety Account for board approval. Members agreed the WSLHD Board should send a letter of appreciation for the Director of Clinical Governance WSLHD.

Action and decision: Members noted the report provided.

Action and decision: The secretariat will prepare a letter of appreciation for the Director of Clinical Governance.

Action: The secretariat confirmed the WSLHD Quality and Safety Account will be presented for endorsement at the September 2019 board meeting.

Item 3.4 Operations Report

The EDO noted the written report tabled at item 3.4.1 and commented on the access and flow performance detailed in the report. A patient experience officer is being piloted for the Emergency Department to improve patient experience through acting as a concierge.

The EDO also commented on the strategic planning exercise to develop a Cancer Service Plan for WSLHD, and provided an update on Project Red commenting on the re-focus for the ED teams.

Action and decision: Members noted the report provided.

Item 3.5 Mental Health Service Report

The CE noted the written report tabled at item 3.5 and commented on the SafeWork NSW improvement notices noting the district has actioned rectifications required in the notices.

Action and decision: Members noted the report provided.

Item 4 Business Arising

Item 4.1 Actions from previous meetings

Members were referred to the Register of Actions to note update in relation to the actions tabled, actioned and outstanding.

Action and decision: Members noted the updates provided.

Item 5 Board Sub-Committee Reports

Item 5.1 Committee Updates

Committee reports were provided as follows:

- Finance Performance and Assets (FP&A) Committee
- Research Development Committee
- Nominations Committee
- Governance Committee

The Chair FP&A noted the following items for information:

- 2019/20 Service Agreement endorsed
- Receipt of a comprehensive fire safety update at their last meeting
- Annual committee self-effectiveness survey completed and a summary of actions in response to feedback provided.
- Letter from NSW Health on the district's de-escalation to Level 1, noting the executive team has done a tremendous job to attain this result.

The Nominations Committee Chair provided a verbal update on the committee's activities noting the committee will next meet in September 2019. The Chair advised the committee is reviewing how we inform or determine appointments to the board and board sub-committees. The committee is also reviewing its terms of reference to ensure we have terms that serve us and properly reflect the work of the committee.

The Research Development Committee meeting minutes from 21 February 2019 were provided for review.

Action and decision: Members noted the updates provided.

Item 6 Items for Noting

The Chair commented on the items for noting provided including the record of Chair, CE and Deputy Chairs meetings through May and June 2019, the correspondence received

within the last month, and the WSLHD and SCHN Joint redevelopment committee minutes provided for review.

Action and decision: Members noted the items provided.

Item 7 In Camera Session

The Chair introduced the in camera session for members and the CE to attend. Board ex-officio invitees were excused from the meeting.

Next meeting

The next meeting is scheduled on Tuesday, 13 August 2019 at Blacktown Hospital.

Close

Meeting closed at 7:20pm

Signed: _____
(Mr Richard Alcock AO, Board Chair)