

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 28

Date: Tuesday, 9 July 2013

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

Minutes

Present: Stephen Leeder (Chair), Abby Bloom, Paul Gibson, Diana O'Halloran, Jane Spring, Peter Zelas.

Ex officio: Shaun Drummond for Danny O'Connor, Tony Hickmott, Rod Gilroy for Shaun Drummond, Denis Smith for Kim Hill

Secretariat: Michelle Wensley.

The meeting opened at 5:10 pm, following the staff meet and greet at Cumberland.

Item 1 Welcome and Leave of Absence

Welcome: S Leeder advised members the Agenda has been amended to reflect "holding" correspondence from Mr Bruce Turner (Chair, WSLHD Audit and Risk Management) regarding the *Work Health Safety Due Diligence Guidelines for Boards*. This matter will be listed for the September Board meeting.

Leave of Absence: Kathy Baker, Jeremy Chapman, Hadia Mukhtar, Andrew Pesce, Dea Thiele,
Ex Officio: Kim Hill. Peter Klineberg, Danny O'Connor.

Presentation Andre Jenkins, Director of Information Management, Clinical Excellence Commission

Mr Jenkins introduced the concept of the "e-chartbook" portal which has been developed following extensive consultation after the release of the fourth edition of *The Chartbook on Safety and Quality in Healthcare in NSW 2010* in July 2012. The evolution from hard copy to the "e" version will provide more timely data and dynamic maps on clinical variation using a wide range of indicators (e.g. Population Health, Ambulance Services, Aboriginal Health and CEC initiatives in safety and quality).

Members discussed the importance of linking to the other key agencies providing data to Local Health Districts including the Ministry of Health, Bureau of Health Information, Agency for Clinical Innovation and Cancer Institute NSW.

Members were referred to the CEC website at:

<http://www.cec.health.nsw.gov.au/programs/chartbook#resources>

Item 2 Declarations of Changes in Material Circumstances

Nil.

Item 3 Business Arising

3.1.1 Correspondence tabled.

Item 4 Minutes of Previous Meeting

Item 4.1 Acceptance of Minutes

Item 4.1.1 Minutes of Meeting

The minutes of the meeting held 11 June 2013 were accepted.

Item 4.2 Matters Arising from the Minutes

Nil.

Item 4.2.1 Action Log from the Meeting

The Action Log from 11 June 2013 meeting was tabled with status updates provided.

Key discussion points:

- *13/14 Service Level Agreement:* S Drummond provided a status report on progress of negotiations with the Ministry of Health. The Board will remain apprised of the progress with the negotiations.
- *Orthopaedic review and redesign of orthopaedic services.* S Drummond advised multiple strategies were in progress to address issues raised in relation to the provision of orthopaedic services at Auburn and to improve access to orthopaedic services across the District. Future updates to the Board is scheduled for the October meeting.
- *Mt Druitt HealthOne Evaluation* will be presented with the Medicare Local presentation at the August Board meeting.
- *Community engagement Framework and Implementation Plan:* Listed for the August Board meeting.
- *Strategic Outlook and Plan:* Draft to be submitted to the Board at the August meeting and for endorsement in September.
- The first 2013 staff meet and greet was held at Cumberland today with approximately 60 staff in attendance. The next is planned at Blacktown on 13 August from 4-5pm preceding the Board meeting.

Item 5 Standing Agenda Items – Reports

5.1 Chair's report

The Chair's Report was noted. Key discussion points included:

- *2013 District Performance:* The improved Level 2 rating has been maintained with the next performance meeting at the Ministry of Health scheduled for 30 July 2013. Further information will be provided under the Chief Executive report under Agenda Item 5.2.

- **2013 Board Site Visits / Meet and Greet:** The Board site visits commenced today 9 July 2013 with Jane Spring and Peter Zelas at Cumberland and Abby Bloom at Westmead. Feedback indicated the visits were well received and provided insight into the issues impacting on our mental health community. S Leeder suggested the members who participated in the site visits email a summary of the visit and include matters to be raised with the Board and / or matters to be raised with the WSLHD Executive, which was endorsed. A full schedule of visits is available under the Appendices at 7.1.4.

RESOLVED: Members participating on site visits to email (1) summary of the visit; (2) matters to be raised with the Board and / or (3) matters to be raised with the WSLHD Executive.

- **2013 Ongoing Board Education Schedule**
Peter Zelas participated in the June NOUS session and provided positive feedback including highly recommending the session. Issues discussed included how boards can work effectively, devoting more time on the agenda to patient experience, having “in camera” time for board members at the meetings, adding risk management as a standing agenda item, and ensuring summaries are provided to explain data reports. Members agreed a summary of the session including recommendations for changes to the current WSLHD Board meeting format be circulated to members.

RESOLVED: Summary of NOUS education session including recommendations for changes to Board meeting format to be provided to members,

- **Board Governance Survey (Australian Institute of Company Directors).** Analysis of the survey results by the AICD is expected in August 2013.
- **Change in date for the 10 September 2013 meeting.** The meeting venue has been changed to Mt Druiitt from Auburn, as the APM will be held at Auburn the following month in October.
- **WSLHD ICT Governance.** S Leeder advised members a meeting had occurred with the Board Chairs and the Chief Executives of both WSLHD and Nepean Blue Mountains with Healthshare Executive to discuss the risks associated with underperforming ICT services in both LHDs. Strategies to urgently address IT issues include the convening of the WSLHD ICT Governance Committee which met on the 8 July and the commissioning of an ICT review to be completed by August 2013. Members would be apprised of progress under the CE report.

RESOLVED to accept the Chair's Report.

Item 5.2 Chief Executive Report

The Chief Executive Report was tabled and noted.

Key discussion points:

- **Chief Executive Leave of Absence** - Mr Danny O'Connor is on leave from 1-15 July inclusive. Mr Shaun Drummond is acting Chief Executive and Mr Rod Gilroy is acting Executive Director, Operations and Westmead and in attendance.
- **WSLHD Performance** - The District performance remains at level “2”. Detailed information on key strategies to address performance indicators is included in the Executive Director reports under **Appendix 7.0**.
- **Surgery targets** - WSLHD continues to achieve **NEST** in all three urgency categories in 2013. The WSLHD Surgical Stream Taskforce continues to focus on strategies to address overdue surgical cases, and a number of reviews have resulted. Continued focus on managing overdue cases is required even though NEST targets achieved.
- **WSLHD Finance - Activity Based Funding - Monitoring of Activity against Targets** – The *Financial Management Improvement Strategy (FMIS)* for 2013/14 is under development and the budget process is under review in consultation with business managers.

- **Key appointments - Executive Director, Clinical Governance**
Negotiations are still underway to secure the preferred candidate. The Board will be advised of the final appointment when confirmed.
- **Key appointments – Auburn**
Mr Rod Gilroy has been permanently appointed to the General Manager position at Auburn Hospital announced on 1 July 2013.

RESOLVED to accept the acting Chief Executive's Report

Item 5.3 Board Sub-Committee Reports

Item 5.3.1 Health Care Quality Committee (HCQC)

RESOLVED to accept the Report.

Item 5.3.2 Finance, Performance and Asset Management

RESOLVED to accept the report.

Item 5.3.3 Medical and Dental Appointments Advisory Committee (MDAAC)

RESOLVED: to accept the report.

Item 5.3.4 Research and Education

RESOLVED: to accept the report.

Item 5.4 Internet / Intranet update

S Drummond advised development of the sites continue for the launch planned for October.

Item 6 New Business

Item 6.1 Matters raised by Board Members

6.1.1 (TABLED) The NSW Health Guidelines for Boards: WHS and Due Diligence

S Drummond advised members the *Guidelines* were distributed to WSLHD Board members in June 2013 and were developed to support workplace health and safety laws that commenced in NSW in January 2012 under the NSW *Work Health and Safety Act 2011*. The guidelines explain the general duties of due diligence as they apply to NSW Health board members, and provide some tools boards can consider to assist them to demonstrate compliance with their obligations under the revised laws.

The Chief Executive referred the guidelines onto Mr Bruce Turner, the Chairman of the WSLHD Audit and Risk Management Committee for comment and advice who provided Mr Turner preliminary advice (tabled) The matter is to be discussed at the next scheduled meeting of the Audit and Risk Management Committee on 3 September 2013 for reporting to the Board.

6.1.2 Short video presentation


S Leeder presented a short video highlighting key events for the district for June that included:

- Visit by the Dalai Lama to Westmead Hospital on 17 June 2013.
- The Blacktown Mt Druitt Hospital Tender Announcement by the Jillian Skinner and Mike Baird
- Phil O'Connell achievements in islet transplantation

Close

There being no further business, the meeting closed at 7.15pm.

Members were reminded there is a staff/Board meet and greet prior to the next Board meeting at Blacktown on 13 August 2013, 4-5pm.

Signed:  (Stephen Leeder, Chair)