

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

Date: Tuesday, 9 October 2012

Venue: [Boardroom, Western Sydney Local Health District Office, Institute Rd, Westmead Hospital Campus](#) (Click for Map)

Minutes

Present: Stephen Leeder (Chair), Peter Zelas (Deputy Chair), Jane Spring (via teleconference up to agenda item 6.1.2), Abby Bloom (via teleconference up to agenda item 5.3), Jeremy Chapman, Hadia Mukhtar, Diana O'Halloran, Dea Thiele, Andrew Pesce, David Dunn.

Ex officio: Kim Hill, Danny O'Connor.

Acting Secretariat: Christine Holman

The meeting opened at 5pm.

Item 1 Welcome and Apologies

Apologies: Michael Datyner, Paul Gibson, Kathy Baker

Item 2 Declarations of Changes in Material Circumstances

Nil

Item 3 Business Arising

3.1.1 Correspondence tabled

3.1.2 J Chapman requested a letter of support from the Board be forwarded to Paul Gibson.

RESOLVED: A letter of support be forwarded to Paul Gibson from the Board

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 September 2012** were accepted with no amendments.

Item 4.2 Matters Arising from the Minutes

The Chair proposed that a brief letter be forwarded to the Minister for Health and Medical Research and the Director General, Ministry of Health after each meeting outlining the Board's major items of business.

RESOLVED: Chair to outline to Minister and Director General after each meeting the key issues that were discussed.

Item 4.2.1 Action Log from the Meeting

The current status of the Action Items from 11 September 2012 discussed.

Item 5 Standing Agenda Items – Reports

Item 5.1 Chair's Report

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

- District performance. Discussed under the Chief Executive Report.
- Key District positions. The recommendation for appointment of the Director of Finance has been submitted to the Director General for approval. The Director of Clinical Governance is being re-advertised.
- Meeting with the Director General to discuss state-wide pathology services and the Westmead Clinical Services Plan Overview is scheduled 24 October 2012.
- The Community Forum hosted by the Hon Jillian Skinner was held at Parramatta Town Hall on 26 September 2012. The Forum was well received by the community with 110 people in attendance.
- The Minister has accepted an invitation to speak at the WSLHD Annual Public Meeting to be held on 4 December 2012.
- Members were advised that the Chair of the WSLHD Board is required to submit an Annual Performance Appraisal of the Chief Executive. The Chair invited members to contact him and put forward comments regarding the Chief Executive's performance in the interest of submitting a considered and fully transparent opinion.
- Professor Peter Zelas will be acting Board Chair from 15 October 2012 to 19 October 2012.
- The Nous group will be piloting seven health specific training modules and one generic induction training module for Board Members. The purpose of the pilot is for each Board to pilot one module of

their choice. The Ministry of Health have requested advice as to which module the Board would like to participate in.

RESOLVED: Board members to advise via email their preference of the module to undertake.

Item 5.2 Chief Executive Report

The Chief Executive's Report was noted. Key issues discussed were:

- *District Financial Performance:* The Executive team met with the Ministry on the 3 October to discuss the expectations of the Ministry regarding the District meeting the key performance indicators (KPIs) under the 2012/2013 Service Level Agreement.
- *Clinical Governance Recruitment* The Director of Clinical Governance will be readvertised.
- *Quality and Safety* D O'Connor advised that the turnaround plans developed by the facilities for the reduction Healthcare Acquired Infections (HAI) had been successful.
- *Westmead Hospital Organisational Structure* The General Manager, Westmead Hospital and the Director of Nursing positions are to be advertised. The organisational structure of Westmead Hospital had been modernised and was based on a divisional model.

Item 5.3 Board Sub-Committee Reports

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

The Report was noted.

RESOLVED to accept the Report as tabled.

Item 5.3.2 Board Sub-Committee – Finance, Performance and Asset Management

The Report 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 was noted.

RESOLVED to accept the Report as tabled.

Item 6 New Business

Item 6.1 Matters raised by Board Members

6.1. Matters raised by Board Members

- D O'Halloran gave members an overview of the Medicare Local and Health District Planning Workshop that was held on 4 October 2012. An update on the National Primary Health Care Framework was discussed at the workshop. It was noted the District have already moved on the majority of priorities identified in the framework.

- Members discussed Terms of Reference (TOR) for Board sub committees. Members agreed a clinician within Women's and Children's Health be included as a member on the Health Care Quality Committee.
- *RESOLVED: The Board endorsed the terms of reference subject to the inclusion of a clinician within Women's and Children's Health on the Health Care Quality Committee.*
- Members were shown footage from Channel Ten news in relation to the expansion of The Blacktown Mt Druitt Hospital (BMDH). A letter of appreciation will be issued from the Board to the leads and user groups of the project.
- *RESOLVED: The Board endorsed the issuing of a letter of appreciation to BMDH project leads.*

6.1.1. WSLHD Medical Staff Executive Council Nominees for Appointment to the Board

J Chapman declared a conflict of interest.

On 18 September 2012, Deputy Director-General from the Ministry of Health wrote to Chief Executives to advise that following consultation with the Australian Medical Association (NSW Branch) and the Australian Medical Salaried Officers Federation (ASMOF) nominees are to be sought for medical practitioners within Local Health Districts (LHD) to be considered as part of the mid-term appointment process for membership to the District Boards. Members of the District Medical Staff Council (MSC) were asked to make nominations which were considered by the MSC.

The advice provided by the WSLHD Medical Staff Executive Council is as follows:

- The current three medical staff representatives are nominated for reappointment. A further two nominations are made as nominees for positions as additional medical representatives on the Board.

RESOLVED: The Board endorsed the recommendations of the District Medical Staff Council.

6.1.2. Draft WSLHD Health Services Plan – Scoping Paper

K Hill advised members that the Health Care Services Plan is a major document that guides the development and distribution of health services across a local health district and assists the local health district to plan and deliver health services to the community.

The Health Care Services Plan will be a comprehensive document describing the services provided by Western Sydney LHD and set a key direction for the delivery of all District services across the continuum: prevention, acute, subacute, chronic care and community care for a five year period with a broader (forecasted) horizon of ten years.

Discussion was held in relation as to how the strategic plan would overlap with the strategic framework. Members agreed that the term framework was restrictive and was not a true reflection of the document, an alternative name of "The Strategy" was proposed by the Chair.

The Chair offered the opinion that one document should be populated providing a uniform, forward looking strategic plan for the District and that a letter be sent to the Ministry advising of the Boards intentions. Endorsed.

RESOLVED: The Board endorsed the development of one plan and communication to The Ministry advising of this decision.

Close

There being no further business, the meeting closed at 7.20pm.

Signed:

A handwritten signature in black ink, appearing to read "Stephen Leeder". The signature is written in a cursive style with a large initial 'S'.

(Stephen Leeder, Chair)