

Meeting of the Board of the Western Sydney Local Health District
No. 2017/71
Date: Tuesday, 11 July 2017
Venue: Meeting Rooms 1 and 2, B2Hub Executive, Blacktown
Hospital

Minutes

Present: Richard Alcock (Chair), Jeremy Chapman, Andrew Bernard, Di O'Halloran, Jane Spring, Bruce Turner, Kathy Baker, Don Nutbeam, Michael Edye, Chris Liddle, Andrew Pesce and Narelle Bell.

Ex officio: Danny O'Connor, Jude Constable, Luke Sloane.

Secretariat: Christine Holman, Ngoc Tran

Invited: Beth Kotzé, Executive Director, Mental Health
Leena Singh, Director, Strategic Business Development & Commercial Services, WSLHD
Sue-Anne Redmond, General Manager, Blacktown and Mount Druitt hospitals

Meeting commenced: 4.30pm

Quorum: A quorum was met.

Item 1 Welcome and Leave of Absence

Introductory remarks from the Chair.

The meeting was opened and members welcomed to the fifth board meeting of 2017.

The Chair welcomed the invited speakers, Beth Kotzé, and Leena Singh

Leave of Absence: Elizabeth Crouch, Andrew Newton and Joanne Edwards

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: It was requested that the register be circulated to all members for updating.

Item 3 Strategy (Invited speakers)

Item 3.1 WSLHD Junior Medical Officer (JMO) Bullying and Harassment

In October 2016, the Ministry advised the Chief Executives of the Local Health Districts and Specialty Networks of the release of *Prevention and Management of Unacceptable Workplace Behaviours in NSW Health – Junior Medical Officer Module*. The module is specific to junior medical officers and recognises the unique circumstances of the Junior Medical Officer (JMO) workforce, including the perception of an entrenched culture of bullying within the medical workforce and reluctance to report concerns due to the perceived potential detrimental impact a complaint may have on a medical career.

The module has significant differences from the current generic policy directive, including provision for complaints to be received by a JMO Complaints Officer and the option to obtain independent advice and support from a JMO Support Officer. Implementation of this module is the priority action in the WSLHD JMO Bullying and Harassment Action Plan which is one component of a comprehensive organisation-wide strategy to promote respectful behaviours and a positive and safe work environment. It was noted that there is no single pathway to manage bullying, that it is customised in relation to each complaint received.

Members discussed how to monitor progress including measuring the severity of the complaints.

Members recommended that a report be submitted to the Board outlining key performance indicators (KPIs) to measure progress in managing complaints from JMOs and the implementation of a severity indicator assigned to complaints.

Action and decision: Presentation NOTED.

Action and decision: WSLHD Executive to determine KPIs for measuring progress of the management of complaints

Action and decision: WSLHD Executive to implement a severity indicator system for complaints received

Action and decision: Report to WSLHD Board to be provided outlining progress made

Item 4 Business Arising

Nil

Item 5 Correspondence

Discussion: Members were referred to the correspondence report.

Action and decision: Correspondence NOTED.

Item 6 Acceptance of Minutes

The Chair advised members that the minutes contained a few typographical errors that will be rectified out of session.

The minutes were accepted as a true record of the 9 May 2017 Board meeting subsequent to typographical errors being rectified.

Action and decision: Minutes accepted.

Item 7 Actions from Meeting 9 May 2017

Item 7.1.1 Register of Actions from the Meeting

Discussion: Members were referred to the Register of Actions.

Action and decision: Register NOTED.

Item 7.1.2 Register of Actions from the Meeting – Auburn Hospital

Members agreed the report addressed the query from the previous Board meeting in relation to where Auburn residents received treatment.

Action and decision: Report NOTED

Item 7.1.3 Register of Actions from the Meeting – WSLHD Board Philanthropy

Members reviewed the WSLHD Board Philanthropy.

*Action and decision: Paper on WSLHD Board Philanthropy **ENDORSED***

Item 7.1.4 Register of Actions from the Meeting – WSLHD Recognition of Donors

The recognition of financial donors' paper was noted by the Board without further comment.

*Action and decision: Report **ENDORSED***

Item 7.1.5 Register of Actions from the Meeting – Multiplex Constructions

The Multiplex Constructions paper was noted by the Board without further comment.

Action and decision: Report NOTED

Item 7.1.6 Register of Actions from the Meeting – Western Sydney Integrated Care Program

Discussion; specific queries raised at the last meeting.

Action and decision: Updated report to be provided to the next meeting

Item 8 Chair and Deputy Chair Report

Discussion: Members were referred to the report.

Action and decision: Report NOTED

Item 8.1.1 – 8.1.3 Appendixes Chair and Deputy Chair Report

Discussion: Members were referred to the appendices.

Action and decision: Reports NOTED.

Item 9 Chief Executive Report

Discussion: Members were referred to the Chief Executive Report.

Action and decision: Report NOTED.

Item 10 Committees of the Board

Members were referred to the reports.

Action and decision: Reports NOTED.

Item 11 New Business

Nil

Item 11.1 WSLHD Strategic Risks

The Board was provided with an overview and mitigation plan of high and extreme risks using the new Enterprise Risk Management (ERMs) traffic light report.

Item 11.2 DRAFT 2016/17 Corporate Governance Attestation Statement

The agenda item was deferred to the August meeting.

Action and decision: Secretariat to list as an agenda item for the August WSLHD Board meeting.

Item 11.3 FINAL 2016/17 Internal Audit and Risk Management Attestation Statement

The final statement was noted and endorsed by the Board. The Board recommended the WSLHD Board Chair and Chief Executive sign the 2016/17 Internal Audit and Risk Management Attestation Statement for release to Internal Audit and MoH.

Action and decision: Reports NOTED and **ENDORSED**

Item 11.4 Delegations Manual

The Board noted that additional changes to the Delegations Manual have been endorsed by the Finance, Performance and Assets Committee.

Members agreed to endorse the report subject to the changes outlined at the Finance, Performance and Assets Committee being incorporated.

Action and decision: Reports NOTED and **ENDORSED**

Item 11.5 Premiers Award Submission – Blacktown B2Hub

Prior to the Commencement of the meeting, Board members toured the new Blacktown B2Hub.

The BMDH project team provided an update on the New Ways of Working (B2 Hub). Members of the Board discussed the variation of workspace needs from a clinical and non-clinical perspective.

Action and decision: Report NOTED.

Item 11.6 Retirement of Belle Mangan

B Mangan recently retired from her role as the Executive Director of Corporate Governance. Members acknowledged and commended B Mangan's dedication and years of service in health.

Action and decision: Board Chair to send a letter of appreciation to B Mangan

Item 12 Appendices

Members were referred to the Appendices.

Action and decision Appendices noted.

Business Without Notice

Nil

Next Meeting

The next meeting of the 2017 WSLHD Board is scheduled Tuesday, 8 August 2017, 4.30pm-7.30pm at Mount Druitt Hospital.

Close

The meeting closed at 7.26pm.