

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

No. 2020/104

Date: Thursday 20 August, 2020

Venue: WECC & Skype for Business

# Minutes

Present:	Richard Alcock (Chair) Narelle Bell Andrew Bernard Michael Edye Mick Reid Keith Hartman Jeremy Chapman (Deputy Chair) Loretta Di Mento Debra Thoms Diana O'Halloran Don Nutbeam
Ex Officio Invitees:	Graeme Loy, Chief Executive Emma McCahon, Executive Director Medical Services (EDMS) Barry Mitrevski, Director of Finance (DoF) Tiffany Sly, Director, Office of the Chief Executive Caroline Farmer, Director, Nursing, Midwifery & Clinical Governance (DNMCG)
Medical Staff Council:	Mark Priestley (Chair, Westmead Medical Staff Council)
Invited Guests:	Jacob Roy, A/Chief Digital Health Officer Matt Sydenham, A/Director Redevelopment & Infrastructure Grant Carey-Ide, Director Safety & Quality Westmead
Apologies:	Adam Stuart Robynne Cooke, Executive Director Operations (EDO) Mark McLean (Chair, Blacktown and Mount Druitt)
Secretariat:	Joyce Semaan, Governance Officer, Office of the Chief Executive
Meeting commenced:	3:00pm
Quorum:	A quorum was met

## Item 1 PROCEDURAL ITEMS

### Item 1.1 Welcome and apologies

The Chair welcomed members, ex-officio staff and guests to the meeting. Apologies were noted.

### Item 1.2 Acknowledgement of Country

The A/CDHO acknowledged the traditional owners of the land on which we meet and paid respects to Elders past, present and emerging.

### 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: There are no conflicts of interest in relation to the agenda. Don Nutbeam advised of his new appointment as Executive Director with Sydney Health Partners. The Register of Interests will be amended accordingly.*

### Item 1.4 Minutes of July meeting

Members were invited to comment on the minutes.

*Action and decision: There were some minor amendments to the minutes which have been updated accordingly and otherwise accepted and taken as a true record of the meeting.*

### Item 1.5 Actions from previous meetings

Updates on all due actions are with the meeting papers.

*Action and decision: Update the action log.*

### Item 1.6 Patient Story

The DNMCG shared a patient story and the facility's response to the matter.

*Action and decision: Members noted the information.*

## Item 2 PRESENTATIONS

### Item 2.1 Cybersecurity

The Chief Executive introduced Jacob Roy, A/Chief Digital Health Officer who has been with the District for about six months from eHealth.

The A/CDHO gave a presentation, noting the District's work in continuous improvement, planning and embedding cybersecurity into the culture.

*Action and decision: Post the Cybersecurity Attestation Statement on Convene.*

## Item 2.2 Update on CASB

The Chief Executive introduced Matt Sydenham, A/Director Redevelopment and Infrastructure, WSLHD, who gave a presentation on the CASB.

The Board acknowledged the level of hard work that has gone into the project.

*Action and decision: Post the health check report that was presented by Matt Sydenham on Convene.*

*Provide a CASB update to the Board at its October meeting.*

## Item 2.3 Westmead Accreditation Preparation

The Chief Executive welcomed new Westmead General Manager (GM) Rebecca Tyson and introduced Grant Carey-Ide who has been recruited to help Westmead prepare for its accreditation. Mr Carey-Ide gave a presentation which described all the key areas of focus to date.

*Action and decision: Provide regular Accreditation updates Board meetings.*

## Item 3 STANDING ITEMS

### Item 3.1 Chief Executive's Report

The CE's report was tabled with the meeting papers and taken as read. The CE highlighted the Executive planning session and noted he will present the outcomes of this at the Board Strategy Day.

The North Parramatta steering committee has moved along at pace, this is a whole of government steering committee covering the Westmead health and innovation district, Cumberland campus, adjoining areas incl. Coca Cola and Parramatta gaol.

The CE spoke about recruitment changes in the District executive.

The CE gave an update on activity across the District relating to the COVID-19 pandemic response.

The Board offered congratulations on the progress made with JMOs in better managing shifts and breaks. A lot of work is happening around training and education of JMOs. The Board was also advised on activity happening in support of the SMO workforce.

*Action and decision: Members noted the report provided.*

### **Item 3.2 Mental Health Service Report**

The CE referred to the report tabled in the papers.

The work that the District has done in reducing 24 hour delays has benefited mental health patients as well.

The Board received an update on how the Service is supporting staff and staff safety, as well as about facility planning.

*Action and decision: The Board noted the report provided.*

### **Item 3.3 Finance Report**

The Director of Finance (DoF) referred to the report which was tabled with the papers.

The DoF spoke about the July finance figures.

The formal 20/21 budget is to be handed down in December.

*Action and decision: Members noted the report provided.*

### **Item 3.4 Operations Report**

The Executive Director Operations referred to the report which was tabled with the papers.

The EDO noted there are large areas of work being done in transfer of care.

Relevant executive staff are being alerted by SMS when patients are in ED 18 hours or longer.

*Action and decision: Members noted the report provided.*

### **Item 3.5 Clinical Governance Report**

The EDNMCG referred to the report that was tabled with the meeting papers.

The EDNMCG noted an in-depth review of incidents has commenced, conducted by PwC. They are drilling into data and looking at trends.

The District Quality Awards will be a virtual event this year, to be held on 23 September and will be live streamed to YouTube and Facebook. Preparations for this event are ongoing.

*Action and decision: Members noted the report provided.*

## Item 4 NEW BUSINESS

### Item 4.1 NSW Health Pathology

The three CEs of Pathology, SCHN and WSLHD will meet to discuss a strategy for pathology services in the precinct.

*Action and decision: The Board noted the information. The CE will report back to the Board in October.*

### Item 4.2 20 Year Health Infrastructure

The plan was tabled with the meeting papers for information of the Board.

The CE noted that the principles by which the Ministry will be making decisions is of most relevance to the Board.

The Board noted that we should be considering infrastructure needs across the community in the long term.

*Action and decision: The Board noted the information.*

### Item 4.3 BHI Patient Experience

A brief on this report was tabled with the meeting papers.

While the report covers the period before the new build and implementation of the ED patient concierge, work is required around what the patient experience means for patients vs what it means for staff. Communication is key.

*Action and decision: The Board noted the information.*

## Item 5 DOCUMENTS FOR ENDORSEMENT

### Item 5.1 Mental Health Services Governance Committee Terms of Reference

The draft Terms of Reference were tabled with the meeting papers.

The Board were invited to make any comments or ask questions. The Board indicated their satisfaction with the Terms of Reference.

*Action and decision: The Board endorsed the Terms of Reference.*

## Item 6 COMMITTEES OF THE BOARD

Various committee papers were tabled for noting. Some additional updates were provided.

*Action and decision: The Board noted the information.*

## Item 7 ITEMS FOR NOTING ONLY

All items were noted, including the Allied Health Strategic Plan.

## Item 8 OTHER BUSINESS

It was noted that the term for the Chair Blacktown Medical Staff Council ends in November.

The Board Chair advised that all committee chairs will receive relevant extracts of the corporate governance attestation statement and be asked for comments. The final document will go back to the Board to vote online and the final document must be submitted to the Ministry by the end of August.

The Chair Westmead Medical Staff Council Mark asked about the opportunity for someone from the Medical Staff Council to join the Board. It was noted that an information sheet was sent to the Chair Executive Medical Staff Council for distribution.

## Item 9 IN CAMERA

The Chair asked that all persons other than members of the Board, the CE and the Secretariat leave the meeting for the in camera session. Prof Don Nutbeam was also asked to leave the meeting to enable a discussion relating his appointment as Executive Director, Sydney Health Partners (SHP).

*Action and decision: The Board voted in support of a resolution relating to Prof Nutbeam's appointment.*

Prof Nutbeam returned to the meeting. All other persons other than members of the Board and the CE were asked to leave the meeting for the remaining in camera session.

## Next meeting

The next meeting is the Board Strategy Day, scheduled for 17 September 2020.

## Close

Meeting closed at 6:40 pm

Signed: \_\_\_\_\_  
Mr Richard Alcock AO, Board Chair