

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

No. 2013/31

Date: Tuesday, 8 October 2013

Venue: The University of Notre Dame, Auburn

Minutes

Present: Stephen Leeder (Chair), Kathy Baker, Abby Bloom, Jeremy Chapman, Hadia Mukhtar, Diana O'Halloran (teleconference), Andrew Pesce, Jane Spring (teleconference), Dea Thiele, Peter Zelas (Deputy Chair).

Ex officio: Michael Datyner, Shaun Drummond, Tony Hickmott, Kim Hill, Danny O'Connor.

Secretariat: Michelle Wensley.

The meeting opened at 3pm. The earlier start time is due to the Annual Public Meeting and Awards commencing at 6pm.

Item 1 Welcome and Leave of Absence

Welcome and Acknowledgement to Country.

Leave of absence: Paul Gibson.

Item 2 Declarations of Changes in Material Circumstances

Nil.

Item 3 Business Arising

3.1.1 Correspondence was noted.

D O'Connor thanked members for endorsement out of session, the key themes from the Independent mini-review of the *Special Ministerial Directions under the Health Services Act 1997 to the Western Sydney LHN in relation to the Blacktown and Mt Druitt Health Sector (Smyth Report)*. An implementation plan and communication strategy would be developed to support the recommendations from the *Report* in consultation with the Blacktown Mt Druitt hospital (BMDH) Clinical Council.

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 10 September 2013 were accepted as an accurate record.

Item 4.2 Matters Arising from the Minutes

Nil.

Item 4.2.1 Action Log from the Meeting

The Action Log from 10 September 2013 meeting was noted with status updates provided.

Item 5 Standing Agenda Items – Reports

5.1 Chair's report

1. The Chair's Report was tabled and noted. The Chair advised members the APM and Quality Awards would commence after the meeting with the Minister and Director General expected to arrive at 6pm.

Key discussion points:

5.1.1.1 Survey - 2014 WSLHD Governing Board Meetings – proposed dates and venues.

A short survey was forwarded to members for completion by 25 September 2013 to assist with the scheduling of 2014 Board meetings. The following recommendations from the survey were endorsed:

- Board meetings to continue each month on (the second) Tuesday from 5-7pm;
- Presentations be limited to 1 per meeting and a style guide to be provided to presenters;
- Timings for each item are added to the Agenda
- Themes are identified for each meeting
- Patient stories are to be included on each Agenda from 2014, to lead by Ms Carrie Marr in consultation with the WSLHD Healthcare Quality Board sub-Committee.

RESOLVED: To forward 2014 WSLHD Governing Board Meetings schedule to members.

5.1.1.5 Council of Board Chairs meeting – 4 October 2013

P Zelas attended on behalf of S Leeder (LOA) and provided members with information from the Minister and Director General who provided an overview of new approaches to healthcare from a recent visit to the UK and the USA. A session was dedicated to district / medicare local partnerships and progress on the implementation of a range of strategies to support integrated care. The presentations from the meeting would be forwarded to members for information. The next meeting is Friday 6 December 2013

RESOLVED: To forward presentations from the Council of Board Chairs meeting to members for information.

D O'Halloran also referred to the LHD Medicare Local Partnership Council meetings chaired by the CEOs of the two organisations and invited Board members to attend as observer/participants to deepen their knowledge of Partnership activities and outcomes. Members noted there may be future opportunities for both Boards to meet to focus on key initiatives. The dates for the meetings would be distributed to members.

RESOLVED: To forward 2014 Partnership Council meeting dates to members (see action log).

Item 5.2 Chief Executive Report

The Chief Executive Report was noted.

Item 5.2.1.1 2013/14 Service Level Agreement. D O'Connor advised members a letter signed on the 19 September had been received from the Director General advising the matters raised by the Board. Discussions have commenced with the Ministry to negotiate the 14/15 Service Level Agreement.

Item 5.2.1.4 Audit Office Report D O'Connor referred to the completion of an audit by the NSW Audit Office on 18 September 2013 which confirmed WSLHD have reduced the number of issues from 24 in 2011/2012 to 7 on 2012/13. The action plan to address these issues was attached for the information of members.

Item 5.2.1.5.1 Executive Retreat, 17-18 October 2013. Preparation for the Retreat was progressing in consultation with the facilitator, Ms Helen Emmerson. D O'Connor noted the timeliness of the retreat given the Executive team had substantially changed over two years. Review of the executive portfolios and incorporation of the new responsibilities into the Strategic Plan would be the focus of the retreat.

Item 5.2.1.6.1 ICT Review. Following the work undertaken by Craig Smith to progress the diagnostic review and practical assessment of next steps, an EOI is being prepared to engage an external consultancy to progress this work. D O'Connor agreed to provide an update at the next Board meeting.

Item 5.2.1.7.1 Draft Strategic Plan. D O'Connor advised members the service measures and key performance indicators from the 2013/14 WSLHD Service Level Agreement signed off by the Director General on 19 September 2013 had been incorporated into this next draft. The contribution of the planning unit and the executive was acknowledged in addition to the *Justice & Forensic Mental Health Network strategic plan* which had influenced the development of the document. The next step is to refine executive portfolio accountabilities at the in camera WSLHD Executive team retreat scheduled for 17-18 October where the executive structure and portfolios would be reorganised. Members were invited to comment on the plan and requested the following inclusions in the next draft:

- Build up Children and Young Health section by adding, for example, morbidity and mortality rates, pregnancy rates, low birth weights, kids in juvenile justice, etc.
- Include statement that reducing smoking is of key importance (as the current smoking decrease may infer this is not a priority area)
- Strengthen reference to the multicultural / indigenous health
- Include reference to the importance of health literacy
- Include how we will maximise community and consumer engagement
- Reword supervision for safety
- Enhance research productivity sections to add a statement about a collaborative approach with smaller hospitals
- Add one line about our relationships with the private sector
- Add reference to our relationships with non-government organisations (NGO)

If members had any further changes, D O'Connor invited the submission of comments to him prior to the 12 November Board meeting, where both the next draft of the plan and the draft organisational structure (portfolios) would be listed for discussion.

RESOLVED: Members to submit any further changes directly to D O'Connor prior to 12 November Board meeting.

RESOLVED: To list the next draft of the plan and the draft organisational structure (portfolios) for discussion at the 12 November Board meeting.

5.2.1.7.4 Workplace Culture. D O'Connor advised members the theme of the next *Chief Executive Senior Leadership Forum* on 1 November 2013 is how values-based organisations can drive high performance and promote a positive workplace culture. 60-70 managers are expected to attend. The workshop sessions on values and behaviours will be facilitated by members of the Executive team.

Item 5.3 Board Sub-Committee Minutes / Reports tabled at Appendices 7.1

Item 5.3.1 Health Care Quality Committee (HCQC) (App. 7.1.2.2)

RESOLVED to accept the Report. The last meeting was held 2 October 2013. (meets bi-monthly)

Item 5.3.2 Finance, Performance and Asset Management (App. 7.1.2.3)

RESOLVED to accept the draft minutes for the meeting held 10 September 2013.

Item 5.3.3 Medical and Dental Appointments Advisory Committee (MDAAC) (App. 7.1.2.1)

RESOLVED: to accept the minutes from the meeting held 4 September 2013.

Item 5.3.4 Research and Education (App. 7.1.2.5)

RESOLVED: to note the last meeting was held 8 August 2013 (meets quarterly).

Item 5.3.4.5 Audit and Risk Management (App. 7.1.2.4)

RESOLVED: to accept the Minutes from meeting held 3 September 2013. (meets quarterly)

Item 5.3.4.6 Aboriginal Health Services Sub Committee (App. 7.1.2.8)

RESOLVED: to note the minutes from the last meeting on 25 June 2013. The next meeting was held 24 September 2013. (meets quarterly)

The Executive Director, Operations report was tabled by Mr Shaun Drummond for the information of members.

Item 6 New Business

Item 6.1 Matters raised by Board Members


6.1.1 Draft Strategic Plan – discussed under the Chief Executive Report at **Agenda Item 5.2**

- Future presentations Members discussed topics for possible future presentations to the Board including:
 - *Changes to community health* at a strategic level and the impact on the delivery of health priorities in the district (D O'Connor)
 - *National Clinicians Lead Group* (A Pesce)
 - *Risk Register and the management of risks in the district.*
 - *The Board role in the governance of safety and quality in the WSLHD* (K Baker). Members were invited to advise on the information or reports they would like to receive in the Board papers from a quality and safety perspective and to consider the following questions: What is relevant to the Board? Is the safety and quality program on track and how is the district addressing risk is that impact on patient care? This item to be listed for discussion at the next Board meeting.

RESOLVED: Members to respond directly to K Baker and the item to be listed for discussion at the 12 November Board meeting.

Close

There being no further business, the meeting closed at 5.15pm.

Signed:  (Stephen Leeder, Chair)