

Meeting of the Board of the Western Sydney Local Health District

No. 2018/88

Date: Tuesday, 12 March 2019

Venue: Conference Rooms Level 5, Auburn Hospital

Minutes

- Present:** Richard Alcock (Chair)
Jeremy Chapman (Deputy Chair)
Diana O'Halloran
Adam Stuart
Narelle Bell
Don Nutbeam
Andrew Bernard
Elizabeth Crouch
Kathy Baker
Michael Edye
Andrew Pesce
- Medical Staff Council:** Chris Liddle (Medical Staff Council Chair, Westmead)
Mark McLean (Chair, Blacktown and Mount Druitt)
- Chief Executive:** Graeme Loy
- Ex Officio Invitees:** Robynne Cooke, Barry Mitrevski
- Invited Guests:** Allan Cook, Chair Audit and Risk Committee, WSLHD
Luke Sloane, Director Clinical Governance, WSLHD
Michael Hollands, Chair Health Care Quality Committee, WSLHD
Grace Navin, Graduate Trainee ACHSM
Lana Leslie Henfling, Graduate Trainee ACHSM
- Apologies:** Mick Reid
- Secretariat:** Julia Millen
- Meeting commenced:** 3:00pm
- Quorum:** A quorum was met.

Item 1.1 Welcome

The Chair welcomed members, attendees and invited guests to the meeting of Tuesday, 12 March 2019.

Acknowledgement of Country

The Acknowledgement of Country was delivered.

Item 1.2 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.

Members provided updates in relation to changes in material circumstance.

Action and decision: Members noted the declarations provided. The Board Secretariat will update the register of interests to reflect the new information.

Item 1.3 Patient Story

The Director Clinical Governance delivered the patient story for members to note.

Action and decision: The presentation was noted by members.

Item 1.4 Minutes of the meeting held on 12 February 2019

The Chair asked members to provide their feedback on the minutes for the 12 February 2019 Board meeting.

Action and decision: The minutes were endorsed as a true record of the 12 February 2019 Board meeting.

Item 2 Standing Items

Item 2.1 Chief Executive's Report

At the February 2019 Board meeting, the Chief Executive (CE) presented the WSLHD 2019 future work plan. The CE discussed the key elements of the work plan including cultural transformation, employee engagement, and ensuring the patient is at the centre of everything we do. The Chair asked members to endorse the plan and priorities identified by the CE.

Action and decision: Members endorsed the plan and priorities identified by the CE.

The CE provided an update on progress to socialise the WSLHD Health Services Plan, providing detail on activity completed and underway.

Action and decision: Members noted the information provided.

The CE advised WSLHD will focus on major strategic service planning for Cancer Services and the Oral Health service.

Action and decision: Members APPROVED the initiative to develop strategic plans for Cancer Services, and the Oral Health Service.

The CE advised the WSLHD executive team hosted its 2nd World Café with staff on Wednesday 27 February 2019 with more than 130 staff in attendance. An evening medical staff World Café event is being planned for 27 March 2019 at the Park Royal, Parramatta. The CE advised the executive will develop the key themes from the three world café events into a list of deliverables. The CE proposed engaging a partner to develop and build a cultural reform program for WSLHD.

Action and decision: Members approved the strategy for the WSLHD executive to go to tender for a partner to develop a cultural reform program for WSLHD.

The CE discussed Westmead ICS preparedness for reaccreditation by the College of Intensive Care Medicine and the timeframe for re-assessment.

Action and decision: Members noted the update.

The CE provided an update to the current WSLHD Aboriginal Reconciliation Plan will be actioned by the new Director Aboriginal Health Strategy and Director of People and Culture. The CE recommends developing a strategic dashboard for routine reporting on Aboriginal health matters for WSLHD.

Action and decision: Members noted the information.

The CE provided an update on the refresh of the WSLHD Clinical Council, noting a terms of reference document and expression of interest for Council membership has been distributed across the organisation. Council member selection will occur during April in preparation for their first meeting in May 2019.

Action and decision: The Board noted the introduction of the Clinical Council and the timeframe for the first meeting.

The CE recommended engaging an independent expert to conduct a review of fire safety for WSLHD, assigning this task to the new Director, Asset Maintenance and Capital Works. The desired outcome of the independent review will be a full report on current status, risks and remediation activities required.

Action and decision: The Board endorsed the engagement of an independent expert to conduct a review of fire safety for WSLHD, and provide the Board and executive with a report on current status, associated risks and remediations.

The CE noted that following the implementation of HealthRoster in December 2018, WSLHD has now been granted access to the JMO Safe Working Hours Dashboard and has exported data for the first time. The dashboard has been shared with the newly appointed Executive Director of Medical Services who will lead engagement with relevant stakeholders to analyse, correct and improve compliance.

The Chair asked members to support the following recommendations for the WSLHD executive:

1. To take all necessary action for all overtime to be recorded; and
2. To recruit to the standard necessary to avoid excess overtime hours.

Action and decision: Members endorsed the two recommendations outlined by the Board Chair.

Action and decision: Members noted their support of the executive to remove special arrangements in preference for compliance with policy directives.

Item 2.2 Finance Report

The Director of Finance discussed the WSLHD February 2019 financial results, with papers provided for the information of the Board.

Action and decision: Members noted the report provided.

Item 2.3 Safety and Quality Report

The Director Clinical Governance discussed the written report provided including detail on patient safety, quality and accreditation and key matters for the month of February 2019.

Action and decision: Members noted the report provided.

Item 2.4 Safety and Quality Account 2019/20 – preparation update

The Director Clinical Governance noted the paper provided and presented an update on planning and preparation underway relating to the District's 2019/20 Safety and Quality Account (the account).

The DCG noted the account due date has changed from 29 July 2019 to 31 October 2019, per advice from the Ministry of Health.

The Secretary NSW Health has requested the account include three additional holistic KPIs, with at least one being relevant to Aboriginal health and strategy. The DCG noted the new Director Aboriginal Health Strategy will be integral to shaping, implementing and monitoring strategies to meet the organisation's safety and quality priorities for Aboriginal and Torres Strait Islander people.

The Chair outlined the challenge of qualification of the attestation for the Board and HCQC. The Chair recommended the HCQC assume the validation of the account, per process followed for the 2018/19 account.

Action and decision: Members noted the reports and presentations provided.

Item 2.5 Operations Report

The EDO noted the written report provided and commented on access and flow performance and improvement strategies to address patient flow. The EDO also noted the administration professional development day scheduled in April 2019, the music festival season is coming to a close, and the new management interns from ACHSM.

Members noted our responsibility to respond to government strategy to increase health services at music festivals over the summer period, further noting the District is tracking the costs associated with this policy and can quantify costs if required.

Action and decision: Members noted the report provided.

Item 2.6 Mental Health Service Report

The CE noted the written report provided commenting the reduction in seclusion rates and restraint rates is a major achievement.

Action and decision: Members noted the report.

Item 3 Business Arising

Item 3.1 Actions from meeting – 12 February 2019

Discussion: Members were referred to the Register of Actions to note updates in relation to the actions tabled, actioned and outstanding.

Action and decision: The register of actions and updates were noted by members.

Item 4 Strategy

Item 4.1 WSLHD Health Services Plan

The CE noted the information provided regarding the progress report on the implementation of the WSLHD Health Services Plan and associated communication campaign. The CE noted the majority of actions for the July - December 2018 period were reported as either having commenced or are on track, and the communication campaign is underway. The WSLHD Health Services and Planning team will provide their next report in August 2019.

Action and decision: The Board noted the progress on the implementation of the WSLHD Health Services Plan and communication campaign.

Item 4.2 WSLHD Palliative Care Review

The Executive Director Operations noted the report on Palliative and End of Life Care Planning for the Future by Letts Consulting. The report has been discussed at the WSLHD executive team meeting, and the executive will continue to work on the key findings and recommendations at a district level, and evolving services into clinical networks driven by models of care, and provide an update to the Board in Q3 2019.

The EDO and CE noted their recent meeting with the CEO of St Joseph's, and another meeting with the CEO of SilverChain, and the opportunity to refresh relationships with both entities.

Action and decision: Members noted the report provided. The executive will provide an update to the Board in Q3 2019.

Item 4.3 Greater Western Sydney Partnership

The CE noted the partnership evolved from a meeting between the Chairs and Chief Executive's of Nepean Blue Mountain, South Western and Western Sydney LHDs with the Aerotropolis group last year, where they discussed how the LHDs could be working more collaboratively. The group agreed to produce a partnership agreement to streamline processes and review opportunities for cooperation.

The partnership has developed a draft position paper Partnership for the Development of Greater Western Sydney Health. Members asked what does success look like for the partnership, and discussed this might be some united CSP initiatives, not duplicating infrastructure, and selecting a critical area of deficiency to fix together.

Action and decision: Members noted the position paper.

Item 4.4 Board Self-Effectiveness Review Survey

The Chair noted this item was reviewed at the 12 February 2019 Board meeting and is on the agenda today to provide members with another opportunity to provide feedback, and members discussed achieving a better balance between strategic discussion and operational matters.

Action and decision: Members noted this item.

Item 5 Committees of the Board

The following sub-committees of the Board provided reports for the March 2019 meeting:

- Finance, Performance and Assets (FP&A) Committee
- Research Development Committee

Action and decision: The reports were noted by members.

Item 6 Items for Noting

The Chair referred members to the items for noting including the WSLHD calendar of key events, specifically:

1. WSLHD Nursing & Midwifery International Nurses and Midwives Day Celebration – Tuesday 7 May 2019, 8:30 – 11:30am at Muirfield Golf Club.
2. Farewell Dinner – Professor Jeremy Chapman – Thursday 16 May 2019 6:30pm at Oatlands House.

The CE advised planning is underway for Board members to be invited to tour each hospital site during 2019 with site tour dates to be advised, and attend a safety and quality workshop facilitated by the Chief Executive, Clinical Excellence Commission.

Members recommended programming for the WSLHD Board strategy focused meetings might include a partnership initiatives presentation by the Partnership Advisory Council, which comprises the CE's of WentWest PHN, WSLHD and CHW.

Action and decision: *The items were noted by members.*

Item 7 In Camera Session

The Chair introduced the In Camera session for members to attend. Board ex-officio invitees and guests were excused from the meeting.

Next meeting

The next meeting of the WSLHD Board is scheduled on 9 April 2019, and this meeting will focus on strategic initiatives.

Close

Meeting closed at 8:00pm

Signed: 

(Mr Richard Alcock AO, Board Chair)