

Meeting of the Board of the Western Sydney Local Health District

No. 2018/86

Date: Tuesday, 11 December 2018

Venue: Westmead Institute for Medical Research

Minutes

Present:	Richard Alcock (Chair) Jeremy Chapman (Deputy Chair) Diana O'Halloran Adam Stuart (teleconference) Narelle Bell Jane Spring Don Nutbeam Andrew Bernard Elizabeth Crouch Kathy Baker
Medical Staff Council:	Mark McLean (Chair, Blacktown and Mount Druitt) Chris Liddle (Medical Staff Council Chair, Westmead)
Acting Chief Executive:	Graeme Loy
Attendees:	Robynne Cooke, Jo Edwards, Brett Thompson, Barry Mitrevski
Invited Guests:	Dani Goh, A/Director Intensive Care Services Westmead Michael Hollands, Chair Health Care Quality Committee WSLHD Luke Sloane, Director Clinical Governance WSLHD Barry Shepherd, Chair Audit and Risk Committee WSLHD Carolyn Walsh, Member Audit and Risk Committee WSLHD Arthur Butler, Member Audit and Risk Committee WSLHD Glen Maberly, Director Western Sydney Diabetes Emily Prior, Director PwC Megan Hart, Graduate Trainee ACHSM
Apologies:	Michael Edye Andrew Pesce
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, 11 December 2018.

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.

Action and decision: Members NOTED the register of interests for the WSLHD Board.

Item 1.3 Patient Story

The Executive Director Nursing & Midwifery and Clinical Governance (EDN&MCG) delivered the patient story for members to note.

Item 2 Strategy

Item 2.1 Westmead Intensive Care Unit update

The Chair welcomed the A/Director, Intensive Care Services Unit, Westmead to the meeting.

Members reviewed a presentation by the A/Director, Intensive Care Services Unit, Westmead overviewing the service, it's response to the loss of accreditation, and the challenges ahead. The Intensive Care Service, Westmead (ICS) has developed a vision, goals and purpose including themes, aims and methods to address challenges.

Members asked about the re-accreditation process for the ICS and discussed the activities and timeline for re-accreditation by the College of Intensive Care Medicine.

The A/CE noted the challenges facing the service and acknowledged the A/Director's commitment to the tasks, and the response from the team generally.

Members commented on the positive response by the ICS clinicians and their level of energy for reform

Action and decision: The presentation was NOTED by members.

Item 2.2 WSLHD Health Care Quality Committee (HCQC) report

The Chair welcomed the Chair HCQC and Director Clinical Governance (DCG) to the meeting.

Members reviewed a presentation by the DCG discussing the focus of the HCQC for the past six months, outcomes, priority of risk and work going forward. The DCG noted the HCQC's emphasis on closing off report recommendations to provide the Committee, facilities and Board with confidence that change is being implemented. The meeting discussed the priority areas for HCQC moving forward.

The DCG discussed outcomes for the HCQC including the Emergency Department Did Not Wait report, SAC1 complexity review; health acquired complications work with the business intelligence and coding units, evaluation and optimisation of risk identification for early detection of sepsis in adult patients, GP detail audit to ensure the right information is recorded in medical records, stewardship for mental health seclusion and restraint improvement, and RCA submission quality improvement.

The HCQC Chair noted the committee's role working through clinician contact, RCAs, quality committees and consumers to understand where problems are arising so WSLHD can become a reactive organisation rather than a retroactive organisation.

Members noted the recent BMDH and Auburn Hospital accreditation exercises asking if further support was needed to address the accreditation issues outlined in the BMDH accreditation, and prepare the District for March 2019 accreditation. The DCG commented on the recent accreditation activities and results, noting gaps and roadmaps, and the clinical governance team will continue to work with staff to ensure protocols and procedures are embedded in practice.

The Board Chair asked members to delegate responsibility for the approval of the WSLHD Board Attestation Statement regarding compliance with Standard 1 of the National Health Safety and Quality Standards to the Board Chair, A/Chief Executive and Chair HCQC. The Quality and Safety Account document will be discussed and approved at the HCQC meeting scheduled next week.

Action and Decision: Members noted the report and congratulated the HCQC on the WSLHD 2018/19 Safety and Quality Account. Members delegated the responsibility of approval for the Account to the Board Chair, Acting Chief Executive and Chair HCQC.

Item 2.3 WSLHD Audit and Risk Committee (ARC) report

The Chair welcomed the Chair, Audit and Risk Committee and independent committee members, Carolyn Walsh and Arthur Butler, to the meeting.

The Chair ARC provided a verbal committee report of the ARC activities and the ARC meeting held on 10 December 2018, including the review of:

- the District's capital expenditure budget for 2018/19.
- progress on management's compliance to legislative and policy requirements.
- progress of RCA recommendations
- Audit Office summarised results of the 2018 audit. The Chair ARC noted the efforts of the WSLHD Finance team in delivering this result.
- outstanding WSLHD Internal Audit actions.
- the 2018/19 WSLHD audit plan
- reporting on the District's Gift & Benefits.
- a new strategic audit planning framework for approval by the CE.
- an enterprise wide risk report noting the top 10 risks submitted to the Ministry of Health

The Chair ARC noted the ARC Charter document is provided in the meeting papers for information and tabled for approval by the Board and signature by the Chief Executive and Board Chair. The Board Chair proposed the Charter document for approval by the Board and this was approved.

The Board noted the resignation of the Chair ARC and members thanked the outgoing Chair for his service and work to-date in positioning WSLHD for the future. Members awarded a certificate of appreciation to the outgoing Chair ARC on behalf of WSLHD.

Action and Decision: The Audit and Risk Committee Charter was ENDORSED by the WSLHD Board for signature by the Board Chair.

Item 2.4 Western Sydney Diabetes (WSD) update

The Chair welcomed the Director Western Sydney Diabetes and Emily Prior, Partner PwC to the meeting.

Members reviewed a presentation by the Director WSD noting the

- new data of HbA1c testing in the ED Blacktown and Mt Druitt Hospitals and adjacent General Practices indicating 17% of people tested have diabetes, and 30% are in the range of pre-diabetes. Diabetes is growing in our hospitals at 1% per year and impacting on our population
- WSD goal to increase the proportion of the healthy population, slow the progression towards being at risk of diabetes and reduce the size of at-risk population.
- WSD framework for action which sets out the strategy and plan to take the heat out of the western Sydney hotspot, focusing on primary prevention, and secondary prevention and management of diabetes.
- Investment opportunities and return on investment benefits, developed by PwC, for:
 - Primary prevention
 - Secondary prevention and management

The Director WSD noted the WSD Senior Management Team meets quarterly and has presented to the Ministry of Health, State Treasury, Federal Treasury, the current Minister for Health, and the Shadow Minister for Health, all parties approve the Greater Western Sydney approach, and would like to see other jurisdictions getting on board with this initiative. The Director WSD recommends bringing this program to scale, noting the WSLHD Board can assist with advocacy.

The A/CE noted WSLHD's continuing investment in WSD through staffing, research and including WSD as a joint priority for the WSLHD and SWSLHD Boards.

Action and Decision: The report was NOTED by members.

Item 3 Business Arising

Item 3.1 Minutes

Members noted an amendment to the comments at item 3.2 regarding the RASC; and minor errors advised by the Board Chair forwarded to the Secretariat for updating. Noting the amendments, the minutes were accepted as a true record of the 13 November 2018 board meeting.

Action and decision: Minutes ACCEPTED.

Item 3.2 Actions from meeting – 13 November 2018

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

Item 3.2.1 – Westmead ICU Steering Committee update – written report provided for members to note.

Item 3.2.2 – WSLHD Board Charter – amended charter document tabled in meeting papers for members to note.

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

Item 4 Standing Items

Item 4.1 Safety and Quality Report

The EDN&MCG referred to the written document provided and discussed the Safety and Quality Report for October 2018.

Action and decision: The report was NOTED by members.

Item 4.2 A/Chief Executive's Report Operations and Finance Report

The A/CE noted the recruitment activity underway for WSLHD executive team positions, and the recent WSLHD executive team retreat.

The EDO noted the Ministry of Health League Table with selected performance indicators by Local Health District and Network (YTD October 2018).

Members commented on the Palliative Care Review and requested a verbal update. The EDO noted there has been significant consultation to inform the report received and the report recommendations were tabled at the WSLHD executive meeting on 10 December 2018. A future update will be tabled for the WSLHD Board.

The A/EDF noted the tabled finance report for October 2018.

Action: The A/CE will provide the WSLHD Executive Team planning retreat summary document to Board Members for their information.

Action and decision: The updates were NOTED by members.

Item 4.3 Correspondence received 3 – 30 November 2018

The correspondence report was provided for review by members.

Action and decision: The correspondence report was NOTED by members.

Item 4.4 Media updates to the Board

The media update report was provided for review by members.

Action and decision: The report was NOTED by members.

Item 5 New Business

Item 5.1 2017/18 WSLHD Annual Review

The Board Chair noted the 2017/18 WSLHD annual review provided in the meeting papers and requested Board endorsement of the annual review document, a requirement under the Health Services Act.

Action and decision: The annual review was ENDORSED by members.

Item 5.2 WSLHD People and Culture Directorate Review

The A/CE noted the written report provided and advised the HES role of Director People and Culture WSLHD is advertised and open for application. The newly appointed Director People and Culture will carry out consultation and implementation of the WSLHD People and Culture Directorate Review.

Action and decision: The report was NOTED by members.

Item 5.3 Correspondence from the Minister for Health

Members noted the written report and attachments provided.

Action and decision: The report was NOTED by members.

Item 5.4 Addendum to the 2017/18 Corporate Governance Attestation Statement

The Board Chair noted the addendum to the 2017/18 Corporate Governance Attestation Statement proposed to provide a qualification to Standard 5: maintaining high standards of professional and ethical conduct. The Chair proposed the Board endorse the addendum, for signature by the A/CE and Director Internal Audit.

Action and decision: Members ENDORSED the addendum to the 2017/10 Corporate Governance Attestation Statement for signature by the A/Chief Executive and Director Internal Audit.

Item 6 Committees of the Board

The following sub-committees of the Board provided written reports for the November 2018 meeting:

- Finance, Performance and Assets
- Medical Dental Appointments and Advisory
- Research Development
- Nominations

Action and decision: The reports were NOTED by members.

Item 7 Appendices

The appendices documents were provided for review.

Action and decision: The appendices were NOTED by members.

Item 8 Any other business

Ms Jane Spring will retire from the WSLHD Board at the conclusion of her board term on 31 December 2018. Ms Spring has served the community as a member of the WSLHD Board for eight years, and recently accepted a role in the NSW Public Service as Assistant Commissioner, Capability and Leadership Strategy of the NSW Public Service Commission. On behalf of WSLHD Board Members, the Deputy Chair thanked Ms Spring for her service and commitment to the people of Western Sydney and presented a certificate of appreciation.

Next meeting

The next meeting of the WSLHD Board is scheduled on 12 February 2019 at the Westmead Institute for Medical Research.

Close

Meeting closed at 6:00pm

Signed: 
(Mr Richard Alcock AO, Board Chair)

