

<b>The Sydney Children's Hospitals Network (Randwick &amp; Westmead)</b>	
<b>Date</b>	Wednesday, 2 September 2015
<b>Time</b>	8.30am – 11.00am
<b>Location</b>	The Children's Hospital at Westmead
<b>Membership</b>	<p><b>SCHN Board members</b>            Professor Christine Bennett AO (Chair)            Mr Richard Alcock (Deputy Chair)            Professor Louise Baur AM            Dr Abby Bloom            Ms Joanna Capon OAM            Mr Jack Ford            Professor Adam Jaffe            Ms Renata Kaldor AO            Mr David Nott            Emeritus Professor Kim Oates AM            Dr Robyn Shields AM            Associate Professor Donna Waters            Mr Jeremy Wright</p> <p><b>Ex officio invitees</b>            Dr Michael Brydon (Acting Chief Executive, SCHN)            Dr Christopher Webber (MSC – SCH representative)            Dr Ralph Cohen (MSC – CHW representative)            Professor Les White AM (NSW Health Chief Paediatrician)            Dr Mary McCaskill (Executive Medical Director, SCHN)            Mr Brian Jackson (Director of Finance and Corporate Services, SCHN)</p> <p><b>Attendees</b>            Ms Maryanne Lynch (Manager Executive Services, SCHN Board Secretariat)</p>
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TRIM Ref: SCHN14/9871

**Minutes**  
**Sydney Children's Hospitals Network Board Meeting**  
**2 September 2015**

ITEM	By Exception *	DESCRIPTION	RESPONSIBILITY	PAGE NO.	TIME	ACTION REQUIRED
<b>1</b>		<b>Administrative Matters</b>			<b>5 min</b>	<b>For noting</b>
		<b>1.1 Welcome and Attendance</b>	<b>Chair</b>	-		
		<p><b>1.1 Welcome and Attendance</b> <span style="float: right;"><b>Chair</b></span></p> <p><b>Attendance:</b>            Professor Christine Bennett AO (Chair), Professor Louise Baur AM, Professor Adam Jaffe, Mrs Renata Kaldor AO, Mr David Nott, Emeritus Professor Kim Oates AM, Dr Robyn Shields AM, Professor Donna Waters, Mr Jeremy Wright</p> <p><b>Ex-Officio Invitees:</b>            Dr Michael Brydon (Acting Chief Executive), Dr Christopher Webber (MSC Representative, SCH), Professor Ralph Cohen (MSC Representative, CHW), Dr Mary McCaskill (Executive Medical Director SCHN), Mr Brian Jackson (Director Finance and Corporate Services SCHN).</p> <p>A non-executive director session was called by the Chair. All executive and ex-officio invitees were excused from the meeting whilst the Board had an 'in-camera' session.</p>				
		<b>1.2 Apologies</b>	<b>Chair</b>	-		
		Mr Jack Ford, Mrs Joanna Capon, Dr Abby Bloom, Mr Richard Alcock, Professor Les White				
		<b>1.3 Declaration of Conflicts of Interest</b>	<b>Chair</b>	-		
		The Board Chair referred to having stepped down from the Board of ICON and is now on the Board of Retire Australia. The Board Chair also referred to being a Senior Advisor with McKinsey, and has recently stepped down from PwC				
<b>2</b>		<b>Minutes and Action Items</b>				
		<b>2.1 Review of Minutes of meeting held on 5 August 2015</b>	<b>Chair</b>		<b>5 min</b>	<b>For approval</b>
		The minutes of the meeting held on 5 August 2015 were approved.				
		<b>2.2 Matters Arising from Previous Meeting</b>			<b>10 min</b>	<b>For noting</b>
		<b>2.2.1 Review of Action Table</b>	<b>Chair</b>			
		Action items were noted as having been actioned, or as items on this agenda.				
<b>3</b>		<b>Strategic Priority in Focus</b>				

		<b>3.1</b>	<b>Workforce Services Strategic Plan</b>
			<p>Mr Ian Fuller, Director Workforce Services SCHN was invited to the meeting to present the plan to members. The Acting Chief Executive advised that this has been the culmination of extensive consultation and complemented other key strategies across the organisation.</p> <p><b>Mr Fuller provided an overview of the key areas and implementation of this plan.</b></p> <p>The key focus areas of this plan were summarised; including a national focus, key trends for workforce planning and how a paediatric organisation <b>can engage with the plan.</b> Key areas and achievements to date in progressing existing plans were provided.</p> <p>Discussions around medical staff gender mix, training opportunities, Ministry KPIs, strategies for the coming year and strategies on workplace culture, safety and health as well as the predicted drivers for 2016-2018 were noted.</p> <p>Mr Fuller advised that sustained efforts in relationship building around best practice, shared processes and opportunities to learn from other health organisations is underway.</p> <p>It was noted that there is also a great deal of work occurring at present with senior medical staff around junior and senior medical staff.</p> <p>Around attracting and retaining world class staff, it is recognised that more work is needed in this area, with the view to be seen as an international centre of excellence with there being some key health industry leaders in some areas already employed by the Network.</p> <p>Around the Aboriginal Employment Strategy, Dr Shields offered to work with the Workforce Directorate.</p> <p>It was noted that Disability employment plan is embedded in the plan. The Network is also in the process of rolling out the online performance management tool to assist managers in undertaking this task. This will be an aid, not replacing the important face to face interactions.</p> <p><b>ACTION:</b> Circulate to members the Strategic Plan and Aboriginal Employment Plan for consideration and content.</p>
		<b>3.2</b>	<b>Update on PricewaterhouseCoopers recommendations on Medical Workforce</b>
			<p>The Acting Chief Executive referred members to the briefing within the business papers, with thanks to Dr McCaskill, Mr Fuller, Dr Farrow and Dr McCahon. A Medical Workforce Advisory Committee (MWAC) has been established with the goal to look at an initial project works from PwC. The MWAC fits in with the overarching Workforce plans.</p> <p>Engagement of medical staff is one key area to ensure there is satisfactory progress. To date this has been on track.</p> <p>Discussion around the findings in the review occurred.</p> <p><b>ACTION:</b> Further reports to be provided by exception as this progresses.</p>
<b>4</b>	<b>Matters for Decision</b>		
		<b>4.1</b>	<b>Paediatric – Constitution of Board</b>
			<p>The briefing prepared for the information of the Board was noted.</p> <p>The Acting Chief Executive advised that good progress has been made however SCHN still awaits sign off by Treasury. Recruitment to the Board will be the next step.</p> <p>Query around consumer engagement and membership on Board NOTED.</p> <p><b>ACTION:</b> Call for nominations, recommendations and Expressions of Interest to the SCHN</p>

		Board Chair. The areas of expertise for independent members would be around legal, community profiles, financial or community relations/marketing.					
<b>5</b>		<b>Matters for Discussion</b>					
		<b>5.1</b>	<b>Patient Story</b>				
		The Acting Chief Executive referred to the briefing circulated in the business papers. This highlights some key areas arising from the last meeting around integrated care.  NOTED.					
		<b>3.3</b>	<b>YourSay Survey Results</b>				
		<p>The briefing note prepared providing a summary of the results was noted.</p> <p>The Acting Chief Executive referred to the overall improved results especially in key areas in regard to senior managers being perceived to be supporting the organisation through positive cultural development. The only significant negative shift in results revolved around time staff have to do mandatory training.</p> <p>Congratulations were extended to executive around the results achieved in the survey.</p> <p>Some negative behaviours such as verbal abuse or offensive behaviour are generally reported as being from patients/visitors to staff however discriminatory behaviour results show that the instances of discrimination reported are of similar percentages across categories of staff, supervisors, colleagues and patients/visitors.</p> <p>SCHN staff have lower reporting of perceived negative behaviour.</p> <p><b>ACTION:</b> The Board suggested a letter from Board to Secretary of Health indicating support in YourSay being continued.</p>					
		<b>5.3</b>	<b>Health Alliances</b>				
		<p>Members were referred to the briefing circulated as part of the business papers. An outline of the key points of this paper and alliances already in existence across the SCHN was provided. This paper proposes the bringing together of these alliances to work more collaboratively together.</p> <p>The Board NOTED the paper and briefing and supported in principle the directions being proposed.</p>					
<b>6</b>		<b>Matters For Information</b>					
		<b>6.1</b>	<b>Update on NETS</b>				
		<p>The Acting Chief Executive referred to the briefing note prepared for members' information. SCHN is drawing close to confirming where a helipad can be located on site. The NETS base and its future location is still to be determined. It is more likely to be Bankstown Airport or on the Westmead footprint. Currently working through the options to make the most appropriate decision. NSW K&amp;F, NSW AS, HI and SCHN are working together with the Ministry in terms of statewide planning.</p> <p>A decision on the helipad will be made in the coming weeks as the works where the current location is timelined to be completed for end of second quarter next year.</p>					
<b>7</b>		<b>Standing Reports</b>					
		<b>7.1</b>	<b>Chair's Report</b>	<b>Chair</b>	<b>-</b>	<b>5 min</b>	<b>For noting</b>

		<p>The NSW Kids and Families Council meeting occurred, with Dr Brydon attending on Professor Bennett's behalf. Responses to original Garling issues, particularly around Campbelltown enhancements, without the nomenclature of a new children's hospital.</p> <p>A joint meeting between HNE and SCHN to occur to discuss tertiary facility planning.</p> <p>Recruitment of Director of Nursing role – agency/consultant engaged. Approximately 30 expressions of interest. View to undertake interviews in September.</p> <p>Meeting with Medical Staff Council at 11.30am. Opportunity to engage in dialogue, functions of Board, structures.</p>				
		<b>7.2</b>	<b>Chief Executive's Report</b>	<b>Chief Executive</b>	<b>5 min</b>	<b>For noting</b>
		<p>The Acting Chief Executive's report, as circulated in the business papers was NOTED. NEST targets, and strategies to address targets were discussed. New strategies being employed such as the hub and spoke for example may be what will assist the NEST targets.</p> <p>The Acting Chief Executive referred to the BHI (Bureau of Health Information) report released today around the performance of hospitals overall and emergency departments. Ambulance noted to be focussed upon lately around timeliness of responses to calls.</p>				
		<b>7.3</b>	<b>SCHN Performance Report</b>			
		The Board NOTED the Performance Report.				
<b>8</b>		<b>Board Sub-Committee &amp; Network Committee Minutes</b>				
	*	<b>8.1</b>	<b>Finance and Performance Committee</b>			
		The Board NOTED the report for August and confirmed minutes of the July meeting				
	*	<b>8.2</b>	<b>Health Care Quality Committee</b>			
		The Board NOTED the report for the August meeting and confirmed minutes of the July meeting				
	*	<b>8.3</b>	<b>Medical and Dental Appointment Advisory Committee</b>			
		The Board NOTED the report from the August MDAAC				
		<b>8.4</b>	<b>Capital Works</b>			
		The report from the inaugural meeting in July and minutes from the joint and SCHN only meeting were circulated and NOTED.				
<b>9</b>		<b>Details of Next Meeting</b>				
		<b>Date and Location</b> Wednesday, 7 October Rooms A & B Executive Office Prince of Wales Hospital		<b>Strategic Focus for Future meetings</b> October 2015 – Audit and Risk Management November 2015 – Annual Public Meeting December 2015 – Research (to be determined)		