

MINUTES

South Western Sydney Local Health District Board

Date: Monday 25 March 2019

Time: 3:30pm

Venue: Campbelltown Hospital

1. Present and Apologies

<i>Members</i>	<i>Pres.</i>	<i>Apol.</i>	<i>Members</i>	<i>Pres.</i>	<i>Apol.</i>
Mr Sam Haddad (Chair)	✓		Dr Matthew Gray	✓	
Dr David Abi-Hanna	✓		Prof Neil Merrett	✓	
Mrs Nina Berry	✓		Ms Kerrie Murphy	✓	
Mr Max Bosotti	✓		Mr Gary Reidy	✓	
Ms Christine Carriage		✓	Mr John Roach	✓	
Prof Hugh Dickson	✓		Dr Shameran Slewa-Younan	✓	
Mr John Gordon	✓				
<i>Other Attendees</i>					
Ms Amanda Larkin, Chief Executive	✓		Dr Karuna Keat, Medical Staff Executive Council Representative	✓	
Ms Alison Derrett, General Manager, Campbelltown & Camden Hospitals	✓		Ms Nel Buttenshaw, Manager Executive & Board Secretariat	✓	

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
Welcome	<ul style="list-style-type: none"> The Chair welcomed Mr Roach, Dr Keat & Ms Derrett to the meeting. Mrs Berry agreed to undertake the meeting evaluation. 	
2. Acknowledgment of Country	<ul style="list-style-type: none"> The Chair commenced the meeting by acknowledging the traditional owners of the land and paid respect to elders past and present. 	
3. Declaration of Interests	<ul style="list-style-type: none"> The Chair invited declarations of interest. <ul style="list-style-type: none"> Mr Roach advised: <ul style="list-style-type: none"> Chair, Health Share NSW Board Member, Health Infrastructure Board Member, Australian Bone Marrow Donor Registry Board 	

4. Confirmation of the previous minutes and action list	<ul style="list-style-type: none"> • <u>MOTION</u>: A motion was moved by Mr Gordon and seconded by Dr Gray that the Minutes of the Board meeting held on 25 February 2019 be accepted as a true and accurate record. • The Motion was carried. 	
5. Patient Story	<ul style="list-style-type: none"> • Ms Derrett presented the story of an elderly female patient, who subsequently passed away, highlighting: <ul style="list-style-type: none"> • The benefits of meeting personally with families • Changes in practice resulting from the incident, specifically: <ul style="list-style-type: none"> ○ Falls management ○ SAC 2 investigations/documentation • The RCA process and purpose was clarified. • A Falls Report is submitted to the Health Care Quality & Safety Committee on an annual basis. • In relation to the case presented, Ms Derrett's commitment and passion was acknowledged. 	
6. Business Arising		
6.1 Safety & Quality Matters	<ul style="list-style-type: none"> • The Board took as <u>READ</u> the Referral Note, circulated with the Agenda, responding to questions asked (at the February 2019 Board meeting) relating to the KPI Report – Safety & Quality and Health Care Quality & Safety Committee minutes. 	
6.2 NSW Election	<ul style="list-style-type: none"> • The Chair advised that the Strategy Session (1 April) will provide a further opportunity for the Board to discuss progressing the LHD-related Election commitments. • An invitation will be extended to the Minister of Health to attend a Board meeting. 	<i>Chair / Secretariat</i>
7. New Business		
7.1.	<ul style="list-style-type: none"> • Nil Items. 	
8. Standing Items		
8.1 Chief Executive's Report		
8.1.1 Current Significant Matters	<ul style="list-style-type: none"> • Ms Larkin spoke to the Significant Issues Section of the CE Report as circulated with the Agenda and highlighted: 	

	<ul style="list-style-type: none"> • <u>NSW Election</u> Commitments made relating to Bankstown-Lidcombe Hospital (\$1.3b – new site), Liverpool Hospital (\$50m) and Bowral & District Hospital (\$55m) will be the subject of further accelerated planning, in accordance with the Asset Strategic Plan & Clinical Services Plan. Action: Submit further details to the April Board meeting for discussion. • <u>SafeWork Australia Update</u> SafeWork has determined SWSLHD to be eligible to continue with the Enforceable Undertaking (EU) process. A workshop (between the parties) will be scheduled to discuss the ideas submitted within the proposal. • <u>Sentinel Event</u> A sentinel event has been reported by Mental Health. The event will be considered by the Health Care Quality & Safety Committee. • <u>Service Level Agreement Negotiations</u> Negotiations with the Ministry of Health for the 2019/20 SLA targets have commenced. Included in the discussion agenda is the FY implementation of supported 2018/19 enhancements, proposed service developments, State-wide services, budget and capital impacts and other LHD issues. • <u>Senior Staffing Matters</u> Mr Paul Crowe commences on 8 April 2019 in the Fairfield Hospital General Manager position. Recruitment for the Director, People & Culture position has commenced. The recruitment process for the General Manager, Bowral & District Hospital position closes on 29 March. 	Chief Executive
8.1.2 Risk Mgt	<ul style="list-style-type: none"> • The Board <u>CONSIDERED</u> the Risk Management Report, as circulated with the Agenda. • Ms Larkin highlighted two new ‘extreme’ or ‘high’ risks approved: <ul style="list-style-type: none"> • Risk ID 584 – Managing complexity and volume of redevelopment projects (high) • Risk ID 585 – Failure to meet patient related revenue targets (high) 	

		<ul style="list-style-type: none"> • The draft Surgical Plan will take into consideration the infrastructure program announced for Bankstown-Lidcombe Hospital. • Ms Larkin clarified that risks approved for the LHD-wide Risk Register are overseen by appropriate Board Committees. • Action: Members to submit any queries relating to the Risk Report to the Secretariat. <ul style="list-style-type: none"> ○ Ms Murphy noted current actions relating to Risk IDs 28 and 33 relate only to the physical environment. ○ Prof Dickson noted that the risk titling convention was discussed at the recent Health Care Quality & Safety Committee. • Ms Larkin highlighted correspondence received from the Deputy Secretary, People, Culture and Governance and assured the Board of the rigorous process for risk management implemented at the LHD. • Mr Haddad advised that the Board Strategy Session (1 April 2019) includes the Discussion Topic - Strategic Risks. • Action: Provide a list of specialities excluded from the LHD 'no-gap' policy to the Medical Staff Executive Council. 	<p style="text-align: center;">Board Members</p> <p style="text-align: center;">Chief Executive</p>
8.1.3	Regulatory Environment	<ul style="list-style-type: none"> • The Board <u>CONSIDERED</u> the Regulatory Environment Report, as circulated with the Agenda. • Ms Larkin highlighted that work progresses to assess documents (policy, procedure, guideline) and to rescind local documents. 	
8.1.4	Work Health & Safety Report	<ul style="list-style-type: none"> • The next Work Health & Safety Report is due in May 2019. 	
8.1.5	KPI Report		
	Safety & Quality	<ul style="list-style-type: none"> • The Board considered the Safety & Quality component of the KPI Report, as circulated with the Agenda. • Ms Larkin highlighted: <ul style="list-style-type: none"> • Eight new serious incidents since the last report, which will undergo an RCA • One sentinel event reported • Four RCAs completed 	

Dr Keat left the meeting at 5.00pm

Access & Patient Flow	<ul style="list-style-type: none">• The Board considered the Access & Patient Flow component of the KPI Report, as circulated with the Agenda.• Ms Larkin highlighted:<ul style="list-style-type: none">• Demand continued to increase in February 2019. In comparison to the same period last year an increase in ED presentations (11.5%), Ambulance arrivals (14.8%), Admissions from ED (3.2%). The trend of increasing activity continues.• Transfer of Care performance for February 2019 was 82% - a decrease by approximately 10% in comparison to the same period last year.• Discussion: why ED activity is increasing, i.e. population growth, services offered, GP access, etc.• Work continues on the key strategies to address the identified factors contributing to unmet targets.• As at 28 February 2019 the LHD achieved zero overdue elective surgery patients for one of three benchmarks; plans are in place to support surgery performance.	
People & Culture	<ul style="list-style-type: none">• The Board considered the People & Culture component of the KPI Report, as circulated with the Agenda.• Ms Larkin highlighted:<ul style="list-style-type: none">• Strategies in place to reduce the excessive leave liability and improve performance development review compliance rates.• An increase in psychological claims under workers compensation (which is also being experienced State-wide). The LHD will receive a positive hindsight adjustment.	
Finance & Activity	<ul style="list-style-type: none">• The Board considered the Finance & Activity component of the KPI Report, as circulated with the Agenda.• Ms Larkin invited Mr Gordon to report within the Finance & Assets Committee report.	

8.1.6	Service Reports	<ul style="list-style-type: none"> • The following Service Reports were circulated with the Agenda: <ul style="list-style-type: none"> • <u>Mental Health</u> No items were highlighted. • <u>Primary & Community Health</u> No items were highlighted. • <u>Drug Health Services</u> No items were highlighted. • <u>Population Health</u> No items were highlighted. • <u>Oral Health</u> No items were highlighted. • A number of data anomalies were identified within the Dashboard Reports for resolution, including: <ul style="list-style-type: none"> • KF-010: Eyesight screens provided to 4yo (%) • % Aboriginal clients accessing services 	<i>Director of Finance</i>
8.1.7	Media & Marketing Report	<ul style="list-style-type: none"> • The Board considered the Media & Marketing Report, as circulated with the Agenda. 	
8.1.8	Strategic Plan Report	<ul style="list-style-type: none"> • The next Strategic Plan Report (Jan-Mar 2019) is due April 2019. 	
8.2 Correspondence			
8.2.1		<ul style="list-style-type: none"> • Nil items 	
8.3 Chairman's Report			
8.3.1	Committee Membership	<ul style="list-style-type: none"> • The Chair reported that the Strategy Session will include an opportunity to further discuss this topic. Matters for resolution include the Nominations Committee and Audit & Risk Management Committee membership. 	

		<ul style="list-style-type: none"> The Chair invited Committee Chairs to provide a direct submission regarding committee membership, relationship between the committee and the Board / other committees. 	Committee Chairs
8.3.2	Board Strategy Session	<ul style="list-style-type: none"> The Strategy Session will be held on Monday 1 April 2019, commencing at 12noon in the Education Centre, Liverpool Hospital. Ms Buttenshaw provided an overview of Discussion Topics and undertook to circulate background papers. 	
8.3.3	Events	<ul style="list-style-type: none"> The Chair provided feedback on his attendance at recent events: <ul style="list-style-type: none"> Western Sydney Leadership Dialogue Dinner – 27.02.19 Meeting with Prof Chris Levi regarding the SPHERE Council – 12.03.19 The Chief Executive reported that a further meeting was held on 14 March 2019 between the Board Chairs and Chief Executives of SWS LHD, Western Sydney LHD and Nepean Blue-Mountains LHD (Greater Western Sydney Health Alliance) to discuss a draft position paper and memorandum of understanding. The purpose of the Alliance is to progress areas for the partnership and to develop a vision for the future of the health care in Greater Western Sydney. The Alliance will supersede the current joint arrangement between SWSLHD and WSLHD. Action: Provide advice regarding the joint Board meeting (SWSLHD & WSLHD) scheduled. 	Chief Executive
9	Committees of the Board		
	9.1 Health Care Quality & Safety Minutes	<ul style="list-style-type: none"> The Minutes of the Health Care Quality & Safety Committee meeting held on 6 March 2019 were circulated with the Agenda and <u>CONSIDERED</u> by the Board. Dr Gray highlighted: <ul style="list-style-type: none"> <u>Item 7.1.1 – O&G Sentinel Events</u> No systematic links identified. <u>Item 7.5 – Motion – CQC</u> The Board resolved to acknowledge the concerns raised by the CQC (as the peak clinical advisory body) advising: 	Secretariat

	<p>That the sentiment raised forms the core of LHD negotiations in the SLA process and invite low value care submissions</p> <ul style="list-style-type: none"> • <u>Item 7.1.5 – Attestation Statement</u> <p>Action: The Board <u>APPROVED</u> the Chair and Chief Executive to sign the Accreditation Statement for submission to the Australian Council on Healthcare Standards.</p>	Director, Clinical Governance
<i>Dr Keat re-joined the meeting at 6.00pm</i>		
<p>9.2 Finance & Assets</p> <p>Minutes</p>	<ul style="list-style-type: none"> • The Minutes of the Finance & Assets Committee meeting held on 15 February 2019 were circulated with the Agenda and <u>CONSIDERED</u> by the Board. • Mr Gordon noted that the Committee had held their March meeting since, and the Bankstown ED project had been highlighted to the Board. <ul style="list-style-type: none"> • At the March meeting the budget position was discussed; the LHD is forecasting an unfavourable position YTD (revised to \$12m). Negotiation with the Ministry of Health has occurred in relation to the cash position. • Mr Bosotti has been welcomed to the Committee. 	
<p>9.3 Aboriginal Health</p> <p>Minutes</p>	<ul style="list-style-type: none"> • The Minutes of the Aboriginal Health Committee meeting held on 28 February 2019 were circulated with the Agenda and <u>CONSIDERED</u> by the Board. • Dr Slewa-Younan highlighted: <ul style="list-style-type: none"> • <u>Item 6.1 – Aboriginal Health Plan – Mental Health</u> <p>The Board did not support the establishment of an Aboriginal Mental Health Promotion Officer position, as a result of the current budget position.</p> • <u>Item 6.1.1 – Update: Mental Health Data</u> <p>The Board noted the Committee’s communique that the provision of mental health care to under 18 year olds is a priority area for dedicated workforce.</p>	
<p>9.4 Research & Teaching</p> <p>Minutes</p>	<ul style="list-style-type: none"> • The next meeting of the Research & Teaching Committee will be held on 4 April 2019. 	

<p>9.5 Audit & Risk Management</p> <p>Minutes</p>	<ul style="list-style-type: none"> The Minutes of the Audit & Risk Management Committee meeting held on 18 February 2019 were circulated with the Agenda and <u>CONSIDERED</u> by the Board. Membership of the Committee and the pre-qualification scheme will be discussed at the Strategy Session. 	
<p>ICAC Matters</p>	<ul style="list-style-type: none"> The Board <u>CONSIDERED</u> the report of matters received (one) from or referred to (nil) the ICAC for the period 11 February to 8 March 2019, as circulated with the Agenda. 	
<p>9.6 Nominations</p> <p>Minutes</p>	<ul style="list-style-type: none"> The next meeting of the Nominations Committee meeting is yet to be scheduled. 	
<p>10 Consumer & Community Council</p>	<ul style="list-style-type: none"> The Minutes of the Consumer & Community Council meetings held on 1 March 2019 were circulated with the Agenda and <u>CONSIDERED</u> by the Board. 	
<p>11 MSEC Feedback</p>	<ul style="list-style-type: none"> Dr Keat reported highlights from the recent MSEC meeting: <ul style="list-style-type: none"> Conveyed thanks to the Board for their advocacy in relation to the Liverpool and Bankstown-Lidcombe Hospital redevelopment projects. Concerns have been raised regarding the proposed activity-based working model. 	
<p>12 Items for Information</p>	<ul style="list-style-type: none"> The Board <u>NOTED</u> the 2019 Board Meeting & Events Summary, as circulated with the Agenda. 	
<p>13 Other Business Without Notice</p>	<ul style="list-style-type: none"> The Chair invited other business without notice. <ul style="list-style-type: none"> Nil were received. The Chair invited the meeting evaluation. Mrs Berry highlighted: <ul style="list-style-type: none"> The meeting commenced well A thought provoking patient story which generated interest and good discussion Key matters included: hold government to post-election commitments promptly, positive initiative – Western Sydney Alliance and the CQC Motion Overall – lively and cooperative interaction The Chief Executive took on notice Mr Bosotti’s question – the last ‘Time in Motion’ study was undertaken in an ED. 	<p>Chief Executive</p>

14 Close / Next Meeting	<ul style="list-style-type: none">• The meeting closed at 7.00 pm. The next meeting will be held:<ul style="list-style-type: none">• Monday 29 April 2019• 3.30 pm – 6.30pm – Board Meeting• District Office	
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