

MINUTES

South Western Sydney Local Health District Board

Date: Monday 28 February 2022

Time: 2:00pm

Venue: Board Room, District Office \ MS Teams

0. In-Camera

An in-camera session was held.

1. Present and Apologies

Members	Pres.	Apol.	Members	Pres.	Apol.
Mr Sam Haddad (Chair)	✓		Prof Neil Merrett	✓	
Dr David Abi-Hanna	✓		Ms Kerrie Murphy	✓	
Mr Max Bosotti	✓		Mr John Roach	✓	
Prof Hugh Dickson	✓		A/Prof Shameran Slewa-Younan	✓	
A/Prof Matthew Gray (Deputy Chair)	✓		Ms Annette Houston	✓	
Other Attendees	Pres.	Apol.	Other Attendees	Pres.	Apol.
Ms Amanda Larkin, Chief Executive	✓		Ms Nel Buttenshaw, Director Corporate Governance	✓	
Dr Setthy Ung, SWSLHD Medical Staff Executive Council Chair	✓				

Ms Larkin, Ms Buttenshaw & Dr Ung joined the meeting.

2. Acknowledgment of Country	<ul style="list-style-type: none"> The Chair opened the meeting by acknowledging the traditional owners of the land and paid respect to elders past and present. 	
3. Welcome	<ul style="list-style-type: none"> The Chair welcomed Board members and attendees to the meeting, specifically Ms Annette Houston (new Board member) & Dr Setthy Ung (new MSEC Chair). The Chair highlighted agenda items of importance as the Chief Executives Report and the Boards 2022 strategic direction arising from the December 2021 Strategy Session. On behalf of the Board, the Chair acknowledged the efforts of the Chief Executive, executive teams and all staff in looking after the health of the south western Sydney community during the COVID-19 response. A/Prof Gray agreed to undertake the meeting evaluation. 	

<p>4. Confirmation of the previous minutes and action list</p>	<ul style="list-style-type: none"> • <u>MOTION</u>: A motion was moved by Prof Merrett and seconded by Dr Abi-Hanna that the minutes of the Board meeting held on 13 December 2021 be accepted as a true and accurate record. • The Motion was <u>CARRIED</u>. • The Action Lists (Board meetings and Board Strategy Session [5-Feb-21]) were circulated with the Agenda. 	
<p>5. Declarations of Interest</p>	<ul style="list-style-type: none"> • The Chair invited declarations of interest. <ul style="list-style-type: none"> • Nil received. 	
<p>6. Patient Story</p>	<ul style="list-style-type: none"> • The next Patient Story will be presented to the March meeting. 	
<p>7. Key Strategic Focus Areas</p>	<ul style="list-style-type: none"> • Nil 	
<p>8. Chief Executive's Report</p> <p>8.1 Significant Issues</p>	<ul style="list-style-type: none"> • Ms Larkin spoke to the Chief Executive's Significant Issues Report, circulated with the Agenda, to update the Board on: <ul style="list-style-type: none"> ○ COVID-19 ○ Performance ○ Other matters • COVID update including: <ul style="list-style-type: none"> ○ Case numbers (state-wide and SWS), inpatient and community care cases ○ Health care workers ○ Vaccination status ○ Forward strategy ○ Data highlights ○ Action: Issue advice in response to the following questions, taken on notice: <ul style="list-style-type: none"> ○ What percentage of 5-11 year olds are vaccinated? ○ Provide the total number of staff who developed COVID during the Dec 21 – Jan 22 period ○ Provide the death rates (Omicron versus Delta) ○ COVID-19 consideration – design - redevelopments • Performance including: <ul style="list-style-type: none"> ○ League Table: Selected Tier 1 KPIs (excluding services) ○ Safety & Quality ○ Access and meeting demand ○ Finance ○ Activity 	<p>Chief Executive</p>

		<ul style="list-style-type: none"> ○ Capital Works • The Board commended the Chief Executive on her revised Report, and suggested the inclusion of risks and mitigation strategies other elements of the report in future. 	
8.2	Media & Marketing Report	<ul style="list-style-type: none"> • The next Media & Marketing Report will be presented to the March meeting. 	
8.3	Work Health & Safety Report	<ul style="list-style-type: none"> • The next Work Health & Safety Report (subject to revision) is due in March 2022. 	
8.4	Strategy, Risk, Performance Integrated Report	<ul style="list-style-type: none"> • The next Integrated Report – Strategy, Risk & Performance (SLA) Report is due in April 2022. 	
9. Chairman’s Report			
9.1	Board Strategy Session	<ul style="list-style-type: none"> • The Board discussed the proposed strategic priorities and directions for 2022, based on discussions at the December 2021 Strategy Session. <ul style="list-style-type: none"> • The draft Strategy Session Report was accepted, with appreciation expressed for the GHMP student authors. • The Board <u>AGREED</u>: <ul style="list-style-type: none"> • To maintain the current strategic focus areas / which will also be the subject of committee deep dive presentations (to avoid duplication): <ul style="list-style-type: none"> • Safety & Quality (HCQC) • Finance & Budget (FAC) • Infrastructure (FAC) • Performance & Meeting Demand (HCQSC) • Stakeholder Engagement • Action: Circulate a draft 2022 work program with a view to endorsement at the March meeting. • Committee minutes are no longer required for escalation to the Board, given the Referral Notes. Committee minutes are available to all members via Diligent. <ul style="list-style-type: none"> • Action: Convey arrangements to Committee executive sponsors and secretariats • Action: Each Board Committee Chair is to attend one meeting of the Aboriginal Health Committee in 2022, on a rotational basis 	<p><i>Board Chair Secretariat</i></p> <p>Secretariat</p> <p>Board Committee Chairs</p>

		<ul style="list-style-type: none"> • Action: Establish a Working Party to report back to the Board in 3-4 months, recommending specific actions to strengthen stakeholder engagement • Action: The Research & Teaching Committee to consider and advise that the research underway meets the current and future needs of the south western Sydney communities and the value of one umbrella institute. 	<p>Chair</p> <p>RTC Committee</p>
9.2	Board Committee Membership	<ul style="list-style-type: none"> • The Board <u>DISCUSSED</u> Committee membership and <u>AGREED</u> the following: <ul style="list-style-type: none"> • Aboriginal Health Committee <ul style="list-style-type: none"> ○ Appoint Ms Houston as Chair ○ Each Committee Chair to attend one Aboriginal Health Committee meeting (on a rotational basis) annually • Health Care Quality & Safety Committee <ul style="list-style-type: none"> ○ Appoint the Chair of Finance and Assets Committee as a member • Finance & Assets Committee <ul style="list-style-type: none"> ○ Appoint the Chair of Health Care Quality & Safety Committee as a member • Research & Teaching Committee <ul style="list-style-type: none"> ○ A/Prof Slewa-Younan to attend the March meeting only in 2022 • Ms Houston to attend one meeting of each Committee, as part of her orientation • Actions: <ul style="list-style-type: none"> • Convey arrangements to Committee Executive Sponsors and Secretariats • Publish the updated Membership Schedule to Diligent 	Secretariat
9.3	Board Conference 2022	<ul style="list-style-type: none"> • The Board <u>AGREED</u> to conduct their March meeting on Friday 25, in lieu of Monday 28, given the Annual Board Conference. Ms Houston's inability to attend was noted. • Action: Issue formal advice and update the meeting schedule on Diligent. 	Secretariat
10. Business Arising		<ul style="list-style-type: none"> • Nil items 	

<p>11. New Business</p> <p>11.1 SWSLHD Strategic Plan 2022-2027</p>	<ul style="list-style-type: none"> The Board <u>APPROVED</u> the Board consultation plan for the SWSLHD Strategic Plan 2022-2027, as circulated with the Agenda. Action: Schedule the Board consultation sessions as proposed (Mar, Jun, Aug, Oct). 	<p>Secretariat</p>
<p>12. Committees of the Board</p> <p>12.1 Health Care Quality & Safety</p> <hr/> <p>12.2 Aboriginal Health</p> <hr/> <p>12.3 Audit & Risk Management</p> <hr/> <p>12.4 Finance & Assets</p> <hr/> <p>12.5 Research & Teaching</p>	<ul style="list-style-type: none"> Prof Merrett spoke to the highlights of the Health Care Quality & Safety Committee meeting held 21 December 2021, which together with the minutes were circulated with the Agenda. The next meeting of the Aboriginal Health Committee will be held on 24 March 2022 (postponed from 24.2.22). The minutes of the Audit & Risk Management Committee meeting held on 15 February 2022 were not available for circulation. Mr Roach spoke to the highlights of the Finance & Assets Committee meeting held on 17 December 2021, which together with the minutes were circulated with the Agenda, noting the matters were also covered earlier in the Chief Executive's Report, including an update to the financial position as at YTD Jan-22. The next meeting of the Aboriginal Health Committee will be held on 3 March 2022 (postponed from 3.2.22). 	
<p>13. Other Committees</p> <p>13.1 Consumer & Community Council</p> <hr/> <p>13.2 Medical Staff Executive Council</p>	<ul style="list-style-type: none"> Prof Dickson reported that the Consumer & Community Council (CCC) meeting held on 4 February 2022, provided a COVID-19 Update and was not minuted. Dr Ung spoke to the draft minutes of the Medical Staff Executive Council (MSEC) meeting held on 10 February 2022, which were circulated with the Agenda and highlighted: A priority for the MSEC in 2022 is to develop a set of principles to align redevelopments with service developments, including flow reversals. 	

<p>14. Items for Information</p> <p>14.1 Correspondence</p>	<ul style="list-style-type: none"> • Correspondence were circulated with the Agenda: <ul style="list-style-type: none"> • Ms JR • A/Prof MG • Ms SM • Dr F • Ms SS 	
<p>14.2 Items Due Calendar / Work Plan</p>	<ul style="list-style-type: none"> • The Items Due Calendar was circulated with the Agenda and is published on Diligent. 	
<p>14.3 Meeting & Events Summary</p>	<ul style="list-style-type: none"> • The 2022 Meeting & Events Summary is not yet available. 	
<p>15. Business Without Notice</p>	<ul style="list-style-type: none"> • The Chair invited other business without notice. • Nil items were raised. 	
<p>16. Evaluation</p>	<ul style="list-style-type: none"> • A/Prof Gray evaluated the meeting, highlighting: <ul style="list-style-type: none"> • Welcome to Ms Houston and Dr Ung • Broad contribution on all items • Timing – 15mins over on CE report (half of which on COVID) • Change of paper work guided discussion • Questions were focused • Constructive nature of discussion reflected the diversity of experience and background • Everyone had clearly read their papers • Strong commitment & enthusiasm for the year ahead • Good chairmanship 	
<p>17. Close / Next Meeting</p>	<ul style="list-style-type: none"> • The meeting closed at 5.45pm. • The next meeting will be held on Friday 25 March 2022. 	