

MINUTES

South Western Sydney Local Health District Board

Date: Friday 25 March 2022

Time: 1:00pm

Venue: Board Room, District Office \ MS Teams

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		✓			

<p>2. Acknowledgment of Country</p>	<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. 	
<p>3. Welcome</p>	<ul style="list-style-type: none"> The Chair welcomed Board members and attendees to the meeting, highlighting the agenda item of importance as the focussed discussion regarding performance reporting. Ms Murphy agreed to undertake the meeting evaluation. 	
<p>4. Confirmation of the previous minutes and action list</p>	<ul style="list-style-type: none"> MOTION: A motion was moved by Dr Abi-Hanna and seconded by Ms Murphy that the minutes of the Board meeting held on 28 February 2022 be accepted as a true and accurate record, subject to the following amendment: <ul style="list-style-type: none"> Item 12.5 – ‘The meeting of the <i>Aboriginal Health Committee</i>’, should read ‘the meeting of the <i>Research & Teaching Committee</i>’. The Motion was <u>CARRIED</u>. It was <u>AGREED</u> to close the Action List arising from the Board Strategy Session held 5-Feb-21, as the actions have been completed. 	

	<ul style="list-style-type: none"> It was NOTED that the action item 9.1, arising from the February 2022 meeting is yet to be allocated a due date and is currently listed as pending. 	
5. Declarations of Interest	<ul style="list-style-type: none"> The Chair invited declarations of interest. <ul style="list-style-type: none"> Nil received. 	
6. Patient Story	<ul style="list-style-type: none"> Mr Roach reflected on his recent personal experience at Campbelltown Hospital (emergency department and ward) and highlighted the professionalism of nursing staff. 	
7. Key Strategic Focus Areas	<ul style="list-style-type: none"> Nil 	
8. Chief Executive's Report 8.1 Significant Issues	<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 & Floods Performance Other matters COVID update highlighting: <ul style="list-style-type: none"> Furloughed staff and the impact on service delivery Case numbers (inpatients and community) Forward strategy Emergency Management recent floods Performance including: <ul style="list-style-type: none"> League Table: Selected Tier 1 KPIs (excluding services) Safety & Quality Access and meeting demand Finance Activity 	
<i>Prof Dickson left the meeting at 1.57pm</i>		
8.2 Media & Marketing Report	<ul style="list-style-type: none"> The Media & Marketing Report was circulated with the Agenda. 	
8.3 Work Health & Safety Report	<ul style="list-style-type: none"> Ms Larkin spoke to the (revised) Work Health & Safety Report (Oct-Dec 2021), as circulated with the Agenda. 	

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	Performance Reporting	<ul style="list-style-type: none"> In response to the Chairs invitation, each member and the Chief Executive reflected on the current status; in summary: <ul style="list-style-type: none"> Devolution to committees, including performance to HCQSC, is working well Resist reverting to previous arrangements Don't duplicate reporting Ensure good news is reported Use trend and comparative data Actions: <ul style="list-style-type: none"> Reinstate the inclusion of committee minutes with the associated referral note Submit a paper to the April meeting for further consideration 	Secretariat Chair
<p><i>Prof Dickson re-joined the meeting at 2.39pm (within above item)</i> <i>A/Prof Slewa-Younan left the meeting at 3.07pm</i></p>			
9.2	Draft Work Program 2022	<ul style="list-style-type: none"> The Board <u>APPROVED</u> their work program for 2022, as circulated with the Agenda. Action: Convey the work program to committee executive sponsors, as appropriate. 	Secretariat
9.3	Stakeholder Engagement	<ul style="list-style-type: none"> The Board <u>APPROVED</u> the establishment of a working party to recommend specific actions to strengthen stakeholder engagement, with a view to report to the Board in August 2022. Action: Liaise with the Director, Strategy & Partnerships to establish the Working Group. 	Secretariat
9.4	Board Orientation Manual	<ul style="list-style-type: none"> The Board <u>APPROVED</u> the Orientation Manual, as circulated with the Agenda. Action: Publish the Manual on Diligent. 	Secretariat
9.5	Board Evaluation	<ul style="list-style-type: none"> The Board <u>APPROVED</u> the scope and process of the Evaluation, as circulated with the Agenda. A/Prof Gray reported a meeting with the Nous Group has been scheduled for 31 March 2022. 	

9.6	Other Matters	<ul style="list-style-type: none"> • The Chair highlighted: <ul style="list-style-type: none"> • The appointment of two new Board members: Dr R Matthews and Ms T Harm. <ul style="list-style-type: none"> ○ Action: Circulate CV summaries to the Board • The Board's consultation sessions regarding the development of the new Strategic Plan have been scheduled and circulated. • The roster for committee chair attendance at the Aboriginal Health Committee has been completed and circulated (and published to Diligent). 	Secretariat
10.	Business Arising	<ul style="list-style-type: none"> • Nil items 	
11.	New Business	<ul style="list-style-type: none"> • Nil items 	
<i>Mr Roach left the meeting at 3.30pm</i>			
12.	Committees of the Board		
12.1	Health Care Quality & Safety	<ul style="list-style-type: none"> • Prof Merrett spoke to the highlights of the Health Care Quality & Safety Committee meeting held on 2 March 2022, as circulated with the Agenda, noting the presentation may be sourced from Diligent. 	
12.2	Aboriginal Health	<ul style="list-style-type: none"> • The next meeting of the Aboriginal Health Committee will be held on 24 March 2022 (postponed from 24.2.22). 	
12.3	Audit & Risk Management	<ul style="list-style-type: none"> • Ms Murphy spoke to the highlights the Audit & Risk Management Committee meeting held on 15 February 2022 as circulated with the Agenda and also reported: <ul style="list-style-type: none"> • Annual Engagement Plan finalised • Full evaluation of property and plant is due this year • Positive to note the synergy of risks escalated in the CEs Report and the Committee 	
12.4	Finance & Assets	<ul style="list-style-type: none"> • The February 2022 meeting was cancelled. 	
12.5	Research & Teaching	<ul style="list-style-type: none"> • Dr Abi-Hanna spoke to the highlights of the Research & Teaching Committee held on 3 March 2022 (postponed from 3.2.22), as circulated with the Agenda. 	

<p>13. Other Committees</p> <p>13.1 Consumer & Community Council</p>	<ul style="list-style-type: none"> Prof Dickson spoke to the highlights of the Consumer & Community Council (CCC) meeting held on 4 March 2022, as circulated with the Agenda. 	
<p>13.2 Medical Staff Executive Council</p>	<ul style="list-style-type: none"> The next meeting of the Medical Staff Executive Council (MSEC) will be held on 14 April 2022. 	
<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 CL 	
<p>14.2 Items Due Calendar / Work Plan</p>	<ul style="list-style-type: none"> The Items Due Calendar – circulated with the Agenda and available from Diligent. 	
<p>14.3 Meeting & Events Summary</p>	<ul style="list-style-type: none"> The 2022 Meeting & Events Summary – circulated with the Agenda and available from Diligent. 	
<p>15. Business Without Notice</p>	<ul style="list-style-type: none"> The Chair invited other business without notice. Dr Abi-Hanna thanked A/Prof Slewa-Younan for her tenure and contribution to the Research & Teaching Committee. Mr Bosotti supported Mr Roach’s suggestion to consider innovation within performance reporting. 	
<p>16. Evaluation</p>	<ul style="list-style-type: none"> Ms Murphy evaluated the meeting, highlighting: <ul style="list-style-type: none"> Good clarity of meeting objectives, which set the framework for discussion Patient story discussion was interesting Chief Executive appeared rushed in her report, yet time was available Hybrid meeting (face to face and Teams) is difficult Performance reporting discussion was well structured and attracted diverse comments Break was good 	
<p>17. Close / Next Meeting</p>	<ul style="list-style-type: none"> The meeting closed at 3.54pm. The next meeting will be held on 2 May 2022 (due to the April public holiday). 	