

MINUTES

South Western Sydney Local Health District Board

Date: Monday 24 October 2022

Time: 3:30pm

Venue: Conference Rm 3, Education Centre, Liverpool Hospital, Eastern Campus

1. Present and Apologies

Members	Pres.	Apol.	Members	Pres.	Apol.
Mr Sam Haddad (Chair)	✓		Ms Annette Houston	✓	
Dr David Abi-Hanna	✓		Dr Richard Matthews		✓
Mr Max Bosotti		✓	Ms Kerrie Murphy		✓
Prof Hugh Dickson	✓		Mr John Roach	✓	
A/Prof Matthew Gray (Deputy Chair)	✓		A/Prof Shameran Slewa-Younan		✓
Ms Teresa Harm	✓				
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 Brenda Gillard, Director Clinical Governance (Item 6)	✓	
Dr Archana Voole, Policy Officer, Western Sydney Migrant Resource Centre (Item 7)	✓		Mr Kamalle Dabboussy, Chief Executive, Western Sydney Migrant Resource Centre (Item 7)	✓	

Welcome	<ul style="list-style-type: none"> The Chair welcomed Board members, specifically Prof White and attendees to the meeting and thanked A/Prof Gray for acting as Chair. Prof Dickson agreed to undertake the meeting evaluation. 	
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. Confirmation of the previous minutes and action list	<ul style="list-style-type: none"> MOTION: A motion was moved by Dr Abi-Hanna seconded by A/Prof Gray that the minutes of the Board meeting held on 26 September 2022 be accepted as a true and accurate record, subject to the following correction: <ul style="list-style-type: none"> Item 11.1 – Redirect Resources. Reword Action to: <p>“Approach the MOH for (written) acceptance of the District decision to cease offering to all new mothers, a home visit by a District health professional under the Universal Health Home Visiting Program/Policy and instead move to a model of care that</p> 	

	<p>focuses at Targeted Health Home Visiting program across the LHD”</p> <ul style="list-style-type: none"> • The Motion was <u>CARRIED</u>. • Action: Dr Abi-Hanna to liaise with the Board Chair out of session regarding the pending action (28/02/22; Item 9.1), scheduled for presentation to the December Board meeting - 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. 	
4. Declarations of Interest	<ul style="list-style-type: none"> • The Chair invited declarations of interest. • Nil were received. 	
5. Patient Story	<ul style="list-style-type: none"> • Ms Larkin presented the story of a young female, highlighting the coordination of care between multiple services (mental health, drug health, domestic violence, maternity service) from a child protection lens. • The outcome and process were possible due to the focus on child safety, client centred care and advocacy, care coordination and collaboration with other services. 	
<i>Ms Houston joined the meeting at 3.45pm</i>		
6. Strategic Focus Area Presentation – Safety & Quality	<ul style="list-style-type: none"> • Ms Gillard presented ‘Safety & Quality’, as circulated with the Agenda, highlighting: <ul style="list-style-type: none"> • Key components of high reliability organisations • The NSW Patient Safety & Clinical Quality Program • Moving from compliance to improvement <ul style="list-style-type: none"> • Prof White suggested that the final core principle of the SWSLHD Clinical Governance Framework – ‘Visible, meaning, transparent and relevant data’ may benefit from adding ‘timely’ • Ms Gillard reported the recent appointment of a Clinical Data Manger and that ‘data’ is a current focus area of the organisation. • SWSLHD Projects <ul style="list-style-type: none"> • TYE safety huddles • Harm score safety huddles • Harm Score 2 project <ul style="list-style-type: none"> • Ms Gillard clarified that the investigation time-frame of 45 days is for completion and follows an initial huddle to support recollection of information • Morbidity and mortality meetings and project • Improvement science – overview and training • Quality and safety succession program • Antenatal redesign project • The Chair thanked Ms Gillard for her informative presentation on this priority area of focus for the organisation. 	
<i>Ms Gillard left and Dr Voola and Mr Dabboussy joined the meeting at 4.35pm.</i>		

<p>7. Presentation – Pulse of SWS CALD Communities</p>	<ul style="list-style-type: none"> • The Chair welcomed Dr Voola and Mr Dabboussy to the meeting, noting that partnering with our CALD communities is a priority focus area of the Board. • Dr Voola presented ‘Pulse of SWS CALD Communities’, as circulated with the Agenda together with the associated Report, highlighting: <ul style="list-style-type: none"> • How the Pulse study came into effect • Purpose of the Pulse study • Methodology • Insights <ul style="list-style-type: none"> • # 1 - staying at home vs having a home • # 2 – conflicting norms of ‘family’ and ‘household’ groups • # 3 – Vaccine hesitancy or vaccine scarcity? • # 4 – Trust and social cohesion in a crisis • # 5 – Connecting with CALD communities • Recommendations - around: <ul style="list-style-type: none"> • Mental health and wellbeing • Employment • Families • Aged care • Social cohesion • Outcomes from Pulse research • Crisis communications during an infodemic <ul style="list-style-type: none"> • In response to the Board Chair’s request, Dr Voola suggested the LHD could consider # 3 of 5 – ‘Lack of diversity and inclusion in public health policies and crisis communications from government’ - as an area to focus upon. • Ms Larkin advised of the SWSLHD Multicultural Forum to be held on 3 November • The Chair acknowledged the informative presentation on an important area of focus for the organisation. 	
<p><i>Dr Voola left the meeting at 5.15pm.</i></p>		
<p>8. Business Arising</p>	<ul style="list-style-type: none"> • Nil items. 	
<p>9. Chief Executive’s Report</p> <p>9.1 Significant Issues</p>	<ul style="list-style-type: none"> • The Chief Executive’s Significant Issues Report, was circulated with the Agenda. Ms Larkin highlighted: <ul style="list-style-type: none"> • Performance: <ul style="list-style-type: none"> ○ State-wide and SWSLHD League Tables: Selected Tier 1 KPIs (excluding services) ○ Safety & Quality <ul style="list-style-type: none"> • Use of interpreters will be subject to a redesign project ○ Access and meeting demand <ul style="list-style-type: none"> • A range of strategies / actions are in place at sites to improve ETP. 	

		<ul style="list-style-type: none"> • All facilities are at 100% of theatre sessions open and a range of strategies have been implemented to improve the access performance for elective surgery. ○ Finance <ul style="list-style-type: none"> • Factors contributing to the Business as Usual position: unfunded price increase for non-medical gas, depreciation and ERE. • Revenue optimisation project. ○ Activity <ul style="list-style-type: none"> • Action: Include within Notes for future reports the reason for the variance in the mental health admitted activity • Significant Issues: <ul style="list-style-type: none"> ○ Birthing baths at Campbelltown Hospital ○ Greater Western Sydney Future Health Forum held on 19 October ○ Deputy Secretary Visit on 18 October ○ Multicultural Forum to be held on 3 November 	
9.2	Media & Marketing Report	<ul style="list-style-type: none"> • The Media & Marketing Report was circulated with the Agenda. • Ms Larkin: <ul style="list-style-type: none"> • Reflected on the earlier 'Pulse' presentation and highlighted that the team led a campaign which featured videos of clinicians and other staff delivering vital COVID information in many languages which was acknowledged in the Quality Awards. • Highlighted the upcoming Annual Public meeting at Campbelltown Arts Centre on 4 November. 	
9.3	Work Health & Safety Report	<ul style="list-style-type: none"> • The next Report is due in November. 	
9.4	Strategy, Risk, Performance Integrated Report	<ul style="list-style-type: none"> • The Board NOTED the Integrated Strategy, Performance and Risk Summary Report, as circulated with the Agenda. Ms Larkin highlighted the summary performance status: <ul style="list-style-type: none"> • for the 77 Service Level Agreement KPIs as at July 2022 • for the 79 Strategic Plan strategies as at June 2022 • Enterprise & Strategic Risk Registers • Prof White commended the Report. 	

<p>10. Chairman's Report</p> <p>10.1 Proposed Board Committee Structure 2023</p>	<ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the proposed new committee structure and scope, noting: <ul style="list-style-type: none"> (a) Interim membership of committees will be considered at the November meeting of the Board (b) Final membership of committees, accounting for new members, will be considered at the March 2023 meeting of the Board. (c) Teaching should be an integral part of workforce development and capacity building. Appropriate linkage to the Workforce Wellbeing & Culture Committee will be established. • Action: Confirm arrangements for the ½ day workshop in early 2023 	<p>Secretariat</p>
<p>11. New Business</p> <p>11.1 Board Awards – 2022 Annual Public Meeting</p>	<ul style="list-style-type: none"> • The Board <u>APPROVED</u>, as recommended and circulated with the Agenda the: <ul style="list-style-type: none"> • Community Partner Awards • TYE: Excellence in Safe & Quality Healthcare <p>for presentation at the 2022 Annual Public meeting</p> <ul style="list-style-type: none"> • Action: Convey the Board's approval to the Director, Media & Communications and the Director, TYE 	<p>Secretariat</p>
<p>12. Committees of the Board</p> <p>12.1 Health Care Quality & Safety</p>	<ul style="list-style-type: none"> • Mr Roach spoke to the highlights of the Health Care Quality & Safety Committee meeting held on 5 October 2022, as circulated with the Agenda: <ul style="list-style-type: none"> • Item 9.4 – Aboriginal Mental Health • Item 8.2.2 – Health Literacy • Item 15 – Mental Health Accreditation 	
<p>12.2 Aboriginal Health</p>	<ul style="list-style-type: none"> • The next meeting of the Aboriginal Health Committee will be held on 27 October 2022. 	
<p>12.3 Audit & Risk Management</p>	<ul style="list-style-type: none"> • The highlights of the Audit & Risk Management Committee meeting held on 29 September 2022 were circulated with the Agenda. • The Board <u>NOTED</u> the Referral Note, circulated with the Agenda advising the changes in the MoH Internal Audit Policy Directive 2022_022 regarding Internal Audit. 	

12.4	Finance & Assets	<ul style="list-style-type: none"> Highlights and minutes of the Finance & Assets Committee meeting held on 21 October 2022 were not yet available. 	
12.5	Research & Teaching	<ul style="list-style-type: none"> Dr Abi-Hanna spoke to the highlights of the Research & Teaching Committee held on 6 October 2022, as circulated with the Agenda: <ul style="list-style-type: none"> Item 6.1 – Partner Presentation from SPHERE Item 8.2.2 – Highlights & Emerging Issues: Research <ul style="list-style-type: none"> SWSLHD Academic Units SWS Nursing & Midwifery Research Alliance 	
13. Other Committees			
13.1	Consumer & Community Council	<ul style="list-style-type: none"> Prof Dickson spoke to the highlights of the Consumer & Community Council meeting held on 7 October 2022, as circulated with the Agenda: <ul style="list-style-type: none"> Item 3.1 – My Experience Matters Item 3.2 – Engagement with Multicultural Liaison Officers Item 3.2 – Guest Speakers <ul style="list-style-type: none"> Clinical Manager, Critical Care Stream – REACH Program Director, Aboriginal Health - update on activities 	
13.2	Medical Staff Executive Council	<ul style="list-style-type: none"> Minutes of the Medical Staff Executive Council meeting held on 20 October 2022 were not yet available. 	
14. Items for Information			
14.1	Correspondence	<ul style="list-style-type: none"> Correspondence from Ms JP was circulated with the Agenda. <ul style="list-style-type: none"> Ms Larkin confirmed that the matter has been reviewed and that policies and procedures exist to manage intellectually / mentally handicapped patients. The action on the recommendations will be reported. The Board Communique (Sep-22) – Audit & Risk Management Committee was circulated with the Agenda. 	
14.2	Summary Work Plan	<ul style="list-style-type: none"> The summary Work Plan was circulated with the Agenda. 	
15. Business Without Notice		<ul style="list-style-type: none"> The Chair invited other business without notice. <ul style="list-style-type: none"> Nil items were received. 	
16. Evaluation		<ul style="list-style-type: none"> Prof Dickson evaluated the meeting, highlighting: <ul style="list-style-type: none"> A focus on strategic matters Good participation Agenda and papers were well prepared Relaxed meeting 	

	<ul style="list-style-type: none"> • A large agenda, following other Board related meetings – went a little over time • Outcomes delivered 	
17. Close / Next Meeting	<ul style="list-style-type: none"> • The meeting closed at 6.36pm. • The next meeting will be held on 28 November 2022. 	