

# MINUTES

## South Western Sydney Local Health District Board

Date: Monday 27 March 2023

Time: 4.00pm

Venue: Group Room 3, Fairfield Community Health Centre

### 1. Present and Apologies

<b>Members</b>	<b>Pres.</b>	<b>Apol.</b>	<b>Members</b>	<b>Pres.</b>	<b>Apol.</b>
Mr Sam Haddad (Chair)	✓		Ms Kerrie Murphy	✓	
Dr David Abi-Hanna	✓		Mr John Roach	✓	
A/Prof Deepak Bhonagiri	✓		A/Prof Vince Roche	✓	
Mr Max Bosotti	✓		Ms Billie Sankovic	✓	
Prof Hugh Dickson	✓		The Hon Frank Sartor	✓	
Ms Teresa Harm	✓		Prof Jill White	✓	
Ms Annette Houston	✓				
<b>Other Attendees</b>	<b>Pres.</b>	<b>Apol.</b>	<b>Other Attendees</b>	<b>Pres.</b>	<b>Apol.</b>
Ms Amanda Larkin, Chief Executive	✓		Ms Nel Buttenshaw, Director Corporate Governance	✓	
Dr Setthy Ung, SWSLHD Medical Staff Executive Council Chair	✓		Mr Justin Duggan, General Manager Primary & Community Health	✓	

<p><b>Welcome &amp; Meeting Evaluation Nomination</b></p>	<ul style="list-style-type: none"> <li>The Chair welcomed executive staff and members, specifically Mr Sartor and Mr Duggan, to the meeting. The Chair acknowledged this is Dr Abi-Hanna’s last meeting.</li> <li>The Chair noted agenda items of importance:               <ul style="list-style-type: none"> <li>An update on the 4 ‘value for money’ projects</li> <li>Presentation on the strategic focus area ‘Stakeholder Engagement’</li> </ul> </li> <li>The Chair advised that the agenda would be slightly adjusted to accommodate Ms Larkin to leave the meeting at 5pm to attend a Secretary’s briefing.</li> <li>Dr Abi-Hanna agreed to undertake the meeting evaluation.</li> </ul>	
<p><b>Town Hall Meeting</b></p>	<ul style="list-style-type: none"> <li>The Chair invited reflections of the Town Hall meeting; in response:               <ul style="list-style-type: none"> <li>Worthwhile endeavour</li> <li>In future, allocate more time for the Q&amp;A component; perhaps seek questions in advance</li> <li>Be mindful of time management</li> </ul> </li> </ul>	

<p><b>2. Acknowledgment of Country</b></p>	<ul style="list-style-type: none"> <li>The Chair opened the meeting by acknowledging the traditional owners of the land and paid respect to elders past, present and emerging.</li> </ul>	
<p><b>3. Confirmation of the previous minutes and action list</b></p>	<ul style="list-style-type: none"> <li><b>MOTION:</b> A motion was moved by Ms Murphy seconded by A/Prof Roche that the minutes of the Board meeting held on 27 February 2023 be accepted as a true and accurate record.</li> </ul>	
<p><b>4. Declarations of Interest</b></p>	<ul style="list-style-type: none"> <li>The Chair invited declarations of interest. <ul style="list-style-type: none"> <li>Nil were received</li> </ul> </li> </ul>	
<p><b>5. Business Arising</b></p> <p>5.1 Update – Value for Money</p>	<ul style="list-style-type: none"> <li>Ms Larkin reported Mr Palamidias’ leave and noted the presentation and referral note, circulated with the agenda, providing a progress update on implementing the following areas of transformative change within the SWSLHD procurement program: <ul style="list-style-type: none"> <li>PES (Patient Entertainment System)</li> <li>Renal satellite &amp; home based therapies</li> <li>HGEN (Health Grade Enterprise Network)</li> <li>MES (Managed Equipment Services)</li> </ul> </li> <li>The Finance &amp; Assets (Board) Committee will continue to monitor progress on the initiatives and will highlight updates to the Board, as appropriate.</li> </ul>	
<p>5.2 Events and Awards</p>	<ul style="list-style-type: none"> <li>Ms Larkin spoke to the referral note and meeting &amp; events summary circulated with the agenda.</li> <li>The Board: <ul style="list-style-type: none"> <li>Discussed that members will need to attend more than one event to ensure representation at all the proposed events</li> <li>Requested clarification / definition of the events proposed</li> <li>Agreed for the current process of canvassing members availability prior to each meeting to continue</li> </ul> </li> <li><b>Action:</b> Resubmit proposed defined events only for further consideration.</li> </ul>	<p>Secretariat</p>
<p><b>6. Stakeholder Engagement</b></p>	<ul style="list-style-type: none"> <li>Ms Larkin reported Ms Proft’s leave and spoke to the presentation and referral note, circulated with the agenda, and highlighted: <ul style="list-style-type: none"> <li>Board engagement strategies proposed for 2023: <ul style="list-style-type: none"> <li>Community, with an emphasis on <ul style="list-style-type: none"> <li>Low social-economic background</li> <li>Culturally and linguistically diverse</li> <li>Local councils</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Staff</li> <li>○ Other health providers <ul style="list-style-type: none"> <li>● Non-government organisations</li> <li>● Private hospital groups</li> <li>● General practices</li> </ul> </li> <li>● The Board considered the focussed strategies to be very positive.</li> <li>● Ms Larkin reported her meeting with the Consumer &amp; Community Council Chair about its current role and function. A paper is being prepare for consideration.</li> <li>● <b>Action:</b> Consider the role and function of the Consumer and Community Council at the Strategy Session</li> </ul>	Secretariat
<p><b>7. Chief Executive's Report</b></p> <p>7.1. Significant Issues/ Performance</p>	<ul style="list-style-type: none"> <li>● Ms Larkin spoke to the Significant Issues Report, as circulated with the agenda and highlighted: <ul style="list-style-type: none"> <li>● NSW Ministry of Health changes, specifically the Clinical Innovation &amp; Research Division and Health System Strategy and Patient Experience</li> <li>● NSW Health Advisory Council</li> <li>● Liverpool Health &amp; Academic Precinct's <i>Health Education &amp; Research Hub</i></li> </ul> </li> <li>● Ms Larkin spoke to the Performance Report, as circulated with the agenda and highlighted: <ul style="list-style-type: none"> <li>● Safety &amp; quality</li> <li>● Access &amp; meeting demand; specifically surgery</li> </ul> </li> </ul>	
<i>Ms Larkin left the meeting at 5.00pm</i>		
7.2 Media & Marketing Report	<ul style="list-style-type: none"> <li>● The Media &amp; Marketing Report is being refreshed to report against appropriate strategies within the Communications &amp; Media Plan.</li> </ul>	
7.3 Work Health & Safety Report <i>(Mar, May, Aug, Nov)</i>	<ul style="list-style-type: none"> <li>● The WHS Report was circulated with the agenda.</li> </ul>	
7.4 Integrated Report – Strategy, Performance & Risk <i>(Apr, Oct)</i>	<ul style="list-style-type: none"> <li>● The next Report is due in April 2023</li> </ul>	

<p><b>8. Primary &amp; Community Health</b></p>	<ul style="list-style-type: none"> <li>• Mr Duggan spoke to the presentation, circulated with the agenda and highlighted: <ul style="list-style-type: none"> <li>• An overview</li> <li>• Strengths</li> <li>• Emerging issues</li> <li>• Opportunities</li> <li>• Challenges supporting people with disability</li> </ul> </li> </ul>	
<p><i>Ms Larkin re-joined the meeting at 5.15pm</i></p>		
	<ul style="list-style-type: none"> <li>• Ms Larkin acknowledged the fundamental role primary &amp; community health plays in health care service delivery; its size and complexity.</li> <li>• The recent changes to the organisational structure as well as integrating community aged care programs support the Directorate well to align with community needs and expectations.</li> <li>• Mr Duggan explained the vacancy rate is as result of the establishment of newly funded services awaiting recruitment, temporary funding agreements resulting in difficulty retaining staff and positions requiring specialised qualifications.</li> <li>• Mr Duggan encouraged Board members to specifically read about integrated care in the facility briefing, circulated with the agenda.</li> </ul>	
<p><b>9. Chairman's Report</b></p> <p>9.1 Board Effectiveness Workshop &amp; Board Strategy Session</p>	<ul style="list-style-type: none"> <li>• The Chair spoke to the referral note, circulated with the agenda regarding the Effectiveness &amp; Climate Workshop and Strategy Session, and highlighted: <ul style="list-style-type: none"> <li>• The date - Saturday 22 April 2023.</li> <li>• A/Prof Mick Reid has agreed to facilitate <ul style="list-style-type: none"> <li>○ A pre-meeting has been held to discuss the agenda</li> </ul> </li> </ul> </li> <li>• The Chair invited members to contact him to comment on the proposed agenda, as circulated.</li> <li>• <b>Action:</b> Update the timing to commence at 8.30am and conclude at 2.00pm</li> </ul>	<p>Secretariat</p>
<p>9.2 Ingham Institute</p>	<ul style="list-style-type: none"> <li>• The Chair advised that the Chair and Board of the Ingham Institute have invited the SWSLHD Board to a joint meeting / dinner.</li> <li>• Board members will be canvassed regarding the date (June).</li> <li>• Arrangements will be finalised and advised; with initial suggestions including a site tour / opportunity to meet researchers, remarks by Board Chairs, Prof White and Prof Bokey.</li> </ul>	

<b>10. New Business</b>	<ul style="list-style-type: none"> <li>• Nil items</li> </ul>	
<b>11. Committees of the Board</b>		
11.1 Health Care Quality & Safety	<ul style="list-style-type: none"> <li>• Prof Dickson spoke to the highlights and minutes of the Health Care Quality &amp; Safety Committee meetings held on 1 March 2023, as circulated with the agenda. Prof Dickson highlighted: <ul style="list-style-type: none"> <li>• Item 6 – Quality &amp; Safety presentation: Paediatrics &amp; Neonatology Stream</li> <li>• Item 8.1 – TYE Update: Oct-Dec 2022</li> <li>• Item 10.2.1 – SAER Analysis Report: Oct-Dec 2022</li> </ul> </li> </ul>	
11.2 Aboriginal Health	<ul style="list-style-type: none"> <li>• Ms Harm spoke to the highlights and minutes of the Aboriginal Health Committee meeting held on 16 February 2023, as circulated with the agenda. Ms Harm highlighted: <ul style="list-style-type: none"> <li>• Item 6.1 – Breast Screen Video</li> <li>• Item 6.2 – Aboriginal Health / Housing Pathway</li> <li>• Item 7 – Aboriginal Health Research Priorities</li> <li>• Item 8.1 – Draft SWSLHD Aboriginal Health Plan</li> </ul> </li> </ul>	
11.3 Audit & Risk Management	<ul style="list-style-type: none"> <li>• Ms Murphy spoke to the highlights and minutes of the Audit &amp; Risk Management Committee meeting held on 21 February 2023, as circulated with the agenda. Ms Murphy highlighted: <ul style="list-style-type: none"> <li>• Item 4.2 – Bow Tie analysis and presentation relating to Risk EN611 – failure to prepare for and adequately respond to crisis, emergency management, incident response and business resilience.</li> <li>• Item 7.5.1 – ICAC matters</li> </ul> </li> </ul>	
11.4 Finance & Assets	<ul style="list-style-type: none"> <li>• Mr Roach spoke to the highlights of the Finance &amp; Assets Committee meeting held on 17 February 2023 as circulated with the agenda. Mr Roach highlighted: <ul style="list-style-type: none"> <li>• Item 7.1.1 – Executive Summary Update - Finance <ul style="list-style-type: none"> <li>○ Annual Leave</li> <li>○ Surgery – deferred care outsourced</li> </ul> </li> <li>• Item 7.1.3 – Executive Summary Update – Digital Health <ul style="list-style-type: none"> <li>○ Single digital patient records</li> <li>○ District initiatives – Fairfield Hospital update</li> </ul> </li> </ul> </li> </ul>	
11.5 Workforce, Wellbeing & Culture	<ul style="list-style-type: none"> <li>• The Chair spoke to the highlights and minutes of the Workforce, Wellbeing &amp; Culture Committee meetings held on 27 February 2023. Mr Haddad highlighted: <ul style="list-style-type: none"> <li>• Item 5.1 – Draft terms of reference &amp; reporting matrix</li> <li>• Item 5.3 – SWSLHD Workforce Plan 2022-2028</li> <li>• Item 5.4 – PMES focus areas from the 2022 Survey results</li> </ul> </li> </ul>	

11.6	Research, Teaching & Innovation	<ul style="list-style-type: none"> <li>The next meeting of the Research, Teaching &amp; Innovation Committee will be held on 6 April 2023.</li> </ul>	
<b>12. Other Committees – Summary Reports &amp; Minutes</b>			
12.1	Consumer & Community Council	<ul style="list-style-type: none"> <li>The February Council meeting was cancelled due to the 2023 Leadership Forum.</li> </ul>	
12.2	Medical Staff Executive Council	<ul style="list-style-type: none"> <li>The next meeting of the Medical Staff Executive Council will be held on 13 April 2023.</li> </ul>	
<b>13. Items for Information</b>			
13.1	Correspondence	<ul style="list-style-type: none"> <li>The Board <u>NOTED</u> the Board Communique – Introducing new Board members (# 6, Mar-23) circulated with the agenda.</li> </ul>	
13.2	Summary Work Plan	<ul style="list-style-type: none"> <li>The Board <u>NOTED</u> the 2023 Summary Work Plan, as circulated with the agenda (and published – Diligent).</li> </ul>	
<b>14. Other Business Without Notice</b>		<ul style="list-style-type: none"> <li>The Chair invited other business without notice: <ul style="list-style-type: none"> <li>Ms Larkin provided feedback from the Secretary’s briefing session about the new government and Health Minister.</li> <li>Prof White noted her deep dive research focussed orientation <ul style="list-style-type: none"> <li><b>Action:</b> Take on notice Ms Ford’s (Clinical Trials Coordinator) request to present to the Board.</li> </ul> </li> </ul> </li> </ul>	Chairman
<b>15. Meeting Evaluation</b>		<ul style="list-style-type: none"> <li>Dr Abi-Hanna evaluated the meeting, highlighting: <ul style="list-style-type: none"> <li>Excellent to focus on primary &amp; community health</li> <li>Good papers to inform discussion</li> <li>Positive engagement and contribution from members</li> <li>Focussed Board Stakeholder Strategy</li> <li>Time managed well to offset the late start</li> <li>Board committee reports are useful with further discussion planned at the Strategy Session</li> </ul> </li> </ul>	

<b>16. Close / Next Meeting</b>	<ul style="list-style-type: none"> <li>• The meeting closed at 6.25pm</li> <li>• The next meeting will be held on 24 April 2023 <ul style="list-style-type: none"> <li>• 3:30-6:30pm – Board Meeting</li> <li>• Eastern Campus, Liverpool Hospital</li> </ul> </li> </ul>	
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<b>Farewell Remarks</b>	<p>The Chair &amp; Chief Executive thanked Dr Abi-Hanna for his input and commitment to the Board.</p> <p>Dr Abi-Hanna made farewell remarks.</p>	
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