

MINUTES

South Western Sydney Local Health District Board

Date: Monday 24 July 2023

Time: 3.30pm

Venue: Conference Rooms 1 & 2, Education Centre, Eastern Campus

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)	✓		Ms Kerrie Murphy	✓	
A/Prof Deepak Bhonagiri	✓		Mr John Roach	✓	
Mr Max Bosotti	✓		A/Prof Vince Roche	✓	
Prof Hugh Dickson	✓		Ms Billie Sankovic	✓	
Ms Teresa Harm	✓		The Hon Frank Sartor	✓	
Ms Annette Houston	✓		Prof Jill White	✓	
<i>Other Attendees</i>	<i>Pres.</i>	<i>Apol.</i>	<i>Other Attendees</i>	<i>Pres.</i>	<i>Apol.</i>
Ms Amanda Larkin, Chief Executive	✓		Ms Nel Buttenshaw, Director Corporate Governance	✓	
Dr Setthy Ung, Chair, Medical Staff Executive Council	✓				

<p>Welcome & Meeting Evaluation Nomination</p>	<ul style="list-style-type: none"> The Chair welcomed members and executive staff to the meeting and noted additional time would be allocated to committee reports given the strategic focus area presentation had been deferred. Ms Harm agreed to undertake the meeting evaluation. 	
<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 elder's past, present and emerging. 	
<p>3. Confirmation of the previous minutes and action list</p>	<ul style="list-style-type: none"> <u>MOTION</u>: A motion was moved by Mr Bosotti and seconded by A/Prof Bhonagiri that the minutes of the Board meeting held on 26 June 2023 be accepted as a true and accurate record. The Motion was <u>CARRIED</u>. 	
<p>4. Declarations of Interest</p>	<ul style="list-style-type: none"> The Chair invited declarations of interest. <ul style="list-style-type: none"> Prof White declared that her daughter is employed by PWC. <u>Action</u>: Update the Declarations of Interest Register 	Secretariat

<p>5. Patient Story</p>	<ul style="list-style-type: none"> Ms Larkin reported changes made to service provision following a clinical investigation into a case, the importance of open disclosure and liaison with other agencies, in this case the Health Care Complaints Commission. Action: Reintroduce staff stories to occur at off-site visits 	<p>Secretariat</p>
<p>6. Business Arising</p> <p>6.1 Fairfield Hospital – RANZCOG Accreditation</p>	<ul style="list-style-type: none"> Ms Larkin spoke to the Referral Note, circulated with the agenda, regarding Fairfield Hospital’s RANZCOG reaccreditation. The Board considered the responses insufficient and noted a reference for recommendations and responses to the appropriate standard would have been helpful. The impact has not been made clear. Action: The Board is to be made aware of all college accreditation reviews via the Workforce, Wellbeing & Culture Committee. 	<p>Secretariat</p>
<p>7. Presentation / Discussion Key Strategic Focus Area</p>	<ul style="list-style-type: none"> The Strategic Focus Area Presentation – Finance & Budget: Annual Service Level Agreement was deferred; to be issued in September 2023. 	
<p>8. Chief Executive’s Report</p>		
<p>8.1 Significant Issues/ Performance</p>	<ul style="list-style-type: none"> Ms Larkin spoke to the Significant Issues Report, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> NSW Parliament Inquiry: Use and management of consulting services Health Services Union – industrial action Pay freeze for public service senior executives Update on the 2023/24 Service Level Agreement Ms Larkin spoke to the Performance Report, as circulated with the agenda and highlighted: <ul style="list-style-type: none"> Safety & Quality <ul style="list-style-type: none"> Overview of incidents that require a Serious Adverse Event Review since the Report submission. The incidents will be further discussed at the next Health Care Quality & Safety Committee meeting Access & Performance <ul style="list-style-type: none"> Transfer of Care Improvement initiatives currently being implemented Surgical performance 	

		<ul style="list-style-type: none"> • Action: The Chair requested follow up (to that sent in April 2023) correspondence be sent to the MoH regarding performance KPIs; noting an update is due to the Board in August. • Finance Report <ul style="list-style-type: none"> • 2022-23 budget position • YTD (as at May 2023) NWAU activity • League Tables <ul style="list-style-type: none"> • The League Table presenting performance data, including selected Tier 1 SLA KPIs by LHD (May 2023) was circulated with the agenda. • The League Table presenting performance data, including selected Tier 1 SLA KPIs by SWSLHD facilities (June 2023) was circulated with the agenda. 	Chief Executive
8.2	Media & Communications Report	<ul style="list-style-type: none"> • The Board <u>NOTED</u> the Media & Communications Report, as circulated with the agenda. 	
8.3	Work Health & Safety Report (Mar, May, Aug, Nov)	<ul style="list-style-type: none"> • The next Report is due in August 2023. 	
8.4	Integrated Report – Strategy, Performance & Risk (Apr, Oct)	<ul style="list-style-type: none"> • The Report is deferred, pending the related action arising from the Board Strategy Session. 	
9. Chairman’s Report			
9.1	Inquiry into NSW Government’s use and management of consulting services	<ul style="list-style-type: none"> • The Board <u>NOTED</u> the Inquiry Terms of Reference, as circulated with the agenda. • The Chair emphasised the importance and role of Board members ratifying meeting minutes and declaring conflicts of interest. 	
10. New Business			
10.1		<ul style="list-style-type: none"> • Nil items 	

<p>11. Committees of the Board</p> <p>11.1 Health Care Quality & Safety – Highlights & Minutes</p>	<ul style="list-style-type: none"> • Prof Dickson spoke to the highlights and minutes of the Health Care Quality & Safety Committee meetings held on 5 July 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> • Item 10.2 – Health Round Table data – standardised mortality ratio • Item 10.3 – Annual Accreditation Attestation Statement <ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the 2022/23 Statement for the Board Chair and Chief Executive to sign. • Item 10.4 – SWSHD Quality Awards <ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the 2022/23 Board Quality Award as recommended. • Action: Convey the Board’s decisions for Items 10.3.and 10.4 to the Clinical Governance Unit. 	<p>Secretariat</p>
<p>11.2 Aboriginal Health</p>	<ul style="list-style-type: none"> • The next Aboriginal Health Committee meeting will be held on 17 August 2023. 	
<p>11.3 Audit & Risk Management</p>	<ul style="list-style-type: none"> • Minutes of the Audit and Risk Management Committee meeting held on 14 July 2023 were not yet available. 	
<p>11.4 Finance & Assets – Highlights & Minutes</p>	<ul style="list-style-type: none"> • Mr Roach spoke to the highlights and minutes of the Finance & Assets Committee meeting held on 16 June 2023 as circulated with the agenda, highlighting: <ul style="list-style-type: none"> • Item 7.1.1 – The YTD 2022-23 Finance Report was provided by the Chief Executive in her Report • Item 5.1 & 5.2 – Properties listed as surplus for disposal • Item 7.1.5 – Capital Investment Planning <ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the 2023 submissions, as recommended. • Action: Convey the Board’s decision to the Capital Works & Infrastructure Unit. 	<p>Secretariat</p>
<p>11.5 Workforce, Wellbeing & Culture</p>	<ul style="list-style-type: none"> • The Deputy Chair spoke to the highlights of the Workforce, Wellbeing & Culture Committee meeting held on 26 June 2023, noting: <ul style="list-style-type: none"> • Item 1 – The meeting was inquorate • Item 5.2 – The Committee proposed to invite NSW Health staff to present, corresponding with standing agenda items. 	

11.6	Research, Teaching & Innovation	<ul style="list-style-type: none"> The next Research, Teaching & Innovation Committee meeting will be held on 3 August 2023. 	
12. Other Committees – Summary Reports & Minutes			
12.1	Consumer & Community Council	<ul style="list-style-type: none"> Ms Harm spoke to the highlights and minutes of the Consumer and Community Council meeting held 7 July 2023 as circulated with the agenda, highlighting: <ul style="list-style-type: none"> Item 4.2 – Stroke Committee Item 5.1 – Reflection and Review Workshop – Update Item 7 – Discussion regarding relationship with and reporting to/from the Board 	
12.2	MSEC	<ul style="list-style-type: none"> Dr Ung spoke to the Medical Staff Executive Council meeting held in June 2023 – previously circulated with the agenda, highlighting: <ul style="list-style-type: none"> JMO recruitment and retainment <ul style="list-style-type: none"> Action: Refer the matter to the Workforce, Wellbeing & Culture Committee and invite Dr Ung to attend for ongoing discussion Winter activity and demand 	Secretariat
13. Items for Information			
13.1	Correspondence	<ul style="list-style-type: none"> The Board <u>NOTED</u> correspondence as circulated with the agenda from: <ul style="list-style-type: none"> Ms SC Ms SS Ms EB Ms AK 	
13.2	Summary Work Plan	<ul style="list-style-type: none"> The Board <u>NOTED</u> the 2023 Summary Work Plan, as circulated with the agenda (and published – Diligent). 	
14. Other Business Without Notice		<ul style="list-style-type: none"> The Chair invited other business without notice: <ul style="list-style-type: none"> Nil items received 	

<p>15. Meeting Evaluation</p>	<ul style="list-style-type: none"> • Ms Harm evaluated the meeting, highlighting: <ul style="list-style-type: none"> • Rectification of timing issues • Robust discussion – need to keep a check on parallel conversations • Papers fulfil purpose • Strategic issues discussed • Outcomes achieved • Increased rapport, including pre-meeting, reflects growing trust • The Chair requested future evaluations consider ‘value adding’ 	
<p>16. Close / Next Meeting</p>	<ul style="list-style-type: none"> • The meeting closed at 6.30pm • The next meeting will be held on 28 August 2023 <ul style="list-style-type: none"> • 2:30-3:30pm – In camera session • 3:30-6:30pm – Board Meeting 	