

# MINUTES

## South Western Sydney Local Health District Board

Date: Monday 25 September 2023

Time: 3.30pm

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

### 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	✓	
A/Prof Deepak Bhonagiri	✓		Mr John Roach <i>(via MS Teams)</i>	✓	
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	✓	
<b>Other Attendees</b>	<b>Pres.</b>	<b>Apol.</b>	<b>Other Attendees</b>	<b>Pres.</b>	<b>Apol.</b>
Ms Sonia Marshall, A/g Chief Executive	✓		Ms Nel Buttenshaw, Director Corporate Governance		✓
Dr Setthy Ung, Chair, Medical Staff Executive Council		✓	Ms Jessica Maunder, Manager Executive Support Unit	✓	
Ms Brenda Gillard, Director Clinical Governance <i>(via MS Teams)</i>	✓		Dr Ian Fulcher, Medical Staff Executive Council representative	✓	
Ms Nicole Greig, Project Manager, Antenatal Redesign	✓		Prof Jon Hyett, Professor Obstetrics & Gynaecology, SWSLHD <i>(via MS Teams)</i>	✓	
Ms Amanda Larkin, former Chief Executive	✓				

<b>Welcome &amp; Meeting Evaluation Nomination</b>	<ul style="list-style-type: none"> <li>The Chair welcomed members, executive staff and Ms Amanda Larkin, former Chief Executive to the meeting, as well as highlighting the new agenda format.</li> <li>A/Prof Bhonagiri agreed to undertake the meeting evaluation.</li> </ul>	
<b>Former Chief Executive Remarks</b>	<ul style="list-style-type: none"> <li>Ms Larkin attended to express her thanks to Board members and reflect on her time as Chief Executive, SWSLHD.</li> <li>The Chair thanked Ms Larkin for her support and commended her commitment to south west Sydney.</li> </ul>	

*Ms Larkin left the meeting at 3.50pm*

<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 elder’s 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><u>MOTION</u>: A motion was moved by Prof White and seconded by A/Prof Bhonagiri that the minutes of the Board meeting held on 28 August 2023 be accepted as a true and accurate record, subject to the following amendments: <ul style="list-style-type: none"> <li>Meeting evaluation summary sheet – Prof White undertook the August 2023 meeting evaluation, not Ms Murphy.</li> <li>Action List – delete action related to Ms Megan Ford presenting to the Board.</li> </ul> </li> <li>The Motion was <u>CARRIED</u>.</li> </ul>	<p>Secretariat</p>
<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. Patient Story</b></p>	<ul style="list-style-type: none"> <li>Ms Marshall presented the story of a woman who attended Campbelltown Hospital for antenatal care, and subsequently the birth of her third child.</li> <li>The woman strongly advocated for her antenatal and birthing preferences, and this was challenging for staff involved in her care.</li> <li>The woman safely delivered her third baby, and she has expressed her elation at the care and treatment received.</li> </ul>	
<p><b>6. Key Strategic Focus Area – Presentation / Discussion</b></p> <p><i>Deliver safe quality care</i></p> <ul style="list-style-type: none"> <li>Models of care development – maternity services</li> </ul>	<ul style="list-style-type: none"> <li>Ms Gillard introduced the Antenatal Redesign Project presentation and highlighted that the current focus is reviewing models of care to ensure continuity of care.</li> <li>Ms Grieg presented details on why the District is changing its models of care, the consultation that has been undertaken / still ongoing, and the link to the Board’s strategic focus areas.</li> <li>Prof Hyett presented on the value of introducing a structured prenatal risk assessment (pre-eclampsia screening).</li> </ul>	

	<ul style="list-style-type: none"> <li>• Assessment before 12 weeks of pregnancy that will determine if the woman requires a low or high risk treatment pathway.</li> <li>• Opportunity to provide appropriate intervention.</li> <li>• The Board expressed their support of the Antenatal Redesign project and the Chair highlighted that updates need to be maintained to ensure ongoing support is provided from the Board level.</li> <li>• <b>Action:</b> Health Care Quality &amp; Safety Committee to provide the Board with 3 to 4 focus areas to assist with the progression of the Antenatal Redesign project.</li> <li>• <b>Action:</b> A/g Chief Executive to follow up 'HealthNet' roll out and report back to the Board.</li> </ul>	<p>Prof Dickson</p> <p>Ms Marshall</p>
<p><i>Ms Gillard, Prof Hyett &amp; Ms Greig left the meeting at 4.57pm</i></p>		
<p><b>7. Committees of the Board</b></p> <p>7.1 Health Care Quality &amp; Safety</p>	<ul style="list-style-type: none"> <li>• Prof Dickson spoke to the highlights and minutes of the Health Care Quality &amp; Safety Committee meeting held on 6 September 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>• SLA KPIs not meeting target (Safe, Quality Care)</li> <li>• Safety</li> <li>• Quality</li> <li>• Other items <ul style="list-style-type: none"> <li>• SAER Quarterly Analysis Report (April to June 2023)</li> </ul> </li> </ul> </li> </ul>	
<p>7.2 Aboriginal Health</p>	<ul style="list-style-type: none"> <li>• Ms Houston spoke to the highlights and minutes of the Aboriginal Health Committee meeting held on 17 August 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>• Patient Charter of Rights.</li> <li>• Referendum on the 'Voice to Parliament'. <ul style="list-style-type: none"> <li>• Ms Marshall highlighted that an updated communique has been sent to all staff, via the Acting CE Chat.</li> </ul> </li> <li>• Primary &amp; Community Health / Aboriginal Health Collaborative Agreement. <ul style="list-style-type: none"> <li>• Ms Marshall highlighted that the next Senior Executive Forum, chaired by the NSW Health Secretary, will be held at Tharawal Aboriginal Corporation.</li> </ul> </li> </ul> </li> </ul>	

7.3	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 5 September 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>Update on Financial Statements for the year ended 30 June 2023</li> </ul> </li> </ul>	
7.4	Finance & Assets	<ul style="list-style-type: none"> <li>Mr Roach spoke to the highlights and minutes of the Finance &amp; Assets Committee meeting held on 18 August 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>Full financial year result</li> <li>July 2023 expense and revenue results</li> <li>Single Digital Patient Record delay</li> <li>ERIC</li> </ul> </li> </ul>	
7.5	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 meeting held on 28 August 2023 as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>Mr Richard Griffiths, Executive Director, Workforce Planning &amp; Talent Development, NSW Ministry of Health, attended and provided a presentation on 'Planning for our future workforce'.</li> <li>A key area of discussion was the attraction and retention of staff.</li> </ul> </li> </ul>	
7.6	Research, Teaching & Innovation	<ul style="list-style-type: none"> <li>The next Research, Teaching &amp; Innovation Committee meeting will be held on 5 October 2023.</li> </ul>	
<b>8.</b>	<b>Business Arising</b>	<ul style="list-style-type: none"> <li>Nil business arising.</li> </ul>	
<b>9.</b>	<b>Acting Chief Executive's Report</b>		
9.1	Significant Issues	<ul style="list-style-type: none"> <li>Ms Marshall spoke to the Significant Issues Report, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>2023/24 Budget</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• 6.3% growth – majority of this is allocated to ERE and elective surgery.</li> <li>• Bankstown and Fairfield Hospitals redevelopment funding.</li> <li>• State NWAU price - \$5,207</li>   <li>• Acting arrangements for Chief Executive, Executive Director Nursing &amp; Midwifery and Director Performance &amp; Operations.</li>   <li>• Palliative Care at Camden Hospital.</li>   <li>• Accreditation – Plastics at Bankstown-Lidcombe Hospital</li>   <li>• Research Showcase</li>   <li>• Commonwealth Parliament Inquiry – Campbelltown Hospital</li> </ul>	
9.2 Performance	<ul style="list-style-type: none"> <li>• Ms Marshall spoke to the Performance Report, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>• Safety &amp; Quality <ul style="list-style-type: none"> <li>• Three incidents that required a SAER in the July / August 2023 period.</li> <li>• No root causes or contributory factors were identified.</li> </ul> </li> <li>• Access &amp; Performance <ul style="list-style-type: none"> <li>• ETP and TOC results improved in the month of August.</li> <li>• Surgery is tracking well to achieve targets.</li> </ul> </li> <li>• Finance Report <ul style="list-style-type: none"> <li>• Budget allocations will be sent out to facilities and services in the coming weeks.</li> </ul> </li> <li>• League Tables <ul style="list-style-type: none"> <li>• The League Table presenting performance data, including selected Tier 1 SLA KPIs by LHD (July 2023) was circulated with the agenda.</li> <li>• The League Table presenting performance data, including selected Tier 1 SLA KPIs by SWSLHD facilities (August 2023) was circulated with the agenda.</li> </ul> </li> </ul> </li> </ul>	
9.3	<ul style="list-style-type: none"> <li>• The Board <u>NOTED</u> the Media &amp; Communications Report, as circulated with the agenda.</li> </ul>	

	Media & Communications Report		
9.4	Work Health & Safety Report (Mar, May, Aug, Nov)	<ul style="list-style-type: none"> <li>The next Work Health &amp; Safety Report is due in November 2023.</li> </ul>	
9.5	Integrated Report – Strategy, Performance & Risk (Apr, Oct)	<ul style="list-style-type: none"> <li>Integrated Reporting will be provided via Board Committees.</li> </ul>	
<b>10. Chairman’s Report</b>			
10.1	Teaching & Education – Research, Teaching & Innovation or Workforce, Wellbeing & Culture	<ul style="list-style-type: none"> <li>The SWSLHD Board <u>APPROVED</u> for the oversight of ‘education and training’ to occur at the Workforce, Wellbeing &amp; Culture Committee, rather than the Research, Teaching &amp; Innovation Committee.</li> <li><b>Action:</b> Convey the Board’s approval to move the oversight of ‘education and training’ to the Workforce, Wellbeing &amp; Culture Committee.</li> <li><b>Action:</b> Prof White to prepare a preliminary discussion paper (to be tabled at the October Board meeting) on maintaining the Research, Teaching &amp; Innovation Committee as a Board Committee, or moving it to an operational committee.</li> </ul>	Secretariat  Prof White
10.2	Board Committee Working Group – revised reporting template	<ul style="list-style-type: none"> <li>The SWSLHD Board <u>APPROVED</u> the proposed template for Committee reports to the Board.</li> <li>The Chair highlighted that this template is a <u>guide</u>, and Committee Chairs can localise the template at their discretion.</li> <li><b>Action:</b> Publish the new template on Diligent and the Intranet.</li> </ul>	Secretariat
10.3	Board Committee – Membership	<ul style="list-style-type: none"> <li>The Chair notified the Board that: <ul style="list-style-type: none"> <li>The Hon Frank Sartor has resigned from his role on the Research, Teaching &amp; Innovation Committee; and</li> <li>Committee Membership will be reviewed.</li> </ul> </li> <li><b>Action/s:</b></li> </ul>	Secretariat

		<ul style="list-style-type: none"> <li>• Update Committee membership register</li> <li>• Publish the updated register to Diligent and CM</li> <li>• Advise the Sponsor and Secretariat – who will subsequently need to update the membership section within the ToRs.</li> </ul>	
10.4	New land release areas	<ul style="list-style-type: none"> <li>• The Chair highlighted the importance of this topic and requested to defer this discussion to next month.</li> <li>• <b>Action:</b> Defer item and list for discussion at October meeting.</li> <li>• <b>Action:</b> Referral note to be updated to include an introduction on what areas the Board need to focus on and remove references to 'West Invest' funding.</li> </ul>	Secretariat Secretariat
<b>11. New Business</b>			
11.1	MDAAC Nomination	<ul style="list-style-type: none"> <li>• The Board <u>APPROVED</u> the appointment of Dr Jonathan Gibson to the Medical &amp; Dental Appointments Advisory Committee.</li> <li>• <b>Action:</b> Convey the Board's approval to District Medical Services.</li> </ul>	Secretariat
<b>12. Other Committees – Summary Reports &amp; Minutes</b>			
12.1	Consumer & Community Council	<ul style="list-style-type: none"> <li>• Ms Harm spoke to the highlights and minutes of the Consumer and Community Council meeting held 1 September 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>• Item 4.3 – LHD update</li> <li>• Item 5.1 – Reflection and Review Update</li> <li>• Item 6 – Guest Speaker – Communications &amp; Media</li> </ul> </li> </ul>	
12.2	MSEC	<ul style="list-style-type: none"> <li>• Dr Fulcher spoke to the highlights and minutes of the Medical Staff Executive Committee meeting held on 17 August 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <li>• Withdrawal of Obstetric Medicine Funding at Liverpool and Campbelltown Hospitals.</li> <li>• <b>Action:</b> A/g Chief Executive to provide an update on Obstetric Medicine Funding at Liverpool and Campbelltown Hospitals, following discussion at the Executive Leadership Team and Clinical &amp; Quality Council meetings.</li> </ul> </li> </ul>	Ms Marshall

<p><b>13. Items for Information</b></p> <p>13.1 Correspondence</p>	<ul style="list-style-type: none"> <li>The Board <u>NOTED</u> correspondence as circulated with the agenda from: <ul style="list-style-type: none"> <li>Ms JJ</li> <li>Board Communique – Edition 9, August 2023</li> <li>Ms AD</li> <li>Mr GR</li> </ul> </li> </ul>	
<p>13.2 Summary Work Plan</p>	<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>	
<p><b>14. Other Business Without Notice</b></p>	<ul style="list-style-type: none"> <li>The Chair advised that the Annual Public Meeting will be held on Friday, 1 December 2023 at Doltone House (Bossley Park).</li> <li><b>Action:</b> Update the calendar hold to include location.</li> <li>With respect to the 2023 Christmas Party, the Board agreed that: <ul style="list-style-type: none"> <li>An invitation should be sent to the Executive Leadership Team and other General Managers / Service Directors.</li> <li>Not to be held after the December meeting.</li> </ul> </li> </ul>	<p>Secretariat</p>
<p><b>15. Meeting Evaluation</b></p>	<ul style="list-style-type: none"> <li>A/Prof Bhonagiri evaluated the meeting, highlighting: <ul style="list-style-type: none"> <li>That the meeting flowed well and had good participation from all Board members;</li> <li>It was good to acknowledge Ms Larkin’s contribution to the District;</li> <li>Strong focus on obstetric medicine – important for this District;</li> <li>Aboriginal Health Committee report was good;</li> <li>Discussion around Workforce priorities; and</li> <li>Deferring discussion on land release areas</li> </ul> </li> </ul>	
<p><b>16. Close / Next Meeting</b></p>	<ul style="list-style-type: none"> <li>The meeting closed at 6.25pm</li> <li>The next meeting will be held on 23 October 2023 <ul style="list-style-type: none"> <li>2.00-2.30pm – In-camera</li> <li>2.30-3.30pm – Respecting the Difference Training (mandatory)</li> <li>3:30-6:30pm – Board Meeting</li> </ul> </li> </ul>	