

MINUTES

South Western Sydney Local Health District Board

Date: Monday 27 November 2023
 Time: 3.30pm
 Venue: Board Room, Bowral & District Hospital

1. Present and Apologies

Members	Pres.	Apol.	Members	Pres.	Apol.
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	✓	
Other Attendees	Pres.	Apol.	Other Attendees	Pres.	Apol.
Ms Sonia Marshall, A/g Chief Executive	✓		Ms Nel Buttenshaw, Director Corporate Governance		✓
Dr Setthy Ung, Chair, Medical Staff Executive Council		✓	Ms Jessica Maunder, Corporate Governance Project Manager	✓	
Mr Bradley Warner, General Manager, Bowral & District Hospital	✓		Mr Simone Proft, Director Strategy & Partnerships [Item 6.3]	✓	

Reflection – Site Visit / Town Hall Meeting	<ul style="list-style-type: none"> On behalf of the Board, the Chair thanked the General Manager, Bowral & District Hospital for facilitating the Town Hall meeting. Board Members provided the following feedback: <ul style="list-style-type: none"> The atmosphere in the room was reflective of the positive nature of the leadership at Bowral & District Hospital. The patient story emphasised the importance of support staff when delivering patient care. Mr Warner expressed that workforce retention is a challenge at Bowral & District Hospital, given the Hospitals geographical location. 	
Welcome & Meeting Evaluation Nomination	<ul style="list-style-type: none"> The Chair welcomed members and executive staff to the meeting, including the General Manager, Bowral & District Hospital. Mr Sartor 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 Roach and seconded by Prof White that the minutes of the Board meeting held on 23 October 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"> Nil were received. 	
<p>5. Staff Story</p>	<ul style="list-style-type: none"> Mr ZG, a Handyman at Bowral & District Hospital, presented the staff story during the Town Hall meeting. 	
<p>6. Key Strategic Focus Area – Presentation / Discussion</p> <p><i>Strengthen & promote healthier communities</i></p> <ul style="list-style-type: none"> Stakeholder engagement 	<ul style="list-style-type: none"> Ms Proft spoke to the Referral Note and documents circulated with the agenda, highlighting: <ul style="list-style-type: none"> Stakeholder engagement achievements made in 2022/23 include: <ul style="list-style-type: none"> Community – Focus on enhancing relationships with the Assyrian Resource Centre and Arabic Council. Staff – Board communiques and town hall staff forums. Private Health Providers – Strengthening collaborative relationships with Ingham Institute, SWSPHN, Tharawal Aboriginal Corporation, etc. The proposed approach for stakeholder engagement in 2024/25 includes the following key items: <ul style="list-style-type: none"> Stakeholder Engagement Framework Board engagement with specific CALD communities Deep dive into the work being undertaken by the Multicultural Health team Board Chair and CE to meet with local Councils Action: Develop the SWSLHD Stakeholder Engagement Framework, ensuring the alignment of Board priority areas with the District’s approach. To be submitted to the Board in early 2024. 	<p>Director, Strategy & Partnerships</p>

	<ul style="list-style-type: none"> On behalf of the Board the Chair thanked Ms Proft for an informative presentation and discussion. The Chair advised that the District no longer engages the Western Sydney Leadership Dialogue to facilitate the SWSLHD Advisory Panel. 	
<i>Ms Proft left the meeting at 4.40pm</i>		
7. Committees of the Board 7.1 Health Care Quality & Safety	<ul style="list-style-type: none"> Prof Dickson spoke to the highlights and minutes of the Health Care Quality & Safety Committee meeting held on 1 November 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> A presentation from the Cancer Services Clinical Stream on access to treatment and re-establishment of the nurse-initiated assessment unit. Update on the Antenatal Redesign Project and presentation on new continuity of care models for maternity services. Increase in participation rates for BreastScreen. The Committee was informed of the SWSLHD winners and finalists in the NSW Health Awards. The Committee reviewed the Clinical Governance Framework 2023 – 2028 and recommended submission to the December Board meeting. 	
Terms of Reference – review	<ul style="list-style-type: none"> The Board ENDORSED the Health Care Quality & Safety Committee Terms of Reference, as recommended by the Committee and circulated with the agenda. Action: Convey the Board’s endorsement of the Committee’s Terms of Reference to enable publication. 	Secretariat
7.2 Aboriginal Health	<ul style="list-style-type: none"> Ms Murphy spoke to the highlights and minutes of the Aboriginal Health Committee meeting held on 19 October 2023, as circulated with the agenda, and highlighted: <ul style="list-style-type: none"> SWSLHD and NSW Ministry of Health KPI dashboard figures have deteriorated Deep dive into ED attendances 	

	<ul style="list-style-type: none"> Aboriginal Cancer Services – reviewing ongoing support of Aboriginal Health Worker Marginal improvements with Aboriginal Mental Health data 	
Terms of Reference – review	<ul style="list-style-type: none"> The Board <u>ENDORSED</u> the Aboriginal Health Committee Terms of Reference, as recommended by the Committee and circulated with the agenda. Action: Convey the Board’s endorsement of the Committee’s Terms of Reference to enable publication. 	Secretariat
7.3 Audit & Risk Management	<ul style="list-style-type: none"> The highlights and minutes of the Audit & Risk Management meeting held on 21 November 2023 were not yet available. 	
7.4 Finance & Assets	<ul style="list-style-type: none"> Mr Roach spoke to the highlights and minutes of the Finance & Assets Committee meeting held on 20 October 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> Surgical target for December 2023 Embedding ‘bed audits’ and patient early discharge as the District is seeing positive effects on performance data Efficiency Improvement Plans Expenditure – over budget Committee Refresh – inviting the Director Mental Health to join the Committee Digital Health – PABX system 	
Terms of Reference – review	<ul style="list-style-type: none"> The Board <u>ENDORSED</u> the Finance & Assets Committee Terms of Reference, as recommended by the Committee and circulated with the agenda. Action: Convey the Board’s endorsement of the Committee’s Terms of Reference to enable publication. 	Secretariat
7.5 Workforce, Wellbeing & Culture	<ul style="list-style-type: none"> The Chair spoke to the highlights and minutes of the Workforce, Wellbeing & Culture Committee meeting held on 23 October 2023, as circulated with the agenda, highlighting: 	

	<ul style="list-style-type: none"> • The SWSLHD Wellbeing Framework and Plan 2023 – 2028 • Dashboard – retention rates are improving • Aboriginal Workforce – retention rates have improved • Action: Staff engagement to continue to be monitored by the Workforce, Wellbeing & Culture Committee. Ensure Director, Strategy & Partnerships is aware for Stakeholder Engagement Framework. 	Secretariat
Terms of Reference – review	<ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the Workforce, Wellbeing & Culture Committee Terms of Reference, as recommended by the Committee and circulated with the agenda. • Action: Convey the Board’s endorsement of the Committee’s Terms of Reference to enable publication. 	Secretariat
7.6 Research, Teaching & Innovation <ul style="list-style-type: none"> • Future arrangements 	<ul style="list-style-type: none"> • The Board resolved that the Research, Teaching & Innovation Committee is dissolved as a Board Committee. In place of this: <ul style="list-style-type: none"> • The LHD will have operational governance mechanisms to oversee the development of the Research Strategy and Innovation Framework; • Prof Jill White is the nominated Board sponsor for research and innovation within the District; and • A deep dive presentation will be provided to the Board twice per year. • Action: Convey decision to Research, Teaching & Innovation Committee Executive Sponsor and Secretariat for appropriate action. 	Secretariat
8. Business Arising		
8.1 Board Committees Working Group – Final Report	<ul style="list-style-type: none"> • Prof White spoke to the referral note providing an update on the finalisation of action items arising from the Board Committees Working Group, as circulated with the agenda, highlighting the benefit of each Committee now having refreshed Terms of Reference and explanatory notes. • The Board <u>AGREED</u> that a review of all Terms of Reference is not required early next year, given the work that has recently been undertaken. 	
8.2		

<p>Integrated Reporting – duplicate reporting</p>	<ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the recommendations submitted to address current duplicated reporting for Work, Health & Safety. • The Board requested minor amendments to the Performance & Access reporting arrangements, including: <ul style="list-style-type: none"> • Maintain Chief Executive Performance Report – report template to be modified to ensure the detail is very concise. • Continue to provide both League Tables – State-wide LHD data and SWSLHD facility data. • Action: Update items due calendar for 2024 to reflect no Work, Health & Safety reports required as part of the Chief Executive’s Report. • Action: Restructure Performance template for Chief Executive’s Report to be concise. 	<p>Secretariat</p> <p>Secretariat</p>
<p>8.3 Antenatal Redesign Project</p>	<ul style="list-style-type: none"> • The Board <u>NOTED</u> the key focus areas of the Antenatal Redesign Project, including: <ul style="list-style-type: none"> • Ethics application for co-design element of project. • Business case for pilot project to support population based first trimester screening. • Review of interpreter service provision antenatal clinics across the District. • Business case for service enhancement to Liverpool antenatal clinic. 	
<p>9. Acting Chief Executive’s Report</p> <p>9.1 Significant Issues</p>	<ul style="list-style-type: none"> • Ms Marshall spoke to the Significant Issues Report, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> • NSW Health Awards: <ul style="list-style-type: none"> ▪ third year in a row the District has won the Aboriginal Health Award; and ▪ A/Professor Josephine Chow won Staff Member of the Year. • People Matter Employee Survey results: 	

	<ul style="list-style-type: none"> ▪ Decent participation rates; ▪ Each Facility has held feedback sessions and is developing action plans; and ▪ Results have been published on the Intranet for staff access • Fairfield Hospital RANZCOG accreditation • Minister meeting at Bowral & District Hospital • Special Commission of Inquiry update • Clinical Stream Director interviews / appointments • Action: Circulate Cancer Services public submission to the Special Commission of Inquiry to Board Members. 	Secretariat
9.2 Performance	<ul style="list-style-type: none"> • Ms Marshall spoke to the Performance Report, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> • Safety & Quality <ul style="list-style-type: none"> ▪ SAERs • Access & Performance <ul style="list-style-type: none"> ▪ Transfer of Care ▪ Surgery • The League Table presenting performance data, including selected Tier 1 SLA KPIs by SWSLHD facilities (October 2023) was circulated with the agenda. 	
9.3 Media & Communications Report	<ul style="list-style-type: none"> • The Board <u>NOTED</u> the Media & Communications Report, as circulated with the agenda. 	
9.4 Work Health & Safety Report (Mar, May, Aug, Nov)	<ul style="list-style-type: none"> • The Board <u>NOTED</u> the Work Health & Safety Report, as circulated with the agenda. 	

<p>10. Chairman’s Report</p> <p>10.1 NSW Primary Health Network – NSW Health Joint Statement</p>	<ul style="list-style-type: none"> The Board NOTED the information provided in the referral note, as circulated with the agenda. Ms Marshall highlighted that an initial meeting between the SWSLHD and SWSPHN will occur, to discuss a plan moving forward. There will be equal representation from each organisation at a Board and Executive level. Action: Coordinate initial meeting between SWSLHD and SWSPHN Board and Executive; and provide an update to the Board following the meeting, via the Chief Executive’s Report. 	<p>A/g Chief Executive</p>
<p>11. New Business</p> <p>11.1 2023/24 Service Agreements: Affiliated Health Organisations</p>	<ul style="list-style-type: none"> The Board ENDORSED the Service Level Agreements (SLA) between the SWSLHD and the following Affiliated Health Organisations: <ul style="list-style-type: none"> Benevolent Society (SCARBA) HammondCare (Braeside Hospital) Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS); and AGREED to withhold endorsement of the agreement with Karitane due to the significant forecast budget deficit. Action: Convey the Board’s approval to the Director, Strategy & Partnerships for appropriate action. 	<p>Secretariat</p>
<p>12. Other Committees – Summary Reports & Minutes</p> <p>12.1 Consumer & Community Council</p> <hr/> <p>12.2 MSEC</p>	<ul style="list-style-type: none"> Ms Harm spoke to the highlights and minutes of the Consumer and Community Council meeting held 6 October 2023, as circulated with the agenda. The Chair, in Dr Ung’s absence, spoke to the highlights and minutes of the MSEC meeting held on 26 October 2023, as circulated with the agenda. 	
<p>13. Items for Information</p>		

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"> • Mr SC, MoH • Mr GF <ul style="list-style-type: none"> ▪ Ms Marshall advised that a meeting will be held later in the week. • Ms BG • Ms HM 	
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 received. 	
15. Meeting Evaluation	<ul style="list-style-type: none"> • Mr Sartor evaluated the meeting, highlighting: <ul style="list-style-type: none"> • The content of the meeting stuck to strategic issues • Participation was broad and good • Agenda and papers were useful • Adopted all Terms of Reference for Board Committees • Critical dialogue around particular issues • Accountability • Added value to the work of the Executive 	
16. Close / Next Meeting	<ul style="list-style-type: none"> • The meeting closed at 6.20pm • The next meeting will be held on 11 December 2023 at Gallery Suite 9, The William Inglis Hotel, Warwick Farm <ul style="list-style-type: none"> • 3.30-6.00pm – Board Meeting • 6.00-8.00pm – Board Christmas Dinner (Pavillion B) 	