

MINUTES

South Western Sydney Local Health District Board

Date: Monday 11 December 2023
 Time: 4.30pm
 Venue: Gallery Suite 9, The Inglis Hotel

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		✓			

Welcome & Meeting Evaluation Nomination	<ul style="list-style-type: none"> The Chair welcomed members and executive staff to the final Board meeting of 2024 and highlighted: <ul style="list-style-type: none"> The Fairfield Health Neighbourhood Clinical Services Framework Plan will be resubmitted to the February 2024 meeting to allow members sufficient time for consideration. The new Bankstown Hospital site was announced earlier today. <ul style="list-style-type: none"> Action: At the 2024 Board strategy session present the hospital network model – discuss each hospital and their position in 5 and 10 years. A/Prof Roche agreed to undertake the meeting evaluation. 	Secretariat
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 his 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 Ms Harm and seconded by A/Prof Bhonagiri that the minutes of the Board meeting held on 27 November 2023 be accepted as a true and accurate record, subject to the following amendments: <ul style="list-style-type: none"> • Item 6 – <i>Reword to</i>: The SWSLHD has reduced its membership with the Western Sydney Leadership Dialogue to the lowest level. • Item 7.5 – <i>Include</i>: The Workforce, Wellbeing & Culture Committee will consider its membership within the first quarter of 2024. • Item 7.6 – <i>Clarify</i>: Prof White is the Board sponsor for ongoing research across the LHD and will ensure a presentation to update the Board is made in 2024. • Item 8.1 – <i>Include</i>: Prof White thanked members and executive staff involved in the Board Committee’s Working Group. • 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. Patient Story</p>	<ul style="list-style-type: none"> • Ms Marshall presented the story of Mr Bx; received via social media, noting: <ul style="list-style-type: none"> • His daughter voiced appreciation about the care her father received at Campbelltown Hospital • Although the family reflected positively about his admission – primarily due to excellent communication, this could easily have been a complaint. 	
<p>6. Key Strategic Focus Area – Presentation / Discussion</p>	<ul style="list-style-type: none"> • Not due. 	

<p>7. Committees of the Board</p> <p>7.1 Health Care Quality & Safety</p>	<ul style="list-style-type: none"> The highlights and minutes of the Health Care Quality & Safety Committee meeting held on 6 December 2023 were not available and will be presented to the February 2023 Board meeting. However, Prof Dickson highlighted items referred from to the Committee from the SWSLHD Clinical Quality Council: Update on Voluntary Assisted Dying (VAD) in SWSLHD. The legislation from VAD was enacted on 28 November 2023. There are currently three patients in the approval process. A robust system of care for VAD patients has been established. The planned changes to opioid treatment have been delayed to June 2024. 	
<p>SWSLHD Clinical Governance Framework</p>	<ul style="list-style-type: none"> The Board ENDORSED the SWSLHD Clinical Governance Framework (aligned to the National Framework), as recommended by the Health Care Quality & Safety Committee and circulated with the agenda. Action: Convey the Board’s endorsement of the Framework to the Director, Clinical Governance. 	<p>Secretariat</p>
<p>7.2 Aboriginal Health</p>	<ul style="list-style-type: none"> The highlights and minutes of the Aboriginal Health Committee meeting held on 14 December 2023 will be presented to the February 2023 Board meeting. 	
<p>7.3 Audit & Risk Management</p>	<ul style="list-style-type: none"> Ms Murphy spoke to the highlights and minutes of the Audit & Risk Management Committee meetings held on 26 October 2023 and 21 November 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> <u>26 October 2023</u> <ul style="list-style-type: none"> Financial statement for year ended 30 June 2023 NSW Audit Office Engagement Closing Report <u>21 November 2023</u> <ul style="list-style-type: none"> The new Director, Internal Audit presented a refreshed approach to internal auditing characterised by a shift from compliance to continuous improvement, data and risk based insights and activities ICAC notifications – with Board discussion focussed on privacy notifications The Board may have areas they wish Internal Audit to consider, as appropriate 	

		<ul style="list-style-type: none"> Ms Marshall advised that the new Chief Risk Officer commences on 15 January 2024. 	
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 17 November 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> Hospital performance Financial performance <ul style="list-style-type: none"> Current forecast (updated to November) and the impact of surge beds The Director, Finance & Corporate Services is scheduled to present the plan to the February 2024 Committee meeting and together with the a/Chief Executive meet the Chief Financial Officer, MoH Capital Works & Infrastructure Update 	
7.5	Workforce, Wellbeing & Culture	<ul style="list-style-type: none"> The highlights and minutes of the Workforce, Wellbeing & Culture Committee meeting held on 11 December 2023 were not available and will be presented to the February 2023 Board meeting. However, Mr Haddad highlighted: <ul style="list-style-type: none"> The People Matter Employee Survey results and communication strategy The Wellbeing Framework and communication strategy 	
8. Business Arising			
8.1	Consumer & Community Council – role and function	<ul style="list-style-type: none"> [27.03.23; Item 6] - Refer Item 12.1 	
9. Acting Chief Executive's Report			
9.1	Significant Issues	<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"> Special Commission of Inquiry – Healthcare Funding <ul style="list-style-type: none"> The Inquiry will reconvene on 19 February 2024 Awaiting announcement of metropolitan LHD sites to host public hearings 	

		<ul style="list-style-type: none"> • Minister for Health visit to Bowral & District Hospital <ul style="list-style-type: none"> ▪ Need to promote the changes in models of care (rather than the need for additional beds) to meet increased demand 	
9.2	Performance	<ul style="list-style-type: none"> • Data to inform the Performance Report was not yet available; except for the 'Safety & Quality' section which was included within the aCE's Significant Issues Report. 	
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. 	
10. Chairman's Report			
10.1	2024 Summary Work Plan	<ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the updated Summary Work Plan for 2024, as circulated with the agenda. • Actions: <ul style="list-style-type: none"> • Schedule the annual Board Strategy Session for early in 2024 • Publish the Work Plan to Diligent and HPRM • Issue related meeting invitations and make appropriate arrangements 	Secretariat
10.2	2024 Board Committee Membership	<ul style="list-style-type: none"> • The Board <u>ENDORSED</u> the Board Committee membership for 2024, as circulated with the agenda, subject to: <ul style="list-style-type: none"> • Mr Roach's withdrawal from the Health Care Quality & Safety Committee • The inclusion of Prof White's sponsorship of research • Actions: <ul style="list-style-type: none"> • Publish the Membership to Diligent and HPRM • Convey the membership to Executive Sponsors and Secretariats 	Secretariat
11. New Business			
11.1	Fairfield Clinical Services Plan	<ul style="list-style-type: none"> • The Fairfield Health Neighbourhood Clinical Services Framework Plan was circulated with the Agenda. • The Plan will be discussed further at the February 2024 Board meeting. • Action: Relist the Plan for consideration at the February 2024 Board meeting. 	Secretariat

<p>12. Other Committees – Summary Reports & Minutes</p> <p>12.1 Consumer & Community Council</p>	<ul style="list-style-type: none"> Ms Harm spoke to the highlights and minutes of the Consumer and Community Council meeting held 30 November 2023, as circulated with the agenda, highlighting: <ul style="list-style-type: none"> Terms of Reference refresh due in 2024 Presentation – Director Strategy & Partnerships: Research Showcase 2024 with plans to integrate the quality awards into the event Reflection and Review – Recommendations were endorsed and circulated to the Board Action: The Board Chair to meet with Ms Sankovic & Ms Harm regarding the role and function of the Consumer & Community Council 	<p>Secretariat</p>
<p>12.2 MSEC</p>	<ul style="list-style-type: none"> The highlights and minutes of the Medical Staff Executive Council meeting held on 30 November 2023 will be presented to the February 2024 Board meeting. 	
<p>13. Items for Information</p> <p>13.1 Correspondence</p>	<ul style="list-style-type: none"> Nil items 	
<p>13.2 Summary Work Plan</p>	<ul style="list-style-type: none"> The Board <u>NOTED</u> the 2023 Summary Work Plan, as circulated with the agenda (and published – Diligent). 	
<p>14. Other Business Without Notice</p>	<ul style="list-style-type: none"> The Chair invited Other Business Without Notice. <ul style="list-style-type: none"> Action: When resubmitting the Fairfield Health Neighbourhood Clinical Services Framework Plan include the operational framework (services and flow patterns) of the Hospital now and post redevelopment Ms Murphy reflected on the success of the recent Annual Public Meeting <ul style="list-style-type: none"> Action: Prepare a letter of thanks and congratulations for the Board Chair signature Action: Provide advice on strategies for extreme heat (i.e. Sydney LHD offers ‘cooling stations’) 	<p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p>

	<ul style="list-style-type: none"> • Action: Refer to the Health Care Quality & Safety Committee the requirements for COVID boosters • Ms Marshall advised strategies to mitigate risks related to proposed Ambulance officer strike action, which include the establishment of an Emergency Operations Centre at the MoH. 	Secretariat
15. Meeting Evaluation	<ul style="list-style-type: none"> • A/Prof Roche evaluated the meeting, highlighting: <ul style="list-style-type: none"> • Patient story was a good reminder • Timing of agenda well managed despite discussion going in tangents • Reports were good • Agendas / papers were good; consider less papers • Good chairmanship and participation • Issues raised outside of agenda were appropriate 	
16. Close / Next Meeting	<ul style="list-style-type: none"> • The meeting closed at 6.20pm • The next meeting will be held on 26 February 2024 in the District Office Board Room <ul style="list-style-type: none"> • 3.30-6.30pm – Board Meeting 	