

ITEM 1: WELCOME/ACKNOWLEDGEMENT OF COUNTRY

Board Chair provided an Acknowledgement to Country.

Attendance of Members

Mr Scott Griffiths (Chair), Ms Joan Treweeke, Dr Joe Canalese, Mr Jason Cooke, Ms Fiona Bennett, Mr Darren Ah See, Ms Amanda O'Brien, Mr Paul Mann.

In Attendance

Mr Scott McLachlan, Chief Executive; Mr Josh Carey, Director Finance (Items 12 and 13 only); Ms Janet Shields, Secretariat.

ITEM 2: Apologies

Dr Colin McLintock, Ms Julie Ann Maher, Ms Lindsey Gough, Director Operations.

ITEM 3: CONFLICTS OF INTEREST

Board Member O'Brien declared a conflict of interest in relation to Agenda Item 12 citing Mr Peter Moffitt is a family friend and uses Gordon, Garling and Moffitt law firm personally. This declaration has previously been added to the Conflict of Interest Register.

ITEM 4: BUSINESS FROM THE LAST MEETING

4.1 Confirmation of Minutes held 1 November 2017

Minutes of the meeting held on 1 November 2017 as tabled were endorsed as a true and accurate record; with amendment under Item 10 – Safety and Quality Account was endorsed with final changes by the Board.

Moved: Director Bennett

Seconded: Director Cooke

Discussion ensued in relation to the updated format of the minutes and the requirements under the By Laws. It was agreed that this format would be accepted for future meetings.

Further discussion relating to the attendance of the Chair of the Medical Staff Executive Council occurred. It was agreed that the Chief Executive would consult with the Ministry of Health for advice.

ACTION: Consult with the Ministry of Health for guidance and relevant policy regarding attendance of the MSEC Chair to Board meetings.
Action by the Chief Executive

4.2 List of Action Items

Progress on action items was NOTED by the Board.

ITEM 5: BOARD CHAIR REPORT

The Board Chair reported the following:

- There were no formal functions to attend as Board Chair this month.
- It was disappointing that the Council of Board Chairs meeting on 4th December 2017 was cancelled. It was suggested that there may be an opportunity for the Board to have an out of session discussion with the Minister when he next visits the District.

5.1 Clinician Engagement Paper

The draft response to the Ministry on Clinician Engagement was noted by the Board and suggested amendments provided to be incorporated. Response due to the Ministry of Health on 8th December 2017.

ITEM 6: CHIEF EXECUTIVE REPORT

In addition to the written report, the Chief Executive advised the Board:

- Attended a quarterly Performance Review with the Ministry and the LHD remains at Level 0.
- Pressure in the south eastern part of the District with increased ED presentations; particularly in Bathurst. The LHD is discussing after- hours GP services in the community with the WNSWPHN.
- The Ministerial Advisory Committee for Rural Health (MACRH) met in Dubbo on 4th December 2017 and was Co-Chaired by the Parliamentary Secretary for Rural and Regional Health. The Committee was provided a tour of the new areas within Dubbo Health Service; as well as a presentation around Integrated Care digital technology and strategies.
- The LHD is performing better in Accreditation in comparison to prior years. The process is continuing into 2018.
- The LHD received two Premiers' Awards; one for its Critical Care Advisory Service and Once for the Cancer Clinical Trials Unit in Orange.

6.1 Monthly Performance Scorecard

No significant issues to flag.

- Clarification provided around trend indicators.
- Meetings will commence next week with the Ministry to discuss next year's Performance Agreement.

6.2 Selected Performance Indicators

Report was noted by the Board.

6.3 Capital Developments

- Resolved budget issues in relation to Dubbo Cancer Centre capital development.
- Mudgee – reviewing options for staff accommodation and office space. Gateway Interviews are scheduled for 13 December 2017.

ITEM 7: CLINICAL OPERATIONS

In addition to the written report which was noted, the Board received the following information:

- The LHD is back on target with ED, inpatient and surgical KPIs; additional surgical lists are being prioritised with a preference for the District Hospitals through additional funding from the Ministry.
- The Patient Flow review is progressing well. There are increases in medical coverage and support after-hours for new grad nurses includes two registered nurses.

- There is now a single number to contact both the Patient Flow Unit and the Critical Care Advisory Service.

ITEM 8: MAJOR STRATEGIES UPDATE

8.1 Technology Strategy

The Board received the update.

- The top priority for the LHD to develop strategies around is scheduling and wait list management.
- The LHD is allocating resources to the rollout of Telehealth services across the District.
- Increasing pressure on the IT department due to the rollout of eMR, CHOC and other systems; which has shown a significant increase in support calls.

8.2 Strategic Plan Implementation

The Board noted progress on the Strategic Plan acknowledging the improvements made to date and reiterated its support to staff.

ITEM 9: QUALITY AND SAFETY

The minutes of the Health Care Quality Committee were noted as read.

In addition to the minutes, the HCQC Chair advised the following:

- A strategy is being developed to support the work required to rectify issues identified during the ongoing Accreditation process.
- There have been some outstanding successes in this process; particularly for those sites that have had previous issues.
- The performance reporting system (SYCLE) is now running in three facilities; and will roll out across the LHD over the next 12 months.

ITEM 10: MEDICAL AND DENTAL APPOINTMENTS (MADAAC)

The minutes from the meeting of the Medical and Dental Appointments Advisory Committee were received by the Board.

Executive Director Corporate Services joined the meeting by videoconference to discuss Items 11.1, 11.2 and 11.3

Representative from KPMG joined the meeting via videoconference to present a paper on Item 11.1

ITEM 11: GENERAL BUSINESS

11.1 Key Health Worker Accommodation

The Board received a presentation on the Preliminary Business Case for the Key Health Worker Accommodation. The summary provided an overview of the demand for accommodation across the District and provided recommendations for progression.

ACTION: Meet with Property NSW to discuss options for a solution and report back the Board at its next meeting.
Action by: Chief Executive

KPMG Representative left the meeting

11.2 Condobolin Helipad

The report was noted by the Board. The Director Corporate Services joined the meeting to provide an update and field questions. Additional information was provided as follows:

- The Chief Executive and three members of the Board attended a site visit at Condobolin on 5th December 2017 and met with staff. The matter of the proposed Helipad was discussed.
- A review of the work already undertaken and the scale of work that is still required was discussed; and funding required to cover the scope of work.

ACTION: The Chief Executive and Executive Director Corporate Services to meet with the Fundraising Committee to discuss priorities for the Condobolin Health Service
Action by: Chief Executive

11.3 Security Improvement Project for Emergency Departments

The Board received the report which listed a significant number of upgrades across the District. Upgrades will continue into the future. Staff and community feedback has been positive.

Executive Director Corporate Services left the meeting

Executive Director Workforce and Culture joined the meeting by videoconference to discuss Item 11.4

11.4 People Matters Survey

Executive Director of Workforce and Culture joined the meeting and presented the survey results to the Board and added the following comments:

- Since the report was released, the Executive Director Workforce and Culture together with the Manager Organisational Development have visited a number of sites to discuss the results.
- The response rate for the LHD was one of the highest in the State.
- Survey reports are available on line for staff to access

Executive Director Workforce and Culture left the meeting

11.5 Board Briefing – Orange Medical

The Board received the report.

11.6 Board Site Visit Schedule - 2018

The Board discussed the proposed Site Visit scheduled for 2018 and suggested some minor amendments.

11.7 Letter of Congratulations from Minister Hazzard

The Board noted the letter of congratulations.

The Chair of the Audit Committee joined the meeting in person and the External Auditor joined by teleconference to discuss Item 12

ITEM 12: AUDIT – YEAR IN REVIEW

12.1 Enterprise Risk Management Report

In addition to the report which was noted; the Board received the following information:

- The intention is to have every manager assess risks on a monthly basis. Risks are presented to the Audit and Risk Committee quarterly and endorsed by the Board very six months.

- It was agreed that the LHD Executive would be invited to the April Board meeting to discuss strategic planning and associated risks.

12.2 Management Letter – Year Ended 30 June 2017

The Audit Management Letter was presented to the Board by the Chair of the Audit Committee and further comment was provided by a representative from the External Auditor.

- The Audit office have recognised the LHD as a high performing organisation with very few issues identified. The Audit team was congratulated on the quality of the documents provided.
- The Introduction of Health Roster was successful with assistance from the Auditors who had prior experience with the implementation at another LHD.
- The Ministry of Health requested a comprehensive reevaluation one year earlier than anticipated which required external assistance due to the tight timeframes.
- The LHD has appointed an Associate Director Finance which has assisted in strengthening internal processes.

The Chair of the Audit Committee and External Auditor left the meeting

ITEM 13: FINANCE AND PERFORMANCE

The Finance and Performance report was received by the Board.

- Hindsight adjustment received which will be posted in the November result. Forecast and revenue results will be adjusted accordingly.
- Expenses are back in line with trend; however there are concerns in relation to revenue.

ITEM 14: REFLECTION OF MEETING

- Observations and impressions from the prior site visits were discussed and it was agreed to provide summaries for Health Service Managers to action where required.
- Overall it was rewarding to see how engaged the staff were and quality of the patient care.
- There will be a standardised review process for the Council of Board Chairs; which should be forthcoming prior to Christmas.
- The videoconferencing option for invitees to the meeting is a good one and saves on travel.

ITEM 15: ITEMS ARISING FROM PREVIOUS MEETING

- A review of IPTAAS (Isolated Patients Travel and Accommodation Assistance Scheme) is underway. The Chief Executive will provide the email link to the website which lists all of the current rules for IPTAAS and will draft feedback for the review. General feedback is that the online process does not suit some people.

ACTION: Provide link to IPTAAS website.
Action by the Chief Executive

There being no further business the meeting closed at 1415hrs

 6.2.18