

Western NSW Local Health District
Western NSW LHD Board Meeting May 2019
Community Health Meeting Room, Orange Health Service
Wednesday 1 May 2019, 9:30 — 15:30 AEST

WELCOME

Dr Sid Vohra (Director Medical Services), Ms Liz Shaw (Manager Community Health) and Orange Health Service Leadership team welcomed the Board members at 9.30am and spoke to the Board members prior to a tour of community health, Hospital in the Home and ambulatory care being conducted.

ACKNOWLEDGEMENT OF COUNTRY

The meeting commenced at 11.15am with the Chair providing an Acknowledgement of Country.

Ms Connell thanked the Board members for having their flu shots today. It was also noted that Dubbo has a case of measles reported. The importance of vaccinations was stressed.

Attendance of Members

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

In Attendance

Scott McLachlan, Chief Executive; Mark Spittal, Executive Director Operations; Adrian Fahy, Executive Director Quality, Clinical Safety and Nursing; Josh Carey, Executive Director Planning Performance and Funding.

Dr Ruth Arnold, MSEC representative (12 noon to 1.00pm); Lauren Nott, Secretariat

1 Apologies

Nil

2 Conflicts of Interest

Director Ah See is no longer on the Board of Marathon Health (as of 22.10.2018) or Bila Muuji RAHS (as of 04.12.17).

Director Mann ceased as A/GM Walgett Shire December 2018.

Action:

[Conflicts of Interest register to be updated.](#)

[Action by: L Nott](#)

[Action Due: ASAP](#)

3 Board meeting draft minutes 3 April 2019

Minutes of the meeting were endorsed as a true and accurate record.

[Moved: Director Walkom](#)

[Seconded: Director Canalese](#)

[All in favour](#)

4 Action Register from meeting held 3 April 2019

Progress on action items was noted by the Board

5 **Community Engagement Strategy, Executive Director Kathy Connell joined the meeting**

Ms Connell spoke to the brief and supporting document. Challenges of the existing model were outlined as was the process going forward.

A discussion was held. The general consensus is there is a need to have a clear way to keep local communities engaged with local services as well as the 'whole of district' community which needs to be considered. It was acknowledged that the one size fits all model does not work across the district. LHD has worked to gain feedback from consumers, this needs to continue. The sensitivities of communities was acknowledged and is part of the consideration for the time frame outlined.

The CE outlined the work being undertaken by the PHN in regard to consumer engagement. Community engagement, consumer engagement and patient experience – all need to be connected going forward. These will all be brought together as the body of work develops.

Recommendations

1. *The Board approved the adoption of interim measures described in the background paper.*
2. *The Board approved the undertaking of activity to build a community engagement framework including:*
 - a. *Environmental scan – June*
 - b. *Consultation – July*
 - c. *White paper – September*
 - d. *Green paper – November*

Moved: Director Treweeke

Seconded: Director Bennett

All in favour

The CE advised of the upcoming meeting to be held with health councils across the LHD on 27 May 2019. The Chair and CE will introduce this body of work. The Board members were invited to join the meeting.

Executive Director Kathy Connell left the meeting

Dr Arnold joined the meeting

6 **Chair Report**

The Chair advised the following:

- He attended a function in Mudgee on Monday for a staff member who has celebrated 50 years as a community mental health nurse (retires this week).
- Visited Mudgee redevelopment site which is progressing well.

7 **Chief Executive Report**

In addition to the written report, the Chief Executive highlighted:

- Ministry will be going to Parkes for next quarterly performance review meeting.
- Financial performance was outlined with further information to be provided later in meeting.
- Recent workshop was held with HealthShare
- Aboriginal medical sector is seeing considerable changes. Director Ah See declared a conflict prior to providing further information on work being undertaken to move forward.

7.1 Monthly Performance Scorecard

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

- Some indicators with small numbers will show more short term volatility.
- Mr Spittal spoke on access to surgery and issues related to this (refer to Operations report) including strategies in place.

7.2 NSW Health League Table - March 2019

The League Table was not available for the Board meeting and will be distributed out of session.

Mr Josh Carey joined the meeting.

8 District Medical Staff Executive Council Report, Dr Arnold

Dr Arnold spoke to her written report and highlighted:

- Auditor General Report on Governance in LHDs, noting it is on the Board's agenda
- Medical schools proposed for LHD
- Medical workforce – The CE advised the Board have discussed issues in past meetings and a strategy update is to come to the next Board meeting. A second workshop for the whole of region workforce strategy (including medical) looking to 2030 will be held 2 May 2019 with 50 organisations and 70 participants involved. The workshop will look at existing workforce, future needs etc. Work has commenced re Dubbo redevelopment and future workforce plan and will be looking across specialty areas. Updates will come to MSEC as matters progress.
- Urgent patient transfers – CE advised is on the agenda for the next MSEC meeting.

9 Clinical Operations

9.1 Executive Director Clinical Operations Report

Mr Spittal spoke to the report which was noted by the Board.

9.2 Mental Health and Drug and Alcohol Update

The briefing document was noted by the Board. The CE spoke on his recent roundings with mental health staff and consumer engagement and on residential rehab facilities as promised in recent elections and the upcoming inquiry on Ice usage.

10 Planning, Performance and Funding

10.1 Executive Director Planning, Performance and Funding Report

Mr Carey spoke to the report which was noted by the Board.

10.2 Finance and Performance Committee 30 April 2019

As the Finance and Performance Committee meeting was held 30 April 2019, a verbal report was provided. Mr Carey advised:

- Final negotiations with MOH to be held next week. Potential financial risks for 2019/20 were outlined including the increasing reliance on locums. A discussion was held.

10.3 Finance and Performance Committee Chair Comments

There were no additional comments

Dr Arnold left the meeting

11 Quality, Clinical Safety and Nursing

11.1 Patient Story - Helen's Story

Mr Fahy spoke to the video story and gave an update on Helen's progress and the lessons learnt.

11.2 Executive Director Quality, Clinical Safety and Nursing Report

Mr Fahy spoke to the report which was noted by the Board and highlighted:

- New directorate structure is out for consultation.
- Infections and falls are being reviewed in detail
- Proactive meetings are being held with the GM group each month to progress quality and safety issues.
- Wounds management – Specialist wounds CNC is supporting nursing and medical staff on the ground managing complex wounds using video technology.

11.3 HCQC Meeting - No meeting held in April

11.4 Health Care Quality Committee Chair Comments

There were no additional comments

12 Medical and Dental Appointments Committee

12.1 MADAAC Draft minutes meeting held 20 March 2019

The minutes of the MADAAC meeting held 20 March 2019 were noted by the Board.

12.2 MADAAC Draft minutes meeting held 17 April 2019

The minutes and recommendations of the MADAAC meeting held 17 April 2019 were noted by the Board.

12.3 MADAAC Chair Comments

Director Treweeke advised there have been a number of good appointments. Improved attendance at meetings is pleasing.

13 Audit and Risk

13.1 Enterprise Risk Management

The CE spoke to the LHD enterprise risk register briefing document which was noted by the Board.

A discussion was held. Director Treweeke noted staff accommodation is not included in the risk register. Further work is being done to progress the risk appetite statement.

13.2 Appointment to Audit and Risk Committee Chair

Director Bennett spoke to the briefing document which was noted by the Board.

The Chair advised he met with Ms Fricke. This meeting was positive.

Recruitment of a new independent member is underway with a shortlist of nine potential pre-approved people being considered.

Following discussion the Board agreed on the following recommendations:

Recommendations

1. *The Board endorsed the appointment Ms Leah Fricke to the role of Chair of the Audit and Risk Management Committee for a term of four years commencing 1 July 2019 and concluding 30 June 2023*
2. *The Board recognised Mr Peter Moffitt's service and his significant contributions to the LHD since his commencement as Chair on 1 January 2009.*

Moved: Director Mann

Seconded: Director Canalese

All in favour

13.3 Audit and Risk Draft Minutes of Extraordinary Meeting 12 April 2019

The draft minutes were noted by the Board.

13.4 Audit and Risk Board member comments

Nil to add

14 General Business and Business Without Notice

14.1 Auditor-General's Report on Governance in LHDs

The briefing note and report were noted by the Board and a discussion held.

- It was felt, by and large, the WNSWLHD Board acts in line with the author's expectations.
- It was suggested a visit to/from another LHD eg Hunter New England would be helpful to get an understanding of how other LHD Boards function.
- Changes made by the Board and the successful involvement with DMSEC should be highlighted. It was noted that the MSEC is an agenda item on every Board meeting and verbal/oral reports are given by the attending MSEC representative.
- It was agreed that District Clinical Council and MSEC minutes are to come to Board meetings in future.
- Board involvement in the service agreement was discussed.

Action:

1. *The Board members are to flag three areas from the report on where the Board can change and three where the Board is doing well. These are to be sent to Ms Nott for collation and progression to the Chair for discussion at next meeting.*

Action by: All Directors

Action due: 15 May 2019

2. *Final draft of service agreement to come to Board for June meeting. Mr Carey is to include a session re NWAU/ABF funding.*

Action by: Mr Carey, EDPP&F

Action due: 5 June 2019

14.2 Living Well Together Update

Mr Fahy spoke to the briefing document which was noted by the Board and advised:

- Letters of offer to two patient recorded outcome positions have been sent. This will allow a more detailed approach to focus on patient engagement.
- Working with Communications and Engagement team re what does true consumer engagement and participation look like and what is happening at the moment?

14.3 Board Charter for Review

The brief and charter were discussed.

The existing charter does not recognise Boards ability to decide Board sub-committees etc. Reference to this is to be added.

Motion:

The Board reviewed the Charter and endorsed the revised Charter with the inclusion of Board sub-committees.

Moved: Director Bennett

Seconded: Director Mann

All members in favour

14.4 Site Visits - June 2019

Ms Nott spoke to the briefing document and itinerary

Action:

Email to be sent out for Board members to advise accommodation needs etc. Members are to advise Ms Nott ASAP of their requirements.

Action by: Ms Nott and all Directors

Action due: ASAP

14.5 Bathurst Health Council

CE advised Service planning process for Bathurst has commenced in consultation with clinicians, public forum and on line feedback. CE and EDO have met with chair of HC on regular basis. CE will be meeting with key stakeholders eg Mayor, local MP.

15 Reflection of Meeting

Positive feedback from staff in community health, good to see wide range of services and how well they work together.

Request for presentation by Spotless re back of house in the future. – Bathurst in December.

There being no further business the meeting closed at 4.20pm

Signed:  _____

Date – 5 June 2019