

Western NSW Local Health District
Western NSW LHD Board Meeting October 2018
Warren Multi-Purpose Service
Wednesday 3 Oct 2018, 9:30 — 15:30 AEST

Ms Sharon Ryan, A/HSM, welcomed the Board and spoke to the briefing regarding Warren MPS prior to a tour being conducted.

WELCOME/ACKNOWLEDGEMENT OF COUNTRY

The meeting commenced at 10.30 am with the Chair providing an Acknowledgement of Country.

The Chair paused to acknowledge and reflect on the passing of Director Maher. It was noted Julie Ann Maher was a passionate Board member for eight years and has contributed greatly to the LHD throughout her career in health and her associations with health related areas. She was admired and will be missed.

Attendance of Members

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

In Attendance

Adrian Fahy, A/Chief Executive; Mark Spittal, Executive Director Operations; Josh Carey, Executive Director Finance (refer to minutes), Lauren Nott, Secretariat.

1 Apologies

Scott McLachlan, Chief Executive

2 Conflicts of Interest

Director Mann is currently acting General Manager, Walgett Shire

3 Minutes of Board meeting held 5 September 2018

Minutes of the meeting 5 September 2018 were endorsed as a true and accurate record.

Moved: Director Bennett

Seconded: Director Canalese

4 Action Register from meeting held 5 September 2018

Progress on action items was noted by the Board

5 Chair Report

The Board Chair reported on the following:

- Board refresh – The Chair gave an update on where this is up to.
- The Chair advised he has been appointed to ACI and CEC Boards, effective Oct 2018.

6 Chief Executive Report

In addition to the written report, the A/Chief Executive reported:

- EDO Finance has been asked to give assurance on strategies to address finances to ensure the LHD comes in on target.
- New Rural Medical School – Director O'Brien gave an overview of the recent CSU / WSU Community Forum.

- Paediatrics Orange – Discussions continue including suggestions from the LHD that ACI conduct an independent review and there is an independent clinical review of waiting list.
- Palliative Care EOI closed 1 October with the panel due to meet 5 October to consider these. MoH are aware of potential recurrent cost of \$1.8M which the LHD does not have budget for. Updates to be provided as this progresses.
- Culture at Bathurst – Mr Spittal outlined issues raised at the meeting held with Mr Toole, MP and actions being taken.
- Dubbo stages 3 & 4 – meeting was held with the CE of HI re delays in project (17 weeks).

6.1 Monthly Performance Scorecard

In addition to the written report the Board were advised:

RCA – number resolved in 70 days was questioned. Refer to Quality and Safety.

6.2 NSW League Table Aug 2018

The report was noted by the Board.

6.3 BHI Quarterly Report

The information provided was noted by the Board.

7 Clinical Operations

7.1 Executive Director Clinical Operations Report – Mr Mark Spittal

In addition to the written report which was noted, the Board were advised:

- Of the new report format which includes goals, weighting and actions
- Focus will be on four key areas including:
 - Work to be done re ensuring networks work more effectively re supporting base hospitals, roles and functions of facilities around base hospitals;
 - Rostering practices focusing on sector sites;
 - Use of locums and medical rostering;
 - Deteriorating patients.

8 Finance and Performance

8.1 Executive Director Finance Report (*Mr Josh Carey, Executive Director Finance joined the meeting via video*)

In addition to the written report the Board were advised

- August \$1.233M unfavourable, YTD unfavourable \$1.7M. Expect balanced end of year.
- F&P committee raised concern at overrun within LHD. Quarterly result is due today.
- Orange financial result was discussed. The new business manager is to commence in near future.

8.2 Finance & Performance Committee Draft Minutes 26 September 2018

The minutes from the meeting of the F&P Committee were received by the Board.

8.3 Finance & Performance Committee Chair Comments

The Board Chair highlighted the update given on AFM on line.

8.4 Digital Information Security (*Ms Michelle Harkin, Chief Information Officer joined the meeting via video*)

Ms Harkin spoke to the brief and supporting report

An update is given at each meeting to A&R meeting. It was agreed for an update to come to the Board annually.

Recommendations:

1. The Board noted the status, including the Director's assessment of risk, for the information security activities underway across the LHD.
2. The Board noted the attached Digital Information Security Status Report which provided information security activities underway in the LHD.

Mr Carey and Ms Harkin left the meeting.

9 Quality and Safety – Ms Maryanne Mitchell joined the meeting in person and Ms Kerry Leach joined the meeting via video

9.1 Executive Director Quality and Safety Report

The information was noted by the Board.

RCA clearance rate – Ms Leach spoke on actions taken to assist with clearing backlog including training, enhancing capacity throughout the LHD. Emphasis has been on the quality of reporting. RCA processes are also being reviewed.

9.2 Quarterly Complaints Report

The information was noted by the Board.

A patient safety officer is investigating complaints re Wellington to determine if there are any trends.

9.3 Safety and Quality Account

Ms Mitchell spoke to the brief and account document. In principal support from the Board is sought as the account needs to be lodged by 30 October 2018. Feedback was given by the Board.

Completed document will go to MoH, be distributed to facilities and be available on-line.

Director O'Brien thanked Ms Mitchell for her contribution to Quality and Safety.

Recommendation:

The Board noted the contents of the brief and the attached document and gave In principal support.

Moved: Director Bennett Second: Director Mann All in favour

Ms Mitchell and Ms Leach left the meeting

9.4 Health Care Quality Committee Chair Comments

There was no HCQC Meeting held in September 2018 as there was no Board member available to attend the meeting. With passing of Director Maher there is a need for a further Board member representative. It was agreed this would be reviewed in the new year.

With all changes/challenges in last 18 months Board need to be reassured that change plans will keep quality and safety at a high level. Mr Fahey assured the Board that the Executive equally share these concerns and spoke on actions taken including: stocktake of work, resources and personnel; moving staff back to give stability to unit; discussions with CEC re support they can give; PDs are being reviewed; building connections between Quality and Safety Team and Operations. The revised EDO role will be advertised in future and a leadership team established below.

Action

Mr Fahy to progress Safety and Quality discussion with Mr McLachlan and include on the agenda for next Board meeting.

Action by : Mr Fahy, Mr McLachlan Action due: 7 November 2018

10 Medical and Dental Appointments

10.1 Medical and Dental Appointments Advisory Council meeting draft minutes 19 September 2018

The minutes from the meeting of the MADAAC were received by the Board.

10.2 Medical and Dental Appointments Advisory Council Chair comments

Director Treweeke advised:

- VMO reappointments are progressing.
- Locum staff – there was some concern at often short time frames needed to employ locum staff and this is therefore a potential risk. Decisions will also need to be made on how/when to staff difficult positions. Mr Fahy advised the DMS and Rural DMS are actively working to reduce levels of locum usage.

There was a discussion on the interpretation of the risk register

Actions

1. Director Treweeke to take to Audit and Risk Committee to have recruitment of locums added to the enterprise risk register

Action by : Director Treweeke Action due: 7 November 2018

2. Mr Fahy to talk to DMS re enterprise risk register.

Action by : Mr Fahy Action due: 7 November 2018

11 General Business & Business Without Notice

11.1 Presentation - Planning and Service Development – *Ms Maryanne Mitchell joined the meeting in person*

Presentation given and discussion held.

Recommendation

The Board noted the presentation on Planning and Service Development.

Ms Mitchell left the meeting

11.2 Mental Health and Drug and Alcohol - Strategy Update – *Mr Jason Crisp joined the meeting*

Mr Crisp spoke to document and a discussion followed:

- \$1M funding for farm gate counselling
- An overall state review of regional and remote mental health will be undertaken.
- NGO partnerships – mixed results as funding is often disjointed. Options into the future are being considered for the poorer performing areas.
- Mental Health Atlas was good but was out of date as soon as a tender changed.
- Lightning Ridge restructure of MHD&A staff - looking at network of sites to bring together as a remote team with a team leader for direction and structure.

Recommendation:

The Board noted the contents of the brief and the attached document

11.3 Primary & Community Health Nursing - Towards 2020

The A/CE spoke to document which was noted.

Recommendation:

The Board noted the contents of the brief and the attached document

11.4 Aboriginal Health - Strategy Update

The A/CE spoke to document which was noted and discussion held.

Recommendations

1. The Board noted the progress of activity against the WNSWLHD Improving Aboriginal Health Strategy 2018 – 2023.
2. The Board noted the attached WNSWLHD Aboriginal Health Snapshot provided to the NSW Health Secretary as part of her Aboriginal Health visit on the 20 September 2018 in Orange.

11.5 Telehealth Update

The A/CE spoke to document which was noted.

Recommendation:

The Board noted the contents of the brief and the attached document

11.6 People Matter Survey - Report and Culture Index

The A/CE spoke to document which was noted.

Recommendation

The Board reviewed the survey findings and action plan within the document 'Engagement and Culture: People Matter Survey 2018: Results, Evaluation and Response'.

11.7 2019 Board Meetings Dates and Venues

Ms Nott spoke to the brief

Recommendation:

The suggested Board venues and site visits for 2019 as proposed were endorsed

12 Reflection of Meeting

Discussion held

Action

Teleconference to be set up between CE, Chair, Secretariat to discuss program for Board meetings for 2019

Action by : Chair Griffiths, Mr McLachlan, Ms Nott Action due: 7 November 2018

There being no further business the meeting closed at 3.43pm

Signed:  _____ Date: 7 November 2018