

Western NSW Local Health District
Western NSW LHD Board Meeting November 2018
Mudgee Parklands Resort and Conference Centre
Wednesday 7 Nov 2018, 8:30 — 12:30 AEDT

WELCOME/ACKNOWLEDGEMENT OF COUNTRY

The meeting commenced at 8.30 am with the Chair providing an Acknowledgement of Country. Introductions were made.

Attendance of Members

Scott Griffiths (Chair), Dr Joe Canalese, Fiona Bennett, Jason Cooke, Dr Colin McClintock, Amanda O'Brien, Joan Treweeke.

In Attendance

Scott McLachlan, Chief Executive; Mark Spittal, Executive Director Operations; Josh Carey, Executive Director Finance; Dr Liz Kennedy, MSEC; Lauren Nott, Secretariat.

1 Apologies

Darren Ah See, Paul Mann

2 Conflicts of Interest

Dr Canalese advised he has ceased working at Lourdes.

Action:

Register of conflicts to be updated

Action by: L Nott Due: ASAP

3 Minutes of Board meeting held 3 October 2018

Minutes of the meeting 3 October 2018 were endorsed as a true and accurate record.

Moved: Director Bennett

Seconded: Director Canalese

4 Action Register from meeting held 3 October 2018

Progress on action items was noted by the Board

5 Chair Report

The Board Chair reported on the following:

- ACI and CEC Board meetings – the Chair attended these meetings as a new Board member. An outline was given of the meetings including patient stories. Discussion was held re patient stories. It was agreed the planning day in the new year would look at this and review agendas, future meetings etc.
- Board conference - this was a beneficial event with the focus on risk, board evaluation
- Molong MPS opening.
- Aboriginal Mental Health and Wellbeing Conference – the Chair and Director O'Brien attended. This was a positive event and a reflection of the importance of culture in the healing process of mental health and trauma.

6 Chief Executive Report

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

- October result was \$400k favourable with improved trends.

- Performance for October indicates higher activity levels
- MoH has approved new position to ELT. The CE is meeting with the Executive Directors and their teams this week with the aim to advertise the new Executive Director position as soon as possible and an appointment made by end of year.
- Media –attention is on workforce culture and bullying. This is an issue growing across the state re accreditation with colleges and is the subject of a media enquiry re Bathurst. Further media is anticipated in coming weeks. The LHD has a focus re bullying ensuring staff feel safe at speaking up and are supported. The LHD has one of lowest reported rate of bullying. The AMA scorecard from ASMOF re junior doctor training has been released. Dubbo, Orange and Bathurst scored highly. The LHD continues to work to improve the training environment and support for junior doctors.

6.1 Monthly Performance Scorecard

In addition to the written report the Board were advised:

- targets for falls in MPS is being looked at
- HIU will give a presentation re work on analytics in the future.
- The CE advised the report will change into the future. The standard report and new report will come to the December meeting for comparison. The new report will include commentary re quality and safety, financial and operational report variances.

6.2 2018/19 Annual Priorities and Organisational Performance Framework

The report was noted by the Board.

CE spoke to papers. This is an update to previous accountability framework. The KPIs come from the performance agreement. The EDO has spoken to the Operations team about this. The framework fits with the strategic plan and defines deliverable KPIs more clearly. Upcoming changes to ELT will need to be reflected in the document.

6.3 NSW League Table September 2018

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:

- Tangible strategies are underway to reduce financial costs. Confident GMs focused on these issues.
- Patient flow – struggling to engage Lourdes re level of performance, setting meetings, reporting etc. Access to rehab across LHD is an issue which impacts performance across the LHD.
- Board thanked Mr Spittal for the new style of report.

8 Finance and Performance

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

In addition to the written report the Board were advised

- September 2018 result was \$1.5M unfav for month, \$2.3M unfav projection for end of year. Significant drivers were outlined including changes to NEPT fleet charges.

8.2 Finance & Performance Committee Draft Minutes 30 October 2018

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

8.3 2018-19 September Forecast

The report was noted by the Board and a presentation given.

8.4 Finance & Performance Committee Chair Comments

The Board Chair highlighted the September forecast paper which was also included in the Finance and Performance meeting. The committee have confidence in the strategies as outlined in the paper.

9 Quality and Safety

9.1 Executive Director Quality and Safety Report

The information was noted by the Board.

The improvement in self-assessment results was highlighted

9.2 HCQC Draft Minutes 24 October 2018

The minutes from the meeting of the HCQC were received by the Board

9.3 Patient Story – video

Patient story video was noted and discussed by the Board

9.4 Health Care Quality Committee Chair Comments

The HCQC Chair advised that as there was no meeting in September this meeting covered two months.

- RCAs – Statistics for past years were outlined. Training for staff to assist in RCAs is progressing.
- Consumer Representative – Four applications have been received and interviews are being set up.
- It has been identified that an Aboriginal representative would be beneficial for HCQC.
- Coroner's Court – Changes in processes were outlined.

10 Medical and Dental Appointments

10.1 Medical and Dental Appointments Advisory Council meeting draft minutes 17 October 2018

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

10.2 Medical and Dental Appointments Advisory Council Chair comments

Director Treweeke advised:

- Reappointment process to be finished by end December with an extra meeting scheduled.
- Locums – the long list was noted. Work is being done to reduce this.

11 General Business & Business Without Notice

11.1 NSW State Election

The CE spoke to document and information was noted.

[Recommendation](#)

[The Board noted the information contained in the brief regarding the 2019 state election.](#)

11.2 Living Well Together Update

The CE spoke to document which was noted and a discussion held:

- There is a realignment of internal resources with a stronger focus of Studer tools to support Q&S improvement activities.
- The LHD is meeting with Studer to evaluate the partnership, support provided and next stage moving forward.
- There is a marked correlation between well performing facilities and those with a good uptake of LWT strategies and tools.

11.3 2018 NSW Health Board Members' Conference

Attended by Directors Griffiths, Canalese, Cooke and Treweeke. A discussion was held:

- All agreed this was a worthwhile day which proved useful. Focus groups were more focused than past meetings.
- Community consultation committees (CCC) – CE advised some metropolitan LHDs have CCCs. The LHD has struggled with a whole of LHD committee structure in past and health councils may work better for the LHD. Kathy Connell, Executive Director Communication and Engagement will be bring further work on this matter in the future.
- Unions – the session included discussions on recruitment, security, staffing levels
- Finance – the session included revenue realignment, upskilling of CFOs across LHDs, finance forum to be held in near future.

11.4 APRA Prudential Inquiry into CBA - Learnings for LHDs

The Chair spoke to the document which was noted and discussion held.

The Board is comfortable the LHD is addressing areas of risk across the business in a number of manners including finance, A&R, accountability framework etc.

Actions:

The paper will feed into the next Board planning day with the document to be included in the papers for the risk appetite discussion.

Paper to be sent to Nick Bennett for A&R committee

Action by: L Nott Action due: ASAP

11.5 Board Performance Evaluation

The Chair spoke to the documents and a discussion was held. It was agreed:

- An evaluation is an important reflection of the Board and governance principles and shows the Board is focused on improving functions.
- The questions proposed are a good start, comment/discussion is more useful than ticks
- The focus on the Board chair is good. This could be extended to committee chairs.
- Chair should meet with individual members annually.
- Four yearly external assessment should be conducted.
- Review of each meeting is beneficial. This could include a review of the agenda at the beginning of each meeting.
- Board should be more active in strategic planning processes. Documents that come to Board should be linked directly to strategic plan, have full costings, risk assessment, impacts etc. The CE advised the renewal/refresh of the strategic plan is to commence soon and will have early input from the Board. A proposed time frame and approach for strategic plan development is to come to the Board.

Actions:

Members are to review questions suggested by Chair send feedback to Chair

Action By: All Directors Action Due: 16/11/18

Following feedback from Directors, L Nott to send revised questions out to Directors with responses back for collation and review at future meeting with view to finalise by end of year.

Action By: L Nott Action Due: 05/12/18

It was agreed the Planning day will be held over a whole day on 23 January 2019. The day will be in two parts;

- 1 ERR register, risk appetite, strategies going forward then
- 2 Board priorities and evaluation.

11.6 Three Rivers Accord

The CE spoke to document which was noted. Signed by Secretary last week, formal signing ceremony in three weeks.

Recommendation

The Board noted the background information and commitments relating to the Three Rivers Regional Alliance – Accord.

Aboriginal Health Workers Forum to be held 21 & 22 November 2018. CE outlined plan for two days.

Action:

L Nott to forward invitation and draft agenda to Directors

Action by: L Nott Action Due: ASAP

11.7 Primary and Community Health Nursing - Towards 2020

The CE spoke to the brief and a discussion was held.

Recommendation:

The Board noted the 12 month progress report - PaCH Nursing Towards 2020

11.8 Site Visits - Debrief

A discussion was held regarding each facility visited.

11.8.1 Coolah MPS

- There was good team morale and a good acceptance of telehealth.
- New section – positive staff comments with some staff struggling with new model (MPS)., patients happy and appreciative of treatment, support, telehealth.
- MyAgedCare and aged care funding – delay in receiving packages. Dr Kennedy advised this is also a problem for GPs and some patients.

11.8.2 Gulgong MPS

- Overall positive feel. The facility was well presented and well maintained by staff and community.

11.8.3 Rylstone MPS

- Mental health – currently six hours per fortnight but would like more.

- Staff expressed concern at security overnight. Concern was also raised in regard to staff members being named in police charges.
- Resident – family members pleased to see Board and be consulted. Patient was well informed but apprehensive about being sent home ie when will extra beds be available.
- Highlight was local photography on wall.

11.8.4 Mudgee Health Service

- Staff are excited by the redevelopment
- Generally very positive, would like more support for new staff, RNs.
- Noted new facility will have an open office style. Concern was expressed at the potential lack of privacy. Liz Mitchell (Parkes) addressed these issues yesterday.
- Dr Kennedy spoke on the GP VMO model at Mudgee.
- Dr Kennedy spoke on difficulty of GPs maintaining generalist skills, training requirements etc. This could include rotation of staff with other facilities.

Action:

A thank you is to be sent to staff, including hotel services, to thank them for hosting the site visits.

Action by: L Nott

Action Due: ASAP

11.9 Annual Public Meeting

Agenda noted. Board to join meeting.

11.10 Health Council Forum.

Agenda noted. Board to join meeting following Annual Public Meeting.

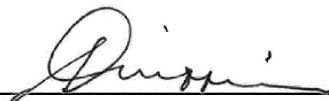
12 Reflection of Meeting

Discussion held.

The Chair thanked Dr Kennedy for attending and for her input.

There being no further business the meeting closed at 12.40 pm

Signed: _____



Date: 5 December 2018