

Western NSW Local Health District
Western NSW LHD Board Meeting February 2019
Coolah MPS
Wednesday 6 Feb 2019, 9:30 — 15:30 AEDT

WELCOME

Ms Susan Berry, HSM, welcomed the Board members at 9.30am and spoke to the briefing regarding Coolah MPS prior to a tour being conducted.

ACKNOWLEDGEMENT OF COUNTRY

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

Attendance of Members

Scott Griffiths (Chair), 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; Josh Carey, Executive Director Planning, Performance and Funding; Lauren Nott, Secretariat

1 Patient Story

The story of two new residents (husband and wife) to the MPS was given by a family member. The move to the facility has been good and they are settling in well. Navigating the ACAT paperwork and processes was difficult. Activities for residents has increased. HSM to look into access to HAC activities.

2 Apologies

Darren Ah See, MSEC representative unable to attend

3 Conflicts of Interest

John Walkom provided details for inclusion in the conflicts of interest register.
No other changes for noting.

4 Board meeting draft minutes 5 December 2018

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

Mr Peter Anderson visited Dubbo and Wellington as part of the security review.

Moved: Director Treweeke

Seconded: Director Bennett

All in favour

5 Action Register from meeting held 5 December 2018

Progress on action items was noted by the Board

6 Board Planning day draft minutes 23 January 2019

Minutes of the meeting were endorsed as a true and accurate record with inclusion of welcome to John Walkom as new member..

Moved: Director Bennett

Seconded: Director Mann

All in favour

7 Action Register from meeting held 23 January 2019

Progress on action items was noted by the Board

8 Chair Report

The Board Chair reported on the following:

- Council of Board Chairs meeting – time was spent time talking about annual conference, risk management and reporting
- The Chair met with the CE re upcoming events including state and federal elections

9 Chief Executive Report

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

- Changes to ELT – Mr A Fahey is now in the role of Exec Director, Quality, Clinical Safety & Nursing and is working on a strategy and structure to support the new directorate. Mr Fahey will be joining future Board meetings on regular basis.
- MSEC – eMeds presentation was well received.
- EDO and CE met with Sydney LHD re additional services such as stroke support to support Western NSW LHD. Outreach, telehealth and fly in services will be considered. While the relationship at the tertiary level is growing, it is acknowledged that direct clinical input is essential. Mr Spittal provided some additional information.
- Cowra Hospital master plan has been prepared; further discussions are being held.
- Blayney is listed on Stage 5 MPS programs. Service planning and early master planning is being finalised.
- Discussion held re aged care services in the LHD. Mr Spittal advised LHD has an aged care plan of which residential care is a component. Demand profile is growing; planning team have completed assessment across the LHD and have identified gaps and priorities. Work will be done on business models etc.

9.1 Monthly Performance Scorecard

In addition to the written report the Board were advised:

- Follow up 48 hours Aboriginal people – change management work within directorate is underway for a more centralised approach. A small improvement project is to be undertaken for 10 specific sites over the next few months to develop a better, longer term system to improve work in this area.
- Mr Carey spoke on data capture program
- RCA reports – refer to Quality & Safety report.

9.2 Palliative Care Brief – Bathurst

The CE spoke to the brief and the contents of the briefing document were noted by the Board. Initial discussions have been held with MoH.

9.3 Palliative Care Brief – Orange

The CE spoke to the brief and the contents of the briefing document were noted by the Board.

Director Treweeke asked about palliative care for remote areas. This service is available in all facilities.

10 Appointment to the Audit and Risk Committee

The contents of the briefing document were noted and discussed by the Board.

Recommendation:

The Board nominated Joan Treweeke and Fiona Bennett to represent WNSWLHD on a joint panel with FWLHD to select a new independent member and nominate a new independent chair for the Audit and Risk Committee.

All in favour

10.1 Audit and Risk Committee Charter

The contents of the briefing document were noted and discussed by the Board.

Recommendation:

The Board approved the adoption of the revised Audit and Risk Committee Charter on the recommendation of the Audit and Risk Committee at their meeting on 15 November 2018.

Moved: Director Canalese Seconded: Director Mann All in favour

10.2 Internal Audit Charter

The contents of the briefing document were noted and discussed by the Board.

Recommendation:

The Board approved the adoption of the revised Internal Audit Charter on the recommendation of the Audit and Risk Committee at their meeting on 15 November 2018.

Moved: Director Walkom Seconded: Director Bennett All in favour.

11 Finance and Performance *(Mr Josh Carey, Executive Director Finance joined the meeting)*

12 Salary Packaging

Mr Carey spoke to the contents of the briefing document which was noted and discussed by the Board.

Recommendations:

1. The Board endorsed the recommendation from the Finance & Performance Board Sub Committee to change provider of Salary Packaging Services
2. The Board endorsed the recommended preferred provider being Salary Packaging Plus
3. The Board noted that this decision will take effect from 1 April 2019

Moved: Director Bennett Seconded: Director Walkom All in favour.

12.1 Executive Director Finance Report

In addition to the written report the Board were advised

- The \$6m grant for the cancer centre is a commonwealth grant
- January report looks favourable – working through details at present. Forecast remains the same ie \$2.012 unfavourable for year end.

12.2 Finance & Performance Committee Draft Minutes 29 January 2019

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

12.3 Finance & Performance Committee Chair Comments

The Board Chair highlighted:

- Concerns re JMO resignations – these are within the bounds of normal attrition and there are no major concerns. CE advised of meeting with ASMOF which recognised the LHD as having one of the best training and support models for JMOs within the state.
- Capital and Minor works – Asset strategic plan was approved by MoH and an update is not required for this year.
- First round negotiations have been held with MoH for 2019/20 service agreement. The LHD's five priorities are being further developed. Next meeting will be mid-March with final negotiation to take place in April.

12.4 Health Intelligence Unit: Journey so far and future directions (*Ms Tricia Linehan joined the meeting*)

The CE introduced Ms Linehan.

A presentation was given and discussion held.

Ms Tricia Linehan left the meeting

13 Clinical Operations

13.1 Executive Director Clinical Operations Report – Mr Mark Spittal

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

- The directorate is tracking in the right direction financially
- Between the Flags Pilot has a three month time frame
- Met with Orthopaedic doctors re waiting lists and out of region patients. Work continues in this area. Bathurst planning process commences in near future and will consider capture of Lithgow residents going to Bathurst.
- Narromine – Director McClintock asked about recent indications of GPs resigning which will impact on junior registrar supervision and transfer of sub-acute and acute patients and presents a potential clinical risk. CE advised of consideration being given re medical models, locum coverage which will be presented at the next Board meeting.
- Mr Spittal gave the Board an update on the situation at Narromine and the interim arrangements which are in place.

14 Quality and Safety

14.1 Executive Director Quality and Safety Report

The report was noted by the Board.

The CE highlighted:

- LHD is getting on top of outstanding RCA recommendations.
- Accreditation – work is happening re documentation, education and development. Challenges of new national standards is now understood more.
- Patient experience – information gets fed back to site managers, comments are reviewed daily and also referred to managers. Mr Spittal spoke on the Operation Directorate's focus going forward. This is a monthly KPI for facility managers. Work is being undertaken to increase response rates in larger facilities/wards.
- RCA recommendations – CE advised work is being undertaken to improve timeframes, improved communication back to broader staff at service and in most cases engage clinical streams. Changes to the RCA process will be coming through from MoH. Significant changes will be provided to the Board in the future.

14.2 HCQC Draft Minutes 23 January 2019

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

14.3 Health Care Quality Committee Chair Comments

The HCQC Chair gave highlights including:

- Director O'Brien spoke on the number of RCAs completed. While a number have been completed, there is some backlog on RCAs but this is being moved through. Changes from recommendations feeding through the organisation is also being looked into.
- Presentation by Ms Connors, GM Central Sector was very encouraging. 'Process of first 16 steps of walking into a facility' to be sent to Board.
- LHD Symposium and Health Awards to be held in Dubbo 20 & 21 June.

15 Medical and Dental Appointments

15.1 Medical and Dental Appointments Advisory Council meeting draft minutes 15 December 2018

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

15.2 Medical and Dental Appointments Advisory Council Chair comments

Director Treweeke gave an update on reappointments as at 4 Feb 2019. There are six doctors outstanding. These have been given three month contracts to continue to work with their papers due to the March MADAAC.

CE commended the team at Medical Workforce on the work undertaken

16 General Business & Business Without Notice

16.1 People Matter Survey – Response to Minister

The letter of response from Mr Scott Griffiths, including action plan, was noted by the Board. No further response has been received from the Minister.

16.2 Living Well Together Update

The Living Well Together, Strategy Update was noted by the Board.

The CE spoke to the document.

- Sessions to be held in future with staff, external coaches etc to progress strategies and align resources.
- Performance framework – accountability being better aligned through organisation, to include planning, risk management and performance.
- ELT have two day planning days in March which will look at this along with other strategies.
- Concern raised at small sample size and how meaningful data then is. Mr Spittal noted the sample size varies across the LHD. Operations will have a stronger focus on PET next quarter.

16.3 Health Precincts Update

CE advised, strategy has real momentum.

- Steering committee meeting held yesterday. Developing 10 year strategy with seven communities prioritised.
- Developing plans for Dubbo and Orange. Expect Orange council to endorse plan at next meeting. Dubbo – workshops held, main funding parties, LHD CSU, Dubbo Council. Other organisations have been involved. Will continue to brief Board as progress is made. Cowra will be the next community. Parkes, Nyngan and Coonamble will then move forward subject to funding. NSW Planning have been very helpful.

17 Profiles

The Chair asked members with profiles outstanding to send to Ms Nott.

17 Consumer Representative for HCQC and general representation

The CE advised there is a group meeting in regard to consumer representation. There is a list of organisations within communities to seek to engage with. It may be April before this progresses. A broader community engagement strategy is being developed.

17 Staffing profiles

The Board requested an update on how staffing profiles are calculated.

Mr Spittal to bring to future meeting

Action:

Report to come to next Board meeting re calculation of staffing profiles

Action by: Mr M Spittal

Action due: 6 March 2019

17 Commonwealth funding

CE provided information regarding \$1.25B funding from Commonwealth. The Secretary spoke to CE re submissions:

Two submissions:

1. Regional planning and funding authority - involves working with PHN in governance, joint decision making etc. Submission developed by MoH.
2. First 2000 days life

Action:

CE will send copy of both submissions out of session.

Action by: Mr McLachlan

Action due: ASAP

FWLHD submitted a number of proposals including drug and alcohol rehab and school age counselling and intervention.

17 Reflection of Meeting

Discussion held.

There being no further business the meeting closed at 3.30 pm

Signed: _____


Date: 06 March 2019