

Western NSW LHD Board Meeting December 2021  
Upstairs Conference Room, Parkview Bloomfield Orange  
Wednesday 1 Dec 2021, 9:30 — 14:30 AEDT

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## **ACKNOWLEDGEMENT OF COUNTRY**

The meeting commenced at 9.35am with the Chair providing an Acknowledgement of Country.

### **Attendance of Members**

Matthew Irvine (Chair), Fiona Bennett, Jason Cooke, Annette Crothers, Dr Colin McClintock, Amanda O'Brien

### **In Attendance**

Mark Spittal, A/Chief Executive, Sharon McKay, A/Executive Director Operations; Josh Carey, Executive Director Planning, Performance and Funding; Adrian Fahy, Executive Director Quality, Clinical Safety and Nursing; Lauren Nott, Secretariat; Krissy Ukena, EA to A/CE.

#### **1 Apologies**

John Walkom

#### **2 Conflicts of Interest**

Nil changes

#### **3 Board meetings held 3 November 2021**

##### **3.1 Board Meeting Draft Minutes**

Minutes of the Board meeting held 3 November 2021 were endorsed by the Board.

##### **3.2 Annual Public Meeting (APM) Draft Minutes**

Minutes of the APM meeting held 3 November 2021 were endorsed by the Board.

#### **4 Action Register from Board meeting held 3 November 2021**

Progress on action items was noted.

#### **5 Chair Report**

The Chair advised a Council of Chairs meeting was held on Monday. The Board appointment process is a common theme across all LHDs. The appointment / reappointment process is progressing. Recruitment for CE is progressing.

Thank you to Directors Cooke and McClintock for representing the Board at the CE's farewell.

#### **6 A/Chief Executive Report**

Mr Spittal spoke to the report which was noted by the Board highlighting:

- The LHD continues to receive COVID reimbursement from the Ministry.
- There is some concern at the Ministry level regarding the sector wide forecast. WNSWLHD is seen as performing well.
- Currently there are over 130 COVID cases in the district spread over at least four clusters.
- While vaccination rates are generally very high across the LHD, the vaccination of harder to reach Aboriginal families, households and communities continues.

- Planning is underway for the community booster program which will commence early 2022.
- It is anticipated the vaccination program for 5-11 year olds will start 3 January 2022. There is some concern re active resistance from vocal minorities around schools.
- 25 GPs expressed interest in picking up low risk COVID patients in the community. The LHD will work with primary care around this.
- Events in Bathurst for next few weeks may be a challenge.
- Details of new Omicron variant were outlined.
- Work continues on the Medical admin review with Frank Horn's contract extended to mid-2022.
- Dr Spencer, Executive Director Medical Services has left the LHD. There is currently no district level medical lead. This is being kept vacant while the medical leadership structure across the LHD is reviewed.
- MoH will be refreshing the NSW State Health Plan: Towards 2021 and the Rural Health Plan: Towards 2021. It is envisaged this will include community engagement. Community engagement will be coming back to the Board early 2022.
- Upper House Inquiry has hearings set for 2 and 3 December. The focus will be on Broken Hill. Two staff (Bourke and Walgett) will be attending as is RARMS.

The Board noted recognition for Brendon Cutmore by the NSW Governor General for the COVID response.

#### **6.1 WNSWLHD Performance Scorecard**

The scorecard was noted by the Board.

#### **6.2 NSW Health League Table (September 2021)**

The Health League Table was noted by the Board.

#### **6.3 Strategic Plan / Annual Priorities Update**

*Ms Maryanne Hawthorn, Director Health Intelligence Unit joined the meeting.*

Ms Hawthorn spoke to the brief and provided a presentation (refer to papers).

The progress against WNSWLHD 2021-22 annual priorities was noted by the Board and a discussion held:

- Need to establish measures to track the LHD recovery from COVID delays and refocus realistic priorities for 2022.
- Ensure that all agree to what activities will be the focus to achieve and those that cannot be achieved and therefore delayed.
- Incorporate priorities in Performance Reports (MAMs) to ensure priorities are driven. Ensure there is a flow on from senior leaders to staff on priority actions to ensure all are tasked to deliver annual priorities.

*Ms Hawthorn left the meeting.*

### **7 Collaborative Commission Update**

*Ms Julie Cooper, Exec Director Integrated Care and Ms Deb Hoban, Program Director, Collaborative Commissioning Implementation joined the meeting*

Ms Cooper gave an introduction to the Collaborative Commissioning project and introduced Ms Hoban.

Ms Hoban provided a presentation (refer to papers).

The Board noted the overview and update of the Collaborative Commissioning Program. The Board noted the draft document *Care Partnership – Diabetes. A framework for collaborative commissioning in Western NSW*.

A discussion was held.

*Ms Cooper and Ms Hoban left the meeting.*

## **8 Planning, Performance and Funding**

### **8.1 Financial Performance Report**

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

- There was a favourable result for the month of October mainly due to receipt of supplementation of September's COVID response costs.
- The month had a balanced revenue result.
- YTD forecast remains unfavourable but options are being considered to address this.
- COVID supplementation was outlined.

### **8.2 Finance & Performance (F&P) Committee 23 November 2021 Draft Minutes**

The draft minutes were noted by the Board.

### **8.3 Finance & Performance Committee Chair Comments**

Director Bennett highlighted:

- Discussion re financial performance, capital works
- The Committee noted the Ministry expects environmental sustainability components in capital investments.
- Annual committee evaluation (attached to papers) discussion included TOR, strategies and objectives. This will become regular review each November. The evaluation was noted by the Board.

## **9 Clinical Operations**

### **9.1 Executive Director Clinical Operations Report**

Ms McKay spoke to the report which was noted by the Board.

- Cardiac ultrasound services in Dubbo and Bathurst were discussed
- Progress of surgical recovery plan outlined.
- Annual priorities will be shared and strategised at Operations meeting next week.

## **10 Quality, Clinical Safety and Nursing**

### **10.1 Patient Story - Neonate Oxygen Flow Rates**

Mr Fahy spoke to the patient story which was noted by the Board.

### **10.2 Executive Director Quality, Clinical Safety and Nursing Report**

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

- 6 of 14 indicators showed red for the month but remain steady for the long term. These were outlined.
- It was noted the BHI report re Patient Surveys data was from 2020.

**10.3 Health Care Quality Committee (HCQC) 24 November 2021 Draft Minutes**

The draft minutes were noted by the Board.

**10.4 HCQC Chair Comments**

Director O'Brien noted the LHD Quality & Safety Awards will be held 13 December.

**11 Medical and Dental Appointments Advisory Committee (MADAAC)**

**11.1 MADAAC Meeting 17 November 2021 Draft Minutes**

The draft minutes were noted by the Board.

**11.2 MADAAC Chair Comments**

Director Irvine noted it was a smooth meeting. The MADAAC terms of reference were discussed.

**12 Audit and Risk Committee (ARC)**

**12.1 Review of Internal Audit and ARC Charters**

Director Crothers spoke to the brief and supporting documents.

The reference to confidentiality was discussed. It was suggested this should be referenced in all committees. This will be looked into.

**Recommendations**

1. The Board approved the amended Audit and Risk Committee Charter, which has been reviewed and recommended by the Audit and Risk Committee at their meeting on 19 November 2021, and that the Board Chair sign the final page
2. The Board approved the revised Internal Audit Charter, which has been reviewed and recommended by the Audit and Risk Committee at their meeting on 19 November 2021.

All members were in agreeance

**12.2 ARC Meeting 19 November 2021 Draft Minutes**

The draft minutes were noted by the Board.

**12.3 ARC Representative Comments**

Cyber security update and report – high standard, Attestation statement – benchmarking questioned

Psychological claims have reduced.

Time sheet fraud was noted as an area of focus

**13 District Medical Staff Executive Council (DMSEC)**

**13.1 DMSEC Meeting 16 November 2021 Draft Minutes**

The draft minutes were noted by the Board.

**13.2 DMSEC Representative Comments**

As there was no DMSEC representative Mr Spittal advised that the meeting looked at:

- COVID response
- Medical leadership

- Rep from Bathurst in attendance after a long gap

## 14 General Business

### 14.1 Medical Leadership and Engagement

The A/CE advised work is progressing on this with a more detailed update to be included in the next Board meeting.

The Board confirmed it is happy with the approach outlined in the A/CE report.

### 14.2 Enterprise Risk Register Update

The A/CE spoke to the briefing note noting the enterprise risk register went to the recent ARC meeting. The update was noted by the Board and a discussion was held..

**Action:**

Management review the risk register ratings for 'Health of the population and vulnerable communities'.

Actin By: Ms S Duff, ED Workforce and Culture Action Due: May 2022

### 14.3 Appointment of Deputy Chair

A brief discussion was held.

**Motion**

It was moved that Director Bennett would continue as Deputy Chair until end of her new term pending confirmation of her re-appointment to the Board.

All members were in agreeance.

**Action:**

Instrument of Appointment to be completed for Director Bennett to be appointed as Deputy Chair and submitted to MoH as soon as reappointment confirmed.

Action by: Board Secretariat Action Due: ASAP

### 14.4 2022 Board meeting Venues

The venues for 2022 were discussed and the program approved as per the papers.

## 15 Business Without Notice

### 15.1 Retirement of Board Secretariat

The Board gave a farewell to Ms Nott on her retirement and thanked her for her contribution to the Board as Board Secretariat over the years.

## 16 Closed Session

Closed session for Board and A/Chief Executive. All other non-Board members left the meeting.

## 17 Reflection of Meeting

A brief discussion was held. It was agreed the meeting went well, stayed to time, papers were relevant.

**There being no further business the meeting was closed at 2.12 pm**

Signed:  Date: 02/02/2022