

Western NSW LHD Board Meeting
Wellington Health Service, Wellington
Wednesday 3 May 2023, 9:30 am — 2:50 pm

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| Present: | Matthew Irvine | Board Chair |
| | Fiona Bennett | Board Member |
| | Amanda O'Brien | Board Member |
| | Jason Cooke | Board Member |
| | Colin McClintock | Board Member |
| | Sally Davis | Board Member |
| | Louise Johnson | Board Member (virtual) |
| | Penny Gibbs | Board Member |
| | Mark Spittal | Chief Executive |
| | Adrian Fahy | Exec Director Quality, Clinical Safety & Nursing |
| | Josh Carey | Exec Director Service Delivery |
| | Nirav Bajoria | A/Exec Director Finance and Corporate |
| | Krissy Ukena | Secretariat |

Absent: Nil

Apologies: Nil

- 1 **Board meeting commences with Acknowledgement of Country**
The meeting commenced at 11.05 am with the Chair providing an Acknowledgement of Country.
- 2 **Apologies**
Nil
- 3 **Conflict of interests**
- 4 **Minutes of Board meeting held 5 April 2023**
Minutes were endorsed by the Board.
- 5 **Action Register from Board meeting held 5 April 2023**
Progress on action items was noted.
- 6 **Rounding Feedback**
Board members toured Wellington Health Service including the new CREST simulation training centre. Reflections from Board members were discussed including identification of a positive vibe at Wellington Hospital, appreciation of the time spent touring the simulation centre, and recognition of the value of the school-based traineeship program.
- 7 **Chair Report**
Director Irvine spoke to the report which was noted by the Board highlighting:
 - An Australian Institute Company Directors meeting was recently held in Orange. An AICD survey about climate governance had been emailed. All members were encouraged to complete the survey.
- 8 **Chief Executive Report**
Director McClintock and Mr Nirav Bajoria joined the meeting.

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

- Update on Dubbo alcohol and other drug rehabilitation centre
- A statewide review is underway of the capital funding program.
- Final budget for 2023/24 from MoH is not anticipated until September. The District will work on an interim budget until then.

8.1 WNSWLHD Performance scorecard March 2023

The scorecard was noted by the Board.

8.2 NSW Health League Table March 2023

Paper was not available and will be tabled at the June meeting.

9 Western NSW LHD Strategic and Annual Plan update

Ms Maryanne Hawthorn, Director Health Intelligence Unit and Ms Jennifer Coote, Community Engagement Lead joined the meeting.

9.1 Meaningful engagement

Ms Hawthorn and Ms Coote spoke to the brief and presentation, which was noted by the Board.

Discussion included:

- How community consultation and feedback is translated into service delivery and prioritisation
- Sub regional planning committees have been established and meetings will assist to close the feedback loop
- Co-design of projects with community input
- Opportunity to work with other health councils and timing of roll out to interested sites.
- Engagement with local government and other organisations responsible for service provision
- Learnings, next steps and opportunity to evaluate pilot sites.

9.2 Annual Plan

Ms Hawthorn spoke to the brief and paper, which was noted by the Board.

Discussion included:

- Timing and development of a new strategic plan
- Annual plan will influence Board reporting over the next 12 months and guide Executive's focus
- Measures for Aboriginal employment

A final version of the plan will come to the June Board meeting for endorsement.

Ms Hawthorn and Ms Coote left the meeting.

10 Finance and Corporate

10.1 Financial Performance Report

Mr Bajoria spoke to the report and provided an update. It was noted by the Board and highlighted:

- The report now provides an overall summary of expenses in more detail.
- Year to date expenses is unfavourable. For the month of March, there was an increase in agency costs.
- The Finance team will review the forecast for months ahead, in particular for agency costs and winter planning.

- YTD revenue result is favourable. A review of revenue activities and trends will be undertaken to understand any impacts.
- The Finance and Performance Meeting discussed FTE vacancies, leave balances and overtime and vacancy tolerance level.

There was a brief discussion regarding budget planning for 2023-24 and efficiencies required.

10.2 Finance & Performance (F&P) Committee Draft Minutes

The minutes were noted by the Board.

10.3 Finance & Performance (F&P) Committee Chair Comments

Director Bennett highlighted:

- The Executive Director People and Culture provided a report on the people strategy for Committee's consideration and issues being monitored.

11 Service Delivery

11.1 Executive Director, Service Delivery Report

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

- Impact on Emergency Departments as a result of limited access to GPs. Work continues with sites to resource and manage high acuity patients
- Rural Health Service Management group met in Dubbo to discuss workforce strategies and hub models for staffing of services.
- Winter planning and initiatives are being implemented and trialled
- Discussion regarding service delivery realignment

12 Quality Clinical Safety and Nursing

12.1 Patient Story

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

12.2 Executive Director, Quality, Clinical Safety and Nursing Report

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

- The Clinical Excellence Commission are focusing on the state-wide medication safety improvement program and will work with LHDs.
- The State has commissioned an independent review of Harm Score incidents.
- NSW Health are celebrating the Human Experience week this week

12.3 Health Care Quality Committee (HCQC) Draft Minutes

The draft minutes were noted by the Board.

12.4 HCQC Chair Comments

Director O'Brien was an apology for the meeting. No further comments provided.

13 Medical and Dental Appointments Advisory Committee (MADAAC)

13.1 MADAAC Meeting Draft Minutes

Draft Minutes were not available. A quorum was not reached, and business was conducted out of session.

Board members discussed MADAAC conducting an annual evaluation similar to that conducted for other Board sub committees. [Action: Board Secretariat to provide advice to MADAAC Secretariat.](#)

14 Medical Council Meetings

14.1 District Clinical Council Meeting Minutes

The draft minutes were noted by the Board.

15 Audit and Risk Committee

15.1 Audit and Risk Committee Meeting

The draft minutes of the extraordinary meeting were noted by the Board.

15.1 Audit and Risk Committee representative comments

The LHD's early close financial statements were presented and endorsed by the Committee for submission to the NSW Audit Office.

15.2 Audit and Risk Committee Chair

Interviews for the Chair position have been completed and a preferred candidate identified. The new Chair will be appointed for 3 1/2 years to ensure the term ends at the end of a calendar year and not at the end of a financial year.

The Board discussed the recruitment process and recommendation for appointment.
[Action: A letter of appreciation to be provided to the outgoing Chair on behalf of the Board.](#)
[Action: The new Audit and Risk Committee Chair to be invited to a Board meeting later this year.](#)

16 General Business

16.1 Environmental Sustainability

An opportunity exists for Board Sponsorship of the LHD Environmental Sustainability Communication Plan.

[Action: Directors O'Brien and Bennett expressed interest in participating in the LHD's sustainability communication plan. Secretariat to provide information to Director O'Brien and Director Bennett on what is required of Board Sponsors.](#)

16.2 Student placement

Discussion regarding feedback on student placements at Orange Dental School and access for Charles Sturt University Students as well as medical placements at Orange Health Service.

17 Next Meeting

The next meeting will be held in Walgett with the Board agreeing to travel the evening prior.

Director O'Brien will be an apology for the June Board meeting.


Director Bennett and Cooke will be an apology for the July Board meeting.

18 Meeting Reflection

Appreciation extended to those involved in the rounding and tour of Wellington Health Service.

The quality of papers presented was noted.

Meeting closed 2.50pm

Signed: 

Date: 7 June 2023