



**Draft Minutes  
Board Meeting  
(May 2021)**

**Date:** 26 May, 2021  
**Time:** 12.30 pm  
**Venue:** Yindyamarra Meeting Room,  
**Members:** Ms Gayle Murphy (Chair)  
 Mr Paul Braybrooks OAM  
 Mr John Ireland  
 Mr Geoff Twomey  
 Ms Andrea Jordan (teleconference)

**Invitees:** Mr Adrian Lindner  
 Ms Elke Cleverdon  
 Dr Alam Yoosuff  
 Ms Jill Ludford, Chief Executive  
 Mr Kevin Lawrence, Director Finance and Performance  
 Ms Fiona Renshaw, Director Integrated Care and Allied Health  
 Ms Cherie Puckett, Director Clinical Operations, West  
 Jacqui Zutt – Board Secretariat (Minutes)

- 1.0 Welcome to Country**
- 2.0 Patient story** - Board Chair and CE shared stories from recent visit to Tooleybuc
- 3.0 Apologies** – Ms Elizabeth Dixon
- 4.0 Declarations of Conflicts of Interest or Pecuniary Interest Relating to Agenda Matters** – Nil

No	Topic	Considerations	Decisions	Action	Who
<b>5.0</b>	<b>Confirmation of Minutes</b>				
5.1	Minutes of Board Meeting April 2021	<ul style="list-style-type: none"> <li>• Update to include Ms Elke Cleverdon and Mr Adrian Lindner as in attendance.</li> </ul>	Approved		Director Lindner Director Ireland
5.2	Minutes of Planning Resource and Performance Meeting		No meeting held		
5.3	Audit and Risk Committee		No meeting held		
5.4	Health Care Quality and Committee		No meeting held		Director Lindner Director Ireland



5.5 Research Innovation and Change Committee No meeting held

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**6.0 Matters Arising From Minutes**

6.1 Action List

- Suggested closure of B21/01-002, B21/01-003, B21/02-004, B21/02-005, B21/02-006, B21/02-007, B21/04-001, B21/04-003, B21/04-005, B21/04-007 accepted.

Updated

6.1.2 Management of S4 and S8 drugs

- A presentation from Mr John Carroll, Chief Pharmacist.
- A review of monthly audits and reported incidents to ensure MLHD Health Services are meeting legislative, policy directive and National Standard requirements for management and handling of Schedule 4D and Schedule 8 Medications.
- MLHD Health Services are being supported and audited to ensure compliance with best practice principles for the storage and handling of Schedule 4D and Schedule 8 Medications.
- The strategies are a vital element of consumer safety in MLHD Health Services and are being aligned with OFOP cultural programme work.

Noted

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- Acknowledge that ensuing staff understand their accountabilities as professionals in line with their registration requirements is important. A sites culture is also vital.
- Pharmacy is working with Operations to review those sites holding excess stock or drugs that are rarely/never used.
- Sites identified as at risk have action plans developed and support provided.

6.1.3 Commitment for Environmental Sustainability

The amended document was tabled.

Approved

Director Twomey  
Director Lindner

6.1.4 Excess leave management

- The excess annual leave exceeding 40 days has reduced from 9,885 days (Oct 2020) to 6,050 days (May 2021). A total of 6,300 annual leave days are scheduled to be taken from May 2021 until the 30 June 2021.

Noted

6.2 Governance Charter

Referenced

6.3 Service Agreement

Referenced

*At 1.30pm Chief Executive left the meeting.*

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**7.0 Organisational performance**

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7.1	MLHD Performance Level	<ul style="list-style-type: none"><li>Discussed in detail at PRP May 2021 meeting.</li></ul>	Noted		
7.2	MLHD Patient Carer and Consumer Experience and Participation Framework	<ul style="list-style-type: none"><li>The Framework seeks to provide information about MLHD's commitment to excellence in patient, carer and consumer experience. It is for patients, carers and consumers who interact with health services and staff across the MLHD and reflects evidence and inputs from health leaders, their teams and patient, carer and consumer representatives.</li><li>The Framework will be launched in May 2021 and made available on the MLHD website and myHub</li></ul>	Endorsed	<ul style="list-style-type: none"><li>Provide in weekly CE update to Board a copy of the mental health in ED's brochure.</li></ul>	Director Cleverdon Director Lindner  Director Clinical Operations - West
<b>8.0</b>	<b>Strategic and state-wide issues</b>				
8.1	MLHD Strategic Plan – final draft	<ul style="list-style-type: none"><li>Feedback collated from staff and key stakeholders across the District has informed final amendments to the new MLHD Strategic Plan and supporting implementation documents.</li></ul>	Endorsed		Director Lindner Director Cleverdon
8.2	Inquiry into health outcomes and access to health and hospital services in rural, regional and remote NSW	<ul style="list-style-type: none"><li>Further inquiries have been held in Cobar, Wellington and Dubbo.</li><li>Copies of the Hearing transcripts and live streaming is now available</li></ul>	Noted		

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and can be accessed at  
<https://www.parliament.nsw.gov.au/committees/inquiries/Pages/inquiry-details.aspx?pk=2615#tab-submissions>

- The next Hearing will be held in Gunnedah and Taree on 16 June, 2021.
- Refer Item 11.0.
- National Reconciliation Week runs from 27 May - 3 June 2021. Reconciliation Australia's theme for 2021 is 'More than a word. Reconciliation takes action'. To demonstrate MLHD's commitment to reconciliation, an organisational RAP is the next step in demonstrating MLHD cultural maturity and commitment.
- A RAP provides organisations with a structured approach to reconciliation. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it provides service.
- MLHD Board supportive.

8.3 COVID-19 vaccination

8.4 MLHD Reconciliation Action Plan (RAP) development

Noted

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<b>9.0</b>	<b>Our people our community</b>			
9.1	Community Engagement		Approved	Director Ireland Director Twomey
<b>10.0</b>	<b>Chief Executive's report</b>			
10.1	Chief Executive's report		Noted	
10.2	Strategic Risk Report	<ul style="list-style-type: none"><li>• Ms Jen Spain, CAE/CRO Governance, Risk and Audit Manager for MLHD and SNSWLHD spoke to report.</li><li>• Acknowledge emerging risk with staff working from home long term. Challenges retaining connectedness.</li><li>• MLHD continues to be involved at a state level following earlier cybersecurity breach.</li></ul>	Noted	
<b>12.0</b>	<b>Raising of Non Agenda Items through the Chair</b>	Nil.		
<b>13.0</b>	<b>Meeting closed at 3.12pm</b> <b>Next Meeting; 23 June, 2021 – Griffith Base Hospital</b>			

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