

Meeting of the Murrumbidgee Local Health District Board

Date: Wednesday, 26 April 2023

Time: 12.30pm

Venue: Lecture Theatre, Wagga Wagga Base Hospital

Minutes

Board Members

| Name | Present (P) Virtual (V) Apology (AP) Absent (A) |
|---------------------------|--|
| Mr Adrian Lindner (Chair) | P |
| Mr Jonathan Green | PV |
| Ms Glynis Ingram | P |
| Mr Tony Kolbe | P |
| Mr Andrew Jones | PV |
| Mr John Ireland | AP |
| Ms Elke Cleverdon | P |
| Ms Elizabeth Dixon | PV |
| Dr Alam Yoosuff | P |
| Ms Mary Atkinson | PV |
| Ms Cheryl Penrith | P |

MLHD Executive & Staff

| Name | Title | Present (P) Virtual (V) Apology (AP) Absent (A) |
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| Ms Jill Ludford | Chief Executive, Murrumbidgee Local Health District | P |
| Mr Kevin Lawrence | Director Finance & Performance, Murrumbidgee Local Health District | PV |
| Ms Carla Bailey | Executive Director Operations, Murrumbidgee Local Health District | AP |
| Mr Michael Bolton | A/Director Mental Health Drug and Alcohol, Murrumbidgee Local Health District | P |
| Ms Jacqui Zutt | Board Secretariat Murrumbidgee Local Health District | P |

Invited Guests

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| Ms Anne McLeish | A/Director People and Culture, MLHD | PV |
| Ms Jenny Spain | CAE / CRO Director Governance, Risk and Audit for MLHD | PV |
| Ms Emma Field | Director Integrated Care and Allied Health, MLHD | PV |
| Mr Bryce Addison | Strategic Performance Improvement Manager, MLHD | PV |

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| Item 1 | Welcome, Apologies and Acknowledgment of Country |
| Item 1.1 and Item 1.2 | Welcome |

The meeting was declared open at 12.57pm by the Chair, Mr Adrian Lindner. Apologies were received from Director John Ireland.

The Chair acknowledged the traditional owners of the land on which members were participating and paid respects to Elders past, present, future and emerging.

Item 1.3 Conflict of Interest Declarations

Members were asked to declare:

- i. Conflicts of interest in relation to the agenda
- ii. Changes in material circumstance.

Action and Decision: Nil

Item 1.4 Staff story

Ms Jill Ludford shared the staff story of the new Registered Nurses for Young.

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| Item 2 | Confirmation of Previous Minutes |
| Item 2.1 | MLHD Board – March 2023 |

The minutes of the Board Meeting held on 22 March 2023 were accepted as a true and accurate record of the meeting.

MOVED: Director Kolbe

SECONDED: Director Ingram

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| Item 2.1 | Planning Resources and Performance Committee |
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The minutes of the Planning Resources and Performance Committee meeting held on 22 March 2023 were accepted as a true and accurate record of the meeting.

MOVED: Director Green

SECONDED: Director Cleverdon

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| Item 2.3 | Audit and Risk Committee |
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The minutes of the Audit and Risk Committee meeting held on 2 March 2023 were noted.

MOVED: Director Cleverdon

SECONDED: Director Penrith

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| Item 3 | Actions from the Previous Minutes |
| Item 3.1 | <p>Action List</p> <p>Action List was discussed. Closures accepted include:</p> <ul style="list-style-type: none"> • B23/02-001 • B23/02-005 • B23/02-006 • B23/03-001 • B23/03-004 • B23/03/005 |
| Item 3.2 | <p>YES Strategies</p> <p>Mr Michael Bolton, Acting Director Mental Health Drug and Alcohol spoke to the report. Key items of discussion included:</p> <ul style="list-style-type: none"> • The focus of the MHDA consumer feedback strategy has been to grow the distribution and returns rates to provide a substantial data base for these surveys. The focus has now turned to action planning and implementation at a team / ward level, with appropriate executive oversight. <p>The Board notes the report.</p> |
| Item 3.3 | <p>MLHD risk Appetite Review</p> <p>Ms Jenny Spain, CAE / CRO Director Governance, Risk and Audit, joined the meeting virtually and spoke to the document. Key items of discussion included:</p> <ul style="list-style-type: none"> • Risk appetite statements are live/agile and can be amended any time and should be amended as information comes to light or the strategic environment changes • The risk appetite is a reflection of the Board’s appetite as a whole. Consider individual alignment to each of the statement/s. • Lots of changes in the past six months – new board members, external influences (politics), increasing pressure on environmental and financial sustainability etc. <p>ACTION: Climate sustainability statement to be strengthened, to include changes to community, impact on infrastructure, impact on governance, reputation, good corporate citizenship and expectations of community.</p> |
| Item 3.4 | <p>Research Projects Within Aboriginal Health Directorate</p> <p>Ms Jill Ludford, Chief Executive spoke to the document.</p> <p>The Board noted the information provided.</p> |
| Item 3.5 | <p>Young District Hospital</p> <p>Ms Jill Ludford, Chief Executive spoke to the document.</p> <p>The Board noted the information provided.</p> |
| Item 4 | New Business |
| Item 4.1 | Service Agreement and Foundations For Success – Data Analytics |
| Item 4.1.1 | <p>Mr Michael Bolton, Acting Director Mental Health Drug and Alcohol spoke to the report.</p> <p>Key items of discussion included:</p> |

- The Coordinator Consumer Participation has created a project page on the MHDA Experiences portal for the Messages of Hope and Recovery initiative. The Initiative aims to build positive engagement for people with a lived experience of mental health, drug or alcohol use.
- Meeting with Senior Advisor Lived Experience from the Mental Health Commission, to discuss lived experience participation in the Murrumbidgee region.

Ms Jill Ludford, Chief Executive, spoke to the Operations report.

Key items of discussion included:

- Tegan Reid has been appointed as the General Manager Rural Operations and Prof Len Bruce has been appointed as the General Manager Wagga Wagga Base Hospital. Both commenced in their positions on 17 April 2023.
- Improving patient flow and ensuring ambulances are off loaded within 30 minutes remains a priority. TOC results are improving and the NSW Ministry of Health issued correspondence acknowledging the work of the District to improve our Transfer of Care results and requesting that we continue to work towards maintaining this level of performance.
- Extensive Winter planning is underway, involving the MPH. N.

The Board noted the report.

Item 4.1.2 State Performance Report

Ms Jill Ludford, Chief Executive spoke to the report.

The Board noted the report.

Item 4.1.3 NSW Health – MLHD Quarterly Board Report – October - December 2022

Ms Jill Ludford, Chief Executive spoke to the report.

The Board noted the report.

Item 4.2 Workforce At Its Best

Item 4.2.1 Workforce update

Ms Anne McLeish, Acting Director People and Culture joined the meeting virtually and spoke to the report.

Key items of discussion included:

- MLHD is trending more positively with an overall reduction in critical vacancies.
- Last month the MoH began a new Centralised Recruitment Unit (CRU). P&C meets with the unit weekly to update on the locations and critical vacancies.
- Beginning to see the overseas pipeline opening again.
- Collaboration with NaMS on International Recruitment Campaign across the United Kingdom for Nurses and Midwives into MLHD.

The Board noted the report.

ACTION: Share International Recruitment Campaign collateral with Board.

Item 4.3 Sustainable and Well Managed Resources

Item 4.3.1 Finance Update – March 2023

The Director Finance and Performance spoke to the report.

The Board notes the information provided.

Item 4.3.2 Accounts for Write Off – March 2023

Accounts for Write Off – March 2023 approved.

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| Item 4.3.3 | Restricted Assets Balances (SP&T) Noted. |
| Item 4.3.4 | Custodial Trusts (External Trusts) Noted. |
| Item 4.3.5 | <p>March Finance Close Statements</p> <p>The Director Finance and Performance spoke to the report. Key items of discussion included:</p> <ul style="list-style-type: none"> • In preparing the 31 March 2023 Early Close Financial Statements the Finance Team has followed normal month end processes with additional requirements for specific Early Close. During the year, comprehensive review and reconciliation work has been conducted to comply with Accounting Standards. Other business as usual reconciliations and internal reviews have been undertaken which adds to the reliability of the financial information presented. • As in previous years the District is required to prepare a full set of “published financial statements” as at 31 March <p>The Board approves the March Close Financial Statements and acknowledges the work undertaken by the Finance team.</p> <p>MOVED: Director Cleverdon SECONDED: Director Yoosuff</p> |
| Item 4.3.6 | <p>Efficiency Improvement Plans</p> <p>Mr Bryce Addison, Strategic Performance Improvement Manager joined the meeting virtually and spoke to the report.</p> <p>The Board notes the report.</p> |
| Item 4.3.7 | <p>Risk Management Report</p> <p>Ms Jenny Spain, CAE / CRO Director Governance, Risk and Audit, joined the meeting virtually and spoke to the report.</p> <p>The Board notes the report.</p> |
| Item 4.4 | Lifting Health Outcomes |
| Item 4.4.1 | <p>Draft Clinical Service Plan – Lake Cargelligo</p> <p>Ms Jill Ludford, Chief Executive, spoke to the report. Key items of discussion included:</p> <ul style="list-style-type: none"> • The planning unit commenced service planning in June 2022 in response to ongoing community concern regarding aged care capacity. • The plan has been informed by activity data and projections, and considerable community consultation. Service forecasts have been made based on current and projected activity, and activity modelling incorporating new services and models of care. • The plan provides service recommendations to inform future service discussions, and evidence for capital investment proposals. <p>The Board approves the draft Lake Cargelligo Clinical Service Plan and acknowledges the work undertaken by the planning team.</p> <p>MOVED: Director Ingram SECONDED: Director Yoosuff</p> |
| Item 4.5 | A Culture of Excellence |
| Item 4.5.1 | <p>Community Engagement</p> <p>Ms Jill Ludford, Chief Executive spoke to the report.</p> |

The Board notes the report.

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| Item 4.6 | |
| Item 4.6.1 | Ms Emma Field, Director Integrated Care and Allied Health joined the meeting virtually and spoke to the document. Not for publication. The Board notes the report. ACTION: Provide VAD update to the August 2023 Board meeting. |

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| Item 4.6.2 | Ms Jill Ludford, Chief Executive spoke to the report. The Board notes the report. |
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| Item 4.6.3 | The report from Ms Jill Ludford, Chief Executive was reviewed by the Board. The Board notes the report. |
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| Item 5 | Critical Issues - nil |
| Item 6 | Raising on Non Agenda Items Through the Chair - nil |
| Item 7 | Next Meeting |

The next meeting will be held on 24 May 2023

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| Meeting Close |
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The meeting closed at 3.33pm.

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| CERTIFICATION | DECLARATION – BOARD CHAIR |
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Name: Mr Adrian Lindner

Signature:

Date: [Insert Date].