

Meeting of the Southern NSW Local Health District Board

No. 2023/2

Date: Tuesday, 28 February 2023

Time: 1.30pm – 3.30pm

Venue: Lotus Room, Peppertree Lodge, Queanbeyan Hospital Campus

Minutes for disclosure

In Attendance

Beth Hoskins, Chair

Terry Clout PSM, Deputy Chair

Margaret Lyons, Board Member

Geoffrey Kettle, Board Member (VC)

Dr Ken Crofts, Board Member

Dr Duncan MacKinnon, Board Member

Leanne Barnes OAM PSM, Board Member

Narelle Davis, Board Member

Jennie Gordon, Board Member (VC)

Dr Megan Keaney (VC)

Dr Vennassa Wong

(VC) – Attendance via videoconference

Margaret Bennett, Chief Executive

Fiona Renshaw, Executive Director Operations

Sarah Wallace, District Director Finance and Performance

Alison Broadbent, District Director Nursing, Midwifery and Clinical Governance / District Director People and Culture

Dr Liz Mullins, Executive Director Medical Services

Emma Harrington, Acting District Director Mental Health Alcohol and Other Drugs

Sarah Galton, General Manager Corporate Services

Brian Bonham, General Manager Tablelands Monaro Network (VC)

Brad Scotcher, General Manager Coastal Network (VC)

Vanessa Barratt, Manager Media and Corporate Communications

Nicola Yates, Director Project Management and Service Commissioning

Jacinta Ducat, Chief Information Officer

Lou Fox, District Director Integrated Care and Allied Health/COVID-Coordinator (VC)

Jen Spain, Director Governance, Risk and Audit

Apologies

Damien Eggleton, District Director Mental Health Alcohol and Other Drugs / District Director People and Culture

Secretariat

Karen Clark, Executive Officer

Item 1	Welcome and Apologies
Item 1.1	Welcome

The meeting was declared open at 1pm. The Chair acknowledged the traditional custodians of the lands encompassed by Southern.

Item 1.1.1 Audit and Risk Committee Chair update

ARC Chair, Mark McCoy presented his report to the Board, noting previous updates provided in 2019 and 2020. The composition of ARC was discussed.

The Board Chair noted that discussions have been held with potential new ARC members on the pre-qualified list. Recommendations will be provided to the March Board meeting.

Item 1.1.2 Hunter New England LHD Sustainability presentation

The presentation was postponed to a later Board meeting.

Item 1.2 Conflict of Interest Declarations

All Board members were asked to provide details of any pecuniary interests, Conflicts of Interest or Director Related Transactions to the Secretariat.

Item 2 Confirmation of Previous Minutes

Item 2.1 Confirmation of Minutes of Meeting of 17 January 2023

The Minutes of the Board meeting held on 17 January 2023 were accepted as a true and accurate record.

Item 2.2 Minutes for Disclosure of 17 January 2023

The Minutes for disclosure of the Board meeting held on 17 January 2023 were accepted as a true and accurate record.

Item 3 Actions from Previous Meetings

Item 3.1 Action List

The Board reviewed the outstanding action list.

Item 4 Leadership

Item 4.1 Chief Executive Report

The CE provided an overview of current and key District issues, addressing the themes of performance, planning and partnership.

Work on the Clinical Services Plan and 'reversal of flows' continues.

The CE also noted the launch of Southern Pride and announcement of the District's commitment to achieving Rainbow Tick accreditation on 27 February 2023.

Operations:

EDO advised that regular performance meetings with Networks continue, with performance reviewed against the Statewide scoring matrix. The Operations report to Board includes the District's ranking against rural peers.

Transfer of Care (TOC) has continued to increase, from 90.6% in December to 91% in January and 96% for February. A significant turnaround and very positive outcome.

Corporate Services:

GMC spoke about management of the medical imaging contract and advised that high priority reports are improving.

Tablelands Monaro update:

GM (TM) noted a combined, positive Monaro and Tablelands Network Planning day held in February. GM (TM) attended the Goulburn Connect meeting and advised of a positive discussion about skilled working visas in regional areas.

Coastal update:

GM (C) advised of positive results for TOC and Own Source Revenue. Peer reviewed overnight bed occupancy at SERH has seen a positive result. Emergency Treatment Performance (ETP) for admitted patients continues to be a focus area.

Information technology:

CIO noted recent work around digital resilience including infrastructure, systems, business continuity and reliability.

Integrated care:

DDIC noted the formal launch of the Integrated Trauma Informed Care framework: “*My story, my health, my future*” and acknowledged the significant inputs to the framework by District staff. The framework can be found at [Integrated Trauma-Informed Care Framework](#)

A Public Health Trainee is about to commence with the District as part of a whole of State program focussing on rheumatic heart disease and acute rheumatic fever.

The District has been notified about a successful grant application for \$345k for a community engagement program with CI NSW on smoking and vaping cessation.

Mental Health:

The partnership with the Clinical Excellence Commission to build staff skills and improve safety and quality was noted, as was a planned visit by the Chief Nurse and Mental Health Advisor in April. The Bega Safehaven Development Application (DA) was discussed. A Board member noted the delay in DA progression and was advised that Council had recently asked for additional information which has now been provided.

Nursing, Midwifery and Clinical Governance:

DNMCG confirmed that accreditation surveyors return to the District on 1 March. The District is rolling out the Nursing and Midwifery Professional Practice model in consultation with staff. Disaster management preparation is progressing with development of an executive plan to set out responsibilities in the event of a disaster.

Finance:

DFP confirmed that the District’s performance level 2 has been retained. Regular meetings are positive and important to support Ministry understanding of the Districts’ challenges, and measures being undertaken to improve performance.

People and Culture:

The report included in the agenda papers was noted.

Medical services:

EDMS spoke of the focus on recruitment, and work on medical establishment.

The District Medical Leads quarterly face to face session on 3 March will include a Clinical Service Planning session.

Governance, Risk and Audit:

DGRA advised that the next ARC meeting is 16 March.

Media and Communications:

On 13 March the Regional Health Team will be in Eurobodalla to discuss the review and community engagement. The aim is to provide a report to Board at the end of May 2023.

Item 4.2 Board Chair update

The Chair attended the Secretary's update where discussion included urgent care centres, staff and CE wellbeing and the need to closely monitor and support. The continuing challenge of aged care provision was also discussed.

The Chair reflected on the 21 February Board subcommittee meetings held in Cooma, and thanked the 6 Board members who were able to attend in person.

Item 5	Presentations
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Item 5.1	Patient story
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Reviewed at Health Care Quality meeting 21 February 2023.

The patient story detailed the experience of an oral health service patient who utilised the Specialist Endodontic Assessment Scheme (SEAS). The patient was able to access an Oral health Fee for Service voucher to pay for endodontic care with a private specialist endodontist in Canberra.

SEAS enables suitable SNSWLHD patients to access specialist endodontic treatment close to home using vouchers to pay for their treatment. Access to specialist care improves diagnosis and management of dental conditions resulting in improved health outcomes for consumers.

Item 5.2	Accreditation report and update
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Surveyors return to the District on 1 March 2023 to review the one Not Met item and all 19 'Met With Conditions' recommendations. An update will be provided to the March 2023 Board meeting.

Item 6	For discussion / endorsement
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Item 6.1	Board subcommittee structure
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An updated Subcommittee structure was noted by the Board with changes made to ARC and Performance Committee in response to the Ministry's Policy Directive. Subcommittee composition will be further discussed after the April Board meeting.

Item 6.2	SNSWLHD Consultancy report
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DFP presented the report and advised of the focus on building internal capability.

Item 6.3	Operational Plan report Q2 – September to December 2023
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Noted by the Board and that it will be further refined to align with the Regional Health Strategic Plan

Item 6.4	Goulburn hospital update
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GM (TM) advised of a meeting with a number of community members held in December 2022. At this meeting matters raised were recorded and have been systematically addressed. Key themes were ED wait times, and communication.

Item 6.5	Action 41/2022 - Board and Executive leads to review and provide an update of priority focus areas at the February Board meeting
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Deferred to March meeting to align with attendance by Prof. Reid

Item 6.6	Action 43/2022 - Provide an update on the Safehaven project at the February 2023 Board meeting.
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Included in DMHAOD Directorate update (Agenda item 4.1).

Item 6.7	48/2022 - Provide an update on progress on development of the Aboriginal Health data dashboard and data reporting system
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The Business Analytics Unit are working with relevant data managers across NSW Health to further strengthen data reporting systems and capability for key Aboriginal health indicators.

A prototype dashboard has been developed which aligns with Ministry Performance Framework targets and thresholds, and provides timely information to key users.

The prototype has been circulated to key stakeholders within the District to determine operational appropriateness. The Unit is now building capability and data sets.

Item 6.8 Review ARC Terms of Reference

Deferred to April 2023 Board meeting, following ARC meeting 16 March 2023.

Item 6.9 Action item 2/2023 – Exit interview policy and “speak up” page

The Separation Policy was tabled and noted by the Board.

DGRA advised that the Speak Up quick guide has been published on MyHub to provide staff with a quick guide to raise, resolve or escalate an issue. The guide will be presented at the District Leadership forum.

Item 7 For Information Only

Item 7.1 Board Correspondence summary

Noted.

Item 7.2 2023 Board meeting schedule

Noted.

Item 7.3 2023 Board work plan

Noted.

Item 7.4 Review of risk, compliance and risk management

Deferred to April 2023 Board meeting, following ARC meeting 16 March 2023.

Item 7.5 Allied Health AHPRA Audit report

Noted.

Item 7.6 Action 45/2022 – Provide confirmation about the efficacy of the 2022/2023 forecast and NWAU data capture to the February 2023 Board meeting

Tabled and discussed at Performance Committee on 28 February.

Item 7.7 4/2023 - Provide out of session evidence of the Board’s request for confirmation from MOH that recommendation 82 is closed

Confirmation pending. Deferred to March meeting

Item 7.8 Travel contract non compliance

The District’s non compliance with a Whole Of Government Contract was discussed. The District raised the non-compliance with the NSW Health Chief Procurement Officer (CPO) who referred the matter to NSW Treasury to determine if a trigger event had occurred.

NSW Treasury has determined that, given the matter has been resolved, no trigger event was warranted. The District will provide a quarterly report for at least the next 12 months to the CPO to provide assurance of compliance.

Item 7.9 Improving lung cancer outcomes

The Board noted the information detailing the challenges faced by patients with lung cancer and the opportunities for improving their outcomes in light of anticipated federal funding for lung cancer screening and supports.

Item 7.10 Eurobodalla Regional Hospital update

The Board noted progress on ERH redevelopment planning with early on-site archaeological surveys and early works scheduled to commence. Design planning is almost complete. Temporary signage has been erected on the development site and a Business Case has been submitted to Ministry. Batemans Bay Community Health planning has commenced, with weekly case management planning underway and a draft Clinical Services Plan developed and being prepared for submission to the Ministry.

Item 7.11 SERH Airconditioner failure

The Board noted the failure of the airconditioning unit at SERH theatres in late January 2023 and the impact on surgery at the site.

Following receipt of parts to repair the damaged chiller, re-commissioning occurred on 12 February 2023. Problems with the system have now been rectified. HI have contracted an external company to provide a Root Cause Analysis to investigate the failure and build better system redundancy.

The Board noted the emerging risk of environmental impact and increasing temperatures.

Item 7.12 Board and staff engagement opportunities

The Board noted upcoming staff engagement opportunities.

Item 7.13 Quinquennium update

Previous updates on progress and timelines for Quinquennium were provided to HCQC and MDAAC.

Item 7.14 Radiology incident reporting

The Board were advised that radiology reporting turnaround times are below KPI targets including those for urgent studies.

These issues are stemming predominantly from the District's service provider. The provider is experiencing significant issues with recruitment to on site radiologist coverage across the District

Item 7.15 Gynaecological services at SERH

The Board was advised of the challenges to recruit specialist obstetric and gynaecology senior medical staff, and the impact this has had on services at SERH.

Item 8 Accountability

Item 8.1 Medical and Dental Appointments Advisory Committee

No January meeting

Item 8.2 Health Care Quality Committee (HCQC)

No January meeting.

Item 8.3 Audit and Risk Committee Meeting

No January meeting.

Item 8.4 Performance Committee

No formal January meeting.

Item 8.5 People and Wellbeing Committee

No January meeting.

Item 8.6 Community Engagement Committee

No January meeting.

Item 8.7 Aboriginal Health Committee report and minutes

No January meeting.

Item 8.8 Finance update

Noted at Performance Committee meeting 28 February 2023.

Item 8.8.1 EIP update

Noted at Performance Committee meeting 28 February 2023.

Item 9 Business without notice

Nil.

Item 10 Meeting review

Did not occur.

Item 11**Meeting close**

The meeting closed at 2.58pm.

Date of Next Meeting: Tuesday, 28 March 2023.