

Meeting of the Murrumbidgee Local Health District Board

Date: Tuesday, 24 October 2023

Time: 12.30pm

Venue: Temora Hospital, Solarium Meeting Room

Minutes

Board Members

Name	Present (P) Virtual (V) Apology (AP) Absent (A)
Ms Glynis Ingram	PV
Mr Adrian Lindner (Acting Chair)	P
Mr Tony Kolbe	P
Mr John Ireland	PV
Ms Elke Cleverdon	P
Ms Elizabeth Dixon	PV
Dr Alam Yoosuff	PV (in attendance from 12.30pm to 1.20pm then again from 2.35pm due to flight)
Ms Mary Atkinson	P
Ms Cheryl Penrith	P

MLHD Executive & Staff

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

Invited Guests

Name	Title	Present (P) Virtual (V) Absent (A)
Ms Jenny Spain	CAE / CRO Director Governance, Risk and Audit, Murrumbidgee Local Health District	PV
Mr Bryce Addison	Strategic Performance Improvement Manager, Murrumbidgee Local Health District	PV

Governing Board Members only – closed session

Welcome, Apologies and Acknowledgment of Country

Welcome

The meeting was declared open at 1.02pm by the Acting Chair, Mr Adrian Lindner.

Nil apologies were received.

The Board acknowledge the resignation of Director Andrew Jones.

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

Conflict of Interest Declarations

Members were asked to declare:

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

Extraordinary Presentation

Prior to the Board HCSQ Committee the Board toured the Temora Hospital with Facility Manager, Wendy Skidmore.

The Board thanked Ms Skidmore for the tour.

Confirmation of Minutes

Item 2.1 MLHD Board – September 2023

The minutes of the Board Meeting held on 27 September 2023 were accepted as a true and accurate record of the meeting.

MOVED: Director Penrith

SECONDED: Director Cleverdon

Item 2.2 Review of Action List

Action List was discussed.

Closures accepted include:

- B23/06-001
- B23/08-005
- B23/09-001
- B23/09-004
- B23/09-005
- B23/09-006
- B23/09-007
- B23/09-008
- B23/09-009

	Patient/Staff Story
Item 3.1	<p>Staff Story</p> <p>The Board discussed the story of a Clinical Pharmacist. Key items of discussion included:</p> <ul style="list-style-type: none"> • A range of different pharmacy models across MLHD. • Work underway to progress virtual pharmacy model. • Three take away messages: <ul style="list-style-type: none"> ○ Critical for patients/families to be aware and understand any changes made to medications whilst in hospital. ○ Pharmacists should form part of the multi-disciplinary treating team. ○ Value in returning to the hospital environment and close to family connections. <p>The Board note the story.</p>
Item 4	For Discussion
Item 4.1	<p>Chief Executive Report</p> <p>Ms Jill Ludford, Chief Executive spoke to the report. Key items of discussion included:</p> <ul style="list-style-type: none"> • A recent unannounced Site Audit was conducted by the Aged Care Quality and Safety Commission between 12 September 2023 and 14 September 2023, the Assessment Team found the service has made significant improvements across all Requirements found to be previously non-compliant. As a result, the Assessment Team is recommending all 24 Requirements are now met. <p>The Board notes the report.</p>
Item 4.1.1	<p>Communications Report</p> <p>Ms Jill Ludford, Chief Executive spoke to the report. Key items of discussion included:</p> <ul style="list-style-type: none"> • Acknowledge consistent growth of online communications through social media. <p>The Board notes the report.</p>
Item 4.1.2	<p>Community Engagement Report</p> <p>Ms Jill Ludford, Chief Executive spoke to the report. Key items of discussion included:</p> <ul style="list-style-type: none"> • Interest from LHACs and Councils to take part in Dying to Know Days. • Reinstatement of Boorowa LHAC. Two facilities remain without active LHACs at Hillston and Leeton. • Narrandera Hospital - safety concern for consumers, and visitors at Ambulance entrance at the Hospital after hours. <p>The Board notes the report and appointments of new LHAC members.</p> <p>MOVED: Director Clevedon SECONDED: Director Penrith</p>
Item 4.2	KPI Summary
Item 4.2.1	<p>Finance Report</p> <p>Mr Kevin Lawrence, Director Finance and Performance spoke to the report.</p> <p>The Board noted the report.</p>
Item 4.2.2	<p>Accounts for Write Off</p> <p>Mr Kevin Lawrence, Director Finance and Performance spoke to the report.</p>

The Board approved the Accounts for Write Off.

Item 4.2.3 Restricted Assets and Balances

The Board noted the report.

Item 4.2.4 Custodial Trusts

The Board noted the report.

Item 4.2.5 Efficiency Improvement Plan

Mr Bryce Addison, Strategic Performance Improvement Manager joined the meeting virtually and spoke to the report.

The Board noted the report.

Item 4.2.6 MLHD Performance Report

Mr Paul Templeton, Interim Director, Mental Health Drug and Alcohol spoke to the MHDA report. Key items of discussion included:

- First Nations Mental Health and Wellbeing Model of Care - meetings have been occurring between Mental Health Drug & Alcohol Services Coordinator for Aboriginal Peoples, District Clinical Leader Mental Health Drug & Alcohol for Aboriginal Peoples and the CEO's of the 3 lead agencies; Griffith Aboriginal Medical Service, Riverina Medical and Dental Aboriginal Corporation and Cummeragunja Health and Development.
- Importance of the PACER program, ensuring that consumers are receiving mental health intervention and after care outside of the emergency department.

Ms Carla Bailey, Executive Director Operations spoke to the Operations report. Key items of discussion included:

- Commonwealth Assessors attending Corowa Hospital for an unannounced accreditation follow up. Nil recommendations were handed down following this visit.
- More than 40 high school students have spent a day at Wagga Wagga Base Hospital as part of the *Be Like a Nurse* program.
- Overall Transfer of Care (ToC) remains strong, acknowledge the work of the team at WWBH to maintain this result.
- System change to Triage Category 2 KPI. WWBH continue to work on system strategies as a focus. Further capacity building on ED staff.

Director Atkinson left meeting at 2.02pm.

The Board noted the report.

Item 4.2.7 State Performance Report

The Board noted the report.

Item 4.2.8 2023/24 Budget and Service Level Agreement

Mr Kevin Lawrence, Director Finance and Performance spoke to the report. Key items of discussion included:

- The MLHD received the final Service Agreement on 19 September, 2023. The SA contains both financial and non financial deliverables.
- At the September Board meeting the Board was given an initial update as to the key issue and risks of the 2023/24 Service Level Agreement.

The Board confirms the internal budget allocations to MLHD facilities and service units noting, that it is a requirement that these budgets be published on the MLHD website by no later than 30 November, 2023.

Item 5	Review of Critical Issues For Endorsement
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Item 5.1	MLHD Board Sub Committees
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Director Glynis Ingram, Board Chair, spoke to the report. Key items of discussion included:

- Under the Model-By-Laws section 13, the Board is to establish the following Committees; Audit and Risk, Finance and Performance, Quality and Safety and Medical and Dental Appointments Advisory Committee.
- In June 2023 the MLHD Board endorsed the Murrumbidgee Primary Health Network and Murrumbidgee Local Health District Collaboration Agreement and a Joint Board Sub Committee. The Sub-Committee has an agreed work plan, and the Committee will meet twice per year to monitor progress.
- At the September 2023 Board meeting the Board gave in-principal support for the establishment of a fifth Committee, the Aboriginal Health Governance Committee.
- In addition, the Board has endorsed that the functions of Research and Innovation will fall under the Murrumbidgee Health and Knowledge Precinct Research and Innovation Working Party.
- The sub committees will meet for 60 -90 minutes following the Board meeting on a three-monthly rotating schedule to enhance Board effectiveness.
- The Board meeting will be moved to the morning with a sub committee to follow.
- PRP Committee will now include cyber security and Net Zero.
- Harm score 1's will be reported as part of the CE's monthly report to the Board.
- New process to commence from February 2024. Board meetings will be held on the fourth Tuesday of the month.

MOTION: That the Board approves the functions and structure of the five MLHD Board sub committees.

MOVED: Director Dixon SECONDED: Director Kolbe

Item 5.1.1	Board Charter
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The Board approves the updated MLHD Board Charter.

MOVED: Director Dixon SECONDED: Director Kolbe

Item 5.1.2	Draft Terms of Reference – Planning, Resources and Performance
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The Board approves the draft Terms of Reference – Planning, Resources and Performance Committee.

MOVED: Director Dixon SECONDED: Director Kolbe

Item 5.1.3	Draft Terms of Reference – Health Care Safety and Quality Committee
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The Board approves the draft Terms of Health, Care Safety and Quality Committee.

MOVED: Director Dixon SECONDED: Director Kolbe

Item 5.1.4	Draft Terms of Reference – Aboriginal Health Governance Committee
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The Board approves the draft Terms of Reference – Aboriginal Health Governance Committee.

Item 5.2	2022/23 MLHD Privacy Annual Report Mr Kevin Lawrence, Director Finance and Performance spoke to the report. The Board notes the report and approves the MLHD Privacy Annual Report 2022/23 for submission to NSW Health.
Item 6	Standing Items
Item 6.1	Board Chair Update
Item 6.1.1	Board/Chair visits: Junee MPS and Cootamundra Health Service Ms Glynis Ingram, Board Chair provided a verbal update. Key items of discussion included: <ul style="list-style-type: none"> Board Chair sought advice from Directors on how a summary of site visits undertaken should be provided. <p>The Board notes the report.</p>
Item 6.1.2	Council of Board Chairs meeting Ms Glynis Ingram, Board Chair provided a verbal update. Key items of discussion included: <ul style="list-style-type: none"> Responsibility of Net Zero will sit with the PRP Committee. Director Adrian Lindner was nominated as Net Zero lead. <p>The Board notes the report.</p>
Item 6.1.3	Matters for Strategic Consideration Following Visits Refer Item 6.1.1.
Item 6.2	Board and Staff Meetings
Item 6.3	Organisational Report Refer Item 4.2.8.
Item 6.4	Enterprise Risk Report (ERM) Ms Jenny Spain, CAE / CRO Director Governance, Risk and Audit joined the meeting virtually. The Board noted the report.
Item 6.4.1	Critical Issues and Crisis Management Ms Jill Ludford, Chief Executive spoke to this item. The Board notes the verbal update and appreciate the leadership of the Chief Executive and members of the Executive involved.
Item 7	Presentations
Item 7.1	Not for publication.
Item 8	Sub-Committee and Clinical Councils
Item 8.1	MLHD Planning, Resource and Performance Committee – September 2023
Item 8.1.1	Endorsed Minutes The Board approve the Minutes. MOVED: Director Cleverdon SECONDED: Director Penrith

Item 8.2	MLHD Audit and Risk Committee The Board note the Minutes.
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Item 9	General Business/Correspondence
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Item 9.1	Raising of Non Agenda Items Through Chair <ul style="list-style-type: none">• Cyber security – Director Kolbe and Director Ingram recently took part in cyber security training, encourage others to register and take part. <p>The Board notes the report.</p>
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Item 9.2	Questions Without Notice to CE from Board Members Nil.
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Item 10	Meeting Reflections
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Directors reflected on holding the in camera session at the beginning of the meeting, this is being well received and worthwhile.

Item 11	Next Meeting
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The next meeting will be held on 21 November 2023

	Meeting Close
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The meeting closed at 3.14pm.

CERTIFICATION	DECLARATION – BOARD CHAIR
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Name: Mr Adrian Lindner

Signature:

Date: [Insert Date].