

CCLHD BOARD MEETING

Date/Time: Tuesday 2 May 2023 – 5:30pm

Venue: Conference Room, Conference Centre, Gosford Hospital

1. Acknowledgement to Country

Ms Belinda Field provided the Acknowledgement to Country in Darkinjung language, Yadhya gayi-gu Darkinyung ngura “Welcome to Darkinyung Country” and paid respect to Aboriginal Elders past and present.

2. Attendance/Apologies

Board Members:

MacLELLAN, Prof. Donald	Board Chair
EBBECK, Mr Timothy	
FIELD, Ms Belinda	(via MS Teams)
FLINT, Mr Greg	
HEALY, Mr Greg	
JENKINS, Dr Brent	
KING, Mr Robert	
LEVETT-JONES, Prof Tracy	(via MS Teams)
MUNRO, Dr Bill	
WINTER, Ms Sarah	(via MS Teams)

Ex Officio:

McLACHLAN, Mr Scott	Chief Executive
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Invitees:

CONSTABLE, Ms Jude	Executive Director Acute Care Services
CRUICKSHANK, Mr Adam	District Director Community Wellbeing and Allied Health
INGRAM, Dr Matthew	Chair, Wyong Medical Staff Council
ROSS, Mr James	District Director Finance and Corporate Services
WILKINSON, Ms Fiona	District Director Quality, Strategy and Improvement

In attendance:

PERSIANI, Ms Tracey	Board Secretariat (<i>minutes</i>)
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Apologies:

McARDLE, Dr Kylie	Chair, Gosford Medical Staff Council
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3. Conflicts of Interest

Nil declared.

4. Presentation – Deep Dive Finance and Performance Committee

Mr J. Ross presented an in-depth review of the LHD financial position and focused on the strategic priorities.

Topics discussed included early and pro-active approach for strategic procurement, simplified and usable workforce data to support frontline managers, aligned activity with financials, prioritised asset management, revenue maximisation through education, engagement and incentivisation and engaging our people by empowering and informing frontline managers and staff.

5. Patient Story

The patient story was presented by K8 staff via a video on a falls quality improvement project. The project was led by two falls champions with the objective to generate change through engagement with staff.

The staff identified strategies that they could incorporate in their clinical practice to prevent falls, particularly in the common high-risk area of bathrooms which are now being implemented. Bedside clinical handover, carefully established rosters and effective teamwork and communication have been key in resulting in a reduction in falls generally and in particular, falls with significant harm.

The Board Chair acknowledged the K8 staff for their falls initiatives and requested Ms F. Wilkinson to extend congratulations to the staff on behalf of the Board.

6. Confirmation of the Minutes

The minutes of the meeting held on the 28 March 2023 were confirmed as a true and accurate record of the meeting.

7. Business Arising from Previous Meetings as per Action Sheet.

Action Item 1: 2023-24 Annual Priorities -

An update of the finalised priorities will be provided to the Board at the next meeting on 30 May 2023.

8. CCLHD Annual Priorities 2022-23

The CCLHD Annual Priorities were discussed in agenda item 7.

8.1 Chief Executive Report

The Chief Executive Report was distributed in the Board meeting papers. The report was **noted** and taken as read. The Chief Executive discussed:

- Improvement in March/April resulting in positive feedback from the Ministry with a supportive approach.
- Continued improvement in timely access to care particularly through the emergency departments.
- Positive feedback from the Ministry of Health on the improvement for CCLHD in the last 12 months.
- Surgical Waitlist Recovery is continuing and should be close to zero within the next couple of months.
- The Chief Executive provided an update to the Board on some key changes generated from the change of Government.

8.2 Performance Report

The CCLHD Performance Report was distributed in the Board meeting papers. The report was **noted** and taken as read.

- There has been improved performance with the non-performing Hospital Acquired Complications. Delirium is close to performing. Falls and Hospital Acquired Infections require improvement across both sites.

9. Matters for Discussion

Nil.

10. Strategic Priorities

10.1 CARING FOR OUR RESOURCES:

10.1.1 CCLHD Financial Performance Report YTD.

The CCLHD Financial Performance Report was distributed with the Board meeting papers. The report was **noted** and taken as read.

10.1.2 Finance & Performance Committee Minutes

The Finance and Performance Committee minutes from the meeting held on 28 March 2023 were distributed with the Board meeting papers. **Endorsed** by the Board.

10.1.3 Finance & Performance Committee Terms of Reference

The Finance and Performance Committee Terms of Reference were distributed for endorsement. **Endorsed** by the Board.

10.1.4 Ministry of Health Board Report October to December 2022

The Ministry of Health Board Report for the period October 2022 to December 2022 was distributed with the Board meeting papers. The report was discussed and **noted**.

10.2 CARING FOR OUR PATIENTS:

10.2.1 Health Care Quality Committee Key Messages

The Health Care Quality Committee's April meeting was not held.

10.3 CARING FOR OUR STAFF:

10.3.1 People and Culture Committee – Key Messages

The People and Culture Committee meeting key messages from the meeting held on 18 April 2023 were distributed in the Board meeting papers. The Board Chair advised that Ms S. Winter has joined committee as a member and Mr R. King is the Committee Chair.

10.3.2 People and Culture Committee – Minutes

The People and Culture Committee meeting minutes from the meeting held on 21 February 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

10.3.3 Medical and Dental Appointment Advisory Committee

The Medical and Dental Appointment Advisory Committee meeting minutes and key messages from the meeting held on 6 March 2023 were distributed in the Board meeting papers. **Noted**.

10.4 CARING FOR OUR FUTURE:

10.4.1 Board Research Committee – Key Messages

The Board Research Committee meeting key messages from the meeting held on 11 April 2023 were distributed in the Board meeting papers.

10.4.2 Board Research Committee - Minutes

The Board Research Committee minutes from the meeting held on 14 February 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

10.5 CARING FOR OUR COMMUNITY:

10.5.1 Consumer and Community Advisory Committee

Nil meeting held in April 2023. The Board Chair advised Ms S. Winter has agreed to chair the committee and Mr R. King will be a member. The committee is to be established in liaison with Ms K. Downs, Director Clinical Safety, Quality and Governance.

10.6. Clinician engagement

10.6.1 CCLHD Clinical Council Minutes

Nil meeting held in April 2023.

10.6.2 Medical Staff Council

Dr M. Ingram, Medical Staff Council (MSC) Chair advised the next meeting is on 9 May 2023 with guest speaker Professor N. Goodwin, Director of Central Coast Research Institute.

11. Compliance Monitoring:

11.1 Audit and Risk Committee Minutes

The Audit and Risk Committee (ARC) meeting minutes from the meeting held on 9 March 2023 were distributed in the Board meeting papers. **Noted.**

- Incorrect approval of minutes sign off was raised - to be confirmed out of session.

11.2 Policy Directives (with specific Board responsibility)

Nil.

12. New Business

12.1 Respecting the Difference Training

The Board Chair provided information on the new Respecting the Difference eLearning module available through My Health Learning for Board members to complete.

12.2 Board Meeting Chair Tenure Renewal Due in June 2023

The Board Chair announced that his two-year tenure will expire in June 2023 and that he has applied for re-appointment.

12.3 Board Membership

Ms B. Field discussed with the Board of her decision to resign due to her many heavy commitments but has agreed to remain on the Board until a replacement has been formally appointed.

13. Meeting Close

The meeting closed at 7:41pm.

14. In Camera Session

An *In Camera* session was not held.

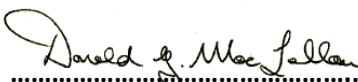
Next Meeting:

Tuesday, 30 May 2023 at 5.30pm

CERTIFIED AS A CORRECT RECORD

Prof. Donald MacLellan

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Name


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Signature

30 May 2023

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Date