

CCLHD BOARD MEETING

Date/Time: Thursday 28 February 2023 – 5:30pm

Venue: Conference Room, Conference Centre, Gosford Hospital

1. Acknowledgement to Country

The Board Chair acknowledged the Traditional Custodians of the land and paid respect to Aboriginal Elders past, present and emerging.

2. Attendance/Apologies

Board Members:

MacLELLAN, Prof. Donald	Board Chair
EBBECK, Mr Timothy	(via MS Teams - Left meeting at 7:00pm Agenda Item 8.1)
FLINT, Mr Greg	
HEALY, Mr Greg	
JENKINS, Dr Brent	
KING, Mr Robert	
LEVETT-JONES, Prof Tracy	
MUNRO, Dr Bill	

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
McARDLE, Dr Kylie	Chair, Gosford Medical Staff Council (via MS Teams)
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:

FIELD, Ms Belinda	Board Member
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The Board Chair welcomed Mr James Ross as the newly appointed District Director of Finance and Corporate Services.

3. Conflicts of Interest

The Board Chair, Professor Donald MacLellan, declared his appointment as Co-Chair on the NSW Virtual Care Monitoring and Evaluation Governance Committee.

The Chief Executive, Mr Scott McLachlan, declared his appointment on the Board of the Primary Health Network.

4. **Presentation – Annual Priorities Strategy Refresh**

Mr C. Shipway and Ms T. O'Brien attended the Board meeting to present the findings and outcome of the annual priorities strategy refresh. An overview was provided to the Board on the purpose of the refresh; the consultation process and key findings; areas to strengthen and focus on; realignment and consolidation of the current priorities and consideration of new priorities. A discussion was held and feedback was provided by the Board. The Board agreed on the revised priorities and for the final version to be tabled at the next Board meeting on 28 March 2023 for endorsement. The 2023-2024 annual priorities will commence on 1 July 2023.

Action: Final version 2023/24 Annual Priorities to be tabled at the next Board meeting on 28 March 2023 for endorsement.

5. **Patient Story**

The patient story was circulated to the Board following the meeting.

6. **Confirmation of the Minutes**

The minutes of the meeting held on the 6 December 2022 were confirmed as a true and accurate record of the meeting.

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

Action Item 1: Surgery Action Plan – progress is captured in monthly reporting. **Close off.**

Action Item 2: Workers Compensation Data Accuracy – reporting has now been delayed by a month to ensure data accuracy. **Close off.**

Action Item 3: HAC Patient Story – allocated to Health Care Quality Committee to follow up. **Close off.**

Action Item 4: Board reporting – processes initiated to refine reporting. **Close off.**

8. **CCLHD Annual Priorities 2022-23**

The CCLHD Annual Priorities 2022-23 were discussed in the Annual Priorities Strategy Refresh presentation at the commencement of the meeting.

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:

- The revised format of the Chief Executive report to reflect and align to the annual priorities.
- The recent Ministry of Health (MoH) quarterly performance meeting was positive noting in particular the continued performance improvement.
- An update was provided on the emergency departments and acute service demands and performance.
- The surgical waitlist recovery is still a priority with the aim to recover by April 2023. The dental waitlist recovery has received some additional funding.
- The community based services are delivering increased and new services in the community setting which are significant in supporting and providing care to our community.
- COVID continues to decline with the transition of the COVID response into routine business.

8.2 **Performance Report**

The CCLHD Performance Report was distributed in the Board meeting papers. The report was **noted** and taken as read. Ms F. Wilkinson discussed:

- There has been good improvement across the Aboriginal Health key performance indicators.
- The strong focus on Hospital Acquired Complications and the continual learning cycle in improvement and outcomes.

9. Matters for Discussion

9.1 People and Culture Board Sub-committee

The Board Chair reported the appointment of Mr R. King, Board Member as the newly appointed Chair of the People and Culture Board Sub-committee. **Endorsed** by the Board.

10. Strategic Priorities

10.1 CARING FOR OUR RESOURCES:

10.1.1 Finance and Performance Committee Key Messages

The Finance and Performance Committee key messages are covered within the CCLHD Financial Performance Report.

10.1.2 Finance & Performance Committee Minutes

The Finance and Performance Committee minutes from the meeting held on 28 November 2022 were distributed in the Board Papers. **Endorsed** by the Board.

10.1.3 CCLHD Financial Performance Report YTD.

The CCLHD Financial Performance Report was circulated with the meeting papers. The report was **noted** and taken as read. Mr G. Healy and Mr J. Ross discussed:

- The MoH has returned to traditional financial reporting arrangements with no distinction now between COVID and Business as Usual.
- The District financial position for YTD January 2023.

10.1.4 Organisational Sustainability Program Report.

The Organisational Sustainability Program (OSP) Report was distributed in the Board papers. The report was **noted** and taken as read.

10.1.5 Ministry of Health CCLHD Board Report

The Ministry of Health CCLHD Quarterly Board Report for the period July to September 2022 was distributed in the Board papers. The report was **noted** and taken as read. The Board Chair discussed:

- The report outlines the performance of the District against selected key performance indicators against the state. The data within the District reports aligns accurately with the MoH data.

10.2 CARING FOR OUR PATIENTS:

10.2.1 Health Care Quality Committee Key Messages

The Health Care Quality Committee key messages from the meeting held on 13 February 2023 and 12 December 2022 were distributed in the Board Papers. **Noted.**

Professor T. Levett-Jones discussed:

- The Committee is focusing on the organisational quality and safety priorities and alignment to the Board reporting principles.
- The transition to short notice accreditation assessments from July 2023 as part of the Australian Health Service Safety and Quality Accreditation Scheme.

10.2.2 Health Care Quality Committee Minutes

The Health Care Quality Committee minutes from the meeting held on 12 December 2022 and 14 November 2022 were distributed in the Board Papers. **Endorsed** by the Board.

10.3 CARING FOR OUR STAFF:

10.3.1 People and Culture Committee Key Messages

The People and Culture Committee key messages from the meeting held on 21 February 2023 were distributed in the Board Papers. **Noted.**

10.3.2 People and Culture Committee Minutes

The People and Culture Committee minutes from the meeting held on 22 November 2022 were distributed in the Board Papers. **Endorsed** by the Board.

10.3.3 Medical and Dental Appointment Advisory Committee

The Medical and Dental Appointment Advisory Committee meeting was not held in February 2023. Mr G. Flint discussed:

- Dr C. Kukard has been appointed as the Cancer Services Clinical Director.
- Five Visiting Medical Officer pain management appointments have been endorsed.

10.4 CARING FOR OUR FUTURE:

10.4.1 Board Research Committee Key Messages

The Board Research Committee key messages from the meeting held on 14 February 2023 were distributed in the Board Papers. **Noted.**

Dr B. Jenkins discussed:

- The progress review of the annual implementation plan and new annual priorities.
- Aligning clinical trials with strategic focus.

10.5.2 Board Research Committee Minutes

The Board Research Committee minutes from the meeting held on 13 December 2022 were distributed in the Board Papers. **Endorsed** by the Board.

10.3 CARING FOR OUR COMMUNITY:

10.3.1 Consumer and Community Advisory Committee

The Consumer and Community Advisory Committee is currently not meeting.

10.6. Clinician engagement

10.6.1 CCLHD Clinical Council Minutes

The CCLHD Clinical Council minutes from the meeting held on 8 December 2022 were distributed in the Board Papers. **Endorsed** by the Board.

10.6.3 Medical Staff Council

Dr K. McArdle and Dr M. Ingram, Medical Staff Council (MSC) Chairs discussed:

- The combined MSC meeting was held off site on 7 February 2023. The MSC Chairs received positive feedback on the meeting which was very successful. The meeting was very well attended by senior clinicians which was acknowledged by the MSC Chairs. The Australian Medical Association President and the two local Federal members also attended.
- The MSC Chairs thanked the Board and Executive members that attended.

11. Compliance Monitoring:

11.1 Audit and Risk Committee

There was no Audit and Risk Committee (ARC) meeting held in February 2023.

The Board Chair reported that Mr Robert Lagaida has been appointed as the new member on the ARC and will commence at the ARC meeting to be held in March 2023.

11.2 Policy Directives (with specific Board responsibility)

Nil tabled.

12. New business

12.1 Executive Leadership Rounding Schedule 2023

The Board Chair acknowledged the Board members for their support and attendance at the Executive Leadership Rounding sessions scheduled for 2023 and requested additional support for the vacant sessions.

13. Meeting Close

The meeting closed at 7:45pm.

14. In Camera Session

An *In Camera* session was held following the Board meeting.

15. Appendices

The following documents were distributed as appendices in the Board papers. **Noted.**

- Performance Report January 2023
- Financial Performance Report January 2023
- Organisational Sustainability Program Report February 2023
- Ministry of Health – CCLHD Board Report July to September 2023

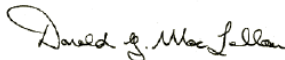
Next Meeting:

Thursday, 28 March 2023 at 5.30pm.

CERTIFIED AS A CORRECT RECORD

Professor Donald G. MacLellan

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Name



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Signature

28 March 2023

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Date