

CCLHD BOARD MEETING

Date/Time: Thursday 4 August 2022 – 5:30pm

Venue: Conference Room, Education Centre, Wyong Hospital

1. Acknowledgement to Country

The 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 (Chair)

EBBECK, Mr Timothy (via MS Teams)

EDDY, Ms Jennifer (via MS Teams)

FLINT, Mr Greg

HEALY, Mr Greg

JENKINS, Dr Brent

KING, Mr Robert (via MS Teams)

LEVETT-JONES, Prof Tracy (via MS Teams)

MUNRO, Dr Bill

Ex Officio:

McLACHLAN, Mr Scott Chief Executive

Invitees:

CARR, Mr Steven District Director Asset Management, Finance and Procurement

INGRAM, Dr Matthew Chair, Wyong Medical Staff Council

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

MARTIN, Ms Jenny Acting District Director, Community Wellbeing and Allied Health

PEARSON, Mr Ron Acting Executive Director, Acute Care Services

WILKINSON, Ms Fiona District Director Quality, Strategy and Improvement

In attendance:

SIGL, Ms Brigitte Co-Chair Consumer and Community Advisory Committee

PERSIANI, Ms Tracey Board Secretariat (*minutes*)

Apologies:

FIELD, Ms Belinda

3. Conflicts of Interest

Nil declared.

4. Presentation

Mr Steve Ella, Manager Aboriginal Health Services presented an update to the Board on the Aboriginal Health Service including recruitment activity, service improvements, areas of focus for the next 12 months and a new Aboriginal Cultural Engagement Self-Assessment tool. A key focus for the service is a Cultural Redesign project to develop a coordinated strategy for closing the gap through increased Aboriginal participation in decision making processes and delivery of culturally respectful services.

5. Patient Story

The patient story presented was an acknowledgement letter from a patient expressing their gratitude for the positive patient centred care that was received from discharge through to their continued treatment at home provided by the Acute Post-Acute team and recognition of this wonderful service.

6. Confirmation of the Minutes

The minutes of the meeting held on the 7 July 2022 were confirmed as a true and accurate record of the meeting.

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

Progress on the out of session action items was noted.

Action Item 1: Refer agenda item 8 Chief Executive report.

Action Item 5: Timeline amended to report at the November Board meeting.

8. Chief Executive

The Chief Executive Report was distributed in the Board meeting papers. **Noted.**

The Chief Executive highlighted:

- New service development, design and opportunities in the community and ambulatory services with the Hospital in the Home model and a proposed Frail Aged Support Model.
- Emergency Departments, community, ambulatory services and workforce are experiencing continued pressures and challenges.
- A Parliament inquiry has been established on the impact of ambulance ramping and access block on the operation of hospital emergency departments in New South Wales.
- The District Director of Workforce and Culture has resigned from the role with a recruitment process and interim solutions initiated.
- The 2022/23 Service Agreement between the Ministry of Health (MoH) and Central Coast Local Health District has been executed. Additional enhancements for a Frail Aged Model and Organisational Improvement Strategy has been submitted to MoH. Enhancement has been confirmed to expand the staff injury & rehabilitation support team.

8.1 CCLHD Performance Report

The CCLHD Performance Report for June 2022 was distributed in the Board papers. **Noted.**

- Strategies to complete annual staff performance reviews have been identified and opportunities for well-being, peer support and mentoring programs.

9. Matters for Endorsement

9.1 Corporate Governance Attestation Statement 2021-22

The Corporate Governance Attestation Statement 2021-22 was distributed in the Board papers for endorsement by the Board. **Endorsed.**

- The statement sets out the main corporate governance practices in operation within the District for the 2021-22 financial year.

10. Strategic Priorities

The CCLHD Annual Priorities 2022-23 were distributed in the Board papers. **Noted.**

The annual priorities will be monitored on a monthly basis by the Board and Board Sub-committees.

Action: A progress update on the annual priorities will be presented to the Board at the November meeting.

10.4 CARING FOR OUR STAFF:

10.1.1 People and Culture Committee Key Messages

The People and Culture Committee key messages from the meeting held on 26 July 2022 were distributed in the Board papers. **Noted.**

Key matters highlighted:

- The challenges and opportunities for staffing within the Nursing and Midwifery, Medical and Allied Health professions.
- The importance of branding and finding a point of difference to attract candidates and become an employer of choice.

10.1.2 People and Culture Committee Minutes

The People and Culture Committee minutes from the meeting held on 28 June 2022 were distributed in the Board papers. **Endorsed.**

10.1.3 Work Health & Safety and Workers Compensation Report

The Work Health & Safety (WHS) and Workers Compensation briefing note was distributed in the Board papers. **Noted.**

- The report provided an overview of WHS performance, workers compensation performance and strategies developed to address areas of concern.

10.1.4 Caring for the Coast Culture Strategy 2018-23 Progress Report and Final Roadmap Update

The Caring for the Coast Culture Strategy Progress Report briefing note was distributed in the Board papers. **Noted.**

- A three year roadmap was developed to deliver on the strategy with four improvement domains identified – safety and quality accountability; culture; learning systems and engaging patients and carers. The final roadmap report was provided to the Board.
- The outstanding actions identified in the roadmap have been transferred to the annual key priorities or relevant committees.

10.4.5 Medical and Dental Appointment Advisory Committee Key Messages and Minutes

The Medical and Dental Appointment Advisory Committee key messages and minutes from the meeting held on 6 June 2022 were distributed in the Board papers. **Endorsed.**

10.2 CARING FOR OUR RESOURCES:

10.2.1 Finance and Performance Committee Key Messages

The Finance and Performance Committee key messages from the meeting held on 25 July 2022 were distributed in the Board papers. **Noted.**

10.2.2 Finance & Performance Committee Minutes

The Finance and Performance Committee minutes from the meeting held on 27 June 2022 were distributed in the Board papers. **Endorsed.**

10.2.3 CCLHD Financial and Activity Report YTD.

The CCLHD Finance Report for June 2022 was distributed in the Board papers. **Noted.**

Key matters highlighted:

- The District full year 2021-22 expenditure was favourable to budget.
- NSW Health has commenced a statewide tender for planned surgery involving private operators.
- The Board agreed to streamline the financial information distributed in the meeting papers and limit to the provision of the briefing note. Quarterly financial results will be provided to the Board as part of the deep dive initiative.

10.2.4 Organisational Sustainability Program Report.

The Organisational Sustainability Program (OSP) Report for June 2022 was distributed in the Board papers. **Noted.**

- The Board acknowledged the great result achieved through the program which was the largest target set across any NSW Health District.

10.2.5 Ministry of Health Quarterly Board Report January to March 2022

The Ministry of Health quarterly Board report for January to March 2022 was distributed in the Board papers. **Noted.**

10.3 CARING FOR OUR PATIENTS:

10.3.1 Health Care Quality Committee Key Messages

The Health Care Quality Committee key messages from the meeting held on 18 July 2022 were distributed in the Board papers. **Noted.**

Key matters highlighted:

- The presentation to the Clinical Council on the Rapid Response dashboard developed by the Intensive Care Unit (ICU) has been recognised by the Clinical Excellence Commission (CEC) to develop for state rollout.

10.3.2 Health Care Quality Committee Terms of Reference

The Health Care Quality Committee terms of reference were distributed in the Board papers. **Endorsed.**

10.3.3 Health Care Quality Committee Minutes

The Health Care Quality Committee minutes from the meeting held on 20 June 2022 were distributed in the Board papers. **Endorsed.**

10.4 CARING FOR OUR COMMUNITY:

10.4.1 Consumer and Community Advisory Committee Key messages

The Consumer and Community Engagement Committee key messages from the meeting held on 12 July 2022 were distributed in the Board papers. **Noted.**

10.4.2 Consumer and Community Advisory Committee Annual Report 2021/22

The Consumer and Community Advisory Committee (CCAC) Annual Report 2021/22 outlines the committee key activities, highlights and achievements for the 2021-22 financial year. **Noted.**

Ms Brigitte Sigl/Mr Rob King, Co-Chairs CCAC spoke to the report with the following key matters highlighted:

- Review of the Consumer Engagement Strategy, Caring for the Community Plan 2021-31, virtual hub and patient experience activities
- Participation of consumers in over 30 District Committee reviews
- Implementation of the 'virtual cuppa sessions' and 'get to know a consumer'
- The challenge is to grow and elevate CCLHD and improve consumer engagement

10.4.3 Consumer and Community Advisory Committee Minutes

The Consumer and Community Advisory Committee meeting minutes from the meeting held on 14 June 2022 were distributed in the Board papers. **Endorsed.**

10.5 CARING FOR OUR FUTURE:

10.5.1 Board Research Committee

There was no Board Research Committee meeting held in July 2022.

Dr Brent Jenkins, Board member was appointed as the new Board Research Committee Chair at the Board in camera meeting held on 7 July 2022.

10.6. Clinician engagement

10.6.1 CCLHD Clinical Council Minutes

The CCLHD Clinical Council minutes from the meeting held on 14 July 2022 were distributed in the Board papers. **Endorsed.**

Key matters highlighted:

- Strategies have been identified for the Antimicrobial Stewardship (AMS) Program to action the recommendations from the 2021 organisational wide assessment to comply with clinical care standard and therapeutic guidelines.

10.6.2 Medical Staff Council (MSC)

Dr. K McArdle reflected on and acknowledged the continued clinician fatigue as an organisational risk and welcomed the Board and Executive Leadership team ideas to support staff.

- The next Gosford Medical Staff Council meeting will be held on 30 August 2022. The theme will be partnering with community health services with Dr Elly Warren presenting. Dr. S Forty will present on Hospital in the Home (HiTH) to support engagement and initiatives.

Dr. M Ingram reported on the recent Wyong Medical Staff Council meeting which was well attended and a presentation by Dr Elly Warren regarding the general practitioner status on the Central Coast, engagement and solutions for challenges. The Geriatric team has been involved in the Frail Aged Care model and HiTH implementation.

- Dr Ingram was re-elected at the meeting as the Wyong Medical Staff Council Chair. The Board congratulated Dr Ingram.

11. Compliance Monitoring:

11.1 Audit and Risk Management Committee Minutes

The Audit and Risk Management Committee minutes from the meeting held on 16 June 2022 were distributed in the Board papers. **Endorsed.**

- Mr David Roden has completed his term of office as a committee member. Mr Stephen Horne has been appointed as the new committee member.

11.2 Audit and Risk Management Committee Terms of Reference

The Audit and Risk Management Committee terms of reference were distributed in the Board papers. **Endorsed.**

11.3 Policy Directives (with specific Board responsibility)

The Policy Directive PD2022_023 Enterprise-wide Risk Management was distributed in the Board papers. **Noted.**

12. New business

12.1 Board Sub-committee Deep Dives

The last Board in camera meeting recommended the introduction of "deep dives" into the main focus of each Board Sub-committee and will commence at the September Board meeting.

13. Meeting Close

The meeting closed at 8:00pm.

Next Meeting:

Thursday, 1 September 2022 at 5.30pm.

CERTIFIED AS A CORRECT RECORD

Greg Healy

Name



Signature

1/9/2022

Date

