

CCLHD BOARD MEETING

Date/Time: Tuesday 29 August 2023 – 5:30pm

Venue: Conference Room, Conference Centre, Gosford Hospital

1. Acknowledgement to Country

Professor Donald MacLellan provided the Acknowledgement to Country and paid respect to Aboriginal Elders past and present.

2. Attendance/Apologies

Board Members:

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

Ex Officio:

McLACHLAN, Mr Scott	Chief Executive
---------------------	-----------------

Invitees:

CONSTABLE, Ms Jude	Executive Director Acute Care Services
CRUICKSHANK, Mr Adam	District Director Community Wellbeing and Allied Health
ROSS, Mr James	District Director Finance and Corporate Services
WILKINSON, Ms Fiona	District Director Quality, Strategy and Improvement (via MS Teams)
KESTEL, Ms Bonnie	District Director Workforce and Culture

In attendance:

LAING, Ms Corinne	Board Secretariat (<i>minutes</i>)
-------------------	--------------------------------------

Apologies:

FIELD, Ms Belinda	Board Member
FLINT, Mr Greg	Board Member
INGRAM, Dr Matthew	Chair, Wyong Medical Staff Council
KING, Mr Robert	Board Member

3. Conflicts of Interest – Nil.

4. Presentations – People and Culture Deep Dive

Ms B. Kestel presented an in-depth review of the People and Culture Directorate with a focus past, current and future function:

- Strategic Alignment – Our vision, values, strategic outcomes and key objectives.
- Strategic Goals - NSW Health Workforce Plan, NSW Health and CCLHD Service Agreement, CCLHD Strategic and Annual Priorities, Future Health Strategy Framework, supporting and engaging our staff.

- Evolution of the People and Culture function and principles for future design and thinking.
- Shift in focus for Human Resources (HR) – Transition from Generalist HR Practitioners to People and Culture Strategic Business Partners.
- Insight into Leadership, Culture, Capability, People Experience, Workforce insights and planning.

5. Patient Story

The patient story was introduced by Ms F. Wilkinson and presented via a voice recording about the experience of a 39-year-old indigenous man admitted to Woy Woy Hospital Geriatric Rehabilitation Unit (WWGRU) following neurosurgery for a stroke. Due to the severity of the stroke, the gentleman was an inpatient in WWGRU for 5 months where he underwent intensive rehabilitation. The story followed the patient's journey in hospital and transition to gaining independence.

The patient expressed that the understanding, encouragement, and support from staff to assist him in setting goals and celebrating wins kept him going through very difficult times. Assistance was also provided with navigating the NDIS process and support with planning for his return home. The patient and his family expressed their gratitude to the staff for the opportunity to receive the care and become well enough to return home.

6. Confirmation of the Minutes

The minutes of the meeting held on the 25 July 2023 were confirmed as a true and accurate record of the meeting.

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

The Board Chair noted the following actions for submission to future meetings:

Action item 1: The Foundation Business Case is in the next stage of development and will be presented to the Board at the meeting on 25 September 2023.

Action item 2: Update to be presented to the Board in the form of an evaluation 100 days following commencement of the service - 28 November 2023.

Action item 3: Updated plan implementation will be presented to the Board at the meeting on 31 October 2023.

8 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:

- Patient Experience – The feedback received across the emergency departments, in-patient and acute services from patients have improved by up to 10% reflecting some positive improvement.
- Leadership Forum (August 2023) - 90 senior leaders attended the valuable event which was well received.
- Winter Period – Expected challenges experienced including patient care volumes and timeliness of care.
- Path to Excellence – Focus for the next 3 months on Emergency Departments and Maternity Services.

8.1 Performance Report

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

Ms F. Wilkinson highlighted the following areas of improvement:

- Narrowing variance across safety and quality indicators.
- Improvement has continued in quality of care and hospital acquired complications (HAC's).

8.2 Letter to Board Chair and CCLHD Quarterly Board Reports – January – March 2023

The Letter to Board Chair and CCLHD Quarterly Board Reports was distributed in the Board meeting papers. The reports were **noted** and taken as read.

9. Matters for Discussion/Endorsement

9.1 Briefing Note – Corporate Governance Attestation Statement – The Briefing Note and Corporate Governance Attestation Statement was noted and taken as read. **Endorsed** by the Board.

9.2 Briefing Note – Board Audit and Risk Committee Terms of Reference – The Board Audit and Risk Committee Terms of Reference were noted and taken as read. **Endorsed** by the Board.

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 24 July 2023 were distributed with the Board meeting papers. **Endorsed** by the Board.

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 14 August 2023 were distributed in the Board Papers. **Noted** by the Board.

Prof. T. Levett-Jones discussed:

- Colonoscopy Procedure/Credentialing for each Practitioner – An enhanced process has been established by the District Director of Medical Services to ensure that all specialists who perform colonoscopies are certified and that there is an alert/reminder system in place to ensure that staff are aware of expiry dates and prevented from performing procedures until certified renewal is received.
- Consumer Feedback – Complaint numbers have significantly decreased. The number of compliments has increased. The Consumer Experience Team continue to deliver education sessions on point of care service recovery and improving patient experience.
- Health Round Table Report Feedback – Positive progress and required improvements identified.

10.2.2 Health Care Quality Committee – Minutes

The Health Care Quality Committee minutes from the meeting held on 10 July 2023 were distributed in the Board Papers. **Endorsed** by the Board.

10.3 CARING FOR OUR STAFF:

10.3.1 People and Culture Committee – Minutes

The People and Culture Committee minutes from the meeting held on 20 June 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

10.3.2 Medical and Dental Appointment Advisory Committee - Key Messages

The Medical and Dental Appointment Advisory Committee key messages from the meeting held on 3 July 2023 were distributed in the Board meeting papers. **Noted.**

10.3.3 Medical and Dental Appointment Advisory Committee - Minutes

The Medical and Dental Appointment Advisory Committee minutes from the meeting held on 3 July 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

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 8 August 2023 were distributed in the Board meeting papers. **Noted.**

Dr Brent Jenkins discussed:

- Clinical Trials - The District is continuing to focus on improving the financial health of its clinical trials units. The implementation of the new Clinical Trials Management System (CTMS) is showing positive benefits.
- Caring for the Future Research Grants – A new round of grants will be offered to CCLHD staff.
- The Research Committee will present a Deep Dive at the September Board meeting.

10.4.2 Board Research Committee - Minutes

The Board Research Committee minutes from the meeting held on 13 June 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

10.5 CARING FOR OUR COMMUNITY:

10.5.1 Consumer and Community Committee

Nil meeting August 2023.

10.6. Clinician engagement

10.6.1 Medical Staff Council Report

Dr K. McArdle has withdrawn as Medical Staff Council (MSC) Gosford Chair.

Dr M. Ingram, Medical Staff Council (MSC) Wyong Chair has taken on the additional role of MSC Chair Gosford.

10.6.2 CCLHD Clinical Council Minutes

Nil meeting August 2023.

11. Compliance Monitoring:

11.1 Audit and Risk Committee - Minutes

The Audit and Risk Committee minutes from the meeting held on 13 July 2023 were distributed in the Board Papers. **Noted** by the Board.

11.2 Policy Directives (with specific Board responsibility) - Nil.

12. New Business – Nil.

13. Meeting Close

The meeting closed at 7:50pm.

14. In Camera Session

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

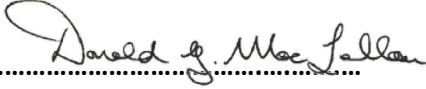
Next Meeting:

Tuesday, 26 September 2023 at 5.30pm

CERTIFIED AS A CORRECT RECORD

Prof. Donald MacLellan

Name



Signature

26 September 2023

Date