

## CCLHD BOARD MEETING

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

Venue: Conference Room, Education Centre, Wyong Hospital

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### 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	
FLINT, Mr Greg	
HEALY, Mr Greg	
KING, Mr Robert	
MUNRO, Dr Bill	
WINTER, Ms Sarah	
LEVETT-JONES, Prof Tracy	via MS Teams

#### Ex Officio:

McLACHLAN, Mr Scott	Chief Executive
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#### Invitees:

CONSTABLE, Ms Jude	Executive Director Acute Care Services
KAJONS, Ms Nicole	A/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 (5:50pm)
ROSS, Mr James	District Director Finance and Corporate Services
WILKINSON, Ms Fiona	District Director Quality, Strategy and Improvement
SCANLON, Ms Kym	Manager, Health Planning
SMITRAN, Ms Maya	Director, Healthcare Improvement
WOOD, Ms Elizabeth	Consultant, KPMG via MS Teams
DOWNS, Ms Kylie	Director Clinical Safety, Quality and Governance via MS Teams

#### In attendance:

LAING, Ms Corinne	A/Board Secretariat ( <i>minutes</i> )
PERSIANI, Ms Tracey	A/Manager Corporate Governance and Risk

#### Apologies:

JENKINS, Dr Brent	Board Member
CRUICKSHANK, Mr Adam	District Director Community Wellbeing and Allied Health

### 3. Conflicts of Interest

Nil declared.

#### 4. **Presentation – Clinical Services Plan 2023-2028**

Ms E. Wood and Ms K. Scanlon presented an overview of Part 1 of the Clinical Services Plan for the Central Coast Local Health District (the District) and its key components. A summary of key population, environmental and activity drivers was provided in a high-level overview of data and information collected to understand the needs, current service delivery and future forecast demand on the District. The six components of the Clinical Services Plan include context to the Central Coast population, strategic response for future service provision, data analysis, future forecasts, and key insights to support the next phase of the clinical services planning - Part 2.

The increasing demand for services with an aging population, population growth as well as the health care services available and accessible to various communities was presented. The complexity of the population has increased demand on key services, driving the opportunity to consider how care is delivered. Five areas of focus for consideration include Emergency, Acute Medical and Surgery, Sub and Non-Acute, Mental Health and Women and Children's Health. Significant work has been undertaken to understand the population needs, demographic profile and service. The Board discussed the data presented in relation to the changing metrics over the past three years and impact on future service delivery.

Part 2 of the Clinical Services Plan will be completed by July 2023 and presented to the Board.

#### **Presentation – Consumer and Community Engagement**

Ms K. Downs presented a comprehensive review of the Consumer and Community Engagement process across the District and how we are partnering with our community and consumers to provide exceptional healthcare. As part of accreditation the District is required to meet the requirements of National Standard 2 - Partnering with Consumers. The key intention of Standard 2 is to assist leaders to create a health service that is responsive to patient, carer and consumer input and needs and to improve the safety and quality of care.

The presentation outlined the specific clinical governance and quality systems in place to support partnering with consumers. Key areas of focus include clinical governance and quality systems to support partnering with consumers, partnering with consumers in their own care, health literacy and partnering with consumers in organisational design and governance. Current evidence, improvements and opportunities for these topics were discussed.

#### **Terms of Reference – Consumer and Community Committee**

The Board discussed the purpose and frequency of meetings as well as the consumer to executive ratio of members and committee title. Mr R. King, Ms S. Winter and Ms K. Downs to review the feedback and resubmit the Terms of Reference for Board out of session endorsement.

#### 5. **Patient Story**

Held over.

#### 6. **Confirmation of the Minutes**

The minutes of the meeting held on the 2 May 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 -**

The finalised priorities will be discussed in agenda item 9.1.

## 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:

- Approval has been received for an Urgent Care Centre development at the Long Jetty Healthcare Centre. Modification of the main part of the old building has commenced along with service realignment and planning. The works are expected for completion by late November or early December 2023.
- Mr John Swiatczak-Steele has commenced as General Manager for Gosford and Woy Woy Hospitals.

### 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 reported the quarterly performance meeting with the Ministry of Health will be held 31 May 2023 to review the quarter to the end of March 2023.

## 9. Matters for Discussion

### 9.1 CCLHD Annual Priorities 2022-23

The report was **noted** and taken as read. **Endorsed** by the Board.

- Ms F. Wilkinson noted an outcomes column has been added to the annual priorities following feedback from staff to provide clearer understanding and translation when cascaded down the tiers of the organisation.

### 9.2 Foundation Business Case

The report was **noted** and taken as read.

- The Chief Executive outlined the fundraising philanthropy focus, capability and resourcing development and opportunity.

The Board discussed and approved the foundation approach in principle, noting structure, design and resourcing will be analysed in the next steps.

## 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 April 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's Key Messages from the meeting held 8 May 2023 were tabled.

#### 10.2.2 Health Care Quality Committee Minutes

The Health Care Quality Committee's minutes from the meeting held 13 March 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

### 10.3 CARING FOR OUR STAFF:

### **10.3.1 People and Culture Committee**

Nil meeting held in May 2023.

### **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 April 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 April 2023 were distributed in the Board meeting papers. **Endorsed by the Board.**

## **10.4 CARING FOR OUR FUTURE:**

### **10.4.1 Board Research Committee**

Nil meeting held in May 2023.

## **10.5 CARING FOR OUR COMMUNITY:**

### **10.5.1 Consumer and Community Advisory Committee**

Nil meeting held in May 2023.

## **10.6. Clinician engagement**

### **10.6.1 CCLHD Clinical Council Minutes**

The Clinical Council meeting minutes from the meeting held on 9 March 2023 were distributed in the Board meeting papers. **Noted.**

### **10.6.2 Medical Staff Council**

Dr K. McArdle, Medical Staff Council (MSC) Gosford Chair advised no specific issues require escalation to the Board.

Mr M. Ingram, Medical Staff Council (MSC) Wyong Chair advised the next meeting will be held August 2023.

## **11. Compliance Monitoring:**

### **11.1 Policy Directives (with specific Board responsibility)**

Nil.

### **11.2 Audit and Risk Committee Minutes**

Nil meeting held in May 2023.

## **12. New Business**

### **12.1 Board Chair – Meeting 27 June 2023**

- The Board Chair advised that Mr R. King has agreed to Chair the next Board meeting on 27 June 2023.
- The Board Chair advised that Dr. Palmqvist will attend the June Board meeting to provide an update on the HiTH Service.

### **Board Review December 2022 - Findings and Progress Update**

The Board Chair raised that the last Board Review generated suggestions of how the Board Committee and Sub-Committees should function and prioritise. The Chair has prepared a presentation on how most of the recommendations have now been completed that will be presented at next opportunity. One of the recommendations identified was Board member education. The Board Chair encouraged members to share any articles or information with the Board that may be of interest.

**Meeting Close**

The meeting closed at 8:00pm.

**13. In Camera Session**

An *In Camera* session was not held.

**Next Meeting:**

Tuesday, 27 June 2023 at 5.30pm

**CERTIFIED AS A CORRECT RECORD**

Robert King

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**Name**



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**Signature**

30 June 2023

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**Date**