

Sydney Local Health District

Meeting One Hundred and Fifty One of the Board

Date: Monday 16 September 2024
Time: 9.00am
Venue: Teams / SLHD Boardroom
Chair: Adj/Professor Karen Crawshaw PSM

1. Acknowledgement of Country

The Chair acknowledged the traditional owners of the land.

2. Welcome / Present / Apologies

The Chair welcomed members and guests, in particular, the new Chief Executive, Deb Willcox to meeting one hundred and fifty one of the Sydney Local Health District (SLHD) Board. Ms Willcox provided a brief background on her experience and feels privileged to work here.

Present

Adj/Professor Karen Crawshaw PSM, Chair
Ms Deb Willcox AM, Chief Executive
Mr Richard Acheson, Member
Dr Paul Hosie, Member
Mr Raymond Dib, Member
Mr Rob Furolo, Member
Ms LaVerne Belleair, Member
Dr Mary Haines, Member
Ms Kerry-Anne Hartman, Member
The Hon. Carmel Tebbutt, Member

Apologies

Mr John McGee, Member
Ms Ronwyn North, Member

In attendance

Dr Genevieve Wallace, Executive Director of Operations, SLHD
Dr Alicja Smiech, Chair, Medical Staff Executive Council
Mr Puneet Datta, A/Executive Director of Finance, SLHD
Mr Joseph Jewitt, A/Chief of Staff, SLHD
Ms Nerida Bransby, Secretariat
Ms Gina Finocchiaro, Executive Director, Workforce and Corporate Services (9.00am -9.30am)
Ms Alex Wagstaff, Executive Director, Digital Health and Innovations (9.00am -10.30am)
Mr David Norwood, Director, Cloud, Infrastructure and Cyber Security (9.00am – 10.30am)

3. Declaration / Removal of conflicts of interest

The Chair advised to declare / remove any conflicts of interest at this meeting.

There were no additional new conflicts of interest to declare or to be added/removed in the Register at this meeting.

4. Presentation:

1. Workplace Culture and Safety Action Plan in SLHD

Ms Gina Finocchiaro presented on the Workplace Culture and Safety Action Plan in SLHD including:

- Headline Results for key topics
- PMES Results for key topics
- The PMES action planning process
- Action Planning
- Outline and timeframe
- Step 1 – receive and review results
- Step 2 - Communicate results
- Step 3 - Develop action plan
- Step 4 - Implement
- Step 5 – Evaluate and update progress
- Workplace Culture and Safety action Plan

Following the presentation, the Board discussed:

- The PMES 2024 closed last week. Results should be available in one month.
- Action plans are developed for seventeen services.
- All plans are placed on the intranet and updated quarterly.
- GMs establish PMES Committees.
- The plans are discussed at the PMES facility working groups and the PFCC Workforce Committee monitor and progress actions.
- There are no internal surveys conducted for staff except for external surveys for medical officers.
- Consider measuring opened emails and where stoppage starts to drop off.
- Consider looking at the last 4 - 5 years of surveys and compare lowest favourable scores.

The Chair thanked Ms Finocchiaro, for the presentation and for attending the meeting.

2. Cyber Critical Infrastructure Management Plan and Approach

The team presented on the Cyber Critical Infrastructure Risk Management Plan (CIRMP) and approach including:

Ms Wagstaff commenced by providing an update on the migration of the EMR that occurred last Thursday lasting fourteen hours. This migration went very smoothly and there were no areas of concern.

- Overview
- Security of Critical Infrastructure Act 2018 (SOCI Act)
- SOCI Act Obligations
- Purpose
- Hazard Identification
- CIRMP Framework
- SLHD CIRMP Approach
- Submission
- Review and Approval
- Questions

Following the presentation, the Board discussed:

- There is no prescribed method for the format.
- Sits under the responsibility of the Department of Home Affairs.
- Next major meeting is in November 2024.
- Responsible entities include RPA and Concord Hospitals.
- The plan is for the SLHD and there is a need to clarify the responsibilities of e-Health.
- Needs to be presented to the Audit and Risk Committee next year.
- The SLHD Disaster Committee has been involved.
- There is a need to involve all senior players for the supply chain and security component.

The Chair thanked Ms Wagstaff and Mr Norwood for the presentation and for attending the meeting.

5 Confirmation of previous minutes

5.1 Minutes of the previous meeting

The minutes of the meeting held 19 August 2024 and the special meeting held on 27 August 2024 were not approved and needed some minor amendments.

The Chair will sign the minutes following the amendments.

6. Matters arising from the previous minutes

6.1 Action sheet

The Board received, read and noted the items on the action sheet. The Board discussed the presentations on the action sheet and agreed that the Special Purpose and Trust Funds should be presented at the October meeting followed by Mental Health Services at the November 2024 meeting. Regular updates on Mental Health can be included in the Chief Executive's monthly report.

Minutes

7 Patient Story

The Board received, read and noted the de-identified patient who proceeded to organ donation at RPA Hospital. The support and kindness offered by the staff was acknowledged.

8. Chair's Report

The Board Chair provided a verbal report including:

- The session hosted by the MoH for Board Chairs included:
 - A presentation by the Chief Financial Officer on the overall state budget.
 - Discussion concerning the Rural Health Report.
 - New Aboriginal Health Plan. The link to this plan is to be circulated to the Board.
 - Performance during winter.
- A meeting was held with the Chairs and the CEs of the SLHD and the Centenary Institute to clarify a co-ordinated approach for the management of staff including, sharing of information and workforce policies. Former Chief Executive agreed to share a model of a contract used by WSLHD.
- A meeting with MoH Director, Corporate Governance and Risk Management reiterated the Board member numbers will be reduced down to around eight.
- Reminder to members that the Training Report needs to be completed and sent in. The MoH is looking at a new training program for Board Members.

9. Standing Items

9.1 Chief Executive

The Board received, read and noted this report, in particular:

- Budget estimates were held last week. There were no contentious issues raised.
- The progress for the planning of the roll-out of the SDPR is moving quickly. This will enable clinicians to view records from anywhere in the state.
- SCOI - There is a timetable for round table sessions to be held. Ms Willcox to consider the facility in the SLHD that could host this.
- The Chief Executive will visit the facilities on a regular basis.

9.2 Finance

The Board received, read and noted this report in particular,

- FTE is 186 less than last year.
- Recruitment is being reviewed prior to approval.
- The affordable FTE target does not include FTEs related to budgets received for specific initiatives including safe staffing levels.
- Overtime and agency use is reviewed regularly.
- Revenue is \$2.9M unfavourable as expected.
- Meeting was held with the MoH Chief Financial Officer to discuss the forecast for next year and was appreciative of the progress so far.

- Activity is favourable for August 2024.

9.3 Operations

The Board received, read and noted this report, in particular,

- Transfer of Care is performing well.
- Hospital Access Targets – Admission within four hours remains a struggle.
- A report is provided to the District Executive on the number of unreported radiology tests. A paper is to be written on the outsourcing service for Radiology and will be provided to the Chief Executive for consideration. This paper will include safe levels of staffing, monitoring of tests being completed and measure any potential risks relating to patient safety.

9.4 Safety and Quality and Medical Services

The Board received, read and noted this report.

9.5 Medical

The Board received, read and noted this report.

9.6 Nursing

The Board received, read and noted this report.

9.7 Workforce

The Board received, read and noted this report, including the completion of performance reviews remain a focus. These are a critical part of clinical engagement for clinicians.

9.8 Facility Reports - General Managers

The Board received, read and noted these reports. The entire facility reports are available to the Board Members in the document reading room.

9.9 Digital Health and Innovations (Quarterly)

The Board received, read and noted this report.

9.10 Capital Infrastructure and Engineering (Quarterly)

The Board received, read and noted this report. The Board discussed and agreed to include Risk Management Strategies in this report given the escalating costs and any pending industrial actions.

9.11 Risk Management (Quarterly)

This report has been deferred to the October Meeting

9.12 Detailed Asset Management Report (Quarterly)

This report has been deferred to the October Meeting.

9.13 Detailed Cyber Security Report (Six Monthly)

The Board noted the next report is due in December 2024.

10. Legal Matters

The Board received, read and noted this report.

11. Matters for approval / resolution

11.1 Brief - Safety and Quality Priorities 2024 - 2025

The Board received, read and noted this report. Following discussion, the Board requested Clinical Trials to be included as priority number four.

11.2 Cyber Critical Infrastructure Risk Management Plan - Annual Report 2023 – 2024

Following the presentation, the Board agreed further work needs to be done on this. In the first instance, the Chief Executive is to contact e-Health to clarify lines of responsibilities.

This plan, when finalised will be circulated to the Board for out of session approval.

12. Board Committee reports / minutes

12.1 Finance, Risk and Performance Management Committee

The Board received, read and noted the minutes of the meeting held on 12 August 2024.

12.2 Education and Research Committee

The Board noted the next meeting is to be held on 16 September 2024.

12.3 Strategic Communication and Partnerships Committee

(i) Minutes of Meeting

The Board noted the next meeting is to be held on 1 October 2024.

(ii) Bi-Monthly Report

The Board noted the next report is due in October 2024.

12.4 Audit and Risk Committee

The noted the meeting was held on 11 September 2024.

12.5 Health Care – Clinical Quality Council

The Board received, read and noted the minutes of the meeting held on 28 August 2024.

12.6 Health Care – Clinical Council

The Board received, read and noted the minutes of the meeting held on 28 August 2024.

12.7 Medical Staff Executive Council

The Board noted the next meeting is to be held on 1 November 2024.

12.8 Patient and Family Centred Care Steering Committee (bi-monthly)

The Board received, read and noted the minutes of the meeting 7 August 2024.

12.9 Aboriginal Health Steering Committee (bi-monthly)

The Board noted the next meeting is to be held on 24 September 2024.

13. Matters for Noting

13.1 Sustainability Committee (bi-monthly)

The Board noted the minutes of the meeting held on 20 August 2024 were placed in the document reading room.

13.2 Medical and Dental Appointments Advisory Committee

The Board noted the minutes of the meeting held on 14 August 2024 were placed in the document reading room.

13.3 Finance Leaders Forum

The Board noted the minutes of the meeting held on 20 August 2024 were placed in the document reading room.

13.4 NSW Health / SLHD Performance Review Meeting

The Board noted the meeting was held on 7 August 2024.

13.5 Organ Donation for Transplantation

The Board noted the meeting to be held on 27 August 2024 was cancelled.

13.6 Major Procurement, Assets and Imaging Steering Committee

The Board noted the minutes of the meeting held on 13 August 2024 were placed in the document reading room.

13.7 Yaralla Estate Community Advisory Committee (quarterly)

The Board noted the meeting be held on 20 August 2024 was cancelled.

Minutes

13.8 Security and Violence Prevention Committee

The Board noted the meeting was held on 3 September 2024.

13.9 Selected Performance Indicators Plan

The Board noted the report for June 2024 has been placed in the document reading room.

14. Other Business

14.1 Matters raised by Board Members

- The Board requested letters of appreciation to be sent to the WSLHD Chief Executive and the Board Chair to acknowledge the release and assistance from the interim Chief Executive.
- The Board requested a presentation from the PFCC Committee on "Patient Experience" at a future Board Meeting.
- The Board suggested a dinner be organised to farewell and welcome Board Members and Chief Executives. Ms Bransby to circulate some dates for November 2024.
- The Board requested the next Board meeting to be at Concord Hospital.

15. Next Meeting

The next meeting will be held on Monday 21 October 2024 at 9.00am.

The Chair declared the Board Meeting closed at 11.05am.



Chair

21.10.24

Date