

Minutes of the Board of the South Eastern Sydney Local Health District

Date:	Wednesday, 31 May 2023
Time:	4:00pm – 7:00pm
Location:	Heritage Boardroom, Level 1, Admin Block, Sydney/Sydney Eye Hospital, 8 Macquarie Street, SYDNEY NSW 2000
Present:	Michael Still (Board Chair) Arthur Diakos Allan Spigelman Debra Graves Elli Baker Greg Levenston Helene Orr Jan Dudley Jonathon Doy Liam Harte
Ex Officio Invitees:	Tobi Wilson, Chief Executive (CE) Kim Olesen, Executive Director Operations Ryan McKeon, A/Director, Finance Kate Hackett, Director, Nursing and Midwifery Services Dr Jo Karnaghan, Director, Clinical Governance and Medical Services Grant Eruini-Bennett, Chair, Medical Staff Executive Council * (<i>Virtual attendance</i>)
Guests:	Vicki Weeden, A/Director, Corporate and Legal Services * Fiona Fahey, Director, People and Culture Chloe Yarwood, Management Trainee OCE (observer)
Apologies:	Anna Guillan, Board Member John Estell, Board Member
Secretariat:	Carrie Han, Executive Assistant to the CE / Board Secretary

1. Opening

1.1 Acknowledgement of Country

An acknowledgement of country was shared.

1.2 Present and Apologies

Apologies were noted by the Board. The chair declared that a quorum was present and the meeting opened at 5pm.

1.3 Declaration of Interests

Nil

1.4 Minutes of Previous Meeting

The minutes of the previous meeting were tabled and reviewed by the Board.

Resolution: The Board resolved that the minutes of the previous meeting held on 26 April 2023 be signed as a true and correct record of the meeting.

1.5 Actions from previous meeting

The action log was tabled and reviewed by the Board.

Resolution: The Board notes the information provided.

2 Committees

2.1 Finance and Performance (F&P) Committee

Minutes of the meeting held on 24 April 2023 were tabled in the papers and taken as read.

Resolution: The Board notes the information provided.

2.2 Quality and Safety Board Committee (QSBC)

Draft minutes of the meeting held on 4 May 2023 were tabled in the papers and taken as read. It was noted that a presentation regarding Virtual Care was delivered at the meeting by Director Strategy, Innovation & Improvement (DSII), including the introduction into key drives for delivering virtual care, a summary of the Virtual Care strategy developed in 2021 and details about the Virtual Health Hub. Explanation on the proposed model for a Virtual GP urgent care service embedded within the future Urgent Care ecosystem was also provided, noting that discussions are underway with the Ministry of Health (MoH) regarding opportunities for SESLHD in this space.

Resolution: The Board notes the information provided.

2.3 Audit and Risk Committee

Draft minutes of the meeting held on 19 April 2023 were included in the papers and taken as read, noting details had been provided and discussed at 26 April 2023 Board meeting.

Resolution: The Board notes the information provided.

2.4 Board Strategic Community Partnerships Committee (BSCPC)

It was noted that there are no minutes for this month.

3 Matters for Noting

3.1 Correspondence Register

The correspondence register was provided, including update on NeuRA constitution. CE provided verbal update around approval on behalf of the Board to the adoption of the Replacement Constitution by the Sydney Eye Hospital Foundation Limited, in substitution and amendment of the existing terms of the Foundations governing document.

Resolution: The Board notes the information provided.

4 Standing Items

4.1 Chief Executive Report

The Chief Executive's Report was tabled and taken as read, including updates on following matters:

- Sorry Statement delivered during National Reconciliation Week 2023, noting works underway to unveil a Sorry Plaque at each facility within SESLHD
- Resignation of Manager, Aboriginal Health and recruitment of Director, Aboriginal Health SESLHD
- SESLHD Executive Recruitment, including Director of Finance and General Manager, Corporate Services positions
- Federal MP visit to Headspace Bondi Junction

Resolution: The Board notes the information provided.

4.2 Patient Story

The Patient Story provided by SESLHD Population and Community Health was noted.

Resolution: The Board notes the information provided.

4.3 Board Chair Report

Resolution: The Board notes the Chair's report.

5 New Business

5.1 Paper - Prince of Wales Hospital (POWH) Senior Medical Officer (SMO) recruitment and reappointment process review

A paper detailing the POWH SMO recruitment and reappointments processes review was provided. It is noted that at the request of the Medical and Dental Appointments Advisory Committee (MDAAC) the CE commissioned a review of the POWH's management of SMO recruitment and reappointments. The review has been completed with recommendations made in the report. CE advised an action plan has been developed to implement the recommendations and the Board will be provided with updates regarding progress against the action plan in 6 months' time.

Resolution: The Board notes the report provided following review of POWH SMO Recruitment and Reappointment processes.

Action: Updates on progress against the action plan to implement the recommendations from POWH SMO Recruitment and Reappointment Process Review report to be provided to the Board at November 2023 Board meeting.

5.2 Paper - Appointment of Dr John Estell as non-voting Board member representative on SESLHD Audit and Risk Committee (ARC)

A paper describing the appointment of Dr John Estell as a non-voting observer and Board representative on the SESLHD ARC is provided for the Board's endorsement. It is noted that the NSW Health policy directive concerning ARC allows for non-voting observers from the SESLHD Board to attend the Committee meetings. Dr John Estell, SESLHD Board member, has expressed interest in joining the ARC in this capacity. It is recommended that the SESLHD Board approve this appointment.

Resolution: The Board resolved to approve the appointment of Dr John Estell as a non-voting observer and Board representative on the SESLHD ARC.

5.3 Paper - SESLHD Flexible working Arrangement

A paper detailing the Flexible Work Practices procedure within the District was provided. Director, People and Culture (DP&C) advised the Flexible Work Practices procedure outlines SESLHD's commitment to flexibility in the workplace and provides guidance to people across the District on the practical application of such arrangements. Information of the procedure and the ways in which this is enacted across the District were provided, including work ahead to enable culture change so that flexibility becomes a key part of the employee value proposition going forward. CE highlighted importance of balancing providing flexibility and ensuring service provision. There were discussions around flexibility options for different groups, including volunteers and staff productivity and performance measurement under flexible work settings.

Resolution: The Board notes the information provided and supports the embedding of flexible work arrangements across the District.

5.4 Paper - SESLHD CORE Awards

A paper describing the 2023 SESLHD CORE Awards was tabled. Director, People and Culture advised the 2023 SESLHD CORE Awards are part of a new District-wide recognition program

developed in direct response to the 2022 People Matter Employee Survey. A hold the date notification has been sent to the Board for the SESLHD Awards Ceremony to be held on 22 June 2023. This year, the SESLHD CORE Awards categories have been broadened to recognise the excellent work being carried out by clinical and non-clinical staff. The District continues to deliver what currently exists as the SESLHD Healthcare Awards, which align with the categories of the NSW Health Awards, and integrate them with new SESLHD-specific award categories – Emerging Leader, Rising Star, CORE Values in Action and Outstanding Service to the organisation. CE advised that there had been excellent engagement across SESLHD with over 200 nominations received across 16 award categories. The Peak Awards, including Board's Choice and Consumer's Choice for Person Centred Care, will be selected from the winners of each category and presented at the Annual Public Meeting in December 2023. It is recommended that the Board nominates three members to select a winner for the Board's Choice Award. CE highlighted significant works underway around the SESLHD recognition program across all sites. SESLHD Recognition of Services Awards events are planned to proceed between August - November 2023, with volunteers to be integrated at next phase.

Resolution: The Board notes the information provided and resolved to agree that the Board's Choice Award is presented at the Annual Public Meeting and to nominate three members to select a winner for the Board's Choice Award.

5.5 Paper - Data transfer error - SESLHD Birthing Centres

A paper detailing the K2 Birthing Record Program data error is provided. It is noted that in October and November 2022, software integration between the K2 birthing record program and both the eMR and eMaternity programs, occurred across SESLHD birthing centres. A transcription error resulted in transfer of incorrect neonatal from K2 into the other programs. The data related to cord vessel (CV) anatomy and provision of donor breast milk. A total of 1233 records were affected. Director, Clinical Governance and Medical Services advised a lookback process noted the errors constitute a negligible clinical risk. Open disclosure to patients has commenced.

Resolution: The Board notes the information provided and the actions undertaken by the District.

5.6 Paper - Proposed amendments to the Neuroscience Research Australia (NeuRA) Constitution

A paper detailing proposed amendment to the NeuRA Constitution was provided. CE advised that NeuRA provided SESLHD with a proposed new Constitution. Under clause 32 of the Constitution, SESLHD has the right to veto or to approve changes to the Constitution. The changes have been reviewed by the SESLHD Head of Legal and are not unfavourable to SESLHD. Correspondence has been provided to the Chair of NeuRA noting approval of the proposed amendments. The correspondence notes SESLHD's request that there is no change to Clause 11.1 - Appointing Directors, which includes that SESLHD and the University of NSW (UNSW) may appoint (and remove) up to two directors each and otherwise the company may not remove SESLHD and UNSW appointments. The total number of Directors is to remain unchanged and may not be increased without SESLHD and UNSW agreement.

Resolution: The Board notes SESLHD concurrence with the amendments of the NeuRA constitution subject to no change to Clause 11.1.

5.7 Paper - Health Science Alliance (HSA) amended constitution

A paper describing approval of the Constitution the Health Science Alliance (HSA) was provided. CE advised the amended HSA Constitution has been accepted at a meeting of the HSA Board on 22 May 2023. The HSA and Randwick Health and Innovation Precinct governance harmonisation project have progressed. A brief was provided to the Board in November 2022 outlining the steps required to determine the HS Constitution, the rights of founding members and confirm SESLHD

nomination of Directors to the Board. The BDI, CCIA, NeuRA and UTS director nominees have resigned from HSA.

Resolution: The Board notes the approved Constitution of the HSA.

6 Regular Reporting

6.1 Finance Report

The Finance report was tabled and taken as read. A/Director, Finance advised that as of April 2023, the full-year expenditure forecast for SESLHD was \$7.1m unfavourable to budget, mainly due to the unfunded elective surgery program payments and the COVID funding shortfall. Total own source revenue is forecasted to be \$20m unfavourable due to lower than anticipated activity. CE indicated the forecast is a reasonable result. Funding information for FY2023-24 will be available post receipt of the interim Service Agreement 2023-24 with discussions to occur between SESLHD and MoH.

Resolution: The Board notes the Finance Report.

6.2 Operations Report

The Operations report was tabled and taken as read. Executive Director Operations (EDO) provided an update on the District's operational matters, including Medical imaging, elective surgery, ED performance, Clinical Stream, Pharmacy and performance of all the facilities within the District. EDO advised that in terms of elective surgery, the District is tracking well towards 000 by December 2023. Strategies and plans are embedded across the District, including continuing surgery arrangements with local private facilities under State-wide Service Agreement and incorporating additional OT sessions to assist reduce the number of overdue elective cases in St George Hospital and Sydney/Sydney Eye Hospital.

Resolution: The Board notes the Operations Report.

6.3 Performance Report

The Performance report, including the Integrated Performance Report and MoH League Table for March 2023, was tabled and discussed. CE advised the quarterly performance meeting with MoH was held on 29 May 2023, no significant concerns raised around the District's performance and in general positive feedback received on financial management.

Resolution: The Board notes the Performance Report.

6.4 Capital Works Report

The Capital Works report was tabled. A/Director, Corporate and Legal Services provided updates on the capital works underway across the District, including Randwick Campus Redevelopment, St George Hospital Stage 3 and the Sutherland Hospital Operating Theatre Upgrade Project. It is noted that all services within the new POWH Acute Services Building are now live with the exception of the Satellite Imaging Department and Intensive Care Unit, with the Go-live planned for early next week.

Resolution: The Board notes the Capital Works Report.

6.5 Safety and Quality report

The Clinical Governance report was tabled, including the summary of the one harm score 1 (HS1) incident reported across the District and four Serious Adverse Events Review (SAER) reports submitted to MoH in April 2023. It is noted that significant improvement seen on the District's Hospital Acquired Complications performance.

Resolution: The Board notes the Clinical Governance Report.

7 Meeting Finalisation

7.1 Business Without Notice

There was no business without notice.

7.2 Noting of Confidential Items

There were no confidential items raised.

7.3 Next Meeting

The next Board meeting is scheduled for **Wednesday, 28 June 2023** at Heritage Boardroom, Admin Building, Sydney/Sydney Eye Hospital, 8 Macquarie Street, SYDNEY NSW 2031.

7.4 Close

The meeting closed at 6:35pm.

I certify that the foregoing is a true and correct copy of the minutes approved by Members of the Board



Michael Still
Board Chair