



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

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Date:	Wednesday, 28 June 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 Anna Guillan Allan Spigelman Debra Graves * ( <i>Virtual attendance</i> ) Elli Baker Greg Levenston Helene Orr Jan Dudley Jonathon Doy * John Estell Liam Harte
Ex Officio	Tobi Wilson, Chief Executive (CE)
Invitees:	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 *
Guests:	Christie Graham, A/Director, Strategy, Innovation & Improvement Chloe Yarwood, Management Trainee OCE (observer)
Apologies:	Nil
Secretariat:	Carrie Han, Executive Assistant to the CE / Board Secretary

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### **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 4:50pm.

#### **1.3 Declaration of Interests**

Conflict of Interest Declaration Register was tabled. No new conflicts of interests to declare or to be added/removed in the Register at this meeting.

#### **1.4 Minutes of Previous Meeting**

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

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*Resolution:* The Board resolved that the minutes of the previous meeting held on 31 May 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. CE advised the Master Planning for Randwick has been completed, with Governance Workshop around Prince of Wales Private Hospital in place. CE provided updates on SPHERE, noting further discussion with MoH and key stakeholders to occur around funding model and Local Health Districts' (LHDs') contribution and investment return.

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*Resolution:* The Board notes the information provided.

## 2 Committees

### 2.1 Finance and Performance (F&P) Committee

Minutes of the meeting held on 29 May 2023 were tabled in the papers and taken as read.

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*Resolution:* The Board notes the information provided.

### 2.2 Quality and Safety Board Committee (QSBC)

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

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*Resolution:* The Board notes the information provided.

### 2.3 Audit and Risk Committee

Draft minutes of the meeting held on 2 June 2023 were included in the papers and taken as read. Ms Helene Orr advised that quarterly Risk Management Report and Quarterly Security Report were tabled and discussed at the meeting with recommendation to provide the reports to SESLHD Board. The Board agreed for these reports to be tabled at SESLHD Board meeting every 6 months, at the beginning and middle of the year.

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*Resolution:* The Board notes the information provided.

### 2.4 Board Strategic Community Partnerships Committee (BSCPC)

Minutes of the meeting held on 30 May 2023 and the Board Strategic Community Partnerships Committee Annual Report were tabled in the papers and taken as read.

## 3 Matters for Noting

### 3.1 Correspondence Register

The correspondence register was provided, including the correspondence from the Hon Ryan Park MP regarding appointments to Local Health District and Specialty Network Boards.

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*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:

- SESLHD Executive Recruitment, noting the commencement date for Director of Finance and Director Aboriginal Health will be Monday, 24 July 2023 while the General Manager Corporate Services will commence in the role on Monday, 17 July 2023.
- Flow forums are underway across all sites to improve the patient flow and access performance.
- Industrial relations matters, noting updates will be provided to the Board.

On behalf of SESLHD Board, the Chair congratulated all SESLHD staff recognised as part of the King's Birthday 2023 Honours list.

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*Resolution:* The Board notes the information provided.

#### **4.2 Patient Story**

The Patient Story provided by Royal Hospital for Women was noted.

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*Resolution:* The Board notes the information provided.

#### **4.3 Board Chair Report**

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*Resolution:* The Board notes the Chair's report.

## **5 New Business**

### **5.1 Paper - Urgent Care Services/Centre**

A paper providing updates on Urgent Care Services (UCS) was included. It is noted that SESLHD's submission to the NSW Health EOI in establishing three Urgent Care Clinics (UCC) were awarded funding, noting one of the three has also been selected for funding through the Commonwealth UCC program and it has now been removed from the NSW Health funding initiative.

CE advised that MoH Urgent Care Services team is working with the Primary Health Networks (PHNs) to finalise the funding agreement and schedules, with feedback sought from LHDs & PHNs recently.

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*Resolution:* The Board notes the updates provided on Urgent Care Services/Centre.

### **5.2 Paper - Board Strategic Community Partnerships Committee (BSCPC) Annual Report**

A paper detailing the BSCPC Annual Report is provided. Ms Helene Orr advised the BSCPC Annual Report is an opportunity to showcase the broad range of community partnership activity across the District. The Annual Report includes the following updates:

- Updates and case studies demonstrating the positive impact of partnerships in the four focus areas set out in the Community Partnerships Alliance (CPA) Work Plan
- A summary of the Consumers and Partners Forum held on 8 May 2023
- An update on other consumer engagement activity, including the LGBTIQ+ Action Plan.
- The Consumer Advisory Committee summary reports.
- The Summary Report of the Future Forum, held in January 2023.

The BSCPC Annual Report was endorsed at the BSCPC meeting on 30 May 2023 as noted in the meeting minutes.

CE advised process with good alignment in place to incorporate staff, partners and consumers' feedback across the sites, which will also be referred to further shape the District's Clinical Services Plan.

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*Resolution:* The Board notes the BSCPC Annual Report.

### **5.3 Paper – Prince of Wales Hospital (POWH) Acute Services Building (ASB) completion**

A paper advising the completion of POWH ASB was provided. It is noted that on 15 June 2023, the ASB was officially opened by the Minister for Health, Member for Coogee and the Secretary for NSW Health. CE advised next step is to relocate Parkes wards into the refurbished spaces within the campus.

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*Resolution:* The Board notes the information provided.

### **5.4 Paper - Uterine transplant Royal Hospital for Women**

A paper providing updates on the Royal Hospital for Women Uterine transplant was tabled and discussed during the in-camera session, including the scope of the program, clinical governance, activity to date, actions moving forward and current media.

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*Resolution:* The Board notes the information provided.

#### **5.5 Paper - Nomination of non-medical role to the SESLHD MDAAC**

A paper proposing nomination of Mr Andrew Elliott, Director Digital health (DDH/CIO) to fill the non-medical and Deputy Chair vacancy on the SESLHD Medical and Dental Appointments Advisory Committee (MDAAC) is provided for the Board's endorsement. Director, Clinical Governance & Medical Services (DCG&MS) advised that under the SESLHD Bylaws, the MDAAC is to have a non-medical member of the Committee who becomes the Deputy Chair with the Board's appointment. The role became vacant following the most recent non-medical representative left SESLHD in March 2023 and Mr Andrew Elliott, DDH/CIO has been nominated.

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*Resolution:* The Board resolved to endorse the nomination of Mr Andrew Elliott to the role of non-medical representative and Deputy Chair of the SESLHD MDAAC, effective from the date of endorsement.

#### **5.6 Paper – Sydney Sexual Health Clinic data breach**

A paper detailing the Sydney Sexual Health Centre Electronic Medical Record Data Breach was tabled. DCG&MS provided updates on actions taken post the incident to mitigate the risks. CE advised works underway around shadow ICT with further update to be provided to the Board.

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*Resolution:* The Board notes the information provided on the Sydney Sexual Health Centre Electronic Medical Record Data Breach.

#### **5.7 Paper – SESLHD Delegations of Authority Manual**

A paper detailing the updated Delegations of Authority Manual was provided to the Board for endorsement.

CE advised the Delegations of Authority Manual outlines the delegations to be applied consistently across SESLHD around operations and facilities. The Delegations of Authority Manual was reviewed with the aim to:

- Lower the level of delegated authority to ensure timely, safe and efficient functions throughout SESLHD
- Update and include new and changed roles within SESLHD
- Consult with a range of stakeholders to ensure the Delegations of Authority Manual reflects current practice, policy and legislation

The Delegations of Authority Manual was approved at SESLHD Executive Meeting 12 May 2023 and by the Finance and Performance Board Sub-Committee on 29 May 2023.

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*Resolution:* The Board resolved to endorse the updated Delegations of Authority Manual.

#### **5.8 Paper – Annual Public Meeting**

A paper detailing the SESLHD Annual Public Meeting (APM) was provided to the Board for endorsement. The Board approved the SESLHD APM 2023 to be hosted on Thursday, 7 December 2023 from St George Hospital and that the event be livestreamed via Microsoft Teams. Further discussions to occur offline in deciding the time, noting 3-4pm has been proposed.

It is noted that 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 APM. The Board will nominate three members to select a winner for the Board's Choice Award.

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*Resolution:* The Board resolved to approve the SESLHD Annual Public Meeting 2023 to be hosted from St George Hospital on Thursday 7 December 2023, and that the event be livestreamed via Microsoft Teams. Discussions to occur offline in deciding the time.

## 6 Regular Reporting

### 6.1 Finance Report

The Finance report was tabled and taken as read. A/Director, Finance advised that as of May 2023, total expense is unfavourable \$9.9m and total own source revenue is \$16.3m unfavourable YTD due to lower than anticipated activity. The full-year expenditure forecast for SESLHD was \$4m 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 \$17m unfavourable due to lower than anticipated activity.

Funding information for FY2023-24 will be available post receipt of the interim Service Agreement 2023-24 this Friday, 30 June 2023 with further discussions to occur between SESLHD and MoH. There were discussions around the key challenges for SESLHD in the new financial year.

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*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 updates around appointment and commencement of the General Manager Corporate Services role, flow forums across the sites, strategies embedded and plans in place to improve ED performance and meet 000 elective surgery target by 31 December 2023.

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*Resolution:* The Board notes the Operations Report.

### 6.3 Performance Report

The Performance report, including the Integrated Performance Report and MoH League Table for April 2023, was tabled and discussed.

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*Resolution:* The Board notes the Performance Report.

### 6.4 Capital Works Report

The Capital Works report was tabled.

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*Resolution:* The Board notes the Capital Works Report.

### 6.5 Safety and Quality report

The Clinical Governance report was tabled and taken as read. DCG&MS advised significant improvement seen on the District's Hospital Acquired Complications performance.

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*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

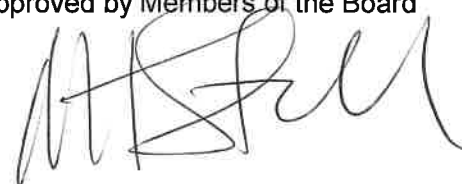
The next Board meeting is scheduled for **Wednesday, 26 July 2023** at Auditorium, Level 2, Education Centre, The Sutherland Hospital, CARINGBAH NSW 2031.

### 7.4 Close

The meeting closed at 6:45pm.

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



**Michael Still**  
**Board Chair**