

The Chair opened the meeting and Mr Monaghan acknowledged the Traditional Owners of this Land. He also paid his respects to Elders both past and present. He extended his respect to other Aboriginal people and colleagues present today.

**1. In-camera Session**

An in-camera session was not required.

**2.1 PRESENT AND APOLOGIES: Board Members via Microsoft Teams**

Mr Peter Carter (Chair), Professor Susan Nancarrow, Mr Michael Carter, Mr Scott Monaghan, Dr Andrew White, Mr Pat Grier, Mr Thomas George, Dr Cathy Adams, Ms Naree Hancock, Dr Alasdair Arthur

**Apologies:** Dr John Griffin, Ms Carolyn Byrne

**In Attendance:**

Ms Lynne Weir, Acting Chief Executive  
Mr Ged May, Community Manager  
Ms Liz Blake, Manager Chief Executive Unit  
Ms Kate Greenwood, Board Secretariat

**In Attendance for part of meeting:**

Mr Brett Skinner, Director Finance

**2.2 Declaration of Pecuniary and/or Conflicts of Interest:**

During the discussion regarding the Divestment Committee for The Tweed Hospital, Mr Michael Carter declared a conflict of interest in relation to his position at Social Futures.

**2.3 Previous Minutes:**

**2.3.1** The Minutes of the Board Meeting held on 28 June 2023 as circulated were **ENDORSED** as a true and accurate record:

**Moved:** Mr Scott Monaghan

**Seconded:** Dr Cathy Adams

**CARRIED**

**2.3.2 Business Arising from the minutes:**

**2.3.2.1 Ms Weir to provide an updated report on the steps taken to progress Dr Ingall and Dr Drinkwater feedback/queries to the 26 July 2023 Board meeting.**

The Board noted this will be provided to the 30 August 2023 Board meeting.

**ACTION:**

**Ms Weir to provide an update report on the steps taken to progress Dr Ingall and Dr Drinkwater's feedback/queries to the 30 August 2023 Board meeting.**

**2.3.2.2 Ms Weir to provide an update on flexible rostering to the December Board meeting.**

The Board noted there is no Board meeting in December therefore this will be provided to the 29 November 2023 Board meeting.

**ACTION:**

**Ms Weir to provide an update on flexible rostering to the 29 November 2023 Board meeting.**

**2.3.2.3 Prof. Nancarrow will organise a meeting with Mr Michael Carter, Dr Andrew White and Mr Peter Carter to discuss outcome reporting and report back to the August 2023 Board meeting.**

Dr Andrew White spoke briefly on the recent email exchange with Mr Michael Carter, Professor Nancarrow and the Board Chair. It was noted that a report will be provided to the 30 August 2023 Board meeting.

**ACTION:**

**Prof. Nancarrow will organise a meeting with Mr Michael Carter, Dr Andrew White and Mr Peter Carter to discuss outcome reporting and report back to the August 2023 Board meeting.**

**2.3.2.4 Ms Weir to add Efficiency Improvement Plans (EIP) to July 2023 Board meeting.**

The Board noted the EIP's were discussed during the update from Mr Brett Skinner, Finance Director.

**2.3.2.5 Board secretariat to confirm Director of Mental Health has been included as a member in the Terms of Reference (TOR) of the Research and Innovation Committee.**

The Board noted that the Director of Mental Health or delegate has been added to the updated version of the Research and Innovation Committee TOR.

**2.3.2.6 Mr Peter Carter to send details of scholarship recipient to Ms Lynne Weir to send a congratulatory letter on behalf of the NNSWLHD.**

Professor Nancarrow will forward the details of the scholarship recipient to the Chief Executive Office and a letter will draft for the Board Chair's signature.

**2.3.3 Other Matters Arising from the minutes**

Nil for this meeting.

**3. Matters for Decision**

Nil for this meeting.

**4. Board Strategic Priorities**

**4.1 Workforce and Culture** – update provided at April 2023 Board meeting.

**4.2 Patient Flow** - update provided at April 2023 Board meeting and through the CE report.

**4.3 Environmental Sustainability and Healthcare** – an update will be provided to the 30 August Board meeting.

**4.4 Aboriginal Health** – update provided to 28 June 2023 Board meeting.

**5. Matters for Discussion**

**5.1 Acting Chief Executive's Report**

Ms Weir referred to the issues that were covered in the Chief Executive's report including:

#### 5.1.1 Current and Significant Issues

- **Ministerial Visit** – Mr Ryan Park, Minister for Health, Minister for Regional Health visited the LHD yesterday and today. An update was provided on the Ministerial visit where he announced that free parking will be provided to all patient, visitors and staff in rural and regional hospitals. LBH will commence free parking from 1 August 2023. An overview was provided on the Urgent Care Centres in Lismore and Tweed Heads.
- **Ministry of Health Visit** – Mr Matthew Daly, Deputy Secretary, System Sustainability and Performance and Mr Justin English, Acting Director Program Management Office, System Performance Support visited the LHD on 19-21 July 2023. A verbal summary was provided to the Board meeting.
- **Recruitment** - International nurse recruitment campaigns are progressing well with the LHD continuing to support the transit process. A Careers Expo will be held at TVH on 12 August 2023. Marketing campaign material and videos have been developed and the link for the promotional advertisement was forwarded to the Board for information on 24 July 2023.
- **Patient Flow** – an update was provided on the challenges across the District in relation to Patient Flow. Ms Weir referred to the information in the brief proposing solutions to increase the availability of aged care beds in the LHD. A lengthy discussion followed around the benefits of this on multiple levels. The Board **AGREED** to move forward with the proposals in the brief.
- **COVID** – The COVID risk rating remains at Yellow Status. An update was provided on the number of staff needing to furlough across the District due to COVID.
- **Influenza/Respiratory Disease** – Ms Weir provided an update on the current influenza/respiratory diseases rates by LHD.

#### 5.1.2 Update on Strategic Issues

- **Strategic Priority: Value, Develop and Empower Our People**  
An update was provided on the Culture and Innovation Workshop held on 13 July 2023 with guest speaker Dr Mark O'Brien. Dr O'Brien presented on Mega Trends in Health Care. Mr Matthew Long, Director Corporate Governance facilitated the afternoon session with Tier 3 Managers on 'leadership communication'.

#### 5.1.3 Matters for Approval

- Nil for this meeting.

#### 5.1.4 Major Key Performance Indicators

- Emergency Treatment Performance (ETP) during June 2023 NNSWLHD was 28.9% against a target of 50%(admitted).
- Elective Surgery Access Performance during June 2023 was Category 1 96% against a target of 100%, Category 2 74% against a target of 97% and Category 3 76% against a target of 97%.
- Elective Surgery overdue numbers for June 2023 were Category 1 – 0, Category 2 – 342, Category 3 – 451.
- Triage – NNSWLHD met triage Category 1 target, Category 2 June 2023 result was 80% with a target of 95% and Category 3 result was 73% against a target of 85%.
- Transfer of Care target for June 2023 was 90% with a result of 75%.

**5.1.5 Security, Risk and Compliance Update**

- An update was provided on the Work Health and Safety and Security across the District.

**5.1.6 Governance Update**

- Nil for this meeting.

**5.1.7 Digital Health Update**

- An update was provided on Digital Health progress across the LHD.

**5.1.8 Capital Works/Planning Projects**

- An update was provided on the capital works and planning projects across the LHD.

**5.1.9 Matters for Noting**

- The Board noted the letter and fact sheet from Adjunct Professor Alfa D'Amato, Deputy Secretary, Financial Services and Asset Management and Chief Financial Officer outlining requirements associated with the gifting of government property and examples of types of transactions that may be considered gifts.
- The Board noted the annual Capital Investment Proposals that have been submitted to the Ministry of Health outlining five proposals for this year.

**5.1.10 Important Meetings/ Diary Commitments**

- Quarterly Performance Review meeting is scheduled 2 August 2023.

**5.1.11 Questions for the Chief Executive without Notice**

- Ms Weir provided a brief update on the Grafton Base Hospital redevelopment.
- Responding to a query, the Chair advised that at the recent Risk Forum, it was suggested the health effects of climate change to be included in the NNSWLHD Top 10 Risks and work is underway to prepare for the anticipated summer weather events.

The Board **ENDORSED** the Chief Executive's Report.

**5.1 Committee Minutes (discussed on exception basis, otherwise noted)**

**5.2.1 Health Care Quality Committee (HCQC) – 11 July 2023**

Mr Peter Carter advised there was nothing from the HCQC meeting that required escalation to the Board.

The Board noted the unconfirmed HCQC minutes.

**5.2.2 Finance and Performance Committee (F&PC) – 19 July 2023.**

Please refer to the earlier update from Mr Skinner.

Mr Michael Carter made comment of the considerably high write-off this financial year due to ineligibles. The LHD has exhausted all resources to recover these funds.

The Board noted the unconfirmed F&PC minutes.

**5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 13 July 2023.**

Dr Arthur provided an overview of the recent appointments and resignations across the District.

The Board noted the unconfirmed MDAAC minutes.

**5.2.4 Audit and Risk Committee Special Finance (ARC) – 7 June 2023.**

The Board noted the unconfirmed ARC minutes.

**5.2.5 Clinical Planning and Clinician Engagement Committee (CPCEC) – 11 July 2023**

The Board noted the CPCEC unconfirmed minutes.

**5.2.6 Community Partnership Advisory Council (CPAC) – next meeting 7 August 2023.**

The Board noted the next CPAC meeting will be held on 7 August 2023.

**5.2.7 Research and Innovation Committee (RIC) – next meeting 2 August 2023.**

The Board noted the next RIC meeting will be held on 2 August 2023.

**6. Matters for Noting/Information (discussed only on exception basis)**

Nil for this meeting.

**6.1 Major correspondence**

Nil major correspondence.

**6.2 NNSWLHD Seal**

There were no items requiring the NNSWLHD Seal to be applied.

**6.3 Calendar**

**6.3.1 Chair's Calendar**

The Board noted the Chair's Calendar.

**6.3.2 Updated Board Calendar**

The Board noted the updated Board Calendar.

**6.4 Other matters for noting**

- Nil for this meeting.

**6.5 Business without notice**

- Ms Weir provided an update on the recent Tweed Hospital Divestment Committee meeting. A brief will be provided to the Board in due course when available.

Mr George left the meeting at 4pm.

**7. Meeting Finalisation**

**7.1 Next Meeting**

30 August 2023

Crawford House Lismore

**7.2 Meeting closed**

There being no further official business, the Chair declared the meeting closed at 4.35pm.

**MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 26 JULY 2023 COMMENCING AT 2.30PM VIA MICROSOFT TEAMS.**

**Page 6 of 7**

I declare that this is a true and accurate meeting record.

Signed .....

Date 30 08 2023 .....

Mr Peter Carter Chair

Northern NSW Local Health District Board

**9.05am- 9.35 Update on Service Agreement and Budget Overview – Mr Brett Skinner, Director Finance**

Mr Skinner provided a brief overview of the current Efficiency Improvement Plans underway across the LHD.

Challenges continue across the NSW Health budget at a State and local level.

The Interim Service Agreement 2023- 24 was discussed, and an overview was provided of the Expenses and Own Source Revenue data.

An updated Agreement will be provided once the Ministry of Health issue the final Agreement.

Other issues and impacts for the budget include but are not limited to: premium cost of Agency Nurse use, Tweed Valley Hospital new build enhancement, rural health worker incentives.

Mr Skinner spoke on the current strategies that have been identified to address the budget shortfall.

Following last week's visit by Mr Matthew Daly Deputy Secretary, System Sustainability and Performance and Mr Justin English, Acting Director Program Management Office, System Performance Support, Mr Skinner and Ms Weir advised further strategies will be developed once feedback and recommendations are received.

A lengthy discussion continued on the budget situation and the challenges ahead for the LHD over the next 12 months.

Referring to some of the challenges of an ageing workforce, high acuity and medical staff costs, Professor Nancarrow spoke on the importance of implementing programs to maintain people's health out of hospital. Some of these challenges pose an opportunity to review models of care and the budget from a sustainable strategic perspective as opposed to an operational perspective.

The Board thanked Mr Skinner for his attendance to the Board meeting today.