

# NSLHD BOARD MEETING

TUESDAY, 4 AUGUST 2015, 4.00PM

JOHN NEWLINDS CENTRE,  
MONA VALE HOSPITAL



**Health**  
Northern Sydney  
Local Health District

## MINUTES

### Present:

Professor Carol Pollock	Chair, Board
Adjunct Professor Ann Brassil	Board Member
Ms Diane Flecknoe-Brown	Board Member
Dr Michele Franks	Board Member
Mr Andrew Goodsall	Board Member
Ms Betty Johnson AO	Board Member
Ms Beata Kuchcinska	Board Member
Ms Annette Schmiede	Board Member
Mr Peter Young	Board Member
Mr Don Marples	Board Member
Mr Anthony Hollis	Board Member

### In attendance:

Adj. Associate Professor Vicki Taylor	Chief Executive, NSLHD
Dr Andrew Montague	Executive Director Operations
Mr Lee Gregory	Director Finance & Corporate Services
Dr George Lau	Chair Medical Staff Executive Council
Ms Tina Hoang	Secretariat

### Apologies:

Dr Dianne Ball	Board Member
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## 1. Presentation

### **NSW Kids and Families Implementation of Healthy, Safe & Well: A Strategic Plan for Children, Young People and Families**

Presented by Ms Joanna Holt, NSW Kids and Families Chief Executive (CE, NSWK&F), and Professor Les White AM, Chief Paediatrician, NSW Kids and Families (CP, NSWK&F)

The Board noted the presentation slides, the NSLHD implementation plan 2015-18 to deliver the objectives of NSW Kids and Families.. The CE, NSWK&F presented on milestones and achievements of NSW Kids and Families since its establishment in 2012. This includes the establishment of three advisory groups (Maternal and Newborn, Youth Health, and Child and Family) and enhanced capacity of rural LHDs to provide twenty-four hour forensic, medical and psychosocial services for victims of sexual assault. In addition, NSW Kids and Families have worked with the Bureau Health Information (BHI) to develop a children's and maternity patient experience survey and worked collaboratively with Clinical Excellence Commission (CEC) to improve the quality and safety of healthcare provided to mothers, children, young people and families.

The CE, NSWK&F discussed the Healthy, Safe & Well: A Strategic Health Plan for Children, Young People and Families 2014-24 (the Plan). The CE, NSWK&F advised that the Plan provides a comprehensive ten-year service planning and policy roadmap to guide actions to improve health outcomes from preconception to young adulthood. The Plan considers perinatal and early childhood developmental trauma, social, emotional and behavioural aspects of care and intervention, inequity, vulnerable populations (children), and care integration and transition for chronic and complex illness and/or disability. The CE, NSWK&F further discussed governance, strategic directions and objectives of the Plan as well as the enablers identified and anticipated challenges in implementation.

The Chief Paediatrician, NSW Kids and Families (CP, NSWK&F), then presented on NSLHD-specific data of Paediatric Emergency and Inpatient Activity, with an analysis of the data in comparison to NSW overall and the other Local Health Districts and Specialty Networks. The CP, NSWK&F discussed the priority initiatives of the Paediatric Service Capability Project (the Project). The objectives of the Project are to support and assist in ensuring the care of children and young adults is optimal post presentation to the emergency department; that surgical care is available as close to home as appropriate; and that local care and timely escalation is supported in rural settings. The CP, NSWK&F further discussed the Maternity and Neonatal Service Capability Framework and the goal of building resilience in maternity and neonatal services.

The Board thanked the CE, NSWK&F and CP, NSWK&F for their presentation.

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## 2. Patient Story

The Chief Executive (CE) relayed to the Board a patient story that was received in July 2015. The partner of a patient gave detailed feedback to thank the staff of North Shore Ryde Mental Health Early Intervention Service for the attentive care received during a difficult time, particularly where there were many things that were both new and unfamiliar for both the patient and their partner. The partner expressed appreciation to the team and service. .

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## 3. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were noted.

Conflict of Interest: Other than those already documented, Adjunct Professor Ann Brassil advised that she is also a Board Member of the NSW Kids and Families Board and during the presentation given by NSW Kids and Families was representing NSW Kids and Families Board and not representing the NSLHD.

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## 4. Confirmation of Minutes

The Board accepted the minutes of the meeting held 7 July 2015 subject to amendments proposed by Board members to be considered by the Chair.

- Action list to reflect agreement that a monitoring framework will be considered by the Board at the Board Planning Day. Page 2: Dr Michele Franks to be noted as an apology for July 2015.

Action List to reflect minutes noting *the Board Chair and the CE to prepare a monitoring framework for discussion at the Board Strategic Planning Day that will meet Governance requirements.*

## 5. Ongoing Business (in conjunction with Action List)

The items in the Action List were discussed and **noted**.

### 5.1 Capacity Assessment Project (CAP) Results Report

The Board noted the letter of response to the NSW Ministry of Health (MoH) regarding the Capacity Assessment Project – Draft Health Service Capacity Report. The CE advised that NSLHD will take carriage of the key areas and initiatives arising from the CAP Results Report

The Chair and CE further advised that a presentation to the Council of Board Chairs is in the process of being prepared. The presentation will provide an overview of current matters and events at Northern Sydney Local Health District (NSLHD). The presentation slides will be circulated to the Board for information

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## 5.2 Chief Executive Summary

The Board **noted** the CE report tabled.

The CE updated the Board on the developments of the relocation of staff and services to the STAR Building of Hornsby Hospital. The official opening has been coordinated with the Office of the Minister for Health for Saturday, 5 September 2015. The NSW Premier is expected to attend the opening.

The Board discussed the upskilling necessary for current Manly and Mona Vale clinical staff to deliver care required in a Level 5 hospital (as opposed to the current level 3 and 4 service provision).

The CE and EDO advised that arrangements have been made for staff to undertake job swaps between NSLHD sites to gain experience working at a higher level hospital and have exposure and experience to more complex cases and procedures

### **Clinical Quality Improvement Plan 2015-22**

The CE advised that the Clinical Quality Improvement Plan 2015-22 (CQIP) has been presented to the Health Care Quality Committee, NSLHD Clinical Council and NSLHD Executive Leadership Team Committee. Feedback has been sought and further updates will be provided to the Board as relevant.

### **Peak Community and Consumer Participation Council Action Plan 2015**

The Board noted the referral note and attachment. The Chair of the Peak Community and Consumer Participation Council (PCCPC) further spoke to the referral note advising that the proposed workshops will provide consumer advisors with education and training on what it means to be an effective consumer advisor. The training is designed to help improve the skills and knowledge of consumer advisors to effectively advocate for the consumer perspective. The Chair PCCPC also advised that interviews have recently been held to recruit a Community Engagement Facilitator that will be helpful in carrying out the PCCPC Action Plan.

## 5.3 Finance and Performance Report

The Board noted the tabled Finance Report. The year to date result was discussed. The Director Finance and Corporate Services (DFCS) advised that NSLHD has finished the year largely on target for its Service Agreement. The year-end deficit is below the target deficit set by the NSW Ministry of Health (MoH). The Executive Director Operations (EDO) advised that there was a significant increase in presentations to the emergency department in June and a significant increase in the overall growth rate of emergency department presentations on a year to date basis.

The DFCS advised that RNSH is currently experiencing a higher than normal number of patients with length of stay in excess of six days. This is contributing to the observed increased acute overnight average length of stay rate. The DFCS further advised that the implementation of recommendations from the Imaging review continues to progress. The review of staffing and activity is almost complete with further staff communication sessions to be held shortly.

### **Approval of Financial Statements/End of Year Results**

The Board noted the referral note and financial statements tabled. The DFCS further spoke to the referral note, flagging that the unaudited financial statements have also been provided to MoH on 13 July 2015. The DFCS advised that the statements have also been tabled at the NSLHD Audit and Risk Management Committee (A&RMC) on 16 July 2015, which subject to clarification of some issues, has been endorsed by A&RMC for release to the Audit Office NSW.

## **NSLHD Service Agreement 2015/16**

The Board noted the referral note and NSLHD Service Agreement 2015/16 tabled. The DFCS advised that the NSLHD Service Agreement 2015/16 (SA) was received on 23 June 2015. The SA has been reviewed from an activity target perspective to ensure the activity target negotiation outcomes are consistent with what the Board has been previously advised of. In addition, from a budget perspective, the SA has been used to provide an initial forecast against budget.

The Board raised queries regarding the unaudited financial statements and the SA. The DFCS advised that a response will be drafted and circulated back to the Board.

**Action:** The DFCS to respond to queries raised by the Board regarding the financial statements and NSLHD Service Agreement 2015/16 tabled at the August 2015 meeting.

## **5.10 Operational Efficiency & Service Integration (OESI) Report**

The OESI Report was tabled and noted by the Board.

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## **6. New Business**

### **6.1 Assignment of Common Seal Documents**

The items were **noted** by the Board.

### **6.2 Meeting with AMP Capital – Update**

The Chair and CE advised the Board that a recent meeting has been held with AMP Capital. Further to discussion between NSLHD and AMP Capital, it has been agreed that a charter of interaction will be drafted. The charter will assist the partnership and provide parameters around interactions.

### **6.3 Sydney North Health Network (SNHN) – Update**

The CE advised that it has recently been announced that Ms Lynelle Hales will commence as the Chief Executive Officer of SNHN from 10 August 2015.

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## **7. Standing Agenda Items**

### **7.1 NSLHD Committee Minutes**

#### **7.1.1 Health Care Quality Committee**

The endorsed minutes from the meeting held on 11 June 2015 were **noted** by the Board.

#### **7.1.2 Medical and Dental Appointments Advisory Committee (MDAAC)**

The endorsed minutes from the meetings held 3 and 18 June 2015 were **noted** by the Board.

#### **7.1.3 Finance and Performance Committee**

The draft minutes from the meeting held 23 June 2015 were **noted** by the Board.

#### **7.1.4 NSLHD Clinical Council**

The endorsed meeting minutes for 1 June 2015 were **noted** by the Board.

#### **7.1.5 Medical Staff Executive Council (MSEC)**

Meeting minutes of 18 May 2015 not yet available. The next meeting is scheduled for 17 August 2015.

#### **7.1.6 Peak Community and Consumer Participation Council (PCCPC)**

The draft minutes from the meeting held 3 June 2015 were **noted** by the Board.

#### **7.1.7 NSLHD and Medicare Locals Consultative Council**

Nil. The last meeting held was 14 April 2015, as tabled and noted by the Board at the July meeting.

#### **7.1.8 Capital Asset Planning Committee**

The draft minutes from the meeting held 6 July 2015 were **noted** by the Board.

#### **7.1.9 Integrated Risk Management Advisory Committee (IRMAC)**

Nil available. The next meeting is scheduled for 5 August 2015.

#### **7.1.10 Audit and Risk Management Committee**

The endorsed meeting minutes for 29 June 2015 were **noted** by the Board.

#### **7.1.11 Education Sub-committee**

The draft meeting minutes for 6 June 2015 were **noted** by the Board.

#### **7.1.12 Research and Innovation Sub-committee**

Nil available. The next meeting is scheduled for 20 August 2015.

#### **7.1.13 Aboriginal Health Advisory Committee**

The draft minutes from the meeting held 10 June 2015 were **noted** by the Board.

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### **8. Other Business**

#### **Apple Cottage**

The Chair advised that an email has recently been received via the Sounding Board email inbox. The email was from a staff member of NSLHD expressing concern regarding the privatisation of Apple Cottage. Correspondence has also been received from the Health Service Union (HSU) regarding a request to address the Board at an upcoming Board meeting to discuss concerns around the privatisation of Apple Cottage. The CE and EDO advised that the staff member of NSLHD and HSU have been written to, to advise that Apple Cottage will continue to operate without interruption as a Ryde Hospital service. While an Expression of Interest (EOI) is advertised for a private operator to lease the Childcare Centre, NSLHD will respond to HSU's feedback and continue to meet to discuss the EOI before it is released. In addition, it is expected that HSU will raise concerns with local management in the first instance, with the Deputy Director Workforce and Culture and Site Operations Manager, Ryde to be contactable for any further questions.

#### **Board Strategic Planning Days**

The Board agreed to the postponement of the Board Strategic Planning Days to November 2015.

**Action:** Secretariat to create a poll for Board Members to nominate their availability for November 2015.

### **9. Date, Time & Venue for Next Meeting**

Hornsby Boardroom, Hornsby Hospital, Tuesday, 1 September 2015 commencing 4.00pm

**Meeting Closed: 7.18pm**

### **CERTIFIED A CORRECT RECORD**

**Certified a correct record - Professor Carol Pollock, Chair**

**1 September 2015**