

# Minutes



## NSLHD Board

### MEETING DETAILS

**Date:** Tuesday 21 July 2020 commencing 4:15pm

**Venue:** NSLHD Boardroom, Level 14, Kolling Building or via Skype

#### Present:

Mr Trevor Danos AM	Board Chair
Professor Mary Chiarella AM	Board Member (by Skype)
Ms Karen Filocamo	Board Member
Mr Andrew Goodsall	Board Member
Mr Anthony Hollis	Board Member (by Skype)
Dr Donna Lynch	Board Member
Mr Don Marples	Board member
Dr Michelle Mulligan	Board Member
Ms Kimberley Reynolds	Board Member (by Skype)
Mr Keith Skinner	Board Member (by Skype)
Dr Stephanie Teoh	Board Member

#### In attendance:

Ms Deb Willcox	Chief Executive, NSLHD (CE)
Dr Bruce Cooper	Chair MSEC, NSLHD
Ms Jacqueline Ferguson	Director Finance & Corporate Services, NSLHD
Ms Elizabeth Wood	Executive Director Operations, NSLHD
Ms Melanie Coughlin	A/Corporate Secretariat Officer
Ms Paula Williscroft	Director People and Culture

#### Apologies:

Adj Prof Annette Schmiede	Deputy Board Chair
Mr Brad Goodwin	Board Member

### BOARD MEETING DETAILS – commencing at 4:15pm

The Board held an initial 15 minute in-camera session.

The Board Chair welcomed the Board members and attendees to the meeting.

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

Attendance and apologies were **noted**.

The Board Chair requested all attendees declare any conflicts of interest at this meeting. Ms Kimberley Reynolds stated that Business Australia of whom she is an employee also use the same recruitment agencies as NSLHD but that she is not involved with any of that recruitment work. This was noted by the Board.

The Board Chair advised that this would be Mr Don Marples' last Board Meeting. The Board Chair thanked Mr Marples for serving on the Board for the last 7 years and noted Mr Marples' strong contribution to the Board, FRAP and BARC. The Board Chair and the Board wished Mr Marples all the best in his future endeavours and thanked him for his help in strengthening NSLHD's commitment towards strategy and excellence.

The Board Chair also advised that this would be the last Board Meeting for acting secretariat Ms Melanie Coughlin. He thanked Ms Coughlin for her time and noted how she had made a strong contribution to improved logistics of the meetings and wished her all the best in her future endeavours.

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## 2. Confirmation of Minutes

Minutes of the meeting held 16 June 2020 were confirmed as a true and accurate record of the meeting.

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## 3. Patient Story – Northern Sydney Home Nursing Service

This story was **noted** and taken as read.

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## 4. Ongoing Business/Action Items

### 4.1 Action List – June 2020

The Action List was reviewed and updated accordingly.

### 4.2 Provide update on Planetary Health

The report was **noted** and taken as read.

The CE has established a Planetary Health Committee with representatives from across NSLHD. The aim of the Committee is to develop and support strategies to promote Planetary Health and to provide leadership. Hospitals and Services have also been asked to establish Planetary Health/Environmental Sustainability Committees and other governance structure to help support and drive local initiatives.

NSLHD is currently in the process of developing the Planetary Health Governance Framework. The Framework will be developed in consultation with the NSLHD Planetary Health Committee and the hospitals and services.

**Action:** Corporate Communications Team to include an article on 'Planetary Health' and the initiatives underway across NSLHD in the next NSLHD Newsletter as part of the CE or Board Chair's message.

**Action:** The CE to provide a further update to the Board in the December 2020 Board Meeting.

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## 5. Items for Approval/Endorsement

- 5.1 Consumer Committee Terms of Reference**  
This was **noted** and taken as read.

The Terms of Reference were endorsed by the Board.  
New Terms of Reference to be uploaded on NSLHD's website.

- 5.2 Referral Note - General Managers' Hospital Report Template**  
This was **noted** and taken as read.  
The template was endorsed by the Board with a few minor changes to be made.

**Action:** Invite the General Managers and Service Directors to speak at upcoming Board Meetings. Make a note of this in the Board Calendar of Events.

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## 6. Chief Executives update on COVID-19 activities

The CE provided a brief update and highlighted as follows:

- Overview of recent cluster outbreaks in South-Western Sydney
  - COVID-19 testing is continuing and NSLHD is focused on creating a positive experience. Members of the community swabbed receive an SMS survey to contribute to improving the community experience.
  - NSLHD is currently systemising the response to COVID-19 and looking at service models that are appropriate to continue.
  - NSLHD has returned to base-line surgical activity. Gratitude expressed to Dr Michelle Mulligan's wait list team, and the surgical teams across the LHD.
  - NSLHD has set up a strike force response team that is available to respond to outbreaks in Residential Aged Care facilities.
  - Residential Aged Care facilities across the NSLHD are continuing to attend weekly teleconferences with NSLHD Operations Team to exchange information.
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## 7. Strategic Discussion

- 7.1 Chief Executive 20/21 priorities**  
The report was **noted** and taken as read.

- 7.2 NSLHD Board 6 monthly update on (i) 19/20 Chief Executive Priorities, (ii) Strategic Plan Priorities, (iii) 19/20 Board Priorities**  
This was **noted** and taken as read. Relevant parts relating to Strategic Priorities to be uploaded on NSLHD's website.

- 7.3 Board Reporting**  
This was **noted** and taken as read. The Board endorsed the recent changes that have been made.

- 7.4 NSLHD Interim Service Agreement**  
This was **noted** and taken as read. The Board endorsed the

Interim Service Agreement to be signed by the NLHD Board Chair and CE prior to 31 July 2020.

The Board Chair recommended the members familiarise themselves with the "NSW Health Outcome and Business Plan 2020".

#### **7.5 NSLHD/SNPH Joint Board Meeting October 2020**

This was **noted** and taken as read.

The Board agreed to a joint meeting on 20 October 2020 starting at 4:15pm with the regular attendees and then the SNPH will join from around 5:30pm. An agenda will be prepared closer to the time.

#### **7.6 Update on Surgical Round Table**

Dr Michelle Mulligan provided a verbal update on the NSW Health Surgical Round table, hosted by the Minister and Secretary and attended by the Chief Executive and Executive Director of Operations.

The Board Chair acknowledged and thanked Dr Mulligan for her visionary clinical leadership. In particular acknowledging her role in the preparation for COVID19 and her role advising the Ministry of Health and Clinical Excellence Commission.

#### **7.7 Leadership & Talent Presentation**

Ms Paula Willisroft, Director People and Culture presented to the Board.

Highlights include the following:

- Leadership & Talent development are critical in the context of a refreshed framework of strategic and clinical service plans and major capital development programs across NSLHD.
- Leadership & Talent to leverage our increased collaboration and innovation emerging from COVID-19 management.
- NSLHD needs to grow capacity to develop a pipeline of aligned leaders more effectively and more rapidly than what has been available historically.
- NSLHD has recently appointed an Organisational Development and Talent Manager.
- NSLHD has aligned its leadership strategy to the capability framework of the NSW Public Service Commission.
- Leadership Advisory Board has been established.
- Succession Management process commenced – piloted in Hornsby.
- Pilot formal development program underway for our emerging middle management tier
- Emerging senior leaders formal development program under development

Members of the Board gave feedback including the development of a mentoring program, the role of the Board and the opportunity to align the leadership strategy with the Diversity, Inclusion and Belonging Strategy.

**Action:** Provide the Board with a further update on the Leadership and Talent program in the December 2020 Board Meeting.

The Board Chair to make reference to this program in the next NSLHD Newsletter as part of the Board Chair's message.

## **8. Standing Business**

### **7.5 Board Chair Report**

The Board Chair provided a verbal update with the following highlights:

- Board Breakfast with Clinical Governance Unit.
- Board Chair and CE met with the leadership of SNPHN.
- Support for the Archives service and the work of Cate Storey and the volunteer archivists. The relocation plan is necessary to support the archives and preservation of the historic records.
- Herbert Street Precinct and next steps in the consultation process.

### **7.6 Chief Executive Report July 2020**

This was **noted** and taken as read.

**Action:** Presentation to the Board on the new NSLHD website in the Board August 2020 meeting.

### **8.3 Finance Report**

This was **noted** and taken as read.

### **8.4 Committee Updates**

#### **Finance, Risk and Performance (FRAP) Committee**

No further update provided.

#### **Health Care Quality Committee (HCQC)**

No further update provided.

#### **Consumer Committee**

The Consumer Committee Chair noted the committee met and agreed on the Terms of Reference. Property NSW provided a presentation on the Herbert Street Precinct proposal.

A presentation was given by Health Consumers NSW to look at opportunities to engage with consumers.

#### **JMO Wellbeing Board Committee**

No further update provided.

#### **Medical Staff Executive Council**

No further update provided.

#### **Board Audit Risk Committee**

Mr Don Marples provided a verbal update. This covered the Draft Financial Statements and asset revaluations.

### **8.5 NSW LHD Selected Performance Indicators May 2020**

The report was **noted** and taken as read.

### **8.6 Communications Calendar**

The report was **noted** and taken as read.

## **9. NSLHD Committee Reports**

NSLHD Committee Reports (taken as read)

### **9.1 Board Audit Risk Committee (BARC)**

The report was **noted** and taken as read

### **9.2 Finance Risk and Performance Committee**

The report was **noted** and taken as read.

### **9.3 Consumer Committee**

Not available

### **9.4 Health Care Quality Committee (HCQC)**

Not available

### **9.5 HCQC STRA2P Report June 2020**

Not available

### **9.6 HCQC Safety and Quality Report**

Not available

### **9.7 JMO Wellbeing Board Committee**

The report was **noted** and taken as read.

### **9.8 Clinical Council**

The report was **noted** and taken as read.

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

Not available.

### **9.10 NSLHD Research Advisory Committee**

The report was **noted** and taken as read.

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## **10. Additional Reading Material**

**10.1 The hospital is dead, long live the hospital - noted.**

**10.2 Broader health and social impacts of COVID-19 – noted.**

**10.3 DI Hospital of the future – noted.**

**10.4 NSLHD Board Calendar of Events – noted.**

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## **11. Other Business**

Nil

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**12 Date, Time & Venue for Next Meeting**

Tuesday, 19 August 2020, commencing at 4.15pm, Level 14 Kolling Building, NSLHD.

**Meeting Closed: 6:55pm**

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**CERTIFIED A CORRECT RECORD**

**By Mr Trevor Danos, AM Board Chair  
On 18 August 2020**