

NSLHD Board

MEETING DETAILS

Date: Tuesday 15 May 2018 commencing 4:30pm

Venue: John Newlinds Education Centre, Level 1, Mona Vale Hospital

Present:

Mr Trevor Danos AM	Board Chair
Ms Annette Schmiede	Deputy Board Chair
Dr Dianne Ball	Board Member
Adjunct Professor Ann Brassil	Board Member – via teleconference
Professor Mary Chiarella	Board Member
Mr Anthony Hollis	Board Member
Mr Andrew Goodsall	Board Member – via teleconference
Mr Brad Goodwin	Board Member
Dr Donna Lynch	Board Member
Mr Don Marples	Board Member
Dr Harry Nespolon	Board Member
Dr Michelle Mulligan	Board Member
Mr Keith Skinner	Board Member

In attendance:

Ms Deb Willcox	Chief Executive, NSLHD
Ms Jacqueline Ferguson	Director Finance, NSLHD
Ms Elizabeth Curran	Executive Director Operations, NSLHD
Dr David Jollow	Chair, Medical Staff Executive Council
Ms Judith Hogan-Wright	Secretariat

PRE MEETING DETAILS – commencing at 4:00pm

Prior to the commencement of the Board meeting, NSLHD Board held a 30 minute discussion with senior executives from Mona Vale Hospital so as to be better informed of the issues facing this facility and the transition to the Northern Beaches Hospital.

BOARD MEETING DETAILS – commencing at 4:30pm

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

The Board Chair advised the Board that at the last Medical Staff Executive Council meeting, Dr Bruce Cooper was elected Chair. The Board took the opportunity to thank Dr David Jollow, past Chair MSEC for his contribution to the Board's deliberations.

1. Presentations

1.1 Workforce & Culture

The A/Director Workforce & Culture NSLHD, Ms Paula Willisroft was welcomed by the Board Chair and the presentation was provided in the Board meeting pack and was **noted** and taken as read.

Three items were highlighted: (1) Northern Beaches Hospital staff transition, (2) Junior Medical Officers (JMOs) Training and Wellbeing Survey report (refer to Item 5.3) and the subsequent plan to utilise the result for continued improvement of the wellbeing, training and supervision of NSLHD JMOs, and (3) Speaking Up for Safety initiative with a future Board meeting scheduled for a full presentation.

The Board discussed ways to improve the linkage and interdependences between organisational culture, clinical safety and quality and consumer experience and engagement for optimal results in these three areas.

The Board was provided with information on recruitment processes within NSLHD and on likely improvements over the next six months, as well as information on talent development processes and the identification of future NSLHD leaders.

The Board reaffirmed its commitment to the CORE values and noted the need for improved grievance processes.

The Board thanked A/Director Workforce & Culture NSLHD for the detailed presentation.

1.2 FutureGov – Website Redesign

The Board Chair welcomed the representatives from FutureGov and provided background on the work that FutureGov has undertaken and the importance of communication to all stakeholders in this digital age. The presentation was provided to the Board and was **noted** and taken as read.

The work of FutureGov is currently at the early stages of information gathering and identifying the future look and functionality of the NSLHD internet and digital media presence. The Board members sought information on a number of issues. The Board highlighted the need for cyber security to be a priority for this website redesign.

The Board noted its satisfaction with the current direction of the work of FutureGov and requested that recommendations on the NSLHD website redesign be brought back to the Board for consideration.

The Board thanked FutureGov for an informative presentation and discussion.

1.3 Communication

Mr James Yeandel, Director Corporate Communications NSLHD was welcomed to the Board meeting and spoke to the presentation that was provided to the Board and was **noted** and taken as read.

A strategic overview of the detailed and comprehensive communication activities and strategies was outlined.

Of note is the direction of communication moving from static to dynamic social media and the work that NSLHD is undertaking to keep pace in this changing environment. The importance of building and maintaining the reputation of NSLHD was noted. The work undertaken by the Corporate Communication team is diverse and complex and a valuable conduit between NSLHD and the wider community.

The Board noted the importance of all staff having strong and effective verbal and written communications skills.

The Board thanked the Director Corporate Communications for the presentation and updating the Board on the work undertaken by his Directorate.

2. Patient Story

2.1 Patient Story from Royal North Shore Hospital

The referral prepared by the A/General Manager, Royal North Shore Hospital (RNSH) was **noted**. The Board acknowledged it was a sad story and heard of the importance of staff listening to the patient and their family and of making sure patients and families are aware of REACH and other escalation processes.

2.2 Cognitive Impairment – Managing Delirium and Dementia

The referral prepared by the Director Nursing & Midwifery, NSLHD provided additional information on the initiatives by NSLHD to better support staff managing patients with delirium and other potential behavioural disturbances.

3. Attendance / Apologies / Quorum / Conflict of Interest

Attendance was noted; there were no apologies.

The Board Chair requested all attendees to declare any conflicts of interest at this meeting.

No other conflicts of interests were declared.

4. Confirmation of Minutes

4.1 NSLHD Board meeting held 17 April 2018

Minutes of the above meeting were confirmed as a true and accurate record of the meeting.

5. Ongoing Business (in conjunction with Action List)

The Board **noted** the Action List.

Item 9.0 – *University Students* was closed after discussion and agreement by the Board.

5.1 Asset Strategic Plan

The referral was **noted** by the Board.

5.2 Junior Medical Officers Welfare at Northern Beaches Hospital

The CE gave a verbal update on the work currently being undertaken for the creation of a Northern Beaches Hospital JMO Welfare Plan.

5.3 Junior Medical Officers Wellbeing Survey Results

The referral and report were **noted** by the Board. The CE directed the Board's attention to the attached Survey Result report and added that this is a state-wide survey and that NSLHD's results are generally positive against the State averages. The Survey Results will be the basis for an action plan for the JMO Welfare Committee.

5.4 Work Health & Safety & Due Diligence

The referral and report was **noted** by the Board. The Board sought and received acknowledgment from the CE that there are adequate management processes in place covering WH&S.

5.5 Delegations Manual – Introductory Page

The CE is currently working on the above and will table this at an upcoming Board meeting.

5.6 Facility or Service Monthly Coversheet

The Board **noted** and commented on the proforma coversheet. It was suggested to include a section covering “Celebrations” and “Opportunities” which will be included in Monthly Highlights; otherwise the Board approved the template.

6. Standing Business

6.1 Board Chair Report

The Board Chair updated the Board on the following.

The Board Chair:

- Has arranged a meeting with a local representative; completing the engagement with all local representatives within the NSLHD area.
- Attended the celebration of the awarding of the Lawrence Penn Chair in Bowel Cancer to Professor Molloy.
- Discussed the appointment of the Chair of the Board Audit & Risk Committee post February 2019 completing the tenure of the current Chair.
- Discussed the upcoming NSLHD Innovation Program Event, Round 1, where the top 5 applications will pitch their ideas for funding.
- Discussed the soft FM services procedures provided through the RNSH PPP arrangement.
- Discussed the redevelopment of the RNSH southern campus and the major construction due to commence in the next month.
- Discussed the issuing of documents in relation to the Kolling Foundation. A new Chief Executive Officer will be recruited.
- Attended the Interim Management Committee of the Kolling Institute and discussed relevant financial and governance aspects.

6.1.1 University of Sydney – Faculty of Medicine & Health

The tabled document was **noted** and taken as read.

6.1.2 Sydney Health Partners

The tabled document was **noted** and taken as read.

6.1.3 National Health Agreement

The tabled document was **noted** and taken as read.

6.2 Chief Executive Report

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

The CE made mention of the following points:

- The NSLHD remains on Performance Level 0.
- The NSLHD continues to experience high demand in the Emergency Department and in particular at RNSH.
- Early initiatives to improve Emergency Treatment Performance (ETP) have been approved; further initiatives will follow.

The Chief Executive updated the Board on the current senior executives' recruitment status: Director Workforce & Culture and the Director Strategic Operations positions are currently being advertised; General Manager Royal North Shore Hospital position is at the interview stage; maternity relief of the Executive Director Operations position is close to formal announcement; and formal appointment of the Executive Director Medical Services has occurred with the appointee to commence on 4 June 2018.

6.3 NSLHD Board – Finance Risk and Performance Committee Report

The Board **noted** the report for the month of March 2018.

The Board Chair opened the discussion by inviting the Chair, Finance, Risk and Performance Committee to update the Board. The preparation for the NSLHD Service Agreement for 2018-19 is well in hand.

A weekly meeting with the Northern Beaches Hospital finance team has commenced. The Board was updated on the Northern Beaches Hospital Annual Notice.

The Board received a verbal update from the Director Finance on the financial model for the Northern Beaches project.

6.3.1 Annual Financial Statements – 31 March 2018

The financial statements were **noted** as taken as read. The Board had a short discussion on the processes and procedures for the sign off of the year-end financial statements.

6.3.2 Status of the FY18 Roadmaps

The referral was **noted** and discussed.

The CE has met with NSW TCorp to be briefed on the range of advisory services that could be provided to NSLHD and the cost savings associated with them. Further updates will be provided as they arise.

6.4 NSLHD Risk Report

The Board **noted** the referral prepared by the NSLHD Chief Risk Officer. A summation of the findings of the Board Risk Working Group will be tabled for the Board's information post June 2018. It was noted that an NSLHD Executive oversight of facility risks will be undertaken prior to the tabling of the Risk Report at the Finance, Risk and Performance Meetings.

6.4.1 Top Strategic Risks

6.4.2 NSW Health Risk Matrix

6.4.3 Top 10 Risks by Site / Service

The Board **noted** the above tabled reports.

6.5 Ministry of Health (MoH) Performance summary of all LHDs

The report from the MoH was not received in time for tabling at this meeting.

6.5.1 MoH March 2018 Performance update letter

The Board **noted** the above letter from the MoH. There was nothing of note that was not covered above.

7. New Business

Nil

8. NSLHD Committee Reports

8.1 Board Audit & Risk Committee (BARC)

The Board **noted** the draft March 2018 minutes.

8.2 NSLHD Clinical Council

The Board **noted** the draft April 2018 minutes.

8.3 Consumer, Community, Carer & Communication (4Cs) Committee

Nil available. The Chair 4Cs updated the Board with the work to be undertaken to set the purpose, scope and governance of this committee.

8.4 Finance, Risk and Performance Committee

The Board **noted** the draft April 2018 minutes. The Terms of Reference were **endorsed**.

8.5 Health Care Quality Committee (HCQC)

Nil available. The Chair HCQC updated the Board on the initial meeting of HCQC for 2018.

8.6 Medical Staff Executive Council

The Board **noted** the draft March 2018 minutes.

8.7 NSLHD & Sydney North Primary Health Network Executive Council

Nil available.

9. Date, Time and Venue for Next Meeting

Tuesday 19 June 2018

4:30pm Boardroom, Executive Office, Douglas Building, Royal North Shore campus

Meeting Closed: 7:35pm

CERTIFIED A CORRECT RECORD

By Mr Trevor Danos AM, Chair

On 19 June 2018