

MINUTES

Present:

Professor Carol Pollock	Chair, Board
Dr Dianne Ball	Board Member
Ms Ann Brassil	Board Member
Ms Diane Flecknoe-Brown	Board Member
Dr Michele Franks	Board Member
Mr Andrew Goodsall (<i>via teleconference</i>)	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:

Nil

1. Presentation

Finance and Performance

Presented by Chair of Finance and Performance Committee (Chair F&P) and Director Finance and Corporate Services (DFCS)

The Board noted the tabled presentation slides with the presentation being spoken to as part of the Finance and Performance Report.

2. Patient Story

The CE relayed to the Board a patient story that was received in February 2015. The patient gave detailed feedback on the prognosis of her condition at Royal North Shore Hospital, particularly the impact of a preliminary false negative test. The CE advised that such patient stories are appreciated to flag concerns and mark areas that could be improved for better patient care. The CE advised that the patient has been written to both to address areas of concern and thank the patient for their valued feedback.

3. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were noted.

4. Confirmation of Minutes

The Board accepted the minutes of the meeting held 5 May 2015 as a true and accurate record of the meeting with amendment to:

- Page 5: "The DFCS flagged that there however has been an increase in unplanned demand in March whereby there was an increase in Emergency Department presentations, concentrated at Royal North Shore and Mona Vale Hospitals."
- Page 6: "Given the imminent decanting of buildings at Hornsby Hospital, the Board asked whether "lessons learned" from the RNSH decanting process could be applied to Hornsby. The CE advised that these would be captured."

5. Ongoing Business (in conjunction with Action List)

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

5.1 Client Services Plan

Spoken to by Mr John Hunter, Chair of NSLHD Audit and Risk Management Committee, and Ms Sally Bond, Director Financial Audit Services, Audit Office of NSW

The Chair welcomed the Chair of NSLHD Audit and Risk Management Committee and Director Financial Audit Services, Audit Office of NSW (DFAS, AONSW) to the Board meeting. The DFAS, AONSW spoke to the NSLHD Client Service Plan for the year ending 30 June 2015. The DFAS, AONSW gave a brief overview of the process of assessing NSLHD and its internal control environment, looking at risks, exposure, the audit response, resolution of issues and audit of financial statements.

The DFAS, AONSW congratulated the NSLHD Finance Team for their high standard of the March 2015 "early close" process.

It was raised that there is potential for financial and brand exposure should fundraising arrangements not be closely monitored. The DFAS, AONSW advised that the fundraising revenue for NSLHD is less than half a percent of the total revenue, in which case it would be monitored and audited by NSLHD if deemed necessary rather than by AONSW. The DFCS advised that as advised at the May Board meeting, the AONSW recommends the LHD's Internal Audit team review arrangements, however it was agreed that if the Kolling Foundation is deemed a controlled entity under the relevant new accounting standards then AONSW would need to be involved.

The Board raised a query regarding the increase noted for land buildings and infrastructure. The DFAS, AONSW advised that that the increase was skewed due to the definition used by the valuer, resulting in a difference in classification and categorisation. The Board and CE requested that it is ensured that there is consistency in the classifications and categorisations used.

The Board and CE thanked the Chair of NSLHD Audit and Risk Management Committee and DFAS, AONSW for their presentation.

5.2 Board Sub-Committee Discussion

The Chair advised that a paper had been prepared addressing board governance more broadly than the initial focus on Board sub-committee structures. The Chair advised that the paper will be circulated to the Board for feedback, which will then be collated for distribution for discussion at the July Board meeting. The paper will concurrently be sent to the CE for feedback as to how she would see Board sub-committees supporting the Executive.

Action: Chair to circulate the paper to the Board and CE for feedback and discussion at the July Board meeting.

Action: The Board and CE to forward feedback to the Chair regarding the aforementioned paper.

5.3 Northern Beaches Sub Committee (NBSC) Update

The Chair of the Northern Beaches Sub Committee (NBSC) and CE provided the Board with an update. A brief presented to the NSW Ministry of Health regarding the NSLHD governance and contract administration structure for the Northern Beaches Hospital Public Private Partnership (PPP) was endorsed. The brief and proposed structure has been discussed between the Board Chair, CE and Chair NBSC and will be circulated to the Board for information. It is proposed that a unit within NSLHD be formed that will be responsible for both the Royal North Shore and Northern Beaches PPP's. The PPP Relationship/Contract Administration function will include the appointment of a Relationship Director for the Northern Beaches Hospital Procurement, who will report directly to the CE, and other supporting roles/positions. The Unit will report to the Director Finance and Corporate Services and progress will be provided to the Board biannually via the CE report (i.e. December 2015 and May 2016) with any high level issues to be reported to the Board via the Finance and Performance Committee as well as the Audit and Risk Management Committee in between the biannual reports. There will hence be no Northern Beaches Sub Committee formed.

The Board endorsed the proposed structure and governance approach.

Action: The Secretariat to circulate the brief regarding the NSLHD governance and contract administration structure for the Northern Beaches Hospital Public Private Partnership.

The Board also requested an update to be included in the CE report for developments occurring at other sites.

Action: The CE to include an update of developments occurring at NSLHD sites as appropriate.

5.4 ECT Review (MHDA Audit)

The Board noted the referral note. The matter is now closed.

5.5 Ryde Hospital Mini National Safety and Quality Health Service Standards (NSQHSS) Report

The Board noted the referral note. The Executive Director Operations (EDO) further advised that the matter will continue to be monitored via the Health Care Quality Committee with audits conducted periodically and updates to be provided back to the Board accordingly.

5.6 Peak Community & Consumer Participation Council (PCCPC) Action Plan 2015 - Update

The CE advised that the information provided by the DCG on the matter is not yet complete and will need to be deferred to the August Board meeting.

5.7 VMO Participation in DETECT Training Program

The Board noted the referral note. The EDO advised that an extension has been granted to 1 July 2015 for medical staff who are yet to complete their mandatory training.

5.8 Chief Executive Report

The Board noted the CE report and attachments.

The Board discussed a recent reported incidence of bullying. The CE advised that all efforts are made to ensure that staff are aware of the zero tolerance approach to bullying and that all staff are cognisant of and comply with the code of conduct.

The Board further discussed the success of Sydney Health Partners (SHP) being recognised as one of the 4 nationally recognised Advanced Health Research and Translation Centres. SHP consists of the NSLHD, Sydney and Western LHDs, The NSW Kids Network and University of Sydney. The Northern Sydney Research Hub has been rebranded as the Northern Sydney Academic Health Science Centre (NS AHSC) and is the vehicle whereby NSLHD interacts with Sydney Health Partners (SHP). The Board expressed interest in being kept up to date with developments of the NS AHSC and SHP.

External Childcare Review

The Board noted the referral note and draft report of the external review conducted on childcare for the three childcare centres which the Northern Sydney Local Health District (NSLHD) currently operates at Hornsby, Ryde and Royal North Shore (RNS) Hospital.

The Board considered the information provided and discussed the principles around providing childcare services to staff and the merits of the external review conducted. The Board was mindful of the concerns raised by staff at the staff interactive session held on 2 March 2015 at Royal North Shore Hospital concerning the privatisation of the childcare centres.

It was agreed that HKH childcare will cease to operate from December 2015. Ryde service will continue as is whilst an EOI is placed in the market for a private operator to lease/ manage. RNS service will continue as is with RNS & our staff continuing to provide the service until the Southern Campus redevelopment is completed. The centre will need to be relocated during this time.

5.9 Finance and Performance Report

The Board noted the tabled May Finance Report and information provided on Early Close Procedures and Corporate Governance Gap Analysis for NSLHD. The year to date result and the year-end forecast was discussed. The Director Finance and Corporate Services (DFCS) advised the Board that in line with April's finance forecast, the forecast model indicates a year end deficit below the target deficit set by the NSW Ministry of Health (MoH). The DFCS advised that funding has been discussed with MoH with consideration to population growth, performance results and capital developments within NSLHD.

The Chair of Finance and Performance Committee (Chair F&P) and DFCS advised that the focus for the Finance and Performance Committee will include detail monitoring of the NSLHD forecast/financial position, a renewed focus on performance and recurring agenda items such as Northern Beaches PPP. In addition, a focus on key issues in finance and performance data (i.e. key areas of financial variation, integrated care outcomes and clinical networks monitoring).

The Board and CE commended the Finance and Performance Committee for their efforts and hard work.

5.10 Operational Efficiency & Service Integration (OESI) Report

The OESI Report was tabled and noted by the Board.

6. Capital Planning Update

6.1 Hornsby Ku-ring-gai Hospital Redevelopment

The Board **noted** the tabled referral notes concerning Stage 1 and 2 Redevelopment of Hornsby Ku-ring-gai Hospital.

6.2 Royal North Shore/Ryde Developments

The Board noted the tabled referral note concerning the developments of Ryde Hospital.

6.3 Northern Beaches Redevelopment

The Board **noted** the tabled referral note concerning the Northern Beaches Health Service Project.

The Board suggested the use of a “traffic light” system to flag any items of concern for the Capital Planning updates. The CE advised she will take the request on notice.

7. New Business

7.1 Assignment of Common Seal Documents

The item was noted by the Board.

7.2 Education and Research within the Academic Health Science Centre

This item was deferred for the July Board meeting.

7.3 Capacity Assessment Project (CAP) Results Report

The CAP report is yet to be made available by MoH. The item is hence deferred for the July Board meeting.

8. Standing Agenda Items

8.1 NSLHD Committee Minutes

8.1.1 Health Care Quality Committee

The draft minutes from the meeting held on 9 April 2015 were **noted** by the Board.

8.1.2 Medical and Dental Appointments Advisory Committee (MDAAC)

The endorsed minutes from the meetings held 8 and 22 April 2015 were **noted** by the Board.

8.1.3 Finance and Performance Committee

The draft minutes from the meeting held 28 April 2015 were **noted** by the Board.

8.1.4 NSLHD Clinical Council

The endorsed meeting minutes for 13 April 2015 were **noted** by the Board.

8.1.5 Medical Staff Executive Council (MSEC)

The endorsed meeting minutes for 16 February 2015 were **noted** by the Board.

8.1.6 Peak Community and Consumer Participation Council (PCCPC)

The draft meeting minutes for 4 February 2015 and 1 April 2015 were **noted** by the Board.

8.1.7 NSLHD and Medicare Locals Consultative Council

The draft meeting minutes for 14 April 2015 were **noted** by the Board.

8.1.8 Capital Asset Planning Committee

The draft meeting minutes for 16 March 2015 were **noted** by the Board.

8.1.9 Integrated Risk Management Advisory Committee (IRMAC)

Nil available. The next meeting is scheduled for 3 June 2015.

8.1.10 Audit and Risk Management Committee

The draft meeting minutes for 23 March and 16 April 2015 were **noted** by the Board.

8.1.11 Education Sub-committee

The endorsed meeting minutes for 10 March and 14 April 2015 were **noted** by the Board.

8.1.12 Research and Innovation Sub-committee

Nil available. The meeting scheduled for 19 May 2015 was cancelled.

8.1.13 Aboriginal Health Advisory Committee

The draft meeting notes of 11 March 2015 were **noted** by the Board.

8.1.14 Northern Beaches Hospital Project Sub-Committee

As discussed in the Northern Beaches Hospital Sub-Committee update.

9. Correspondence

9.1 Letter of Appreciation to Deputy Director Finance from Board

The letter of appreciation was noted by the Board.

9.2 Letter of Appreciation from Chief Executive re Exercise Bradbury to Volunteer, NSW Police – Public Order and Riot Squad, and RNSH Nurse Manager, Operating Theatres

The letters of appreciation were noted by the Board.

9.3 Letter of Appreciation from the CE to Community Representative – NSLHD Clinical Services Plan

The letter of appreciation was noted by the Board.

10. Date, Time & Venue for Next Meeting

Meeting Room 1, Mental Health Community Centre, Ryde Hospital
Tuesday, 7 July 2015 commencing 4.00pm

Meeting Closed: 8.10pm

CERTIFIED A CORRECT RECORD

**By Professor Carol Pollock, Chair
On 7 July 2015**