

NSLHD Board

MEETING DETAILS

Date: Tuesday 17 March 2020 commencing 4:15pm

Venue: Boardroom, Executive Unit, Douglas Building, Royal North Shore Campus

Present:

Mr Trevor Danos AM	Board Chair
A/Professor Annette Schmiede	Deputy Board Chair
Professor Mary Chiarella AM	Board Member (by Skype)
Ms Karen Filocamo	Board Member (by Skype)
Mr Andrew Goodsall	Board Member (by Skype)
Mr Brad Goodwin	Board Member (by Skype)
Mr Anthony Hollis	Board Member (by Skype)
Dr Donna Lynch	Board Member (by Skype)
Mr Keith Skinner	Board Member (by Skype)
Dr Michelle Mulligan	Board Member
Ms Kimberley Reynolds	Board Member (by Skype)
Dr Stephanie Teoh	Board Member (by Skype)

In attendance:

Dr Bruce Cooper	Chair Medical Staff Executive Council, NSLHD (by Skype)
Ms Jacqueline Ferguson	Director Finance and Corporate Services
Ms Deb Willcox	Chief Executive, NSLHD (CE)
Ms Elizabeth Wood	Executive Director Operations
Ms Melanie Coughlin	Corporate Secretariat Officer

Apologies:

Mr Don Marples	Board Member
----------------	--------------

BOARD MEETING DETAILS – commencing at 4:15pm

The Board held an initial 15 minute in camera session. This was done via Skype with the majority of members on the phone as a precaution with the COVID-19 situation.

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 to declare any conflicts of interest at this meeting. There were no conflicts of interest declared.

The Board Chair reminded all attendees about confidentiality of matters raised and considered at Board meetings, noting the requirements of the NSW Health Code of Conduct.

Action: Board Secretariat to update yearly Board calendar.

2. Confirmation of Minutes

Minutes of the meeting held 18 February 2020 were confirmed as a true and accurate record of the meeting.

3. Patient Story

The patient story from MHDA was related to a patient experience at the Hornsby Ku-ring-gai MHDA campus. The letter was **noted** and taken as read.

4. Presentations

4.1 Celebrating our Successes

A referral note from the Chief Executive was **noted** and taken as read. It gave background on maximising opportunities to promote the District's achievements by NSLHD staff, which would also assist in securing major philanthropic gifts.

The Director Corporate Communications, opened the discussions with what the District currently has in place in relation to mainstream media, social media and events.

Board members shared their thoughts and ideas on ways to help celebrate success. There were a number of ideas raised including better utilising available space in hospital foyers and these were captured by the Director Corporate Communications to investigate.

Action: An update on the new website to be included in the May meeting.

4.2 Kolling Institute

Research Director Professor Carolyn Sue AM gave an insightful presentation on the Kolling Institute including on its recent restructure, the development of its strategic plan and the celebration of its centenary.

Action: Provide an update on the Kolling Institute Strategic Plan to the Board later in the year.

5. Ongoing Business/Action Items

5.1 Action List – March 2020

The Action List was reviewed and updated accordingly.

5.2 Financial Sustainability

The Financial Sustainability report was included in the papers for information. This was **noted** and taken as read.

5.3 BARC – provide learnings from Audit process

Referral note was **noted** and taken as read.

5.4 Review Rapid Response Services

Referral note was **noted** and taken as read.

Kimberley Reynolds to send an email to the CE and Board Chair on ideas on using this as part of patient experience.

5.6 Trial Closure of Shared Zone

Referral note was **noted** and taken as read. The Board is supportive of this trial.

6. Strategic Matters

6.1 Final Parliamentary Report on Operation and Management of Northern Beaches Hospital

A referral note was **noted** and taken as read. The Board Chair extended his thanks to the CE and her team for her continuing and strong focus on this matter.

6.2 COVID 19 Update

The Chief Executive provided a detailed update on COVID-19 which was followed by a lengthy discussion.

Action: CE and Dr Michelle Mulligan to attend Medical Staff Council and provide an update on COVID-19.

7. Standing Business Board Reporting (*taken as read*)

7.1 Board Chair Report

The Board Chair provided a verbal update. Matters covered included:

- Attendance of Northern Lights (Cancer Services)
- Attendance at breakfast for NSLHD Finance Directorate
- Attendance at tour of RNSH Aged Care Unit
- Recent governance changes for Sydney Health Partners
- Delivered paper at University of Tasmania post graduate health symposium
- Ongoing discussions re improved site access for RNSH

Action: Board Secretariat to send a placeholder diary invite to the Board Members for the Quality and Improvement Awards in May 2020.

7.2 Committee Updates

Finance, Risk and Performance (FRAP) Committee – Nil.

Health Care Quality Committee (HCQC) – Nil.

Consumer Committee – Consumer Committee Chair provided a brief update. The meeting took place earlier today and the new Terms of Reference were discussed. Further update to be provided at the April Board meeting.

JMO Wellbeing - Nil

Medical Staff Executive Council - Nil

7.3 Chief Executive Report

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

7.4 Finance Risk and Performance Report

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

7.5 Risk Report – Board update

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

7.6 NSW LHD Selected Performance indicators – January 2020

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

8. NSLHD Committee Reports (taken as read)

8.1 Board Audit Risk Committee (BARC)

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

8.2 Clinical Council

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

8.3 Consumer Committee

Nil.

8.4 Finance, Risk & Performance Committee (FRAP)

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

8.5 Health Care Quality Committee (HCQC)

Nil.

8.5.1 HCQC STRA2P Report

Nil.

8.5.2 Safety & Quality Report

Nil.

8.6 Medical Staff Executive Council (MSEC)

Nil.

8.7 JMO Wellbeing Board Committee

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

9.0 Additional Reading Material

9.1 Wall of Fame Unveiling Invite

Attached no further comments.

9.2 Praise for NSW Health

Attached no further comments.

9.3 Health and Wellbeing Program Seminars

Attached no further comments.

9.4 Sexual assault and harassment of Doctors and achieving zero tolerance in the Medical profession

Attached no further comments.

9.5 Northern Lights Cancer Showcase

Attached no further comments.

9.6 NBH Photo – Real People Remarkable Care

Attached no further comments.

10.0 Date, Time & Venue for Next Meeting

Tuesday, 21 April 2020, commencing at 4.15pm, Boardroom, Douglas Building RNSH

Meeting Closed: 6.57pm

CERTIFIED A CORRECT RECORD

Mr Trevor Danos, AM Board Chair

Endorsed by Mr Trevor Danos, AM Board Chair

.....
Signature

21/03/2020

.....
Date