

## NSLHD Board

### MEETING DETAILS

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

**Venue:** Skype Meeting

**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 Don Marples	Board member (by Skype)
Dr Michelle Mulligan	Board Member (by Skype)
Ms Kimberley Reynolds	Board Member (by Skype)
Mr Keith Skinner	Board Member (by Skype)
Dr Stephanie Teoh	Board Member (by Skype)

**In attendance:**

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

**Apologies:**

Nil

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

The Board held an initial 15 minute in camera session. The meeting was done via Skype 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.

---

## 2. Confirmation of Minutes

Minutes of the meeting held 17 March 2020 were confirmed as a true and accurate record of the meeting.

**Action:** Board Secretariat to upload March 2020 Minutes and CE Report to the NSLHD Internet.

---

## 3. Patient Story

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

The patient story related to a patient's son who wrote to the hospital thanking Deb Stewart and the team in caring for his mother who was ill with COVID19. The CE and Board Chair commended Deb Stewart on her actions and the team at Hornsby Hospital.

---

## 4. Ongoing Business/Action Items

### 4.1 Action List – April 2020

The Action List was reviewed and updated accordingly.

### 4.2 Board Referral Note – Fraud and corruption control policies and procedures within NSLHD.

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

The Director for Internal Audit has amended the existing NSLHD internal audit plan to assist in and to better align with the key risks arising from the response to COVID19.

**Action:** Once finalised, the Board to be notified of the changes to the existing NSLHD internal audit plan.

---

## 5. CE update on COVID19 activities

The CE spoke to her CE Report that is focused on COVID-19. The CE provided a detailed update and this was followed by a lengthy discussion. The CE particularly highlighted issues of staff wellbeing and resilience, staff commitment and innovation, development of new models of care, workforce agility and increased use of telehealth

The CE also provided a brief update on Northern Beaches Hospital in the context of COVID-19 and the National Partnership Agreement. The board proceeded to discuss this update.

The 2020 Quality and Improvement Awards will still go ahead at a date to be determined.

---

## 6. Standing Business

### 6.1 Board Chair Report

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

- Visit to Hornsby Ku-ring-gai Hospital with the CE to observe COVID-19 planning. Highly impressed with the quality, enthusiasm and innovation of the staff. The Board wish to express how proud they are of the staff and want to express their admiration and delight in the capabilities of the staff at Hornsby Ku-ring-gai Hospital.
- Met with the independent chair of the Kolling Institute. Pleasing to see the draft strategic research plan is progressing well.
- Met with Brian Blood the Chair of NSLHD Board Audit and Risk Committee and he is very pleased with the early close of the financial accounts. Brian also gave an update on the proposed amendments to the existing NSLHD internal audit plan to assist in and to better align with the key risks arising from the response to COVID19.
- JMO Board Committee leadership has changed and the committee is running well.
- The Med App has been well received by the medical teams.
- Attended Board Chairs meeting by phone with Secretary NSW Health and provided the Board with a brief update.

**Action:** Corporate Secretariat to send Med App details to Board members.

**Action:** Corporate Secretariat to send through intranet link on COVID19 Intelligence Unit Update to Board Members.

**Action:** CE to brief the Board on the progress of Accreditation preparation in September's Board Meeting.

### 6.2 Chief Executive Report (COVID19 special report)

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

### 6.3 Finance Risk and Performance Report

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

The Director of Finance & Corporate Services discussed the generosity of the Ministry of Health (MoH) in supplying the LHD with extra budget supplementation to help with increased expenditure.

### 6.4 Committee Updates

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

**Health Care Quality Committee (HCQC) –** Brief discussion on improved complaints handling.

**Consumer Committee –** Corporate Secretariat to invite the Board Chair to the upcoming Committee meetings.

**JMO Wellbeing – Nil**

**Medical Staff Executive Council – Nil**

### 6.5 NSW LHD Selected Performance Indicators – February 2020

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

## 6.6 COVID19 Risk Report

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

**Action:** All comments to be sent through to the Board Chair and CE.

---

## 7 NSLHD Committee Reports

NSLHD Committee Reports (taken as read)

**Board Audit Risk Committee (BARC)** - The report was **noted** and taken as read.

**Clinical Council** - No minutes attached.

**Consumer Committee** - The report was **noted** and taken as read.

**STRAP Report – Consumer Committee** - The report was **noted** and taken as read.

**Health Care Quality Committee (HCQC)** - The report was **noted** and taken as read.

**HCQC STRA2P Report** - The report was **noted** and taken as read.

**Finance, Risk and Performance (FRAP) Committee** - The report was **noted** and taken as read.

**Medical Staff Executive Council (MSEC)** - Nil.

**JMO Wellbeing Board Committee** - The report was **noted** and taken as read.

---

## 8 Additional Reading Material

### 8.1 Summary Governance Symposium

Attached no further comments.

---

## 9. Other Business

Nil

---

## 10. Date, Time & Venue for Next Meeting

Tuesday, 19 May 2020, commencing at 4.15pm, Details to be confirmed.

**Meeting Closed:** 6:03pm

---

**CERTIFIED A CORRECT RECORD**

Mr Trevor Danos, AM Board Chair

**Endorsed by Trevor Danos, AM, Board Chair**

.....  
Signature

**19/05/20**  
.....  
Date