

NSLHD Board

MEETING DETAILS

Date: Tuesday 22 September 2020 commencing 4:15pm

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

Present:

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

In attendance:

Ms Deb Willcox	Chief Executive, NSLHD (CE)
Dr Bruce Cooper	Chair MSEC, NSLHD (via Skype)
Ms Jacqueline Ferguson	Director Finance & Corporate Services, NSLHD
Ms Elizabeth Wood	Executive Director Operations, NSLHD
Ms Paula Williscroft	Director People and Culture
Ms Christine Tait Lees	Organisational Development and Talent Manager
Mr James Yeandel	Director Media and Communications
Mr Dennis Devendra Singh	Strategic UX Design Lead, Information Communications & Technology (ICT)
Mr Suriyadeepan Jeyapirakasam	Web Application Services Manager, ICT
Ms Brooke Barnett	Board Secretariat

Meeting Details

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 was **noted**, there were no apologies.

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

2. Confirmation of Minutes

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

3. Patient Story – Opportunity for Service Improvement

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

Action: CE to report back to the Board at the next meeting on the feedback provided to the Doctor in the referral note.

4. Ongoing Business/Action Items

4.1. Action List – August 2020

The Action List was reviewed and updated accordingly.

4.2. NSLHD 2020 Annual Public Meeting

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

4.3. Update on Diversity, Inclusion and Belonging Committees

The Director People and Culture (DPC) and the Organisational Development and Talent Manager presented on the draft and soon-to-be-released NSLHD's Diversity, Inclusion and Belonging (DIB) Strategy.

There is a current focus on underrepresented groups and the establishment of the voice of the people in the workforce. The current goals include raising the profile of DIB across NSLHD. The current and ongoing challenges were discussed.

Board Members are interested in attending any events that are organised.

4.4. Hospital and Service accreditation preparedness

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

The accreditation process has been deferred because of COVID-19 activities, a new schedule has not yet been confirmed. The CE advised that NSLHD is continuing to prepare and will be ready when the process recommences.

4.5. Governance of LHDs program of work

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

Action: CE to write to the Ministry of Health (MoH) on relevant outstanding recommendations of the NSW Audit Office report where a centralised and harmonised approach via the MoH might be appropriate.

4.6. ICAC Presentation

This was **noted** and taken as read. The Board endorsed the Guide to Conflicts of Interests for Board Members and supporting documentation.

The Board Chair reiterated if any Board Members were in doubt about a conflict or a proposed course of action to seek early guidance from the Board Chair and/or the CE.

The Board Chair acknowledged the work done and the leadership shown by the Director Internal Audit and Risk in developing the Guide and supporting documentation.

5. Items for Approval

5.1. Attestation Statement – National Safety and Quality Healthcare Standards

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

It was **resolved** that the Board Chair be authorised to sign the Attestation Statement on behalf of NSLHD.

It was discussed and agreed that the Attestation Statement should be given a final review by the Health Care Quality Committee (HCQC) before it is lodged.

Action: The Attestation Statement is to be circulated to the HCQC members out of session.

5.2. NBH Delegation

The Board Chair noted the ongoing discussions with the operator of Northern Beaches Hospital and the possibility that formal documentation might need to be signed to confirm the outcome of those discussions.

It was **resolved** that the Board delegate authority to the Finance, Risk and Performance (FRAP) Committee to approve documentation for signing on behalf of NSLHD.

The FRAP Committee and the CE will continue to update the Board on matters relating to NBH including in relation to any documentation that may be signed.

6. Chief Executive update on COVID-19 activities

The CE provide a verbal update on COVID-19 activities with the following highlights:

- Decrease of positive case numbers across NSW.
 - Testing rates have dropped across NSW. There has been a significant focus on the social media platforms to encourage testing.
 - The COVID-19 testing unit will be moved from the Douglas Building into a demountable unit that is to be set up in the Douglas Building carpark. This will relieve access issues into the Douglas Building and the Transit Lounge in RNSH.
 - Preparedness continues in the ICU and the new COVID-19 wards.
 - NSLHD is continuing to work with local aged care facilities to establish and strengthen relationships.
 - The Clinical Governance Unit is overseeing the roll out of training initiatives for fit testing for masks.
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7. Strategic Discussion

7.1. Presentation on new NSLHD website

Mr Dennis Singh, Mr Suriyadeepan Jeyapirakasam and Mr James Yeandel presented to the Board on the new NSLHD website. The new website has been built to incorporate feedback from consumers (patients, visitors, carers) and will be more user friendly. Consultation with staff is ongoing. There is still further testing to be completed. The new website is scheduled to go live in a few weeks. Work on the new website will not cease when it goes live and the improvement of the new website project will be an ongoing project.

7.2. Herbert Street Precinct

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

7.3. ABC story on mental health

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

The CE noted that NSLHD had progressed all Root Cause Analysis recommendations made and was now preparing for the coronial inquiry. The Board again expressed its deepest sympathy to the family.

7.4. National Safety and Quality Health Service (NSQHS) accreditation standards

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

7.5. Annual Board Performance Review

This item was **noted** and taken as read. The recommended approach was endorsed. The Board Chair will now commence the process.

8. Standing Business

8.1. Board Chair Report

The Chair provided a verbal update with the following highlights:

- There continue to be fortnightly dial in meetings of the Council of Board Chairs and MoH on COVID-19 activities and preparations.
- Attended Strategy Day of the NORTH Foundation. Gilbert Lorquet to speak at the November Board meeting
- There is new leadership at Sydney Health Partners.
- Ongoing discussions on consolidation of NSLHD cancer services.
- New independent member on the Board Audit & Risk Committee (BARC).
- Joint Primary Health Network meeting in October.
- Upcoming focus on community health facilities.
- Male Champions of Change has issued a guide on Disrupting Sexual Harassment and Bullying in the Workplace.

8.2. Chief Executive Report September 2020

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

8.3. Finance, Risk and Performance Report

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

There was a discussion on the COVID-19 financial impact and the expectations of the MoH to reduce the deficits over the next two years.

Action: October Board meeting - Director Finance and Corporate Services to provide comprehensive presentation to the Board on roadmaps, realistic reductions and achievable processes in place.

8.4. Quarterly Risk Report

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

The Board was advised the Chief Risk Officer (CRO) has resigned.

The Board thanked the CRO for her contribution to risk awareness and risk reporting at NSLHD.

8.5. Committee Updates

Finance, Risk and Performance Committee (FRAP)

Adj A/Professor Annette Schmiede discussed the September FRAP meeting. The FRAP committee is refreshing their Terms of Reference.

Health Care Quality Committee (HCQC)

No further update provided.

Consumer Committee (CC)

Ms Karen Filocamo discussed the September CC meeting. It was the first meeting with the new consumer members. A forum/workshop will be organised with the new consumer advisors.

A NSLHD consumer day will be organised for the first quarter of 2021.

The STRA²P report will be included in the next Board papers.

JMO Board Wellbeing

No further update provided.

Medical Staff Executive Council (MSEC)

Dr Bruce Cooper, Chair of MSEC commended the team at Hornsby Hospital on the recent COVID-19 successes.

Board Audit and Risk Committee (BARC)

No further update provided.

Clinical Council

No further update provided.

NSLHD Research Advisory Committee

No further update provided.

8.6. NSW LHD Selected Performance Indicators – July 2020

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

8.7. Communications Calendar

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

9. NSLHD Committee Reports

9.1. Board Audit and Risk Committee (BARC)

Not available

9.2. Finance Risk and Performance Committee (FRAP)

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

9.3. Consumer Committee

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

9.4. HCQC STRA²P Report

Not available.

9.5. HCQC Safety and Quality Report

Not available.

9.6. JMO Well Being Board Committee

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

9.7. Clinical Council

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

9.8. Medical Staff Executive Council (MSEC)

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

9.9. NSLHD Research Advisory Committee

Not available

10. Additional Reading Material

10.1. Article – The Mandarin ‘Systematically capturing what the pandemic can teach us will support long-term health system change’

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

10.2. Council of Board Chairs Secretary’s Address

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

10.3. Disrupting the system: Preventing and responding to sexual harassment in the workplace

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

10.4. Article – ‘The Problem with Root Cause Analysis’

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

10.5. Article – ‘What 12,000 Employees Have to Say about the Future of Remote Work’

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

10.6. Council of Board Chairs - Communique

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

11. Other Business

Nil.

12. Date, Time, Venue of next Meeting.

Tuesday, 20 October 2020, commencing at 4.15pm, Norman Nock Meeting Room, Level 5 Kolling Building, NSLHD.

This is a joint meeting with Sydney North Primary Health Network.

Meeting Closed: 7:19 pm

CERTIFIED AS A CORRECT RECORD

Mr Trevor Danos, AM Board Chair

20.10.2020