

NSLHD Board

MEETING DETAILS

Date: Tuesday 20 July 2021 commencing 4:15pm

Venue: MS Teams

Present:

Mr Trevor Danos AM	Board Chair
Professor Emerita Mary Chiarella AM	Deputy Board Chair
Mr Andrew Goodsall	Board Member
Mr Anthony Hollis	Board Member
Mr Brad Goodwin	Board Member
Dr Donna Lynch	Board Member
Ms Karen Filocamo	Board Member
Mr Keith Skinner	Board Member
Ms Kimberley Reynolds	Board Member
Dr Michelle Mulligan	Board Member
Dr Stephanie Teoh	Board Member

In attendance:

Ms Deb Willcox	Chief Executive, NSLHD
Dr Bruce Cooper	Chair MSEC, NSLHD
Mr Lee Gregory	A/Executive Director Operations, NSLHD
Ms Jacqueline Ferguson	Director Finance and Corporate Services, NSLHD
Ms Brooke Barnett	Board Secretariat
Ms Nicole Ikenberg	Chief Risk Officer, NSLHD (item 11.7)
Professor Don Nutbeam	Executive Director, Sydney Health Partners (item 4.0)
Professor Mary O’Kane AC	Board Chair, Sydney Health Partners (item 4.0)

Apologies:

Nil

AGENDA ITEMS

The Board held an initial 15 minute in-camera session.

The Board Chair opened the meeting with an Acknowledgement of Country and welcomed the Board members and attendees to the meeting.

1. Attendance / Apologies / Conflict of Interest

Attendance was **noted**; there were no apologies.

The Board Chair asked those present to declare any additional or new conflicts of interest. None was declared.

The Board Chair acknowledged the first meeting of Professor Emerita Mary Chiarella AM as Deputy Chair of the Northern Sydney Local Health District (NSLHD) Board and congratulated her on the appointment.

Vale John Hunter

The Board Chair acknowledged the recent passing of Mr John Hunter. Mr Hunter had been a valued former Chair of the NSLHD Board Audit and Risk Committee (BARC). He was a great contributor to the NSLHD and was greatly respected by those he worked with. A letter of condolence has been sent to his family from the Board Chair and the Chief Executive (CE)

2. Confirmation of Minutes

2.1. Minutes of meeting held 15 June 2021

Minutes of the meeting held 15 June 2021 were confirmed as a true and accurate record of the meeting.

3. St Leonards Health Campus, Health, Research and Education Precinct Plan Update

The CE provided a verbal update on the draft plan. It was noted an in depth outline of the Plan and the process for developing the Plan was provided to the Board at the 2021 NSLHD Board Strategy Day with feedback provided by the Board and others at that time. The Plan has since been refined and progressed. The CE noted that the Plan had been developed separate from and is independent of and not dependent upon the Herbert Street Precinct plan. The CE noted the emerging opportunities including the precinct enhancements and strategic enablers. The Plan will be provided to the Board once finalised for final review and endorsement.

4. Sydney Health Partners Update

The Executive Director and the Board Chair of Sydney Health Partners (SHP) presented to the NSLHD Board. The presentation included an overview of the mission of SHP, what has been achieved in the first five years of operation including in relation to staff, funding and capacity building and future activities and priorities including the creation of Clinical Academic Groups.

Action: Board Secretariat to invite the Executive Director and the Board Chair of SHP to attend a NSLHD Board meeting in early 2022.

5. Primary and Community Health Update

This item was held over for a future meeting.

6. Patient Story

6.1. Referral Note – Chronic Disease Community Rehabilitation Service

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

7. Ongoing Business/Action Items

7.1. Action List – June 2021

The action list was reviewed and updated accordingly.

7.2. 2021 Strategy Day – Clinical Network Directors CE Response

The CE provided a verbal update to the Board.

All items presented by the Clinical Network Directors have either been completed, are underway or there is a plan in place to progress. The requests have been added to the monthly Clinical Network meetings to ensure they are kept active.

Action: The CE to return to the Board with a finalised paper for the August 2021 meeting.

8. Chief Executive update on COVID-19 activities

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

- There has been an increase in patients requiring assessment and admission for COVID-19 over the last week.
- The NSLHD have opened wards to receive patients and is providing assistance to the special health accommodation managed by the Sydney Local Health District.
- The planning undertaken by Royal North Shore Hospital (RNSH) in 2020 is now being implemented. There has been a realignment of wards, refresh of PPE and, changing protocols through the Emergency Department.
- Two key working groups have been created; one dedicated to patient flow, the second a clinical group engaging all key disciplines.
- All Residential Aged Care Facilities (RACF) rapid response plans and teams are ready to assist if required.
- The five ward lockdown at RNSH a few weeks ago due to COVID-19 transmission have all been reopened with no impact on patient care or further transmission to staff or patients.
- The staff vaccinations are progressing well 91 per cent of staff have received one dose and over 80 per cent of staff are fully vaccinated.
- Mask fit-testing continues with more than 95 per cent of staff in high risk areas fit tested. There is ongoing work to manage the workforce requirements. Many staff members have been deployed to assist SHEOC and NSW Health in other locations. The Ministry of Health (MoH) will be releasing workforce plans in the coming weeks to re-distribute categories of staff and release some staff members back into the casual pools.
- There has been regular communications with staff including thank you videos from the CE and staff. There are COVID-19 wellness teams available to support staff members and access to EAP services available. NSLHD is encouraging leave where possible to try and alleviate staff fatigue.
- The annual people planning survey will be released in the coming weeks. There will be resilience and fatigue targeted questions.

9. Matters for Decision/Approval

9.1. Revised NSLHD HCQC Terms of Reference

The revised NSLHD Health Care and Quality Committee (HCQC) Terms of Reference (TOR) were approved by the Board.

9.2. Revised NSLHD Board Consumer Committee Terms of Reference

The revised NSLHD Board Consumer Committee TOR were approved by the Board subject to a minor change to the heading.

9.3. Revised NSLHD FRAP Terms of Reference

The NSLHD Finance Risk and Performance (FRAP) Committee TOR were approved by the Board.

Action: Copies of the Committees TOR to be uploaded to the NSLHD website.

There was discussion regarding the JMO Board Wellbeing Committee. A restructure proposal is to be presented to the Board.

10. Strategic Discussion

10.1. Champions of Change – Gender Equality and the Digital Economy

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

10.2. NORTH Foundation – EOFY Results

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

10.3. NSLHD Strategic Plan 2017-2022 and Board Priorities Update

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

The Board Chair commended the CE and her team for the outcomes and achievements notwithstanding the COVID-19 pandemic.

10.4. NSLHD Board Priorities for Chief Executive 2021/2022

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

10.5. Instrument of Appointment – Deputy Board Chair

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

10.6. 2021-2022 Service Level Agreement

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

The Board approved the 2021-2022 NSLHD Service Level Agreement

Action: Out of session presentation for FRAP to be provided to Board in August 2021.

10.7. NSLHD Quality Improvement Awards Update

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

11. Standing Business

11.1. Board Chair Report

The Board chair provided a verbal update with the following highlights:

- The NSLHD Board meeting that was to be held at Dalwood Community Health Centre will be rescheduled to December 2021.

- The NSLHD Board Breakfasts have been suspended until further notice due to COVID-19 restrictions.
- The celebratory function for Adjunct Associate Professor Annette Schmiede's retirement from the NSLHD Board is to be rescheduled when appropriate to do so.
- The NSLHD Board annual review is due soon. The Board Chair will communicate to members the arrangements for this.
- The Board Chair met with Associate Professor Margaret Schnitzler, the new Associate Dean of the Northern Clinical School.
- The Board Chair met with Professor Stewart Dunn, the Director of the Pam McLean Centre.
- Workshops are being planned to consider ways to improve gender diversity in hospitals and medical ranks.
- The Annual Public Meeting will be held in late November, date to be confirmed. The year in review publication will be released at this time.
- The Board Chair met with the Board Secretariat to review the annual calendar. The NSLHD Board annual calendar will run on an 18 month cycle to ensure all requirements are met.

11.2. Chief Executive Report July 2021

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

The CE noted NSLHD remains on performance level 0.

The CE noted the trial accreditation assessments that were recently cancelled due to COVID-19 have been rescheduled for August and September 2021. The CE advised that NSLHD is on track for upcoming accreditation assessments of RNSH, Ryde Hospital and Hornsby Ku-ring-gai Hospital (HKH).

11.3. Finance Risk and Performance Report

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

The Director of Finance and Corporate Services (DoFCS) provided an overview of NSLHD's Financial Year end position.

11.4. Committee Updates

Board Audit and Risk Committee (BARC)

BARC member, Andrew Goodsall provided an update. The Committee met last week to discuss and finalised the Financial Year end statements.

Finance, Risk and Performance Committee (FRAP)

No further update provided.

Consumer Committee (CC)

The CC Chair provided an update on the progress of the Committee. The Committee has evolved over the last few months and had made good progress in the collaboration and involvement between the local Consumer Committees and the NSLHD Board Consumer Committee.

Health Care Quality Committee (HCQC)

The HCQC Chair provided an update on the Safety and Quality Report. It was reiterated this report highlights the Key Performance Indicators (KPIs) by exception.

There are a large number of KPIs that are not reported on as they are tracking well and do not highlight any issues.

JMO Board Wellbeing

No further update provided.

Clinical and Quality Council

No further update provided.

Medical Staff Executive Council (MSEC)

No further update provided.

NSLHD Research Advisory Committee

No further update provided.

Planetary Health Committee

The CE provided an updated on this Committee. NSLHD is in the process of recruiting a position that will work with both the Sydney North Health Network (SNHN) and NSLHD which will assist in aligning strategies and goals of the Planetary Health Committee.

Action: Presentation on Planetary Health to be considered for the Agenda of the joint NLSHD and SNHN Board meeting in October 2021.

Health Education and Research Precinct

No further update provided.

11.5. NSW LHD Selected Performance Indicators – May 2021

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

11.6. Communications Calendar

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

11.7. Quality Risk Report

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

The Chief Risk Officer (CRO) provided an overview of the report noting the new structure of the report, the risks that have changed ratings and a newly added risk.

The CRO advised there has been no feedback received from the MoH regarding the recently submitted climate change risk. The Board will be updated once information has been received.

There was discussion regarding the risk rating of the Herbert Street Drug and Alcohol Clinic.

Action: The CRO will undertake a review of this risk and provide an analysis to the Board at the August 2021 meeting.

Action: CE to provide an update on the Key Personnel plans and Counter Disaster plans at the August 2021 meeting.

12. NSLHD Committee Minutes and Reports (taken as read)

12.1. Board Audit and Risk Committee (BARC)

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

12.2. Finance Risk and Performance Committee (FRAP)

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

12.3. Consumer Committee

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

12.4. Consumer Committee STRA2P Report

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

12.5. Health Care Quality Committee (HCQC)

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

12.6. HCQC STRA2P

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

12.7. HCQC Safety and Quality Report

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

12.8. JMO Wellbeing Board Committee

Not available.

12.9. Clinical Council

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

12.10. Medical Staff Executive Council (MSEC)

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

12.11. NSLHD Research Advisory Committee

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

12.12. Planetary Health Committee

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

12.13. Health Education and Research Precinct

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

13. Additional Reading Material

13.1. NSLHD Newsletter Article – 15 June 2021

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

13.2. SHP Annual Forum – Elizabeth Koff Presentation – Generating and using research to inform health policy and practice in NSW

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

13.3. Article – UnitingCare Queensland restores key systems after ransomware attach

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

13.4. 2021-2022 NSW Intergenerational Report

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

14. Other Business

There was discussion regarding a Wayfinding project for the District.

Action: CE to provide update to the Board on the Wayfinding project at the August 2021 meeting.

15. Date, Time & Venue for Next Meeting

Tuesday, 17 August 2021, commencing at 4:15pm, NSLHD Boardroom, level 14 Kolling Building, RNSH or via MS Teams.

Meeting Closed: 7:06pm

CERTIFIED A CORRECT RECORD

Trevor Danos AM, Chair

17.08.2021