

Minutes

NSLHD Board

MEETING DETAILS

Date: Tuesday 12 December 2023 commencing 4:00pm

Venue: Garrigarrang, Level 14, Kolling Building or via MS Teams

Present:

Mr Trevor Danos AM	Board Chair NSLHD (via MS Teams)
Professor Emerita Mary Chiarella AM	Deputy Board Chair NSLHD
Mr Adam Johnston	Board Member NSLHD
Mr Brad Goodwin	Board Member NSLHD
Mr Chris Greatrex	Board Member NSLHD
Dr Donna Lynch	Board Member NSLHD
Ms Karen Filocamo	Board Member NSLHD
Ms Kimberley Reynolds	Board Member NSLHD (via MS Teams)
Dr Michelle Mulligan OAM	Board Member NSLHD
Dr Stephanie Teoh	Board Member NSLHD (via MS Teams)

In attendance:

Adj/Prof Anthony Schembri AM	Chief Executive NSLHD (CE)
Ms Alison Zecchin	Executive Director Operations NSLHD
Ms Jacquie Ferguson	Director Finance and Corporate Services NSLHD
Ms Rose Garzaniti	Board Secretariat NSLHD
Ms Natasha Patney	Observer
Ms Paula Williscroft	Director People & Culture (items 3.1 & 5.2)
Ms Jennifer McConnell	General Manager, Ryde Hospital (item 3.2)
Mr Peter Ellis-Jones	Manager, RUSH, Needle & Syringe Program (item 4.1)
Ms Anne Lunnon	Manager Population Health, Clinic 16 (item 4.1)

Apologies:

Ms Nadia Levin	Board Member NSLHD
The Hon Patricia Forsythe AM	Board Member NSLHD
Dr John Brereton	Chair MSEC NSLHD

AGENDA ITEMS

There was no in-camera session.

The Board Chair welcomed the Board members and attendees, to the meeting and opened the meeting with an acknowledgement of country.

1. Attendance / Apologies / Conflict of Interest

Minutes

Attendance and apologies were **noted**.

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

2. Confirmation of Minutes

2.1. Minutes of meeting held on 21 November 2023

Minutes of the meeting held on 21 November 2023 were confirmed as a true and accurate record of the meeting.

3. Presentations

3.1. People Matter Employee Survey

The Referral Note was **noted** and taken as read. The Director People & Culture and the CE led a discussion on response rate, overall results, insights and themes and the 2024 action plan. The key focus area for 2024 align with the increased focus to be given in 2024 to staff wellbeing and psychosocial safety.

The CE to keep the Board updated on the implementation of the Action Plan.

The Director People & Culture to include an update on the implementation of the Action Plan in the quarterly report submitted to the Board.

3.1.1. People and Culture End of Year Board Report 2023

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

The Board acknowledged and thanked the People and Culture Team for their inspiring and exceptional work throughout 2023.

3.1.2. Health Safety & Wellbeing Due Diligence Board Report – Q1 FY2023-24

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

3.2. Ryde Redevelopment

The General Manager Ryde Hospital presented an update on the Ryde Hospital Redevelopment, including the current project status.

The Board discussed funding, staging strategies, sustainability strategies, and the proposed options for service relocation.

Action: CE to provide a referral note to the next Board meeting which includes a more detailed strategy on the key considerations and impacts.

4. Patient Story

4.1. PACH Patient Story

The Manager RUSH, Needle & Syringe Program and Manager Population Health, Clinic 16 presented the Patient Story – promoting holistic healthcare –

Minutes

embracing flexibility and progress in meeting individual needs, together with lessons learnt.

Consideration to be given for this patient story to be presented to a future Board Consumer Committee Meeting.

5. Ongoing Business/Action Items

5.1. Action List – November 2023

The action list was reviewed and updated accordingly.

5.2. Sexual Harassment in the Workplace

The referral note was **noted** and taken as read.

The Director People and Culture provided an overview of the Board Due Diligence - Positive Duty to prevent workplace sexual harassment, including the risks and options.

The Board acknowledged the need for detailed briefing workshops to be scheduled in early 2024 along with a checklist and recommendations for online learning.

Reporting on the progress and performance towards the prevention sexual harassment to be included in the quarterly WHS due diligence reporting 2024 along with details of the checklist and online learning.

5.3. Aboriginal and Torres Strait Islander Staffing and Career Progression

The referral note was **noted** and taken as read.

5.4. Brookvale Community Health Centre Security

The referral note was **noted** and taken as read.

The CE reassured the Board that appropriate measures have been implemented to address the issues raised by staff at BCHC. This has resulted in a significant reduction in the rate of incidents onsite at BCHC.

The Board noted the pending discussions with Transport for NSW.

5.5. JMO Wellbeing Committee Update

The referral note was **noted** and taken as read.

The CE informed the Board that in addition to the information provided within the Referral Note he will be convening 1:1 meetings with a delegation of interns to hear their debrief. Three JMO Forums have been scheduled for 2024 (April, August, December).

Action: Board Members to be provided with the dates of the JMO Forums.

5.6. Business Continuity Plan - Telecommunications

The Referral Note was **noted** and taken as read.

Minutes

The ED OPs advised that that all hospitals have telecommunication redundancies in place.

The ED Ops provided the Board with an overview of recent disaster management and recovery planning sessions.

5.7. NSLHD Executive Organisational Chart

The Referral Note was **noted** and taken as read.

Action: Updated NSLHD Executive Organisational Chart to be displayed on the NSLHD intranet site.

5.8. Legal Report

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

The Board agreed that the Legal Report is to be submitted to the Board twice yearly.

Action: Board annual reporting calendar to be updated to include Legal Report submission to Board twice yearly.

5.9. Risk Report

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

The Board and the CE agreed that additional consideration should be given to risks associated with financial performance, staff wellbeing, mental health and the performance of Northern Beaches Hospital.

5.10. Northern Beaches Hospital (NBH) Performance

The CE provided a verbal update on NBH:

- Demand Management Plan
- Quality and Safety Performance
- Workforce challenges and strategies in place to address the challenges
- The recent ACHS short notice assessment against the National Safety and Quality Health Service Standards

Action: CE to brief the Board of the outcome of the ACHS short notice assessment.

6. Strategic Discussion

6.1. Annual Board Charter Review

The Charter was submitted to the Board for review and endorsement.

The Board endorsed the Charter with minor changes. Updated Charter to be uploaded on the NSLHD Board website page.

7. Standing Business

Minutes

7.1. Board Chair Report

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

- The Board Chair and CE attended a meeting with the leadership of Microsoft Asia
- The Board Chair and CE attended a meeting with the Chair and CE of NSHN
- The Board Chair attended the UTS/NSLHD Planning Day
- The Board Chair attended the launch of the full Body Pet Scanner at RNSH
- The Board Chair attended the 90th Anniversary of Hornsby Hospital
- The Chair attended the NSLHD Annual Public Meeting on 8 December

Chief Executive Report – December 2023

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

The CE gave a verbal update on:

- The range of contingencies NSW MoH are working through to address impact in the event NSW Paramedics take industrial action over New Year
- VAD services activity, including the number of calls from patients and clinicians. No notable issues have identified to date. The systems and processes established are functioning as designed
- Single Digital Patient Record/eMR - NSLHD will be in the first stage of roll out of the SDPR and new eMR following the pilot at Hunter New England Local Health District
- Expected timeline for overdue elective surgeries to be reduced to nil.

Action: Single Digital Patient Record presentation to Board in Q1 2024.

Action: A presentation on the Youth Advisory Board Council to a future NSLHD Board Meeting.

The CE acknowledged the generous philanthropic gift from Kay Van Norton Poche AO and Gregory Poche AO of \$20M to support cancer clinical trials and research.

7.2. Finance, Risk & Performance Report

The Report was **noted** and taken as read. NSLHD's current and projected financial performance was discussed including a discussion on factors that are increasing costs and how these are being addressed including through efficiency improvement plans.

7.3. Committee Updates

Board Audit & Risk Committee (BARC)

No further update provided.

Finance, Risk & Performance Committee (FRAP)

No further update provided.

Consumer Committee (CC)

Minutes

The Chair of the Consumer Committee provided an overview of the discussions that took place at the meeting of 13 December 2023, of particular interest was the Board Consumer Committee Evaluation Feedback 2023.

Health Care Quality Committee (HCQC)

No further update provided.

Research Innovation & Technology Committee (RIT)

No further update provided.

JMO Wellbeing Board Committee

No further update provided.

Clinical & Quality Council

No further update provided.

MSEC

No further update provided.

Planetary Health Committee

No further update provided.

NSLHD Digital Health Steering Committee

No further update provided.

7.4. NSW LHD Selected Performance Indicators – October 2023

Not available.

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

8.1. Board Audit and Risk Committee (BARC)

Not available.

8.2. Finance Risk and Performance Committee (FRAP)

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

8.3. Consumer Committee

Not available.

8.3.1. Consumer Committee STRA²P Report

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

8.4. HealthCare Quality Committee (HCQC)

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

8.4.1. HCQC STRA²P Report

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

8.5. Research Innovation and Technology Committee (RIT)

Not available.

Minutes

8.6. JMO Wellbeing Board Committee

Not available.

8.7. Clinical and Quality Council

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

8.8. Medical Staff Executive Council (MSEC)

Not available.

8.9. NSLHD Planetary Health Committee

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

8.10. NSLHD Digital Health Steering Committee

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

The Board Chair expressed his gratitude on behalf of the Board to the Chairs of the Board Sub-Committees for all their work.

9. Other Business

Nil.

10. Items for Noting

10.1. Local Health District Quarterly Board Reports for April-June 2023

The reports were **noted** and taken as read.

10.2. Monitoring and Managing Health Practitioners Compliance with Conditions of Registration – Self Attestation FY22/23

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

10.3. 23/2024 NSLHD Budget Roadshow

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

11. Date, Time & Venue for Next Meeting

Tuesday, 20 February 2024, commencing at 4:00pm, Garrigarrang, Level 14
Kolling Building.

Meeting Closed: 7.00pm



Minutes

CERTIFIED A CORRECT RECORD

**Professor Emerita Mary Chiarella AM
Acting Chair**

20 February 2024