

NSLHD BOARD MEETING

TUESDAY, 7 JULY 2015, 4.10PM

MEETING ROOM 1, MENTAL HEALTH COMMUNITY CENTRE,
RYDE HOSPITAL



Health
Northern Sydney
Local Health District

MINUTES

Present:

Professor Carol Pollock	Chair, Board
Dr Dianne Ball	Board Member
Ms Ann Brassil	Board Member
Ms Diane Flecknoe-Brown	Board Member
Ms Betty Johnson AO	Board Member
Ms Beata Kuchcinska	Board Member
Ms Annette Schmiede	Board Member
Mr Peter Young	Board Member
Mr Don Marples	Board Member
Mr Anthony Hollis	Board Member

In attendance:

Adj. Associate Professor Vicki Taylor	Chief Executive, NSLHD
Mr Anthony Dombkins	Acting Executive Director Operations
Mr Lee Gregory	Director Finance & Corporate Services
Ms Tina Hoang	Secretariat

Apologies:

Mr Andrew Goodsall	Board Member
Dr Michele Franks	Board Member
Dr George Lau	Chair Medical Staff Executive Council
Dr Andrew Montague	Executive Director Operations

1. Board Governance

The Board noted the NSLHD Board Governance Discussion Paper designed to stimulate and foster Board discussion of its role in governance and its relationship with NSLHD management in furthering the delivery of healthcare in the NSLHD. The paper recommended “that an ad hoc (small) Board committee be formed to prepare a recommendation for reform of the NSLHD Board’s governance for consideration by the NSLHD Board”.

The Board also noted the comments/feedback received and collated by the Chair in response to the discussion paper.

The Board discussed current committee structures and what would be considered as strategically effective and in alignment with the NSW Ministry of Health (MoH) governance requirements. In addition, the Board discussed the Committees of the NSLHD as to what is most helpful to the NSLHD Executives.

The Board discussed the merits of the alternative governance structure contemplated in the Discussion Paper relative to the current committee structures and what would be considered as strategically effective and in alignment with the NSW Ministry of Health (MoH) governance requirements. In addition, the Board discussed the Committees of the NSLHD as to what is most helpful to the NSLHD Executives.

The CE advised that what is most appreciated from the Board is a consistent strategic approach and input on strategic and governance aspects.

The Board expressed appreciation to the CE for her feedback. It was agreed that it would be helpful to have the Board Chair and the CE provide the Board with an option of how governance requirements could be met with a monitoring structure that will be subsequently discussed at the Board Strategic Planning Day. The formation of a Board subcommittee to further discussion re governance was NOT endorsed.

Action: The Board Chair and the CE to prepare a monitoring framework for discussion at the Board Strategic Planning Day that will meet Governance requirements.

2. Patient Story

The CE relayed to the Board a patient story that was received in June 2015. The relative of a patient gave detailed feedback to thank the staff of Manly Hospital for the dedicated care received during an immensely emotional and difficult time for both the patient and their family. The relative expressed appreciation to each staff member involved for their clear communication and explanation of procedures. The relative also described how staff of Manly Hospital had carefully considered the needs of the patient and the family and how much that helped them during a difficult time. The staff of Manly Hospital provided a warm and comforting environment for the patient and the family from the time of admission to the end of treatment. The CE advised that such good patient care is a great example of how team work and good models of care can make all the difference. The CE further advised that the relative has been written to, to thank them for their valued feedback and the staff have been thanked and acknowledged by the CE.

3. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were noted.

Conflict of Interest: Nil, other than those already documented.

4. Confirmation of Minutes

The Board accepted the minutes of the meeting held 2 June 2015 as a true and accurate record of the meeting.

5. Ongoing Business (in conjunction with Action List)

The items in the Action List were discussed and **noted**.

5.1 Capacity Assessment Project (CAP) Results Report

The CE advised that the CAP report is yet to be made available by MoH. However, through the self-assessment survey and site visit, it is expected that the report will identify a range of areas of practice, projects and initiatives from NSLHD as potential case studies for the best practice compendium, called Leading Practice.

5.2 Chief Executive Summary

The Board noted the CE report and attachments.

The Board discussed developments of the Childcare Review. It is expected that the Royal North Shore Hospital childcare centre will continue to operate but will be relocated until the redevelopment of the Southern Campus is completed. The Ryde Hospital Apple Cottage will also continue to operate while an expression of interest is issued for a private operator to lease/manage the service. However, the Hornsby Hospital childcare centre will cease to operate on 18 December 2015.

The Board further discussed the developments of the Academic Health Sciences Centre (AHSC) and steps taken to ensure the establishment of the AHSC is in alignment with the NSLHD Strategic Plan for 2012-2018, including the establishment of the Northern Sydney (NS) AHSC Executive Leadership Group and NS AHSC Management Group. The Chair advised that further updates will be provided to the Board at subsequent Board meetings.

5.3 Finance and Performance Report

The Board noted the tabled June Finance Report. The year to date result and the year-end forecast was discussed. The Director Finance and Corporate Services (DFCS) advised the Board that the year-end deficit is below the target deficit set by the NSW Ministry of Health (MoH).

The DFCS provided an update on the Royal North Shore (RNS) Public Private Partnership (PPP) advising that InfraShore have missed the deadline set for implementing a compliant Menu Management System. To mitigate any patient risks, the RNSH Nutrition Department have been working with ISS to develop compliant patient menus and providing support where possible. InfraShore have requested a further 169 Full Time Equivalents (FTE) to meet compliance with the Labour Services Agreement (LSA). Following review and verification by Workforce and Culture, 151 FTE temporary positions have been identified for transfer onto the NSW Health payroll with all costs being fully covered from InfraShore under the LSA.

NSW Ministry of Health Service Agreement

The DFCS gave a brief presentation of the Service Agreement outcome including a forecast of budget and activity for 2015/16. The DFCS advised that overall, the expense outcome is expected to be similar to 2014/15. The DFCS advised that the next step for the Finance and Performance Team is to revise the 2015/16 forecast model against the budget outcome and subsequently provide the Service Agreement to the Board for formal endorsement in August 2015.

The Board and CE commended the Finance and Performance team and all for their efforts and hard work.

5.10 Operational Efficiency & Service Integration (OESI) Report

The OESI Report was tabled and noted by the Board. A query was raised regarding the total figures reported in the Initiative Performance summaries. The DFCS advised that the total figures did not reflect the figures above due to the arrangement of the Initiative Performance summary tables. The Director Performance and Innovation has been advised to rearrange the summary tables for a clearer presentation of performance figures.

6. New Business

6.1 Education and Research within the Academic Health Science Centre (AHSC) Update

The Chair advised the AHSC update is as provided in the CE report and attachments.

6.2 Feedback on the NSW Ministry of Health Board Member Conference

The Board gave positive feedback on the Board Member Conference that was conducted on 15 June 2015. The Conference provided a forum for high level discussion on areas of strategy and governance for Board Members and Executives.

6.3 Sydney North Health Network

The Deputy Chair advised that a new company, Sydney North Health Network (SNHN), is now established to operate the Northern Sydney Primary Health Network. From 1 July 2015, an interim CEO, Mr Richard Willcock, has been appointed to operationalize the new organisation.

7. Standing Agenda Items

7.1 NSLHD Committee Minutes

7.1.1 Health Care Quality Committee

The draft minutes from the meeting held on 14 May 2015 were **noted** by the Board.

7.1.2 Medical and Dental Appointments Advisory Committee (MDAAC)

The endorsed minutes from the meetings held 6 and 20 May 2015 were **noted** by the Board.

7.1.3 Finance and Performance Committee

The endorsed minutes from the meeting held 26 May 2015 were **noted** by the Board.

7.1.4 NSLHD Clinical Council

The endorsed meeting minutes for 4 May 2015 were **noted** by the Board.

7.1.5 Medical Staff Executive Council (MSEC)

Meeting minutes of 18 May 2015 not yet available. The next meeting is scheduled for 17 August 2015.

7.1.6 Peak Community and Consumer Participation Council (PCCPC)

Meeting minutes of 15 June 2015 not yet available. The next meeting is scheduled for 5 August 2015.

7.1.7 NSLHD and Medicare Locals Consultative Council

The endorsed meeting minutes for 14 April 2015 were **noted** by the Board.

7.1.8 Capital Asset Planning Committee

Meeting of 15 June 2015 has been cancelled. The next meeting is scheduled for 6 July 2015.

7.1.9 Integrated Risk Management Advisory Committee (IRMAC)

The draft minutes from the meeting held on 3 June 2015 were **noted** by the Board.

7.1.10 Audit and Risk Management Committee

The endorsed meeting minutes for 23 March and 16 April 2015 were **noted** by the Board.

7.1.11 Education Sub-committee

The endorsed meeting minutes for 12 May 2015 were **noted** by the Board.

7.1.12 Research and Innovation Sub-committee

Nil available. The next meeting is scheduled for 21 July 2015.

7.1.13 Aboriginal Health Advisory Committee

Meeting minutes of 10 June 2015 not yet available.

8. Correspondence

Nil.

9. Date, Time & Venue for Next Meeting

John Newlinds Education Centre, Level 1, Mona Vale Hospital
Tuesday, 4 August 2015 commencing 4.00pm

Meeting Closed: 6.55pm

CERTIFIED A CORRECT RECORD by

Professor Carol Pollock, Chair

18 August 2015