

NSLHD BOARD MEETING

TUESDAY, 6 OCTOBER 2015, 4.00PM

BOARDROOM

LHD EXECUTIVE, BLDG 51, RNSH



Health
Northern Sydney
Local Health District

MINUTES

Present:

Professor Carol Pollock	Chair, Board
Dr Dianne Ball	Board Member
Adjunct Professor Ann Brassil	Board Member
Ms Diane Flecknoe-Brown	Board Member
Dr Michele Franks	Board Member
Mr Andrew Goodsall	Board Member
Ms Betty Johnson AO	Board Member
Ms Beata Kuchcinska	Board Member
Mr Peter Young	Board Member
Mr Don Marples (via telephone)	Board Member
Mr Anthony Hollis	Board Member

In attendance:

Dr Andrew Montague	Executive Director Operations NSRHS/NSLHD
Mr Lee Gregory	Director Finance & Corporate Services
Dr George Lau	Chair Medical Staff Executive Council
Ms Maree Hynes	Director Performance & Innovation
Ms Carol Parker	Secretariat

Apologies:

Adj. Associate Professor Vicki Taylor	Chief Executive, NSLHD
Ms Annette Schmiede (overseas)	Board Member

1. Presentation

Northern Beaches Hospital Progress Report by Deb Latta/Frank Bazik

Ms Deborah Latta, Project Director, Northern Beaches Hospital, and Mr Frank Bazik, Relationship Director Northern Beaches Project, presented an update on the progress of the new Northern Beaches Hospital located at Frenchs Forest. Overhead site photos were presented

- Majority of the user group process is now complete.
- Positive feedback has been received from Manly and Mona Vale Hospital users, including the design for Emergency Department (ED) and Birthing services..
- First suspended slab – 6-8 weeks ahead of schedule.
- Hospital progress is not delayed despite what was reported in media.

Communications update

- Northern Beaches Allied Health staff briefings were positive.
- A further general staff briefing for both Manly and Mona Vale Hospitals scheduled for November 2015.
- Meeting held with President of College of Midwives who was pleased with the design and plans for birthing services.
- Briefings held with University of Sydney and Northern Clinical School; Pastoral Care.
- Vocational program with the Forest High School underway.
- Project progress letter to site neighbours to be sent 8 October 2015.
- The inaugural Northern Beaches Hospital Site Specific Consultative meeting with industrial organisations is scheduled for 27 October 2015
- Ms Betty Johnson advised that there has been increasing positive comment about the Northern Beaches Hospital from the community.

Other matters

Manly Hospital will close as an acute hospital in 2018. The future use of the Manly Hospital site is the responsibility of the State Govt and not the Health portfolio. The Premier has organised a Consumer Consultative group to make recommendations regarding planning for the site. Frank Bazik will circulate the latest minutes of this group to Ms Betty Johnson for her information.

In respect to the Mental Health Unit on the hospital site, discussions have been held with Ministry of Health (MoH) regarding licensing/gazettal of the Unit. An Instrument of Authority from the Secretary, MoH is required to enable the licensing of the Unit. A brief is being prepared along these lines to the MoH.

Ms Di Flecknoe-Brown raised an issue about DVA clients with Post Traumatic Stress Disorder and availability of services – Deb Latta agreed to follow this matter up.

The Board thanked Ms Latta and Mr Bazik for their update.

2. Patient Story

Dr Andrew Montague relayed to the Board a patient story regarding the Osteo Arthritis Knee Protocol Program. The patient expressed thanks and congratulations on the success of the Program. The patient participated in the program for 9 months and stated that they had come to terms with the management of the disease which will delay their knee surgery.

This program will be rolled out across the District as part of the Integrated Care Program and will also be available to General Practice.

3. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were noted.

Conflict of Interest: Nil

4. Confirmation of Minutes

The Board accepted the minutes of the meeting held 2 September 2015 subject to amendments proposed by Board members to be considered by the Chair.

- Wording of the action point regarding PHN should change to *“Ms Brasill and Dr Dianne Ball will put a recommendation to the Board regarding recommended discussion for the planning meeting”*.
- *Mr Young, at the previous Board meeting, provided the Director Finance and Corporate Services with a list of questions and the response was provided to Mr Young at the September meeting.*

5. Ongoing Business (in conjunction with Action List)

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

5.1 Chief Executive Summary

The Board **noted** the CE report.

The Board noted the following recent appointments;

- Dr Marty Sterrett, Staff Specialist Emergency Physician, NSLHD appointed to the role of Chief Clinical Information Officer, ICT. Dr Sterrett will work with clinicians regarding their needs at various levels within the LHD and interface with eHealth. Dr Sterrett has had an 18th month secondment in clinical engagement, with his role focused on change management.
- Dr Stephen Nolan, appointed as the new Chairperson, NSLHD Clinical Council.
- Ms Catherine Adams, NSLHD Network Manager Midwifery Practice was presented with the Excellence in Leadership award at Parliament House.
- Gladys Wilson is a finalist in the category `Excellence in Aboriginal and Torres Strait Islander Healthcare' at the 2015 Excellence in Nursing and Midwifery Awards
- It was noted that Ms Lisa Harvey has been named as one of the `Women who are most influential in Australia'. A letter of congratulations will be forwarded to Ms Harvey on behalf of the Board.

The Board acknowledged and congratulated the staff on their achievements. The Chair advised that congratulatory letters had been written to staff on behalf of the Board.

Clinical Networks Desktop Evaluation – Networks finalised their prioritisation of Clinical Service Plan recommendations by the end of September 2015. A Technical Reference Group is being formed to review the prioritisation plans. The implementation plan will be set out in a traffic light report which will be tabled six monthly to the Clinical Council, and provided to the Board as requested. The Board also suggested that this information should also be provided to the Audit and Risk Committee.

EIDO consent brochures – The brochures are provided to the patient by the patient's attending Specialist and cannot be placed on the NSLHD intranet. The aim of the brochure is for the clinician to utilise as a tool for consent. There may be a resource for patient portals following discussions with PHN's. The rollout implementation is progressing, and arrangements are being made for VMO's to have access to use.

The Chair raised the issue of statements in committee papers that are not evidence based. The EDOPs advised that this will be taken on notice for the next report.

5.2 Staff Survey

The Board noted the presentation by Ms Jane Street, Director Workforce & Culture regarding the `Your Say` staff survey results.

The response rate has improved by 10% from the last survey. Feedback to staff regarding actions taken in response to the survey will occur. The Board will take an ongoing role in monitoring actions from Your Say results.

The Board was advised that health services management have been asked to prioritise the three main issues out of the report that can be worked on inclusive of an action plan to implement change.

In regards to reported bullying and harassment results in the survey, it was agreed unanimously by the Board that unacceptable behaviour should not be tolerated.

The Board was advised that there have been long standing issues in regard to the back-filling of leave in allied health positions. There is now the opportunity to look at the Allied Health workforce, beginning with the review and transformation project which will commence shortly. The NSLHD Allied Health Director role will be a full time position for the next three years to

assist with the Allied Health Review implement of findings. 50% funding has been provided by the University of Sydney for a Professorial role in Allied Health and committed from the NSLHD from Jan 2017, with the shortfall (Jan-Dec 2016) currently being sought.

Actions as suggested by the Board:

- Advice to the Board on the three issues highlighted by the Networks
- Resources required to action plans are to be provided
- Measurements to be added to the plan
- The Boards' role and how the Board can influence the changes and be proactively involved needs to be discussed further

5.3 Finance and Performance Report

The Board noted the Financial Statements for 2014/2015. The LHD met all the deadlines for the financial statement process.

Regarding a query raised concerning SP&T funds in terms of reporting to the Board, the Board was advised that the funds are audited and accounts not allowed to be overdrawn. The funds comprise donations, fundraising, monies, private practice raisings, research funds, research grants and research income designated for a specific purpose. Hence they are tied to the purpose for which they are provided for and are accounted for separately from the funds provided by the Government.

Following discussion regarding Board oversight of the SP&T funds, it was agreed that a report be provided to the Board from the F&P committee twice yearly.

The Corporate Governance Attestation Statement was tabled for the Board's information.

The new summary tabled included in the finance report has highlighted the key issues. The additional employee related and clinical operating costs are due to the higher number of beds required to manage winter demand. Budget phasing will be finalised by September 2015 and the new rostering system should be finalised by June 2016. .

Market testing for Soft FM Services at RNSH is continuing with the process now anticipated to conclude by 18 November 2015.

5.4 Audit Office New South Wales (AONSW) Client Services Report 2014/15

The Board noted the Client Services Report for the year ended 30 June 2015. The report advised the District's score in Risk Management of 3.7 which is higher than the average score of 3.2 across other state agencies. Though it was noted the sample size in the survey used to get this score was too small to be statistically significant.

ABF implementation is being progressively rolled out, which is a staged approach with champions being available for support.

5.5 OESI New Direction

Ms Maree Hynes, Director – Performance and Innovation, presented 'OESI Focus – The Next 2 Years' and Mr Andrew Goodsall presented a Broad Outline of Opportunities by year and complexity.

Finance will fund the Innovation Funding Project. The OESI team will develop a process for submissions for the funding and provide support through the process. Clear instructions will be provide to applicants as to the criteria that submissions will be evaluated against. Clear deliverables should be articulated in the submissions.

Funding successful applicants means actual out of pocket cash costs. Staffing backfill costs will be included in the fund commitment. Further discussions regarding this project should be discussed at the planning day.

It was recommended that the process for evaluating the submissions needs to be criterion based, transparent, potentially include an external representative,

The Board recommended that updates on the process be provided to the Board on a regular basis.

Mr Goodsall presented a Broad Outline of Opportunities by year and complexity which outlined ways to build capability to assess/execute on future savings, opportunities to assess and execute on near term and multi-year, large scale savings and opportunity for the Board to de-risk budget and reinvest in services, innovation, quality etc. The opportunities were outlined over a 3 year period showing low to high range complexity

5.6 NGO/Private Sector – Innovation and Partnerships

It was suggested that the MoH be invited to discuss NGO non contestable funding opportunities.

The Board suggested that further information be provided for the planning day.

6. New Business

6.1 Capital Planning Update

The Board noted the report on the Northern Beaches Hospital.

6.2 Other new business not on agenda

6.2.1 Launch of the Northern Sydney Academic Health Sciences Centre

The Board noted the invitation to the launch on Monday 16 November, Kolling Building Auditorium.

6.3 Chief Executive's Contract

The Chair advised that the Chief Executive's performance had been reviewed and reappointment endorsed by the Chair, Deputy Chair, A Brassil, and Deputy Secretary, E Koff. The Board unanimously endorsed the recommendation of re-appointment of Adj. Associate Professor Vicki Taylor as Chief Executive.

7. Standing Agenda Items

7.1 NSLHD Committee Minutes

7.1.1 Health Care Quality Committee

The endorsed minutes from the meeting held on 9 July 2015 and 13 August 2015 were **noted** by the Board.

7.1.2 Medical and Dental Appointments Advisory Committee (MDAAC)

The endorsed minutes from the meetings held 5 August 2015, and draft minutes 2 September 2015 were **noted** by the Board.

7.1.3 Finance and Performance Committee

The draft minutes from the meeting held 25 August 2015 were **noted** by the Board.

7.1.4 NSLHD Clinical Council

The endorsed meeting minutes for 6 July 2015 and 3 August 2015 were **noted** by the Board. There was a question regarding a Board member being a member of the Clinical Council. The Chair advised that this will be clarified as representatives are being looked at on the committees

7.1.5 Medical Staff Executive Council (MSEC)

The draft minutes 17 August 2015 were **noted** by the Board

The issue raised by Dr Bruce Cooper regarding surgical cancellation has been discussed with him further as well as mixed gender wards.

7.1.6 Integrated Risk Management Advisory Committee (IRMAC)

The endorsed minutes of 3 June 2015 and draft minutes 10 August 2015 were **noted** by the Board.

The Board suggested that it be noted in further IRMAC minutes that the extreme risks have been discussed and their treatment agreed.

7.1.7 Capital Asset Planning Committee

The draft minutes of 6 July 2015 were **noted** by the Board.

7.1.8 Audit and Risk Management Committee

The endorsed meeting minutes for 16 July 2015 were **noted** by the Board.

7.1.9 Education Sub-committee

The endorsed meeting minutes for 9 June 2015 and draft minutes 11 August 2015 were **noted** by the Board.

7.1.10 Aboriginal Health Advisory Committee

The draft minutes from the meeting held 10 June 2015 were **noted** by the Board

7.1.11 Peak Community and Consumer Participation Council (PCCPC)

The endorsed minutes of 3 June 2015 and draft minutes of 5 August 2015 were **noted** by the Board. The Board was updated on the new positions now filled in the Community and Consumer Participation Unit.

7.1.12 Research and Innovation Sub-committee

Nil available

8. Correspondence

8.1 2015 NSW Innovation and Health Symposium

The Board noted the correspondence

8.2 Six Monthly Performance Review

The Board noted the correspondence

8.3 Board Planning Day

The Board noted the correspondence

The Chair advised the Board that Professor Bruce Robinson has resigned as Dean of Faculty of Medicine, University of Sydney

9. Assignment of Common Seal Documents

The Board noted the report

10. Date, Time & Venue for Next Meeting

Macquarie Hospital with staff interactive session to start at 3:30pm

Meeting Closed: 7:40pm

CERTIFIED A CORRECT RECORD Professor Carol Pollock, Chair

3 November 2015