

## MINUTES

**Present:**

Professor Carol Pollock	Chair, Board
Ms 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
Professor Sue Kurrle	Board Member
Mr Don Marples	Board Member
Professor Annette Schmiede	Board Member
Mr Peter Young	Board Member

**In attendance:**

Adj. Associate Professor Vicki Taylor	Chief Executive
Dr Andrew Montague	A/Executive Director Operations, NSLHD
Mr Lee Gregory	Director Finance & Corporate Services
Ms Maree Hynes	Director Planning, Performance & Innovation
Dr Adam Rehak	Chair Medical Staff Executive Council
Ms Judith Hogan-Wright	Secretariat

**Apologies:**

Mr Anthony Hollis	Board Member
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### Board Discussion

The Board members met in closed session for 30 minutes prior to commencement of the meeting.

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#### 1. Presentations:

##### 1.1 HealthShare NSW / e-Health

A joint presentation by Mr Conrad Groenewald, Chief Executive HealthShare and Mr Mike Walsh, Chief Executive e-Health NSW with Dr John Lambert, Chief Clinical Information Officer e-Health NSW.

These presentations were to update the Board on issues that Board members have raised and to inform the Board on the advancements made by these organisations.

Mr Groenewald advised the Board on the role of the HealthShare NSW. The presentation outlined the major work completed by HealthShare in aligning the many and various processes into a streamlined and efficient organisation servicing and supporting the many NSW Government organisations.

Questions were taken and at the conclusion the Board thanked Mr Groenewald and requested an update in 2015.

**Action:** The Secretariat to distribute the presentation and the HealthShare NSW Strategic Plan 2014-2017.

Mr Walsh and Dr Lambert provided Board information on e-Health, a new NSW Government organisation formed in July 2014 supporting the many electronic software, networks, and equipment that is ever increasing in NSW Health services. With the establishment e-Health NSW

as a separate entity ensured that the focus was centred on partnerships with all NSW Health organisations and to create clinical engagement across NSW. The goal of e-Health is to drive better clinical outcomes through providing best practice electronic supporting services. Dr Lambert advised that one of the foci will be to integrate all the clinical programs to allow these programs to be seamless in application.

Many of the new initiatives were discussed and in particular the new rostering system which is currently being rolled out and it was recommended that NSLHD arrange a demonstration of this new rostering system.

Mr Walsh reported to the Board to that e-Health is actively seeking recommendations for improvement and will incorporate the funding for the training and change management to ensure full integration of these new systems.

Many and varied questions were asked by the Board members. The Board thanked Mr Walsh and Dr Lambert and looked forward to an update in 2015 of the progress by e-Health.

## 1.2 Health Infrastructure

Presented by Mr Sam Sangster, Chief Executive Health Infrastructure.

Mr Sangster spoke to three topics:

- North Shore Public Private Partnership (PPP)
- Northern Beaches project
- RNS Master Planning update

The discussions were informative and detailed. The Royal Bank of Scotland will progress the sale of their interest in the RNS PPP. A call for expressions of interest for commercial opportunities on the southern zone of the RNSH campus is to proceed. Expressions of Interest will include provision of support services, as specified by the RNSH Master Planning Executive Working Group. These services include childcare, patient and family / carer accommodation, staff accommodation and health administration. It was confirmed that 'health administration' would include the Ministry of Health.

Mr Sangster responded to the various questions asked by the Board on the future of the NSLHD's facilities. The Chair commented on the strong relationship between Health Infrastructure and NSLHD working towards optimising the facilities for patients and staff alike in this District.

The Chair thanked Mr Sangster for the information provided and invited Mr Sangster back in 2015 to provide further updates.

**Action:** Clear communication to be distributed to NSLHD covering the timeline and processes on past and present Master Planning.

**Action:** Mr Andrew Goodsall to investigate potential avenues of commercialisation and to provide details to the Chair.

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## 2. Patient Story

A video was shown, *Small Acts of Kindness* which was produced by the NSW Ministry of Health to support change programs. This video has been shown at various meetings and gatherings throughout NSLHD to illustrate the support, compassion and empathy demonstrated by staff.

The Board advised that it was moving video and illustrated how small acts of kindness can make a difference both to patients and staff alike.

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### 3. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were noted.

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

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### 4. Confirmation of Minutes

The Board accepted the minutes of the meeting held on 4 August 2014 as a true and accurate record of this meeting.

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### 5. Ongoing Business (in conjunction with Action List)

#### 5.1 Chief Executive Summary including High Level Reporting Framework

The Chief Executive (CE) presented a one page high level reporting framework for the consideration of the Board. The report is based on a dashboard format, incorporating the targets and achievements of the Service Agreement with finance and quality indicators.

The four components to the Service Agreement (SA): Patient Flow, Safety & Quality, People and Culture and Finance and Management were included in the report. The SA contains 120 KPIs and the dashboard format provides a summary of the LHD's achievements against the key SA KPIs.

The CE advised the Board that KPIs for the LHD's key strategic priorities will be added to the dashboard as the priorities progress. The CE stated that NSLHD's key focus for the next 12 months will continue to be: financial recovery efforts via the OESI initiatives, the Academic Health Science Centre and the Integrated Care implementation.

It was suggested that certain initiatives be reported on every 6 months or as appropriate and be included on the Board Calendar i.e. Staff Satisfaction Survey, Integrated Care, Academic Health Science Centre and Education progress updates.

The CE and the Acting Executive Director Operations, NSLHD suggested providing to the Board the indicators which will be used to monitor and evaluate the progress of Integrated Care.

**Action:** Director Finance & Corporate Services to include the Staff Satisfaction Survey, Integrated Care, Academic Health Science Centre and Education update in the Board Calendar.

**Action:** The Acting Executive Director Operations, NSLHD will provide to the Board the indicators which will be used to monitor and evaluate the progress of Integrated Care at the October Board meeting.

#### 5.2 Finance & Performance Report and OESI Update

The Director Finance & Corporate Services and the CE referred to the tabled Finance and Performance Report and advised the Board of the financial result for the month noting that no seasonal variance has been applied.

Information has been provided to the MoH on the details around the RNS PPP cost increment. The MoH engaged an independent consultant to review and report on the work undertaken by NSLHD.

The Director Finance & Corporate Services will be meeting with MoH on 15 September to discuss the above issues and the overall forecast. It is also anticipated that there will be clearer indications on the level of funding from the MoH. Also to be discussed will be the seasonalisation of the forecast deficit, ABF funding policy and changes to costs under a PPP.

The Director Finance then detailed to the Board the items of note as listed in the tabled report.

#### **5.2a Corporate Governance Attestation - report**

The report was **noted** for the Board's information.

#### **5.2b Corporate Governance Attestation - document**

The Board discussed the Attestation document at length. It was agreed to amend two statements prior to the signing of this document:

Page 2 – including extraordinary meetings held by the Board.

Page 4 – removing: *a true and fair view, in all material respects, of* and therefore the wording to be: The financial reports submitted to the Finance & Performance Committee and the Ministry of Health represent the Organisation's financial condition and the operational results are in accordance with the relevant accounting standards.

#### **5.3 Audit & Risk Management Committee – Terms of Reference**

Following on from the action item from the August Board meeting where it was suggested that the Terms of Reference were not compliant with the current By-Laws. The Chief Executive (CE) advised the Board of the findings of the investigation by the Director Internal Audit, NSLHD and the CE

The CE read out each of the requirements and the compliance by NSLHD on each point.

#### **5.4 NSLHD & Medicare Locals – update on the future**

There was no further update to present to the Board.

#### **5.5 Academic Health Science Centre Update**

The Board **noted** the report and the Chair spoke to the tabled document.

The report also covered the status of the NHMRC application for recognition as an 'Advanced Health Research and Translation Centre'.

There are many positive advances to the Academic Health Science Centre and the Chair provided additional background information.

**Action:** Further updates will be presented at the October Board meeting.

#### **5.6 NSLHD Board – Planning Day**

Due to the difficulty in coordinating the Board members diary, the Planning Day has scheduled for 12 December 2014.

The Chair requested an invitation to be sent the Change Manager to update the Board on the progress of the restructure process.

Discussions were held on the Board Charter and the inclusion of a reporting basis timetable.

**Action 1:** The Board members to provide to the Chair suggestions for agenda items and speakers

**Action 2:** The Chair requested an invitation to be sent the Change Manager to update the Board on the progress of the restructure process.

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## **6. Capital Planning Updates**

The following referral notes were tabled.

### **6.1 Hornsby Ku-ring-gai Hospital Redevelopment**

The Board **noted** the two reports covering Stage 1 and Stage 2 redevelopment.

### **6.2 Royal North Shore Developments / Master Plan**

The Board **noted** the report. The Board noted the issue on the helpdesk at RNS with regard to facilities management. The Director Finance & Corporate Services advised the LHD is working with InfraShore on this issue to ensure all contractual obligations continue to be met. If the issue becomes material in nature the Board shall be further informed.

### **6.3 Northern Beaches Redevelopment – Frenchs Forest update**

The Board **noted** the report.

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## **7. New Business**

Nil

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## **8. Standing Agenda Items**

### **8.1 NSLHD Committee Minutes**

The following items were distributed for the information of the Board but were not discussed.

#### **8.1.1 Health Care Quality Committee**

The draft minutes from the meeting held 10 July 2014.

#### **8.1.2 Medical and Dental Appointments Advisory Committee (MDAAC)**

The endorsed minutes from the meeting held 16 July and the draft minutes from the meeting 8 August 2014.

#### **8.1.3 Finance and Performance Committee**

The endorsed minutes from the meeting held 24 June 2014.

#### **8.1.4 LHD Clinical Council**

The draft minutes from the meeting held 4 August 2014.

#### **8.1.5 Medical Staff Executive Council (MSEC)**

Nil available. Next meeting 18 August 2014.

#### **8.1.6 Peak Community Participation Council (PCPC)**

The endorsed minutes from the meeting held 4 June 2014.

#### **8.1.7 NSLHD and Medicare Locals Consultative Council**

Nil available. Next meeting 9 September 2014.

#### **8.1.8 Capital Asset Planning Committee**

The draft minutes from the meeting held 8 July 2014.

#### **8.1.9 Integrated Risk Management Advisory Committee (IRMAC)**

The draft minutes from the meeting held 2 April 2014.

#### **8.1.10 Audit and Risk Management Committee**

Nil available. Next meeting 17 September 2014.

#### **8.1.11 Education Sub-committee**

The draft minutes from the meeting held 15 July 2014.

#### **8.1.12 Research and Innovation Sub-committee**

Nil available. Next meeting 16 September 2014

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### **9. Correspondence**

The following items were distributed for the information of the Board but were not discussed.

#### **9.1 Major Changes at General Practice NSW**

#### **9.2 Aboriginal Medical Service – Redfern Voice, Issues 1 & 2**

#### **9.3 Northern Beaches Communication Summary**

#### **9.4 Cancer Institute NSW Premier’s Awards for Cancer Research**

#### **9.5 NSW State Health Plan**

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### **10. Venue, date and time for next meeting**

Boardroom Building 51, RNS Hospital  
Tuesday 7 October, 2014 commencing 3:00pm

**Meeting Closed: 7:35pm**

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### **CERTIFIED A CORRECT RECORD**

**By Professor Carol Pollock, Chair  
On 5 November 2014**