

## NSLHD Board

### MEETING DETAILS

**Date:** Tuesday 18 August 2020 commencing 4:15pm

**Venue:** NSLHD Boardroom, Level 14, Kolling Building or via Skype

**Present:**

Mr Trevor Danos AM	Board Chair
A/Professor Annette Schmiede	Deputy Board Chair
Professor Mary Chiarella AM	Board Member (via Skype)
Ms Karen Filocamo	Board Member (via Skype)
Mr Andrew Goodsall	Board Member
Mr Brad Goodwin	Board Member
Mr Anthony Hollis	Board Member (via Skype)
Dr Donna Lynch	Board Member
Dr Michelle Mulligan	Board Member
Ms Kimberley Reynolds	Board Member
Mr Keith Skinner	Board Member (via Skype)
Dr Stephanie Teoh	Board Member

**In attendance:**

Ms Deb Willcox	Chief Executive, NSLHD (CE)
Dr Bruce Cooper	Chair MSEC, NSLHD
Ms Jacqueline Ferguson	Director Finance & Corporate Services, NSLHD
Ms Elizabeth Wood	Executive Director Operations, NSLHD
Ms Brooke Barnett	Board Secretariat
Ms Marissa Fuller	Graduate Health Management Trainee
Mr Simon Hill	Director Information, Communication and Technology, NSLHD and CCLHD
Professor Sue Kurrle	Co-Chair, NSLHD Clinical Council and Clinical Network Director Rehabilitation and Aged Care

### BOARD MEETING DETAILS – commencing at 4:15pm

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

The Board Chair welcomed the Board members and attendees to the meeting.

#### **Vale Dr Harry Nespolon**

The Board Chair acknowledged the recent passing of Dr Harry Nespolon. Dr Nespolon had been a valued member of the Board who was extremely passionate about improving the interface between primary care providers and hospitals and in advancing the work of the Sydney North Primary Health Network. A letter of condolence will be sent to his family on behalf of the Board from the Board Chair and CE.

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

Attendance and apologies were **noted**.

The Board Chair requested all attendees declare any conflicts of interest at this meeting.

Ms Karen Filocamo declared that a family member is the Aged Care Director at an organisation that operates residential aged care facilities. This was **noted** by the Board.

The Board Chair welcomed Ms Brooke Barnett, recently appointed Board Secretariat to the meeting.

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## 2. Confirmation of Minutes

Minutes of the meeting held 21 July 2020 were confirmed as a true and accurate record of the meeting.

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## 3. Patient Story – Telehealth during COVID-19

The referral note prepared by Consumer and Community Partnerships was **noted** and taken as read.

**Action:** CE to explore opportunities to share 'Telehealth during COVID-19' patient stories with the community.

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## 4. Ongoing Business/Action Items

### 4.1 Action List – July 2020

The Action List was reviewed and updated accordingly.

### 4.2 Update on NSLHD Clinical Council/Strategic Issues

Professor Sue Kurrle, Co-Chair, NSLHD Clinical Council and Clinical Network Director Rehabilitation and Aged Care presented to the Board an update on the NSLHD Clinical Council. The NSLHD Clinical Council has recently focused on COVID-19 with particular emphasis on PPE supply, elective surgery waitlists, telehealth and the virtual hospital, Primary Health Network (PHN) interface, Residential Aged Care Facilities (RACFs) and service changes that should continue post COVID-19.

### 4.3 Board quarterly Work Health Safety Report

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

**Action:** COVID-19 mandatory training and other specific COVID-19 initiatives to be included in the quarterly Work Health Safety Report.

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## 5. Items for Approval/Endorsement

### 5.1 Corporate Governance Attestation Statement

This was **noted** and taken as read. Suggested amendments to the Statement were discussed including certain confirmations from the CE. The Statement was approved by the Board subject to amendments discussed.

## 6. Chief Executives Update on COVID-19 Activities

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

- Positive case numbers are decreasing across NSW.
- NSW Health continues to place a significant focus on testing and contact tracing.
- A Hornsby Ku-ring-gai Hospital emergency department staff member recently tested positive for COVID-19. NSW Health and NSLHD promptly responded to contact trace all patients, visitors and staff members who were close contacts. There was no disruption to clinical services.
- NSW Health policy released on the appropriate use of surgical masks.
- PPE supply chains remain strong across NSW Health.
- COVID-19 Chief Executive emails continue to be distributed to all staff regularly.

### NSLHD COVID-19 RACF Strike Force Response

The CE invited Ms Elizabeth Wood, Executive Director Operations to present to the Board on the NSLHD COVID-19 RACF Strike Force Response. The NSLHD Strike Force Implementation Plan, role of the Incident Response Team (IRT), role of the Incident Management Team (IMT), IRT Situation Assessment Checklist and RACF Outreach Workforce were discussed.

**Action:** CE to include an article on NSLHD COVID-19 RACF preparedness in NSLHD Newsletter.

**Action:** CE to explore opportunities to externally communicate NSLHD's COVID-19 RACF preparedness.

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## 7. Strategic Discussion

### 7.1 Presentation on the new NSLHD website

Deferred to next meeting.

### 7.2 NSLHD Board Training

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

**Action:** Board Chair to liaise with the Ministry of Health and update the Board on the Ministry of Health Board Development Program.

### 7.3 Cyber Risk Update

The Cyber Security Update for the NSLHD Board was **noted** and taken as read.

Mr Simon Hill, Director Information Communication Technology (ICT) presented to the Board on Cyber Security. The aim of the NSLHD Cyber Security Strategy is to comply with the NSW Cyber Security Policy, implement cyber security architecture and create a culture that values cyber security. The cyber security risks, achievements, attestation and planned activities for FY20-21 were discussed.

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## 8 Standing Business

### 8.1 Board Chair Report

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

- Board Breakfast was held with the Royal North Shore Hospital Executive.

- Action to fill vacancy on Board and vacancy for an independent member on Board Audit and Risk Committee is underway.
- Meeting with the JMO Wellbeing Committee Chair was held.
- Meeting with the RNSH Archives Service was held.
- Attended the NSLHD Diversity Inclusion and Belonging Council and updated the Board on the LGBTQI+ Employee Network, the Network on Disability and the imminent release of the NSLHD Diversity Inclusion and Belonging Strategy.
- Attended the NSLHD Quality and Safety Awards.
- Attended the NSLHD Innovation Awards.

**Action:** Board Secretariat to include purpose of Board Breakfasts in invitation referral note.

### **8.2 Chief Executive Report August 2020**

This was **noted** and taken as read. The Board expressed its satisfaction with the new “facilities and services” reports.

### **8.3 Finance, Risk and Performance Report**

No report provided.

**Action:** Director Finance and Corporate Services to table financial report that separates COVID-19 expenditure from regular financial activity.

### **8.4 Committee Updates**

**Finance Risk and Performance (FRAP) Committee:** A/Professor Annette Schiede discussed the August 2019 FRAP meeting. FRAP data was not reported to the Board for July due to the beginning of the FY.

**Health Care Quality Committee (HCQC):** Professor Mary Chiarella discussed the August HCQC meeting. HCQC has requested that data relating to Hospital Acquired Infections (HAC) is tabled at the NSLHD Clinical Council for discussion. A falls management program is being implemented across NSLHD.

**Consumer Committee (CC):** Ms Karen Filocamo, Chair CC noted that nominations have been received from General Managers for local consumers to become members of the CC.

**Action:** Board Chair, Chair CC and CE to write welcome letters to all new Consumer members on the NSLHD Consumer Committee.

**JMO Wellbeing Committee:** No further update provided.

**Medical Staff Executive Council (MSEC):** No further update provided.

**Board Audit and Risk Committee (BARC):** Mr Andrew Goodsall discussed the July BARC meeting. BARC undertook a review of the Corporate Governance Attestation Statement, financial statements and outstanding audit reports.

### **8.5 NSW LHD Selected Performance Indicators - June 2020**

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

### **8.6 Communications Calendar**

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

**Action:** CE to provide an update on the NSLHD 2020 Annual Public Meeting at the September Board meeting.

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## 9. NSLHD Committee Reports

### 9.1 Board Audit Risk Committee (BARC)

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

### 9.2 Finance Risk and Performance (FRAP) Committee

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

### 9.3 Consumer Committee

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

### 9.4 HCQC STRA2P Report July 2020

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

### 9.5 HCQC Safety and Quality Report

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

### 9.6 JMO Wellbeing Board Committee

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

### 9.7 Clinical Council

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

### 9.9 Medical Staff Executive Council (MSEC)

Not available.

### 9.10 NSLHD Research Advisory Committee

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

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## 10. Additional Reading Material

10.1 Protocol to support joint management of a COVID-19 outbreak in a Residential Aged Care Facility (RACF) in NSW - Noted

10.2 Portraits in the Corridor - Noted

10.3 Memo – Expression of Interest Herbert Street Precinct RNSH Concept Plan Submission Working Group - Noted

10.4 Accelerating Change on Flexible Ways of Working - Noted

10.5 Becoming a Digital First Organisation - Noted

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## 11. Other Business

### **Sydney Health Partners**

A/Professor Annette Schmiede noted that Sydney Health Partners have recently appointed Professor Mary O’Kane AC as Chair and Professor Don Nutbeam as Executive Director.

### **Herbert Street Precinct**

The Board Chair tabled a letter from Dr Bruce Cooper to the NSLHD Board related to the Herbert Street Precinct project. The letter was **noted** and taken as read.

**Action:** Board Chair to formally respond to letter from Dr Bruce Cooper.

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## 12 Date, Time & Venue for Next Meeting

Tuesday, 22 September 2020, commencing at 4.15pm, Level 14 Kolling Building, NSLHD.

**Meeting Closed: 7:06pm**

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## CERTIFIED AS A CORRECT RECORD

By Mr Trevor Danos AM, Board Chair  
22 September 2020