

NSLHD Board

MEETING DETAILS

Date: Tuesday 18 February 2020 commencing 4:15pm

Venue: Boardroom, Executive Unit, Douglas Building, Royal North Shore Campus

Present:

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

In attendance:

Dr Bruce Cooper	Chair Medical Staff Executive Council, NSLHD
Ms Jacqueline Ferguson	Director Finance and Corporate Services
Ms Deb Willcox	Chief Executive, NSLHD (CE)
Ms Elizabeth Wood	Executive Director Operations
Ms Esther Smith	Assisting Corporate Secretariat Officer
Ms Melanie Coughlin	Incoming Corporate Secretariat Officer

Apologies:

Mr Keith Skinner	Board Member
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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.

1. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were **noted**.

The Board Chair requested all attendees to declare any conflicts of interest at this meeting. There were no conflicts of interest declared.

The Board Chair welcomed Dr Stephanie Teoh as a new member of the Board. Dr Teoh introduced herself to the Board.

The Board Chair welcomed Ms Elizabeth Wood, Executive Director Operations to her first meeting of the Board.

2. Confirmation of Minutes

Minutes of the meeting held 17 December 2019 were confirmed as a true and accurate record of the meeting.

3. Patient Story

The patient story from the Hornsby Ku-ring-gai Patient and Family Experience Representative was **noted** and taken as read.

4. Ongoing Business/Action Items

4.1 Action List – February 2020

The Board **noted** the Action List.

The following **Action Items** are noted:

- CE to invite Professor Sue Kurrle, Co-Chair of Clinical Council to present at an upcoming Board meeting.
- CE to invite Mr James Yeandel, Director Strategic Communications, to present at an upcoming Board meeting on projects underway to celebrate NSLHD successes.

4.2 Research Programs

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

4.3 Learnings and Opportunities from the Audit process

The CE provided a verbal update on this item. A full report will be provided in the March 2020 Board papers.

4.4 Governance of LHDs – Audit Office

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

Action: CE to develop a program of work to address the recommendations.

4.5 Strategic Matters – Quarterly Update

The report was **noted** and taken as read. The reporting period for this item was discussed and agreed to be 6 monthly.

The following **Action Items** are noted:

- CE to update the Board 6 monthly and provide information to the public regarding progress on these matters as they relate to the NSLHD Strategic Plan via the NSLHD website.
- Secretariat to update the website with most recent copies of the Board minutes and CE Report.

4.6 Women & Alcohol Project - Update

The update was **noted** and taken as read. The CE confirmed that a formal update will be provided to the Board by the end of the financial year.

Action: Secretariat to provide the original report on Alcohol Related Harm among Older Women in NSLHD to Dr Stephanie Teoh.

5. Strategic Matters

An update on a number of strategic matters was provided by the CE.

- An Executive Workshop was held with NSLHD Executives in January 2020 to review executive priorities.
- A review by Health Infrastructure has been completed to identify possible solutions to housing the Drug and Alcohol unit currently at Herbert Street, Royal North Shore Hospital.
- The CE and Board Chair had a productive preliminary meeting with the Circular Economy Innovation Network at the University of NSW to discuss planetary health initiatives and the possibility of working together on this matter.
- The Coronavirus situation is evolving. Plans are in place to manage the issue and its impact on the upcoming flu season.
- Staff have been assisting with the bushfire recovery with Murrumbidgee and Southern NSW Local Health Districts. Feedback has indicated this has been a very positive experience.

5.1 NSLHD Leadership Development Program

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

5.2 Strategic Direction – Board & FRAP

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

5.3 Patient Experience Activities

The report was **noted** and taken as read. The letter to the Minister for Health and Medical Research was approved subject to minor amendment.

- The Board Chair confirmed that this item will be discussed in the Council of Board Chairs in March 2020.
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6. Standing Business NSLHD Committee Reports (*taken as read*)

Board Reporting

6.1 Board Chair Report

The Board Chair gave an update on key matters including:

- The Board attended the Board Breakfast with Internal Audit in February 2020.
- The Board Chair attended a welcome event for NSLHD's 2020 intake of JMOs.
- The Board chair advised that Male Champions of Change will be undertaking a flexible working practices pilot with NSLHD.
- The Board Governance Review Workshop was discussed. Work has commenced on key improvements to reporting formats.
- The Board has decided not to have a Board strategy day in 2020.

Action: The CE to organise a meeting with Kimberley Reynolds to discuss exceptions-based reporting to the Board.

6.2 Committee Updates

FRAP: A/Prof Annette Schmiede, Chair FRAP, discussed the February FRAP meeting and the Flash report. NSLHD remains on performance level 0. The impact of single room rates and bushfire recovery efforts was noted.

Action: The Financial Sustainability Report to be circulated to the Board

HCQC: Prof Mary Chiarella AM, Chair HCQC, discussed the December 2019 and February 2020 HCQC meetings. It was noted that the Sydney Child Protection Service Rescue Dog program and the Falls Project have been very successful. NSLHD is hosting an experience day with the Clinical Excellence Commission. A Safety and Quality Strategic Plan is being developed with Director Clinical Governance.

CC: Karen Filocamo, Chair CC, has met with the Director Clinical Governance to review the structure of consumer committees in NSLHD. Mr Martin Stark was welcomed as a new CC member.

JMO Board Wellbeing Committee: Committee membership was discussed. Quarterly attendance by Board members will commence. Board to continue to receive copies of Committee minutes.

Action: CE to provide JMO Committee minutes for the March 2020 Board Papers.

MSEC: Dr Bruce Cooper, Chair MSEC noted that discussions had occurred regarding the relocation of Drug and Alcohol services at Royal North Shore Hospital.

District Reporting

6.3 Chief Executive Report

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

Action: CE to organise for a presentation on the new website at next Board meeting

6.4 Finance, Risk & Performance Report

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

6.5 NSW LHD Selected Performance Indicators – December 2019

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

7. NSLHD Committee Reports (*taken as read*)

7.1 Board Audit & Risk Committee (BARC)

Nil

7.2 Clinical Council

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

7.3 Consumer Committee

Nil

7.4 Finance, Risk and Performance (FRAP) Committee

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

7.5 Health Care Quality Committee (HCQC)

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

7.5.1 HCQC STRA2P Report – February 2020

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

7.5.2 Safety & Quality Report – January 2020

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

Action: CE to invite Chair HCQC and Director Clinical Governance to present to the Board on the clinical governance plan for the next 6 months, including complaint management.

7.6 Medical Staff Executive Council (MSEC)

Nil

7.7 MDAAC Terms of Reference updated December 2019

The Terms of Reference were **noted** and, on the recommendation of the CE, approved

8. Additional Reading Material

Nil

9. Date, Time & Venue for Next Meeting

Tuesday, 17 March 2020, commencing at 4.15pm, Boardroom, Douglas Building RNSH

Meeting Closed: 6.57pm

CERTIFIED A CORRECT RECORD

By Mr Trevor Danos, AM Board Chair

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Date: 17 March 2020