

# Minutes

## SESLHD Board Meeting

Wednesday 29 July 2020  
4pm – 7pm

Worrall Theatre, Level 1, Worrall Block, Sydney/Sydney Eye Hospital  
and via videoconference and teleconference

### Present and Apologies

#### Board Members:

- Mr Michael Still (Chair)
- Ms Patricia Azarias
- Ms Elli Baker
- Mr Jonathan Doy
- A/Professor Robert Farnsworth
- A/Professor Peter Gonski
- Dr Debra Graves
- Dr Greg Levenston
- Janet McDonald
- Mr Neville Mitchell
- Ms Helene Orr
- Professor Allan Spigelman

#### In Attendance:

- Mr Tobi Wilson – Chief Executive
- Ms Elizabeth Curran – Executive Director, Operations
- Mr Peter Eaton – Director, Finance
- Dr Jo Karnaghan – Director, Clinical Governance and Medical Services
- Ms Kim Olesen – Director, Nursing and Midwifery Services
- Dr John Estell – Chair, Medical Staff Executive Council
- Ms Lisa Altman – Director, Strategy, Innovation and Improvement (*To Item 3.2*)

#### Apologies:

Nil

#### Secretariat:

- Ms Nicole McGregor, Executive Officer to the Chief Executive and Board Secretary

**Focus Areas**

Nil Focus Areas this month.

**Administration**

**1.1. Present and Apologies**

The Board noted those present and the apologies received.

**1.2. Declaration of Interests**

Nil declarations of interest were noted.

**1.3. Minutes of the SESLHD Board meeting held Wednesday 24 June 2020**

*Resolution 347*

The Board resolved to approve the minutes of the SESLHD Board meeting held on Wednesday 24 June 2020 as an accurate record of proceedings.

**1.4. Minutes of the Finance and Performance Committee meeting held Monday 22 June 2020**

The minutes of the meeting of the Finance and Performance Committee meeting held on Monday 22 June 2020 were noted.

**1.4.1 Charter of the Finance and Performance Committee**

The Board resolved to approve the revised charter of the Board Finance and Performance Committee, subject to the addition of a sentence noting the Committee's role in approving financial expenditure above the Chief Executive's delegation, on behalf of the Board.

**1.5. Minutes of the Quality and Safety Committee meeting**

Nil minutes to note.

**1.6. Minutes of the Community Partnerships Committee meeting held Monday 13 July 2020**

The minutes of the Community Partnerships Committee meeting held on Monday 13 July 2020 were noted. The Chair of the Committee advised of the Committee's support for the Governance Framework provided to the Board for approval at Item 3.3.

**1.7. Minutes of the Audit and Risk Committee meeting held Friday 10 June 2020**

The minutes of the Audit and Risk Committee meeting held on Friday 10 June 2020 were noted.

**1.7.1 Charter of the Audit and Risk Committee**

The Board resolved to approve the revised charter of the Audit and Risk Committee. Discussion was held on the review by NSW Treasury of the model Audit and Risk Committee charter. It was noted that the Audit and Risk Committee intends to provide feedback to Treasury, to ensure the

Committee's role in providing advice on risk and working with the Board to identify the Board's risk appetite is appropriately captured in the document.

It was noted that the SESLHD Audit and Risk Committee Charter will be reviewed once the updated Treasury document is released, with a statement to the above effect to be added by SESLHD as necessary.

**1.8. Actions**

The Board noted the Action Log.

**1.9. Correspondence Register**

The Board noted the correspondence received to Wednesday 22 July 2020.

**Standing Items**

**2.1 Board Chair Report**

The Board noted the report provided by the Board Chair. The Board Chair advised the Board of the revised process for performance reviews for Local Health District Chief Executives.

The Board Chair provided information from the recent COVID-19 update meetings with the Ministry of Health.

**2.2 Chief Executive Report**

The Board noted the report provided by the Chief Executive. The following key points were discussed:

- The Board requested a short presentation from the newly appointed Head of Legal at a future Board meeting.
- The Board noted the 10 year anniversary celebration for the Narrangy-Booris Aboriginal Health Service, and requested information on the outcomes and achievements of the service.
- It was noted that the recruitment is underway to fill the role of General Manager, Royal Hospital for Women for a period of six months while the current incumbent is on an internal secondment.
- The Board was advised that it is now confirmed that the space for a magnetic resonance imaging (MRI) machine is included in the current redevelopment at Sutherland Hospital. It was noted that stimulus funding is being sought to purchase the machine.
- An update on the review of the District's risk services was requested.

**Action:** Introduction and presentation to the Head of Legal, SESLHD to be arranged for a future Board meeting.

**Action:** Information on the outcomes and achievements of the Narrangy-Booris Service to be provided.

**Action:** Update to be provided on the review of the District's risk services.

**2.2.1 COVID-19 Update**

An update was provided on the District's response to the COVID-19 pandemic, including current testing activity and key challenges.

Discussion was held on recent changes to the guidelines for mask usage in public hospitals.

An update was provided on elective surgery progress.

### **2.3 Finance Report**

The Director, Finance provided an update on the District's financial position for the month of June 2020, and the full year performance for 2019/20, as detailed in the Financial Performance Summary Report.

A presentation was provided by the Director, Finance on the District's year-end financial results. Key areas of expenditure and budgetary concerns were discussed. Discussion was held on the District's full-year financial projection and trajectory prior to COVID-19, and the impact of COVID-19 on the District's financial results and activity.

Discussion was held on funding for COVID-19 expenditure, including procurement of equipment to support the District's response to an escalation of COVID-19 outbreaks.

#### **2.4.1 Integrated Performance Report**

The Board noted the brief provided in the meeting papers and key performance indicator (KPI) performance for June 2020.

Concerns were raised regarding the underperformance against target for rates of perineal lacerations. It was noted that there is a model of care endorsed by the state's Chief Obstetrician, and the importance of ensuring all sites are following this model of care was highlighted. It was agreed that further analysis is required, and that the matter will be referred to the Board Quality and Safety Committee for an update at the November 2020 meeting.

**Action:** Review and analysis of rates of perineal tears to be undertaken, with information to be referred to the Board Quality and Safety Committee at the November 2020 meeting.

#### **2.4.2 Performance Report from Ministry of Health**

The Board noted the quarterly performance report received from the Ministry of Health for the period January to March 2020.

The District's performance as related to completion of performance reviews was noted. It was agreed that the Director, People and Culture will provide a presentation to the Board on the work underway, including a new state-wide electronic system for performance reviews.

**Action:** Presentation to be provided on work related to performance reviews and talent identification, following the implementation of the new state-wide system for performance reviews.

### **2.5 Research Report**

The Board noted the appointment of Ms Amanda Larkin to the position of Chair of the Sydney Partnership for Health, Education, Research and Enterprise (SPHERE).

Discussion was held on the impact of COVID-19 on the District's university partners, particularly in relation to research projects and shared positions.

**Action:** Update to be provided on the impact of COVID-19 on the District's university partners, particularly in relation to research projects and shared positions.

The Board was advised of the process underway to fill the position of Director, Research, SESLHD for a three-year term, up to September 2023.

## 2.6 Capital Works

The Board noted the report provided on capital works progress.

### 2.6.1 Randwick Campus Redevelopment Update

The Board noted the report provided on the Randwick Campus Redevelopment. Information was requested on the performance against the timeline for the redevelopment.

**Action:** Information to be provided on the performance against timelines for the Randwick Campus Redevelopment.

## New Items

### 3.1 2020/21 Interim Service Agreement with the Ministry of Health

The Director, Strategy, Innovation and Improvement and the Director, Finance gave a presentation to provide an overview of the 2020/21 Interim Service Agreement with the Ministry of Health. The following key points were noted:

- The NSW Health Strategic Directions for 2020/21 have been reviewed and are noted to align well with the District's strategic priorities under the *SESLHD Journey to Excellence Strategy 2018-2021*.
- It was noted that the Interim Service Agreement covers the period to 31 December 2020, and provides a budget based on the District's 2019/20 recurrent budget.
- An overview of the budget provided, including a summary of escalation received and efficiency targets applied.
- A summary of changes to key performance indicators contained in the Service Agreement was provided. The Board was advised of significant change to the metrics for emergency treatment performance (ETP).

Discussion was held on the District's highly specialised services and the funding sources for these services. Discussion was held on the strategies that will be required to adapt to the budget provided.

The Board resolved to endorse the 2020/21 Interim Service Agreement with the Ministry of Health, to be submitted with a covering letter from the Board Chair and Chief Executive.

### 3.2 District Business Plan 2020/21

The Board noted the District Business Plan 2020/21, following the presentation of key elements of the plan at last month's Board meeting.

The Board was advised of a District leadership forum occurring in early August 2020, which will involve discussion with the District's sites and services on how the plan will be operationalised.

The Board requested an in-depth presentation on the District Business Plan 2020/21 at next month's Board meeting.

**Action:** Detailed presentation to be provided on the District Business Plan 2020/21 at the August 2020 Board meeting.

### 3.3 SESLHD Strategic Community Partnerships Governance Framework

The Board resolved to approve the SESLHD Strategic Community Partnerships Governance Framework, and noted the adjustments that will be made to the Board Community Partnerships Committee.



**3.4 Corporate Governance Attestation Statement**

The Board resolved to approve the 2019/20 Corporate Governance Attestation Statement, subject to confirmation of membership status of the Chief Financial Officer on the Board Finance and Performance Committee, and amendment of page 6 as required.

**3.5 Internal Audit and Risk Management Attestation Statement**

The Board resolved to approve the Internal Audit and Risk Management Attestation Statement for the year ending 30 June 2020.

**3.6 SESLHD Delegations Manual**

The Board noted the revised SESLHD Delegations Manual. The Board was advised that the Delegations Manual will be submitted to the Board Finance and Performance Committee next month for final approval.

The Board was advised that the Board's comments regarding referral of items to the Board for approval have been addressed, and that the Board Finance and Performance Committee will act as the avenue for financial review by the Board.

**Papers for Information**

**4.1 Recruitment Bulletin**

The Board noted the Recruitment Bulletin provided in the meeting papers.

**4.2 Our People – Heart of Caring Profile**

The Board noted the staff member Heart of Caring Profile provided in the meeting papers. The Director, Nursing and Midwifery advised the Board of plans to undertake a series of interviews with the District's nurse practitioners, in recognition of 20 years since the establishment of nurse practitioners.

**4.3 Minutes of the St George Hospital Intensive Care Unit Governance Committee.**

Nil minutes to note this month.

**4.4 NSW Health Outcome and Business Plan 2019/20 to 2022/23**

The Board noted the NSW Health Outcome and Business Plan 2019/20 to 2022/23 provided in the meeting papers.

**Meeting Close**

**5.1 Business without notice**

Vale Professor David Wilcken

The SESLHD Board noted with sadness the recent passing of Professor David Wilcken. The Board acknowledged Professor Wilcken's contribution to the District, and in particular his leadership as the founding cardiologist at Prince Henry Hospital.

Personal protective equipment

Discussion was held on the benefits of, and varying preferences for, paper gowns as compared to fabric gowns for use in operating theatres.

**5.2 Noting of Confidential Items**

Nil noted.

**5.3 Date of next meeting:**

Wednesday 26 August 2019

**4pm – 7pm Board Meeting**

Location / meeting mode to be confirmed

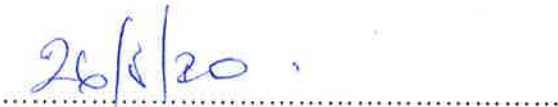
Meeting closed at 6.55pm.



**Signature**

Michael Still

**Name**



**Date**