

# Minutes

## SESLHD Board Meeting

Wednesday 28 August 2019

4pm – 7pm

Worrall Theatre, Level 1, Worrall Block, Sydney/Sydney Eye Hospital

### Present and Apologies

#### Board Members:

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

#### In Attendance:

- Mr Tobi Wilson – Chief Executive
- Mr Peter Eaton – Director of Finance
- Dr Jo Karnaghan – Director, Clinical Governance and Medical Services
- Ms Kim Olesen – Director of Nursing and Midwifery Services
- Dr John Estell – Chair, Medical Staff Executive Council

#### Apologies:

- A/Professor Peter Gonski – Board Member
- Mr Neville Mitchell – Board Member

#### Secretariat:

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

### Focus Area

#### Focus Area 1: Presentation SESLHD Research Strategy

Invited guest: A/Prof Christopher White, Director, Research, SESLHD

The SESLHD Board welcomed A/Prof Christopher White to the SESLHD Board Meeting to provide an update presentation on the SESLHD Research Strategy.

The presentation addressed the following key areas:

- Information was provided on the key research partners that SESLHD is working with, as well as the research grants for which SESLHD has been successful in applying.
- It was noted that research governance processes in SESLHD are being reviewed to ensure the most efficient and effective practices, using learnings from other Local Health Districts.
- Improvements to local online resources for research and research governance were highlighted.
- It was noted that work is underway to draft a local policy on intellectual property and develop a structure within the District to manage this area.
- A demonstration of a new online research database was given. The website allows for research networks to be identified and mapped. Discussion was held on the data needs for research and the benefits that a comprehensive research system could provide.

The Board discussed the work of the Sydney Partnership for Health, Education, Research and Enterprise (SPHERE), and the Clinical Academic Groups that SESLHD staff members participate in.

The Board thanked A/Prof White for his presentation.

## Administration

### 1.1. Present and Apologies

The Board noted those present and the apologies received. Janet McDonald, Deputy Board Chair, chaired the Board meeting from Item 1.1 onwards, following the departure of the Board Chair at 6.10pm.

### 1.2. Declaration of Interests

Nil declarations made.

### 1.3. Minutes of the SESLHD Board meeting held Wednesday 31 July 2019

#### *Resolution 338*

The Board resolved to approve the minutes of the SESLHD Board meeting held on Wednesday 31 July 2019 as an accurate record of proceedings.

### 1.4. Minutes of the Finance and Performance Committee meeting held Monday 29 July 2019

The minutes of the meeting of the Finance and Performance Committee held on Monday 29 July 2019 were noted.

The Board discussed concerns related to food ordering for patients. The Board was advised that the Director of Allied Health is leading a project on patient food services.

### 1.5. Minutes of the Quality and Safety Committee meeting held Monday 5 August 2019

The minutes of the meeting of the Quality and Safety Committee held on Monday 5 August 2019 were noted. The Board was advised that Prince of Wales Hospital has initiated a project focused on hand hygiene.

**1.6. Minutes of the Community Partnerships Committee meeting held Monday 29 July 2019**

The minutes of the Community Partnerships Committee held on Monday 29 July 2019 were noted. The Board noted the detailed verbal update on the Committee meeting provided at the last Board meeting.

The Board was advised that the Chair of the Community Partnerships Committee had recently attended the community hub in Maroubra, to learn more about the services that SESLHD and a range of partners are providing to the local community.

**1.7. Minutes of the Audit and Risk Committee meeting held Wednesday 17 July 2019**

The minutes of the meeting of the Audit and Risk Committee held Wednesday 17 July 2019 were noted. It was noted that the Audit and Risk Committee requested inclusion of information on bullying and harassment, and professional conduct in the Corporate Governance Attestation.

The Board discussed the scheduling of the Board strategy session.

**1.8. Actions**

The Board reviewed the Action Log.

**1.9. Correspondence Register**

The Board noted the correspondence received to Wednesday 21 August 2019.

**Standing Items**

**2.1 Board Chair Report**

In the absence of the Board Chair, no discussion was held on this item.

**2.2 Chief Executive Report**

The Board noted the report provided by the Chief Executive.

The Chief Executive highlighted the successful application by SESLHD for Prince of Wales Hospital to become the host site for the NSW Telestroke Service.

The Chief Executive advised the Board of the 60th anniversary of the Langton Centre providing drug and alcohol treatment.

The Board resolved to write a letter of congratulations to each the Telestroke team and the Langton Centre.

**Action:** Letters to be written to the Telestroke team and the Langton Centre to congratulate them on their recent achievements.

The Board discussed the recruitment process currently underway for newly created SESLHD Executive roles. It was agreed that the new directors, once appointed, will be invited to attend a Board meeting as an introduction. The Chief Executive proposed that the Executive Director, Operations and the Director, Corporate and Legal Services, once appointed, be invited to become standing attendees of Board meetings.

### 2.3 Finance Report

The Board noted the Financial Performance Summary Report provided in the meeting papers. The Director of Finance provided an update on the District's financial performance as at July 2019. It was noted that budget allocation processes are progressing and will be in place by next month.

Discussion was held on the efficiency strategies in development across the District, and the most appropriate forum for discussion of these strategies with the Board. It was proposed that members of the Board be invited to attend the Finance and Performance Committee to hear presentations from General Managers and Service Directors on their efficiency strategies.

The Board discussed medico-legal liabilities. It was noted that information on this topic has been provided to the Audit and Risk Committee.

The Board discussed the changes to funding for positions received from the Cancer Institute NSW. The Chief Executive advised the Board that further information will be provided at the next Board meeting.

#### 2.3.1 Service Agreement with the Ministry of Health

The Board resolved to sign the 2019/20 Service Agreement with the Ministry of Health, subject to finalisation of the accompanying letter by the Chief Executive and Board Chair.

The Board requested the covering letter for the Service Agreement be circulated to Board members, once submitted to the Ministry of Health.

**Action:** Covering letter for the 2019/20 Service Agreement with the Ministry of Health to be circulated to Board members once signed.

### 2.4 Integrated Performance Report

The Board noted the Integrated Performance Report provided in the meeting papers and key performance indicator (KPI) performance for July 2019. The Board requested an executive summary be provided with this report.

**Action:** Executive summary highlighting key achievements and key risks to be included in the Integrated Performance Report.

### 2.5 Research Report

The Board noted this item.

### 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. The Board provided feedback on the format of the report and suggested the report be condensed to focus on time cost, finance and quality.

**New Items**

**3.1 Governing Body Attestation for the National Safety and Quality Health Service Standard 1**

The Board resolved to endorse the Governing Body Attestation for the National Safety and Quality Health Service Standard 1.

**3.2 National Safety and Quality Health Service Standards, Second Edition, User Guide for Governing Bodies**

The Board noted the National Safety and Quality Health Service Standards, Second Edition, User Guide for Governing Bodies.

**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.

**Meeting Close**

**5.1 Business without notice**

Mindgardens Neuroscience Network Board

The Board noted the extension of the term for Michael Still, SESLHD Board Chair, as a member of the Mindgardens Neuroscience Network Board.

**5.2 Noting of Confidential Items**

Parts of Item 2.2 were noted as confidential.

**5.3 Date of next meeting:**

Wednesday 25 September 2019

**4pm – 7pm** Board Meeting

Sydney/Sydney Eye Hospital

Meeting closed at 6.56pm.



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**Signature**

Michael Still

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**Name**

25 September 2019

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**Date**