

**Nepean Blue Mountains Local Health District
Board Meeting**

DATE: 25 July 2018 TIME: 4.00pm – 6.30 pm

VENUE: ICET West Block Nepean Hospital

MINUTES

Attendees: (P) Present (A) Apology (Ab) Absent

BOARD MEMBERS			
The Hon. Peter Collins, AM QC (Chair)	P	Mr Greg Allchin (Deputy Chair)	P
Mr Murray Austin	P	Dr Linda McQueen	P
Dr Andrew Keegan	P	Mr Joseph Grassi	P
Mr Gary Smith	P	Mr Colin Lenton	P
Ms Kath Skinner (<i>via teleconference</i>)	P	Professor Jennifer Reath	P
Mr Clarke Scott	P	Associate Professor Stephen Fuller	P
Associate Professor Ian Seppelt	P		
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Director Operations	A
Ms Rebecca Beech, Director Finance	P	Ms Julie Williams, Director Nursing & Midwifery	P
Ms Caroline Noonan-Edwards, Director Media & Communications (represented by Paul Grocott)	A	Mr Kevin Hedge, Director Allied Health & Community Programs	P
Ms Kym Scanlon, Director Planning (represented by Phillippa Venn- Brown)	A	Ms Debbie Wyburd, Director Clinical Governance	P
Mr Paul Grocott	P	Ms Phillippa Venn-Brown	P
MEDICAL STAFF COUNCIL & JUNIOR MEDICAL STAFF REPRESENTATIVES			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	A	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	P
Dr Peter Flynn			
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay, CEO	P		

1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair opened the Nepean Blue Mountains Local Health District Board meeting with an acknowledgement of country.

1.1 Apologies were noted.

2. DECLARATION OF ANY CONFLICT OF INTEREST

Members noted the declaration of conflict of interest form. The Chair advised amendments are required to his declaration. Mr Scott advised of his conflict relating to Agenda item 11.2 due to his work location. Mr Allchin, Mr Grassi and A/Professor Fuller declared interest relating to Agenda item 5.1 and will be abstain from voting should this occur.

3. MINUTES OF PREVIOUS MINUTES

The Chair brought attention to the previous minutes from the meeting held on 20 June 2018. Minutes were accepted as a true and accurate record of the meeting. The Chair thanked the Deputy Chair for coordinating the Board meeting in June in his absence.

Prof Reath noted that an agreed action relating to advocacy for Adolescent Mental Health beds within the LHD was absent from the Action list. The Chief Executive agreed this would be added as an outstanding action.

Moved: Prof Reath
Seconded: Mr Allchin

Action: Endorsed by the NBMLHD Board.

4. CHAIRMAN'S REPORT

The Chair highlighted on the following:

- Greater Sydney Commission Award.
- Emergency Department Media Interest and Board visit to the Emergency Department in June 2018. Members held discussion on the Emergency Department performance, noting the improvement but recognising this needs to be sustained over winter and then continue to improve.
- The Chair and Chief Executive meeting with the Secretary and Deputy Secretary NSW Ministry of Health.
- The importance of the planning of the Nepean Redevelopment Stage 1 and 2 to ensure that the right services for our community in the future.

Dr Flynn arrived 4.28pm

5. CHIEF EXECUTIVE REPORT

\$1 Billion Redevelopment Stage 1 and 2

The Chief Executive introduced Mr Daniel Pitton, Health Infrastructure NSW. Mr Pitton provided members with an update on the Nepean Redevelopment progress to date. This included project milestones and the Stage 1 and 2 integration.

Members reviewed a mock up video of the new Blue Mountains District ANZAC Memorial Hospital, Renal Dialysis Unit.

The Chair highlighted the importance of staff contribution to the planning of all services within our hospitals. The Chair stated all feedback is welcome to ensure processes that are put in place are correct. Mr Pitton acknowledged the value of contribution and also the requirements to ensure health facility planning guidelines and best practice are met. Members held discussion on the Masterplan and how space is allocated.

Mr Allchin highlighted the importance of informing the local community throughout the Redevelopment process. The Chair recommended a media story to cover the Nepean Redevelopment on at least a quarterly basis. Mr Smith inquired whether there is a shared communication strategy with Health Infrastructure NSW. Mr Pitton confirmed there was. Prof Reath brought attention to energy efficiency and environment issues and sought advice with regard to how these are being considered.

Action:

- 1. Health Infrastructure NSW to provide update to October NBMLHD Board meeting.**
- 2. Media and Communications to promote a quarterly media story to update the local community.**

The Chief Executive spoke to the 25 July 2018 report and brought attention to the following items:

Year End Results

The Chief Executive reported that the year end result is \$9.225M unfavourable and reflects a \$2.14M improvement from our year to date May position. Members were advised that the year end result was consistent with the forecast which has been unchanged since November 2017. Mr Smith requested year end results by facility to be provided and suggested that this may be a useful report to see regularly in future. The Chair acknowledged the Chief Executive, Director Finance and the Finance staff for their dedication and hard work.

Action: Chief Executive to provide performance comparison against end of year financial position table to next Board meeting.

Top 50 Women in NSW Public Service

The Chief Executive congratulated Ms Cathy Crowe, General Manager Mental Health Services who was named in the inaugural Top 50 Public Sector Women (NSW) List at Parliament House on 5 July 2018.

Action: Chair to write a letter of congratulations to Ms Crowe.

5.1 Appendix 1 – Memorandum of Understanding – The Quarter Penrith

Members were provided with a copy of the Quarter – ‘Memorandum of Understanding (MOU)’. The Chief Executive reported that the MOU does not commit to any financial contribution or any binding actions on signatories but acknowledges the collaborative activities of the member organisations. Mr Smith inquired on those members who are listed within the MOU. Membership currently stated as:

- Nepean Blue Mountains Local Health District
- Penrith City Council
- Nepean Blue Mountains Primary Health Network
- Nepean Blue Mountains Education and Medical Research Foundation Limited
- Nepean Private Hospital
- TAFE NSW Western Sydney
- Western Sydney University
- The University of Sydney Nepean Clinical School
- Health Infrastructure NSW
- Celestino Pty Limited

Mr Allchin advised that Celestino Pty Limited are developers of the Sydney Science Park. Mr Allchin further advised that Celestino may be removed as signatories but will remain stakeholders. Mr Grassi highlighted that the goal of the Quarter is to promote the Penrith Health and Education Precinct which is now known as the Quarter. Members were asked to support the signing of the MOU. Mr Allchin, Mr Grassi and A/Prof Fuller abstained from voting.

Moved: Chair

Seconded: Mr Smith

Action: The Board endorsed the Chief Executive signing the Quarter Memorandum of Understanding.

5.2 Appendix 2 – NBMLHD ETP & ESAP

Members were provided with graphs that outlined the improvement for the Emergency Treatment Performance (ETP) and Elective Surgery Access Performance (ESAP). Dr Keegan requested this format of reporting which demonstrates trend over time be continued.

Action: Chief Executive to provide NBMLHD ETP and ESAP trend graph reports on a monthly basis.

5.3 Appendix 3 – NSW Health Diversity Framework

The Chief Executive reported on the NSW Ministry of Health Diversity Framework. Members were advised that the NBMLHD Workforce and Multicultural teams worked together on the employment of two refugee doctors as Junior Medical Officers at Nepean Hospital. This work and other initiatives have been recognised by NSW Ministry of Health's Diversity Framework as a success story.

Action: Chair to write a letter of congratulations to the NBMLHD Workforce and Multicultural teams.

5.4 Appendix 4 – Executive Leadership Team responsibilities and NBMLHD Governance and reporting

Members were provided with the Executive Leadership Team responsibilities and NBMLHD Governance and Reporting. The Chief Executive stated that the document provides an overview of the organisation responsibilities to improve alignment with the Local Health District's strategic priorities. This includes the NBMLHD Board sub-committees alignment to

the National accreditation obligations. The Chief Executive advised there are some changes to titles and changes to reporting lines. The Chief Executive advised this information will also be provided to surveyors as part of our information provision prior to Accreditation survey.

Ms Creaner reported on the Workforce and Culture Committee (WCC). This will replace the previous Organisational Development Sub-Committee Ms Creaner stated that Mr Smith who previously Chaired the Organisational Development Sub-Committee has been requested to Chair the WCC. A further Board member will be requested to participate in WCC.

5.5 Appendix 5 – NBMBRIEF18/1045 Brief to NBMLHD Board – update on suicide prevention strategy Mental Health

Members were provided with an update on the Mental Health Service suicide prevention strategy. The Chief Executive highlighted that the attached document provides an overview on the Lithgow Local Government Area and the work undertaken for rural and remote Mental Health Services.

5.6 Appendix 6 – NBMLHD Summary Financial report for June 2018

The Chief Executive noted the NBMLHD Summary Financial report for June 2018 was provided.

Ms Beech provided an overview of the presentation made to the Finance and Performance Committee Sub-Committee on the 2018/19 NBMLHD Budget. Ms Beech brought members' attention to the fact that growth funding across NSW was only funded for only 90% of the State price. Ms Beech reported on the ongoing discussions with St John of God Hawkesbury Hospital (HDHS), noting that HDHS have agreed to the volume of activity but discussions are yet to occur with regard to price. Members held extensive discussion on NSW Health expenditure budget, capital expenditure and opportunities for greater efficiencies.

Ms Beech brought attention to the 2018/19 Service Agreement. The Chair reported that every Local Health District and Specialty Network across New South Wales endorses a Service Agreement with NSW Ministry of Health. The Chief Executive stated NBMLHD was successful in negotiating the additional activity requested. Members held discussion and expressed concern with the price that NBMLHD receives for activity particularly in light of Award increases and other cost of living increases being greater than the price increase.

Action:

- 1. NBMLHD endorsed signing NSW Ministry of Health and NBMLHD - 2018/19 Service Agreement.**
- 2. Chair to write letter to NSW Ministry of health outlining the Board's concern with regard to inadequate price for activity.**

Mr Grocott provided Board members with a hard copy of the NBMLHD Business Plan 2018/19.

6. FEEDBACK FROM MEDICAL STAFF COUNCIL

Nepean Medical Staff Council

Dr Peter Flynn reported on behalf of Dr Nhi Nguyen for the Nepean Medical Staff Council. Members were advised that the NBMLHD ESAP result for end of financial year was triple zero. Dr Flynn acknowledged the leadership of Prof Khadra and the team to achieve this excellent

result.

Dr Flynn advised that the MRI will be located on a platform structure which will adjoin the Medical Imaging Department. Concerns previously noted with regard to power availability have been resolved.

Action: Chair to write a letter of congratulations to Prof Khadra and staff with the Surgical Division.

Blue Mountains Medical Staff Council

Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council reported that Blue Mountains Staff have been lobbying with local politicians to source funding for a new hospital within the Blue Mountains. Dr Kalantar stated that staff are requesting a complete rebuild of the hospital. Prof Fuller reported the University of Sydney are supportive of a multi-disciplinary clinical school but this will not be actively progress until the organisational structural changes within the University are complete.

Members were provided with a summary document that highlighted the NBMLHD Top 5 Asset Strategic Plan priorities. Number one priority item is the Blue Mountains District ANZAC Memorial Hospital. The Chair advised members to utilise this information when opportunities arise. Members were advised that a Clinical Services Plan was required to be submitted for each of the priorities. Asset Strategic Plans are submitted to the Ministry annually and are designed to provide a 10 year picture for capital investment.

The Chief Executive stated there will be a separate Mental Health Capital Program. Further information with regard to the planning process and applications for this fund are awaited from the Ministry. However, early informal advice is that NBMLHD is being favourably considered for Adolescent beds from this fund.

7. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) –

Ms Reay updated Board members with the three joint priorities areas:

- COPD – highest preventable hospitalisation. Ms Reay stated that the Primary Health Network is working in conjunction with GPs for Phase One.
- Regional Mental Health Plan – 5th National Mental Health Plan. Ms Reay reported that the Regional Mental Health Plan is a recommendation from the State and the Commonwealth government. It is anticipated that a draft plan will be received by October 2018.
- My Health Record – Ms Reay highlighted that Nepean Blue Mountains were the pilot site to roll out the ‘opt out’ system. The success of this pilot has led to the My Health Record program being rolled out nationally. Mr Smith reported that a number of patients within his practice are now deciding to ‘opt out’ due to recent media stories.

8. NBMLHD RESEARCH & EDUCATION FOUNDATION

Nil report.

9. WORK, HEALTH & SAFETY

9.1 Board Members' Advice to NBMLHD Executive

Nil report.

9.2 NBMLHD Executives' Advice to Board

Nil report.

10. ACTION SHEET

10.1 NBMLHD Research & Education Foundation Agreement – The Chief Executive reported that feedback has been received from an external legal provider who has made further recommendations to the NBMLHD Research & Education Foundation Agreement. Initial discussion with Mr Grassi to occur.

10.2 Internal Medicine

Deferred to next month.

10.3 Adolescent Mental Health Beds

For discussion at August meeting.

11. CORRESPONDENCE IN

11.1 HPRM 18/12867 NSW Ministry of Health Attestation email – Council of Board Chairs Forum and Update from the Secretary NSW Health

11.2 HPRM 18/13915 Anonymous complaint to the NBMLHD Board Chair re Drug and Alcohol Service at Nepean Blue Mountains Local Health District (to be discussed In Camera)

The Chair reported the attached correspondence is for noting.

12. CORRESPONDENCE OUT

12.1 HPRM 18/13899 Letter of congratulations to St John of God Health Care regarding Hawkesbury District Health Service successful accreditation survey

12.2 HPRM 18/12183 Letter to Elizabeth O'Neil on her retirement from Nepean Blue Mountains Local Health District and her contribution to the Health System

12.3 HPRM 18/12906 Letter to NSW Ministry of Health re clinical engagement compliance by the NBMLHD Board

The Chair reported the attached correspondence is for noting.

13. COMMITTEE REPORTS

13.1 Aboriginal Health

Members noted attached quadrant report.

13.2 Audit & Risk Committee

Members reviewed the following documents.

13.2.1 Audit & Risk Committee *Board Summary Paper* – for information.

13.2.2 HPRM 18/13770 NBMLHD Corporate Governance Attestation Statement 1 July 2017 to 30 June 2018 – Mr Lenton reported the attached attestation statement is for endorsement.

13.2.3 HPRM 18/13781 Internal Audit and Risk Management Attestation Statement for the Financial Year 2017/18 - Mr Lenton reported the attached attestation statement is for endorsement.

13.2.4 HPRM 18/13774 Audit & Risk Committee (ARC) Self-Assessment Checklist - Mr Lenton reported the attached attestation statement is for endorsement.

13.2.5 Audit & Risk Committee Quadrant Report – Members noted the attached quadrant report.

13.2.6 HPRM 18/13780 Audit & Risk Committee (ARC) Chairman's Report – Annual Satisfaction Survey of Internal Audit 2017/18 – Members noted the attached document.

Action: Items 13.2.2, 13.2.3 and 13.2.4 were endorsed by the NBMLHD Board.

13.3 Clinical Services Development

Members noted the attached quadrant report.

13.4 Finance & Performance

Mr Grassi brought attention to the end of year result. This represents an improvement of 44% for the District and an improvement of 35% for Nepean Hospital.

NBMLHD IT Governance Quadrant Report

Members noted the quadrant report for Information Technology has been uploaded to the Board portal.

Finance & Performance Quadrant Report

Members noted the quadrant report for Information Technology has been uploaded to the Board portal.

NBMLHD IT Governance Quadrant Report

Members noted the quadrant report for Information Technology has been uploaded to the Board portal.

13.5 Health Care Quality Committee (HCQC)

Members noted the attached quadrant report has been uploaded to the Board portal. Professor Reath noted discussions are occurring with regard to Junior Medical Officers (JMO)

and their willingness to escalate. Members were advised of the JMO Projects. Prof Reath reported there have been a spike in incidents in Drug & Alcohol in April relating to the smoking ban. HCQC are currently reviewing the RCA reporting framework.

13.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted the attached minutes for the June and July 2018 meeting.

13.6.1 HPRM 18/1852 Medical & Dental Appointments Advisory Committee terms of reference – Mr Allchin reported the attached terms of reference are for endorsement.

Moved: Mr Allchin

Seconded: Chair

Action: Endorsed by the NBMLHD Board.

13.7 Research Committee

Members noted the attached quadrant report. Mr Austin brought attention to the Research Strategic Plan which is a priority.

13.8 Work, Health & Safety Committee

Members noted the attached quadrant report. Mr Smith stated that the new issues log is being managed well.

14 BUSINESS WITHOUT NOTICE

Nil report.

15 FOR INFORMATION ONLY

Nil report.

The meeting closed at 6.15pm.

16 NEXT MEETING

Date: Wednesday, 22 August 2018

Time: 4.00pm – 6.30pm

Venue: Hawkesbury Hospital

Meet/Greet: Presentation to be advised

Time: 3.30pm – 4.00pm – prior to Board Meeting

Venue: Hawkesbury Hospital

Nepean Blue Mountains Local Health Board Minutes 25 July 2018.



The Hon. Peter Collins, AM, QC.

Date: 22 / 08 / 2018