

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

DATE: 19 February 2020 TIME: 4.30pm – 6.30 pm
VENUE: Warragamba Board Room, Station Street, Penrith

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
Mr Gary Smith	P	Mr Joseph Grassi	P
Professor Ian Seppelt	P	Mr Colin Lenton	P
Ms Kath Skinner	P	Professor Jennifer Reath	P
Mr Clarke Scott	A	Associate Professor Stephen Fuller	P
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Ms Julie Williams, Executive Director Nursing & Midwifery	P
Ms Clair Ramsden, Executive Director Operations	A	Ms Jacqui Clark, Executive Director People & Culture	P
Ms Rebecca Beech, Executive Director Finance & Corporate Services	P	Mr Kevin Hedge, Director Allied & Population Health	P
Ms Caroline Noonan-Edwards, Director Media & Communications	P	Ms Debbie Wyburd, Executive Director Clinical Governance	P
Ms Rasha Kiswani, Director Planning	P	Ms Cathy Crowe, A/Executive Director Operations	P
MEDICAL STAFF COUNCIL & JUNIOR MEDICAL STAFF REPRESENTATIVES			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	P	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	P
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay, CEO	P		

The Chair welcomed members to the first meeting for Year 2020.

1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair welcomed attendees to the Nepean Blue Mountains Local Health District Board meeting and opened with an acknowledgment to country. Apologies were noted.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. Amendments were provided by Mr Smith, Mr Lenton and Ms Skinner.

Action: Secretariat to amend Conflict of Interest register.

3. MINUTES OF PREVIOUS MINUTES

The minutes of the meeting held on 11 December 2019 were accepted as a true and accurate record of the meeting.

Moved: Mr Grassi

Seconded: Mr Smith

Action: Endorsed by the NBMLHD Board.

4. CHAIRMAN'S REPORT

NBMLHD Board Planning session

The Chair reported on the Board Planning session held earlier today. The purpose of the session was to:

- Conduct a light review of the NBMLHD Strategic Plan (2018-2023) to ensure our strategic directions are still valid and identify any potential gaps in light of changes within NSW Health and within the NBMLHD region since the inception of the plan
- Articulate strategic priorities that will guide the NBMLHD in its business planning for 2020-2021

Dr James Branley

The Chair acknowledged Dr James Branley for his contribution as part of the first Novel Coronavirus retrieval team, returning Australian citizens via Christmas Island.

St John of God Health Care

The Chair noted with the extension period of the Hawkesbury District Health Service concluding in two years there is discussion with regard to the way forward.

Lithgow MRI

The Chair reported on a recent media article by the Hon. Andrew Gee, MP (Minister Assisting the Minister for Trade and Investment) regarding the grant for the MRI Service in Lithgow. The Chair brought attention to capital investment and ongoing operating costs to provide this MRI service. Members held discussion and noted the correspondence sent to the Commonwealth

Department of Health.

Nepean Redevelopment Arts Strategy

The Chair reported on the Nepean Redevelopment Artist presentation to the Arts Selection Committee. Members were advised that the Selection Committee consists of the Chair, Chief Executive and staff from all levels of the organisation.

The Chair reported that the Committee selected a piece from Ms Jade Oakley – SHINE / Light in the Landscape. This piece will be in the courtyard of the Stage 1 tower. Members were advised that the piece 'Shine' is a healing, peaceful visage that represents light, healing and nature while forming strong links to the local Blue Mountains. The Chair advised that a model of the artwork made available at the next Board meeting.

March Board meeting

The Chair advised he will be absent for the March meeting, which will be chaired by Mr Gregory Allchin, Deputy Chair.

Memorial Service Associate Professor Andrew Keegan

The Chair reported that there will be a memorial service in honour of A/Prof Andrew Keegan to recognise his contribution over the years for the District. Future details will be provided.

5. CHIEF EXECUTIVE REPORT

The Chief Executive reported on the report for the month of February 2020 with the following items highlighted:

Novel Coronavirus

The Chief Executive reported on early activities relating to Novel Coronavirus. As noted by the Chair, Dr James Branley was selected to travel with the AUSMAT Retrieval Team. Members noted the significant activity during the Coronavirus outbreak. The Chief Executive reported that NBMLHD has offered assistance to Sydney Local Health District due to the significant increase in screening they are currently undertaking, particularly during the cruise ship season.

Members brought attention to all staff who have volunteered and worked tirelessly during bush fires, floods and coronavirus. The Chief Executive highlighted that Media & Communications are working toward acknowledging these staff / volunteers who have ongoing dedication to our community.

Action: Chair to write to and acknowledge Dr Branley's dedication.

Bush Fires

The Chief Executive reported on the District's preparedness for bush fires and the processes that are currently in place. Noting that the frequency that we have dealt with similar emergency situation previously stood us in good stead compared to some LHDs who were managing an event of this type for the first time.

Primary School Mobile Dental Program

The Chief Executive provided members with an update on the Primary School Mobile Dental

Program. Members noted that the service has already seen 1,501 students from 20 primary schools from the commencement of the program in July to end of Year 2019 school year. Members noted that the program provided is an excellent service for preventative health.

Meeting with Members of Parliament

The Chief Executive advised that she meets with local Members of Parliament at least twice a year. These meetings provide an opportunity to inform about LHD activities including currently attendance at various community events including bush fire recovery.

Minister for Mental Health

The Minister for Mental Health, the Hon. Bronnie Taylor MLC visited the Mental Health Triage and Assessment Centre (TAC) on 30 January 2020. The Minister visited the TAC to see in person the model of care and also had an opportunity to visit the upgraded outdoor patient areas. Members of the Consumers & Carers Council and peer workers were present for the visit.

New MRI Scanner – Nepean Hospital

The NSW Minister for Health, the Hon. Brad Hazzard MP will be visiting Nepean Hospital on Monday, 9 March to mark the opening of the new MRI scanner.

Class action – Mesh for Pelvic Repair

The Chief Executive advised that medical records of patients who are part of a class action relating to the use of mesh in repair of pelvic organ prolapse and / or stress incontinence have been provided to the Ministry's legal team.

Vale Diana Aspinall

The Chief Executive reported on the passing of Ms Diana Aspinall who was a passionate advocate for consumer involvement. The Chief Executive acknowledged Ms Aspinall's contribution and passion for our community.

Staff Turnover Rate

Members were provided with a table that outlined the staff turnover rate in comparison to other Metropolitan LHDs and NSW Health overall. NBMLHD are low compared to the rest of the State. The Chair highlighted the importance of promoting NBMLHD as the largest employer within the region and that staff like working locally to contribute to their community.

Aboriginal New Graduate Nurses / Midwives

The Chief Executive reported on the increase in the number of Aboriginal Assistant in Nursing staff across the District. Members were advised that this is the first year the number of Aboriginal AINs are a rate equal to the population.

Somerset Cottage Review

The Chief Executive reported that Somerset Child Care Centre has received a report from the Department of Education who completed a review on the service on 16-17 October 2019. The report rated the service overall as 'Meeting National Quality Standards' with three of the seven quality areas rated as 'Exceeding'.

The Chief Executive reported on the progress of the Child Care Centre building with the Nepean Redevelopment.

Action: Chair to write letter of congratulations to Somerset Cottage Child Care Centre.

December and January Results

The Chief Executive reported that the forecast remains at \$29M unfavourable. Members noted that advice has been sought in relation to costs incurred during the bush fire season.

5.1 Appendix 1: NSW Get Healthy Information – 2018/19 results

The Chief Executive reported that the Get Healthy service is a key population health program that supports NSW residents over 16 years of age to lead a healthy lifestyle and reduce their risk of chronic disease. Members noted the attached 2018/19 results for the NSW Get Healthy Information and Coaching service.

5.2 Appendix 2: Performance Reports (ETP, TOC, ESAP)

For information.

5.3 Appendix 3: HPRM 19/34965 Letter from the Minister regarding creative and innovative consultation and engagement strategies

The Chief Executive reported the attached correspondence from the NSW Health Minister who wrote to all Local Health Districts seeking advice on innovative ideas and initiatives to improve customer service. Members noted the attached response has been provided for Board endorsement that highlights NBMLHD innovative ideas and initiatives.

Action: Endorsed by the NBMLHD Board.

Prof Ian Seppelt arrived at 4.33pm

5.4 Appendix 4: Warm Water Systems

The Chief Executive reported on the attached report provided by Dr Branley on warm water systems. Members noted that Nepean Hospital has the highest frequency of testing and monitoring across NSW. Members noted regular reports are provided to the Health Care Quality Committee.

Action: Update to be provided to the July 2020 Board meeting. Monitoring results will continue to be reported to HCQC.

5.5 Appendix 5: HPRM 20/3100 NSW Ministry of Health Nepean Blue Mountains Local Health District Board report

The Chief Executive brought attention to the NSW Ministry of Health report for quarter July to September 2019. Members noted that this report provides another source of key performance indicators.

5.6 Appendix 6: HDHS Contract – Options paper

Members were provided with a draft options paper on the Hawkesbury District Health Service contract.

The Chief Executive reported on options available to the District. Members held discussion that the overall goal is to ensure the outcome is the most appropriate for the community of

Hawkesbury local government area. Members highlighted that the benefit of a consultation with the local community and noted that any renewal of the contract would need to engage with the community and meet the District's expectations of a quality safe health service.

The Chief Executive reported on the options listed. Members noted that advice has been sought from NSW Ministry of Health. It was agreed that a small group would review the options in conjunction with the advice received from NSW Ministry of Health. The Chair reported that all board members are welcome to attend this meeting.

Action: Sub group to provide recommendations to the Board at March meeting.

5.7 Appendix 7: NSW Health November League table

The Chief Executive reported on the attached NSW Health League table.

5.8 Appendix 8: 2020/21 Service Agreement – key dates

Members noted the 2020/21 Service Agreement key dates are attached for information.

Blue Mountains Springwood / Lithgow Portland Restructure

The Chief Executive noted the recent consultation document regarding a management restructure for Blue Mountains, Springwood, Lithgow and Portland. Members were advised that further consultation is required before any restructure proceeds. Members highlighted the importance of an engaged consultation process with the community.

Retirement of Mr Kevin Hedge

The Chief Executive acknowledged Mr Hedge and announced his retirement. The Chief Executive reported that Mr Hedge has contributed to NSW Health for many years and in his most recent role as the Director Allied Health & Population Health.

Disability Royal Commission

The Chief Executive reported on the Disability Royal Commission that was established in April 2019 in response to community concern. Members noted and stated that the Royal Commission provides an opportunity to learn from these cases.

Members brought attention to the demand of services required for the District. Prof Reath brought attention to Junior Medical Officers completing a rotation in Aged Care facilities as part of their education.

6. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT

The Chief Executive reported that construction for the Nepean Redevelopment is progressing well.

Name the Cranes

The Chief Executive highlighted a competition for local schools to 'Name the Crane' on site. CPB, the builders are donating \$1,000 to the school of the winning entrant.

Planning

The Chief Executive reported that options for the construction of Stage 2 building continue to be considered with preliminary costs for Option 11 being worked through. Members noted the NSW Ministry of Health have confirmed the numbers for Stage 2. The only item outstanding is Medical Imaging.

Child & Adolescent Mental Health Unit

The Chief Executive reported that the first planning session for the Child & Adolescent Mental Health unit has occurred. Attendees included consumers and carers, who will be integral to the unit's design. The Chief Executive highlighted that the attendance of consumers and carers was something new for Health Infrastructure staff.

6.1 Appendix 9: Nepean Redevelopment Construction update

For information.

6.2 Appendix 10: Orth Street Development

For information.

7. FEEDBACK FROM MEDICAL STAFF COUNCIL

7.1 Nepean Medical Staff Council

Dr Nguyen reported on the following:

- A memorial service will be held for Assoc. Prof Andrew Keegan on Tuesday, 24 March. Details of the service will be provided to the Board.
- Nepean Redevelopment – planning continues.
- College Accreditation – members were advised on the process for accreditation of specialties by Colleges. The Chief Executive advised that we have details of recommendations and due dates for actions. Members were advised this is reported through the Medical Workforce portfolio. Ms Clark stated that these reports are provided to the Workforce Culture sub-committee of the Board.

7.2 Blue Mountains Springwood Medical Staff Council

Dr Kalantar reported on behalf of the Blue Mountains Springwood Medical Staff Council. Members noted that the Medical Staff Council and staff continue to bid for planning funding for the One Hospital in the Blue Mountains.

The Board offered condolences to the family of Dr Neil Shankar who recently passed away. Members noted Dr Shankar's contribution to the community of the Blue Mountains.

8. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)

Ms Reay reported on the following:

- Annual General Meeting - Director changes for the Wentworth Healthcare Limited Board.
- Annual Strategic Planning Workshop – focus of emerging issues for the Primary Health Networks.
- Partners in Recovery and support services.

Ms Reay reminded members of the Federal election announcement of an Adult Mental Health Centre to be established in Penrith. Members were advised that the Commonwealth Health Minister is keen for a uniformed process across Australia. Ms Reay reported on her appointment to the Minister's National Technical Advisors' Group.

The Chair brought attention to relief services for our community affected by bush fires. Members noted that there needs to be a proactive response for any mental health issues arising from bush fire affected areas. Ms Reay responded on the extra funding received to provide additional services that are required. Ms Crowe reported that the District Mental Health Service are attending local community meetings.

9. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported on the Cardiology Fund Raising Event on Sunday, 15 March to raise funds for Cardiac Services. Mr Grassi provided an update of items completed for the Foundation.

10. WORK, HEALTH & SAFETY

10.1 Board Members' Advice to NBMLHD Executive

Nil report.

10.2 NBMLHD Executives' Advice to Board

Nil report.

11. ACTION SHEET

11.1 Warm Water Systems

Refer to Chief Executive Report. Item now closed.

11.2 Hawkesbury District Health Service – options paper

Refer to Chief Executive Report.

12. CORRESPONDENCE IN

12.1 HPRM 19/40204 NSW Ministry of Health – Budget Growth and Breakdown & Service Agreement negotiations

Members noted the attached letter.

12.2 HPRM 20/261 Board complaint from Kacie White regarding care she received in Nepean

Hospital Emergency Department

Members noted the attached correspondence. The Chair requested that the outcome of the investigation be provided to the Board when available.

Action: Clinical Governance to provide report with the outcome of the investigation when available.

13. CORRESPONDENCE OUT

13.1 NBMBRIEF20/176 Cover brief and response to Kacie White re care provided at Nepean Hospital Emergency Department

The Chair reported the attached correspondence is for noting.

14. COMMITTEE REPORTS

14.1 Aboriginal Health

Ms Skinner reported on the Aboriginal Health Committee. Members were advised that the Aboriginal Health Governance Committee Board Quadrant Report has been aligned to the meeting agenda.

14.2 Audit & Risk Committee

Nil meeting.

14.3 Clinical Services Strategic Development

Nil meeting.

14.4 Finance & Performance

Members noted that the Finance & Performance Committee meeting was held on Monday, 17 February 2020. Reports have been uploaded to the Board portal.

Mr Grassi reported on the items raised at the meeting. Ms Beech reported on the results for January 2020.

14.5 Health Care Quality Committee (HCQC)

Members noted that the Health Care Quality Committee meeting was held on 12 February 2020. Reports have been uploaded to the Board portal. Prof Reath reported that the Committee is considering changing reporting on a quarterly basis.

Prof Reath brought attention to the number of outstanding RCA actions. The Chief Executive reported on the RCA implementation process noting that recommendations are considered during an organisational impact meeting held prior to finalisation.

14.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted that the attached minutes are for information. Mr Allchin brought attention to staff health attendances. The Chief Executive reported that the District is vigilant around staff health processes to adhere to the NSW Health Policy.

14.7 Integrated Care

Mr Smith reported that the Integrated Care Committee meeting is scheduled on 26 March.

14.8 Research Committee

Mr Austin stated the attached report is for noting. Mr Austin acknowledged Mr Hedge's commitment and support for Research within the District.

14.9 Workforce & Culture

Mr Smith reported on the attached quadrant report and highlighted workforce planning

14.9.1 HPRM 20/3358 Terms of Reference – Workforce Culture Board sub committee

Mr Smith reported the attached draft terms of reference (TOR) are submitted for endorsement. The draft TOR reflect changes to attendees of the meeting.

Moved: Mr Smith

Seconded: Mr Allchin

Action: Endorsed by the NBMLHD Board.

14.10 Work, Health & Safety Committee

Mr Smith reported on the attached quadrant report.

14.10.1 HPRM 20/3352 Terms of Reference – Work Health & Safety Board sub committee

Mr Smith reported the attached draft terms of reference (TOR) are submitted for endorsement. The draft TOR will allow two areas for open discussion - risks and environmental changes. Prof Reath brought attention to climate change and the impacts on WH&S. Mr Smith responded that environmental risks are listed on the WH&S agenda.

Moved: Mr Smith

Seconded: Mr Allchin

Action: Endorsed by the NBMLHD Board.

15 BUSINESS WITHOUT NOTICE

Mr Allchin requested information with regard to processes for staff termination, particularly medical staff. The Chief Executive advised that NSW Health policies apply for termination of all staff including medical staff. Visiting Medical Officers, being contractors not employees, have a different process. It was agreed members would benefit from information being provided to the March meeting.

Action: Further information to be provided at the March Board meeting.

Given recent high profile examples of staff being underpaid in other industries Mr Allchin asked for clarification on the process to calculate staff awards and entitlements. Ms Clark advised how NSW Health Awards are built in to the system that HealthShare NSW provides for NSW Health.

16 FOR INFORMATION ONLY

Nil.

The meeting closed at 6.26 pm

17 NEXT MEETING

Date: Wednesday, 18 March 2020
Time: 4.00pm – 6.30pm
Venue: Blue Mountains District ANZAC Memorial Hospital

Nepean Blue Mountains Local Health Board Minutes 19 February 2020.



The Hon. Peter Collins, AM, QC.

Date: 18 /03 /2020