

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

DATE: 20 July 2022 TIME: 4.00pm – 6.30 pm

VENUE: Meeting Room 1, Nepean Hospital Executive Unit

MINUTES

Attendees: (P) Present (A) Apology (Ab) Absent (Nr) Not Required

BOARD MEMBERS			
The Hon. Peter Collins, AM QC (Chair)	P	Mr Murray Austin	P
Associate Professor Stephen Fuller	P	Mr Robert Lagaida	P
Dr Nhi Nguyen (<i>via TEAMS</i>)	P	Dr Antonio Rombola	P
Ms Pamela Rutledge, AM	P	Dr Peta Seaton, AM	P
Professor Ian Seppelt	P		
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Mr Brett Williams, Director Hospital Services	P
Ms Jacqui Clark, Director People & Culture (<i>via TEAMS</i>)	A	Ms Julie Williams, Director Nursing & Midwifery (<i>via TEAMS</i>)	P
Mr Luke Bellman, A/Director Finance & Corporate Services (<i>via TEAMS</i>)	P	Dr Karen Arblaster, Director Allied Health, Research & Strategic Partnerships (<i>via TEAMS</i>)	P
Ms Vanessa Clements, Director Planning, Redevelopment & PMO (<i>via TEAMS</i>)	P	Ms Debbie Wyburd, Director Clinical Governance (<i>via TEAMS</i>)	A
Mr Paul Grocott, Director Corporate Communications (<i>via TEAMS</i>)	P	Ms Cathy Crowe, Director Community & Integration	P
Prof Mohamed Khadra, Director Strategy & Innovation (<i>via TEAMS</i>)	P		
MEDICAL STAFF COUNCIL & JUNIOR MEDICAL STAFF REPRESENTATIVES			
Dr Eddy Fischer, Chair, Nepean Medical Staff Council (<i>via TEAMS</i>)	P	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council (<i>via TEAMS</i>)	P
Dr Daniel Pellen, Mental Health Medical Staff Council	P		
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay (<i>via TEAMS</i>)	A		

1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair opened the meeting with an Acknowledgement to Country. Apologies were noted.

2. Wentworth Healthcare Limited (Primary Health Network)

Nil report.

3. FEEDBACK FROM MEDICAL STAFF COUNCIL

The Chair welcomed the Medical Staff Council representatives to the meeting and asked for their respective reports.

3.1 Nepean Medical Staff Council

Dr Fischer thanked the Director Hospital Services and Chief Executive for their continued attendance at Nepean Medical Staff Council meetings.

Dr Fischer reported on the following:

- Medical workforce
- Patient flow demand
- Complexity of patients of the 21st century in the Public Health System
- Mobile telephone coverage in the Nepean Tower
- Junior Medical Officer Unit

Dr Fischer brought attention to the recruitment process especially the new Heads of Department roles.

Action: Chief Executive to follow up and report back to Dr Fischer.

3.2 Blue Mountains Springwood Medical Staff Council

Dr Kalantar reported on behalf of the Blue Mountains & Springwood Medical Staff Council and highlighted the following:

- Planned visit of NSW Health Minister to Blue Mountains District ANZAC Memorial Hospital on 17 August 2022
- Transfer of patients to/from Nepean
- Advanced trainees

The Chair brought attention to the 2022 NSW State election, and the need to continue to advocate for funding from Government for the One Hospital in the Blue Mountains.

Dr Kalantar reported that this will be his final attendance to the Board meeting as Chair of the Blue Mountains Springwood Medical Staff Council. A new Chair will be elected over the coming weeks.

3.3 Mental Health Medical Staff Council

Dr Pellen reported on behalf of the Mental Health Medical Staff Council and brought attention to medical staffing levels and the balance of appointments between Staff Specialists and Visiting Medical Officers.

4. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. Nil changes were noted.

5. MINUTES OF PREVIOUS MINUTES

Minutes of the meeting on Wednesday, 15 June 2022 were accepted as a true and accurate record of the meeting.

Moved: Mr Lagaida
Seconded: Mr Austin

Action: Endorsed by the NBMLHD Board.

6. CHAIRMAN'S REPORT

The Chair noted the Mental Health service's presentation prior to the Board meeting. Members were reminded of the unique position of NBMLHD has when it comes to the impact of climate change, fires, or floods. The Chair acknowledged the important work that the service does outside hospitals, particularly those services highlighted:

- Community Engagement and Resilience Team
- Towards Zero Suicides
- Space Camp Group Programs

Members held discussion on the District's large geographical area and the repeated natural disaster episodes that impose strain on the District's resources. The Chair stated that these events impact the community of NBMLHD more than other communities in the Metropolitan area. The Chair noted that the resilience of the community in our District that has now been recognised internationally, notably an article in the New York Times.

Board membership

The Chair reported that unfortunately Mr Mark Tedeschi, AM QC has stepped down from the Board. Mr Tedeschi has been appointed to the Special Commission of Inquiry into LGBTIQ hate crimes. The Chair stated that he is hopeful once the Inquiry has concluded Mr Tedeschi will be reappointed to the NBMLHD Board.

The Chair advised that Mr Stan Grant has been unable to attend the meeting to date due to family commitments but has expressed his delight to attend meetings moving forward.

Board Sub-Committee Meeting Minutes

Dr Seaton sought clarification with regard to the minute taking process for Board Sub-

Committees.

Action: Chief Executive to confirm process for Board Sub-Committee meeting minutes.

Nepean Foundation

The Chair provided members with an update from the Nepean Foundation. The Foundation has made good progress and will be present to Penrith Panthers on 27 July 2022. The Chair highlighted that this is a good collaboration between the Foundation, Penrith Panthers and NBMLHD.

7. CHIEF EXECUTIVE REPORT

Members noted the Chief Executive report for the month of July 2022. The Chief Executive advised that the report will be taken as read and highlighted the following:

Healthy People & Communities

COVID-19

The Chief Executive provided an update on COVID-19. Members noted that the attached table highlights recent numbers, projected number, and growth rate. The table outlines:

- NBMLHD staff furlough compared to NSW
- COVID Hospital admissions
- COVID ICU admissions

The Chief Executive stated that NBMLHD numbers have not increased as anticipated and are quite low compared to projections.

The Chief Executive highlighted that ABC 7.30 Program aired a story on Long COVID patients on Tuesday, 19 July. The story reported on Dr Sharon Wong from Nepean Hospital and her treatment of Long COVID patients over the past 6 months.

July Flood Event

The Chief Executive reported that on Monday, 4 July the NBMLHD Emergency Operations Centre (EOC) was formally stood up to deal with the emerging situation in Hawkesbury in relation to floods. The Chief Executive thanked Mrs Cathy Crowe for her leadership of the Incident Management Team. Members noted that during the last two floods it has come very close to needing to evacuate Hawkesbury Hospital. It is possible that evacuation may be necessary in a future flood. Dr Rombola asked if NSW Health would take responsibility and was advised by the Chief Executive that NBMLHD would be the lead health service with support provided by the system as a whole.

Action: Chief Executive to provide brief on preparedness for evacuation of Hawkesbury Hospital should an evacuation be necessary in future.

Talented, Happy and Engaged Workforce

Visiting Medical Officers Quinquennium Appointments

The Chief Executive reported that 547 contracts have been issues with only 35 contracts unsigned on 30 June 2022. The Chief Executive thanked the staff involved in the process.

Workforce Safety and Wellbeing

The Chief Executive reported that the staff influenza vaccination rate has increased from last year by 0.97%. Members were advised that Bookings are available at the Somerset Vaccination Hub.

Responsible Governance and Financial Management

Year to Date (YTD) June Result

Members were given a presentation on the Year result ***under item 13.3.1***.

The Chief Executive stated that the other Items from the Chief Executive July report were taken as read.

Section B – Appendices

1. Bureau Health Information – Quarterly Report
For information.
2. Capital Investment Proposals
The Chief Executive reported that the NBMLHD Capital Investment Proposals are submitted for formal endorsement.

Action: Endorsed by the NBMLHD Board.

3. Project Zone Newsletter – June 2022
For information.

Section C

1. NBMLHD KPIs by Directorate
For information.
2. NBMLHD Emergency Department – Elective Surgery and Hub Performance – June 2022
For information.
3. NSW Ministry of Health League Table – May 2022
For information.

4. Surgery Dashboard – May 2022
For information.
5. Corporate Communications Board Report June 2022
For information.

8. WORK, HEALTH & SAFETY

8.1 Board Members' Advice to NBMLHD Executive
Nil Report

8.2 NBMLHD Executives' Advice to Board
Nil Report

Prof Seppelt arrived at 4.54pm

9. ACTION SHEET

Domestic Violence training

The Chief Executive reported that the Domestic Violence Training was a request from previous Board members for a bespoke presentation that outlines responsibilities as a staff member and by stander. The Chief Executive stated that if Board members require this training to contact the Board Secretariat.

Transfer of Care (TOC)

The Chief Executive reported that NSW Health have not released feedback on TOC priorities.

10. CORRESPONDENCE IN

10.1 CM 22/38760 NSW Ministry of Health – Quarterly Board report – January to March 2022

10.2 CM22/35635 NSW Ministry of Health – Board level Net Zero Leadership Training Course

The Chief Executive reported that NSW Health are partnering with the world-leading Centre for Sustainable Healthcare in the UK and are inviting nominations from Board members across NSW Health to participate in a Board-level Net Zero Leadership training course. The Chair highlighted that this training course has been scheduled on Wednesday, 17 August which is the date of the next Board meeting. The Chair brought attention to the importance of NBMLHD contribution as the most environmental affected District and that contact will be made with NSW Health with a request to reschedule this date. The Chair highlighted that NBMLHD would be a key stakeholder in this process.

Action: Secretariat to follow up with NSW Health and request new date in August.

The Chair advised that the 'correspondence in' is for noting.

11. CORRESPONDENCE OUT

11.1 CM22/37511 Board response to Ms S Burkin

The Chair advised that the 'correspondence out' is for noting.

12. COMMITTEE REPORTS

13.1 Aboriginal Health

Nil report.

13.2 Audit & Risk Committee

Mr Lagaida reported that the Audit & Risk Committee held an extraordinary meeting on Thursday, 14 July. Members noted that the meeting endorsed the Financial Statements for 2021/22.

13.2.1 CM22/24380 Internal Audit & Risk Management Attestation Statement 2021/22

Mr Lagaida reported that the attached Internal Audit & Risk Management Attestation Statement 2021/22 is submitted for noting.

Action: Noted by the NBMLHD Board.

13.2.2 CM22/24382 Audit & Risk Committee Self-Assessment

Mr Lagaida reported that the attached Audit & Risk Committee Self-Assessment is submitted for noting.

Action: Noted by the NBMLHD Board.

13.3 Finance & Performance

Mr Lagaida reported that the Finance & Performance Committee meeting was held on Monday, 18 July 2022. Reports have been uploaded to the NBMLHD Board portal.

13.3.1 Presentation – NBMLHD Service Agreement Budget 2022/23

Mr Bellman provided members with an update on the Year End result and the NBMLHD and NSW Health Service Agreement for Year 2022/23.

Mr Lagaida brought attention to:

- The overall budget for NBMLHD
- The redevelopment funding has associated NWAU activity, which is provided at state price.

Mr Lagaida stated that revenue is disappointing with a revenue gap of \$14M. Members were advised that increasing revenue is a focus for 2022/23.

Dr Seaton provided members with an update on her contact with the Behavioural Insights

Group and despite being advised that NSW Health has a re-energised interest in this area, there have been extensive delays and very little evidence of change/action. Dr Seaton was advised that this would be discussed at the next Directors of Finance State-wide

CM 22/40086 NSW Health and NBMLHD Service Agreement 2022/23

The Chair requested endorsement to sign the 2022/23 NBMLHD Service Agreement.

Moved: Chair
Seconded: ALL

Action: Endorsed by the NBMLHD Board.

Mr Lagaida congratulated the Finance staff for their ongoing dedication and good financial result for NBMLHD.

13.3.2 CM 22/36573 Finance & Performance Committee – Terms of Reference

Mr Lagaida reported that the attached Finance & Performance Committee terms of reference are submitted for annual endorsement.

Action: Endorsed by the NBMLHD Board.

13.4 Health Care Quality Committee (HCQC)

Dr Nguyen reported on the HCQC meeting and advised that the meeting format will be updated going forward. Dr Nguyen brought attention to the importance of this sub-committee and the need to support staff on quality improvement processes. Members noted that a review and change of format will be undertaken.

13.5 Medical & Dental Staff Appointments Advisory Committee

Prof Fuller advised that the minutes for June 2022 meeting were for noting. Prof Fuller thanked the Senior Medical Recruitment team for their work of the on the Quinquennial appointments.

13.6 Integrated Care Joint Board

Members noted that the next Integrated Care Joint Board Committee meeting will be held on 21 September 2022.

13.7 Research

Mr Austin reported that the Research Committee Quadrant report is attached for information. Mr Austin reported on the successful research grants.

13.8 Strategy & Planning Committee

Prof Fuller reported that the attached Strategy & Planning Quadrant report is for information.

13.9 Workforce & Culture

Members noted that the next Workforce & Culture Committee meeting is scheduled on 26 July 2022.

13.10 Work, Health & Safety

Members noted that the next Work, Health & Safety Committee meeting is scheduled on 26 July 2022.

14. BUSINESS WITHOUT NOTICE

Dr Nguyen offered congratulations to the Corporate Communications team on the story of the first baby born in the Nepean Tower. Members noted that the story featured in the NSW Health Update this week.

15. FOR INFORMATION ONLY

The meeting closed at 5.42 pm.

16. NEXT MEETING

Date: Wednesday, 17 August 2022
Time: 4.00pm – 6.30pm
Venue: To be confirmed

Nepean Blue Mountains Local Health Board Minutes 20 July 2022.



The Hon. Peter Collins, AM, QC.

Date: 17 /08 /2022