

# Minutes

## SESLHD Board Meeting

Wednesday 24 February 2021

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
- Mr Liam Harte
- Dr Greg Levenston
- Janet McDonald
- Mr Neville Mitchell
- Ms Helene Orr
- Professor Allan Spigelman

#### In Attendance:

- Mr Tobi Wilson – Chief Executive
- Ms Payal Kapoor – Director, Finance
- Dr Jo Karnaghan – Director, Clinical Governance and Medical Services
- Ms Kim Olesen – A/Executive Director, Operations, and Director, Nursing and Midwifery Services
- Ms Elizabeth Lyon, A/Director, People and Culture *(For Item F1 only)*
- A/Prof Christopher White – Director, Research, SESLHD *(For Items F1 and F2 only)*
- Ms Lisa Altman – Director, Strategy, Innovation and Improvement, SESLHD *(For Item 3.2 only)*

#### Apologies:

- Dr John Estell – Chair, Medical Staff Executive Council

#### Secretariat:

- Ms Nicole McGregor, Manager, Governance and Policy

## Focus Areas

### Focus Area 1: Introduction to new SESLHD Executives

Invited guest: Payal Kapoor, Director, Finance, SESLHD  
Elizabeth Lyon, A/Director, People and Culture, SESLHD

The Board welcomed Ms Payal Kapoor and Ms Elizabeth Lyon as new members of the SESLHD executive team.

Ms Lyon was invited to give an overview of the priorities and work underway in the People and Culture Directorate. Information was provided on a restructure of the Health, Safety and Wellbeing team, in order to realign focus on key areas, and the proposal to create a business partnering model in the Human Resources team. Discussion was held on the process for, and resourcing of, personnel investigations in SESLHD.

The Board thanked Ms Lyon for her attendance and discussion with the Board, and welcomed Ms Kapoor as an ongoing Board meeting attendee.

### Focus Area 2: Research Funding Proposal

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

The Board welcomed A/Prof Christopher White to the start of the Board meeting for a discussion on the proposal for funding research priorities, further to the discussion held with the Board in November 2020.

The following key points were addressed in the presentation and discussion:

- Priority areas for research expenditure include membership of the Sydney Partnership for Health, Education, Research and Enterprise (SPHERE), establishment of the role of chair of the Human Research Ethics Committee as a paid position, and procurement of the Clinical Trials Management System.
- The proposal for funding these priorities through restricted financial assets (RFAs) was summarised. Discussion was held on the implementation and communication strategy that would be required in order to progress this proposal.
- In response to the Board’s request at the November 2020 Board meeting, information was provided to the Board on the investment options with TCorp.
- Discussion was held on the bank account structure for RFA funds, and the approval process for expenditure of RFA funds.

The Board noted the information provided and agreed to hold further discussions on this proposal.

The Board thanked A/Prof White for his presentation, and for his participation in a discussion on this topic with the Board.

## Administration

### 1.1. Present and Apologies

The Board noted those present and the apologies received.

The Board acknowledged Ms Nicole McGregor, who is moving on from the role of Executive Officer to the Chief Executive and Board Secretary, and expressed their thanks for the support of the Board over several years.

**1.2. Declaration of Interests**

Nil declarations of interest were noted.

**1.3. Minutes of the SESLHD Board meeting held Wednesday 25 November 2020**

*Resolution 352*

The Board resolved to approve the minutes of the SESLHD Board meeting held on Wednesday 25 November 2020 as an accurate record of proceedings.

**1.4. Minutes of the Finance and Performance Committee meeting held Monday 23 November 2020**

The minutes of the meeting of the Finance and Performance Committee held on Monday 23 November 2020 were noted.

**1.5. Minutes of the Quality and Safety Committee meeting held Monday 9 November 2020**

The minutes of the meeting of the Quality and Safety Committee held on Monday 9 November 2020 were noted.

**1.6. Minutes of the Strategic Community Partnerships Committee meeting held Tuesday 15 December 2020**

The minutes of the meeting of the Strategic Community Partnerships Committee held on Tuesday 15 December 2020 were noted.

**1.6.1 Charter of the Strategic Community Partnerships Committee**

The Board resolved to approve the Charter of the Strategic Community Partnerships Committee, noting its new title and the revised scope and responsibilities of the Committee.

**1.7. Minutes of the Audit and Risk Committee meeting held Friday 11 December 2020**

The minutes of the meeting of the Audit and Risk Committee held on Friday 11 December 2020 were noted. An overview of the meeting was provided. The Board expressed interest in a presentation on the next steps in the development of risk management and reporting.

**Action:** Presentation on the next steps for risk management and risk reporting to be provided to the Board.

**1.8. Actions**

The Board noted the Action Log.

**1.9. Correspondence Register**

The Board noted the correspondence received to Wednesday 17 February 2021.

## Standing Items

### 2.1 Board Chair Report

The Board noted the report provided by the Board Chair.

### 2.2 Chief Executive Report

The Board noted the report provided by the Chief Executive.

Discussion was held on the review of medical imaging services across SESLHD which has recently commenced. Discussion was held on medical imaging assets, and the benefits of either leasing equipment, or buying equipment.

### 2.3 Finance Report

The Chair of the Finance and Performance Committee and Director, Finance provided an update on the District's financial position for the month of January 2021, as detailed in the Financial Performance Summary Report.

The Director, Finance advised of her intention to review and enhance the financial reporting provided to the Board.

### 2.4 Operations Report

The Board noted the Operations Report provided in the meeting papers.

The Acting Executive Director, Operations provided an update on the District's response to the COVID-19 pandemic and other key operational matters. The following key items were discussed:

- The COVID-19 vaccination, the staff vaccination program and the logistics involved.
- Elective surgery and the plans underway to meet elective surgery targets across all sites.

### 2.5.1 Integrated Performance Report

The Board noted the brief provided in the meeting papers and key performance indicator (KPI) performance for January 2021.

The performance of St George Hospital against emergency treatment performance and transfer of care targets was discussed.

### 2.6 Research Report

The Board noted this item.

### 2.7 Capital Works

The Board noted the report provided on capital works, noting the revised report format covering all major redevelopments.

### 2.7.1 Asset Management Program

The Board noted the brief provided on the revised process for asset management.

## New Items

### 3.1 2021 Annual Public Meeting

The Board noted the briefing provided on the 2021 SESLHD Annual Public Meeting and resolved to hold the 2021 meeting at Sutherland Hospital on Thursday 2 December 2021.

### 3.2 SESLHD Strategy Development

The Board welcomed Ms Lisa Altman, Director, Strategy, Innovation and Improvement for a discussion on the development of the new strategy for SESLHD.

As outlined in the paper provided, Ms Altman proposed a timeline to the Board for the strategy development process. Discussion was held on the engagement of the Board through the process, and opportunities for the Board to attend various strategy sessions.

It was noted that the next formal presentation to the SESLHD Board will be at the May 2021 meeting.

### 3.3 Transition of Child and Family Services from Sydney Children's Hospitals Network

The Board noted the brief provided on the transition of Child and Family Services from Sydney Children's Hospitals Network to SESLHD.

### 3.4 Review of hypoxic ischaemic encephalopathy at the Royal Hospital for Women

The Board noted the brief provided on the review of hypoxic ischaemic encephalopathy (HIE) at the Royal Hospital for Women, as referred by the Board Quality and Safety Committee. The Chief Executive provided an overview of progress, noting that monthly meetings are held with the Ministry of Health.

The internal governance structure in place to support this work was outlined.

The Board requested that this matter be added as a standing item for updates for SESLHD Board Meetings.

**Action:** Monthly update on the review of hypoxic ischaemic encephalopathy at the Royal Hospital for Women to be provided to the Board.

### 3.5 Report on safety and security in NSW public hospitals

The Board noted the brief provided on the final report on improvements to security in hospitals by the Honourable Peter Anderson. It was noted that further briefings will be provided to the SESLHD Board on the implementation of the recommendations in the report.

### 3.6 Medicolegal and health liability claims

The Board noted the brief provided on medicolegal and health liability claims.

Discussion was held on the process for open disclosure and strategies to reduce the number of claims raised. Discussion was held on the ability to determine the link between medicolegal claims, and incidents that have been reported.

It was agreed that a report on medicolegal claims and premiums will be provided to the SESLHD Board Quality and Safety Committee twice per year.

**Action:** Review into medicolegal claims and the link to reported incidents to be undertaken and referred to the Board Quality and Safety Committee.

**Action:** Report on medicolegal claims and premiums to be provided to the SESLHD Board Quality and Safety Committee twice per year.

**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**

Nil raised.

**5.2 Noting of Confidential Items**

Parts of Item F2 were noted as confidential.

**5.3 Date of next meeting:**

Wednesday 31 March 2021

4pm – 7pm Board Meeting

Location / meeting mode to be confirmed

Meeting closed at 6.55pm.



**Signature**

Michael Still

**Name**

24/02/2021

**Date**