

Minutes for NSW Health Pathology Board Meeting

11/12/2019 | 10:00 AM - 01:30 PM

Level 13, 67 Albert Ave, Chatswood with videoconference to Bar Beach Boardroom, Newcastle

Attendees

Peter Loxton; Maree Gleeson; Nigel Lyons; Nicholas Hawkins; Michael Legg; Darren Turner

In attendance: Tracey McCosker; Tammy Boone

Apologies: Roger Wilson

Secretariat: Tanya Dunn

Welcome, Attendance and Acknowledgement of Country

- The Chair opened the meeting with acknowledgment of country and welcomed those present and the Secretariat recorded the minutes.
- Apologies were noted.
- A quorum of Board Members was present, and the meeting proceeded with business.

Declarations of Conflict of Interest

- The Chair requested all attendees to declare or remove any conflicts of interest at the meeting.
- There were no new conflicts of interests to declare or to be added to the Conflict of Interest Register at this meeting.

Confirmation of previous minutes and action log

The Board Members **APPROVED** the draft Board meeting minutes of the 30 October 2019 as a true record of the meeting.

MOVED: Maree Gleeson

SECONDED: Michael Legg

The action log was reviewed as part of the agenda.

Chief Executive

The Chief Executive's Report was taken as read.

Noting:

- Vale Tony Greenfield, Principal Scientist and Manager of our Transfusion Laboratory in Liverpool and responsible for transfusion services throughout the district.

- Acknowledged staff affected by the recent bushfires and long-term drought, wellbeing and support has been offered to staff in these areas.
- NSW Health Pathology Clinical Services Plan well received at the recent Clinical Leaders Forum.

Maintain robust governance and financial sustainability

Enterprise Risk Management and Risk Appetite Statement

Meredith Caelli provided a presentation on the NSW Health Pathology Risk Management Procedure, Risk Appetite Statement (RAS) and Strategic Risk Register.

Noting:

- The RAS was developed using the NSW Health Risk Matrix as a guide and in accordance with ISO 31000.
- Standard practice should be for briefs and business cases to include clear assessment of risk and tie back to RAS.
- The Board **NOTED** the revised NSW Health Pathology Risk Management Procedure.
- The Board provided input and discussion on the revised RAS around risk categories and current risk appetite. Amendments noted, further amendments to be provided by Board members out of session; a marked-up version will be presented at the February Board meeting.
- The Board **NOTED** the content of the updated NSW Health Pathology Strategic Risk Register.
- The Board **AGREED** that there needs to be joint consideration regarding division of accountability for risk between the Board, Audit and Risk Management Committee and other Board subcommittees. Consideration to occur as part of Phase 2 of the Governance Review.
- The Board commended Meredith Caelli, Manager, Audit and Risk for the work currently underway regarding risk management in NSWHP.

ACTION: Revised Risk Appetite Statement and update on embedding of Enterprise Risk Management through STaRR to be provided at the April Board Meeting.

ACTION: Feedback on the Risk Management Procedure, Risk Appetite Statement and the Strategic Risk Register to be forwarded to Meredith Caelli and Tammy Boone.

Standing Items

Finance and Performance Committee

The Finance and Performance Committee Report was taken as read.

Noting:

- Due to the timing of the December meeting, the November Balanced Scorecard was not available, but will be distributed out of session.
- SAC 1 and SAC 2 reported for October.

- Strategic Leadership Team has agreed to prioritise funding of clinical scientists to assist with supervision; in particular rural areas.
- NSW Health Pathology Reconciliation Action Plan (RAP) draft is available. Broader consultation to occur. Presentation to the Board scheduled for the April Board meeting.
- The Finance and Performance Chair acknowledged that Intrahealth revenue continues to increase on budget YTD. Budget has been moved to allow for rebates and potential credits back to the LHDs. Total reported revenue for the YTD favourable to budget; total expenses unfavourable to budget.
- The full year forecast NCOS favourability reflects the results to date with high revenue offset by increased goods and services costs as well as employee expenses.
- Efficiency Savings Strategies (ESS) slightly below target at the end of November. Likely to fall short of full year target, based on current efficiency strategies.

ACTION: November Balanced Scorecard to be circulated out of session.

ACTION: Efficiency Savings Targets table accompanying the Finance and Performance meeting papers to be included in Board meeting papers.

ACTION: Public Pathology Pricing Initiatives to be presented to the Board at the February Board meeting prior to presentations with LHDs scheduled for late March/early April 2020.

Quality and Safety Committee

The Quality and Safety Committee Report was taken as read.

Noting the following presentations were provided to the Quality and Safety Committee at the December meeting:

- ACI's Clinical Redesign Project "Collectme@home"
- Incident Management System Plus (ims+)
- Enterprise Risk Management and the StaRR dashboard.

Clinical Council

The Clinical Council Report was taken as read.

Noting the following presentations and updates were provided to the Clinical Council at the November meeting.

- Statewide LIMS Gateway 2 Review process and the availability of all NSWHP results in HealthNet and where consented, also available to My Health Record.
- NSW Health Pathology Strategic Plan Towards 2025; and soon to be released Clinical Services Plan 2019-2025.
- NSW Health Statewide Biobank.

ACTION: NSW Health Statewide Biobank update to be provided at a future Board meeting. Consideration to be given to hosting one of the 2020 Board meeting at the Biobank.

Statewide Laboratory Information Management System

The Statewide Laboratory Information System Project Status Report was taken as read.

Noting:

- Feedback from the Gateway 2 Reviewers; highly complementary of the process and the business case.

ACTION: Statewide Laboratory Information Management System Project one-page summary report to be included in Board meeting papers.

People and Culture

Mika Campbell, Manager, Safety and Wellbeing provided a Safety Wrap for 2019.

Noting:

- Workers compensation decrease in lodgements over 2019
- Contribution funding surplus and Hindsight adjustment refund
- Pre-employment Health Assessments
- Mental Health First Aid Workshop and Safety Champions
- Statewide VaxLink and proposed 2020 Safety Plan.

ACTION: Martin Sainsbury will provide a quarterly Workplace Culture report at the February Board meeting.

Board Members Conference Update

Maree Gleeson and Michael Legg provided a brief overview on the Board Members Conference "Leading Effective Engagement" held 4 November 2019.

Noting:

- Patient experience and engagement presentation provided by Susan Pearce, Deputy Secretary, Patient Experience and System Performance.
- Focus on the NNSWLHD Concierge Pilot Program by Wayne Jones, CE, Northern NSW LHD.
- Maree Gleeson participated in the Partnering with Local Organisations workshop.
- Michael Legg participated in the Engaging with Clinicians workshop.
- Maree Gleeson highlighted the importance of engaging with the community and consumers of NSWHP as highlighted at the recent NSW Health Board Members Conference. The Chief Executive recognised that more work is to be done regarding consumer input and patient experience and is a key initiative of the NSWHP Strategic Plan.

- Tammy Boone noted the Tuning Governance and Accountability project engagement with clinicians, boards and management and will keep the Board informed on progress.

Board Members Nominations

The Board Chair provided an update on Board Nominations.

Noting:

- 3 current vacancies; referring to the recent expiry of term for Dr Michael Brydon as of 30 November.
- The Board discussed the new constitution that requires up to 9 members appointed by the Secretary, selected to ensure diversity and an appropriate mix of skills and expertise required to oversee and provide guidance to NSWHP.
- The Board Chair welcomed potential Board member nominations from Board members.
- Discussions are continuing with the Secretary and Board members will be kept informed on progress.

ACTION: Tammy Boone to review the Board skills matrix and provide feedback to Board Chair and Chief Executive, NSWHP.

ACTION: Board members to forward potential Board member candidate details to the Board Chair for consideration.

Phase 2 Governance Review Update

- Tammy Boone note that the Governance Working Group would be reconvened, together with the Chairs of each Board Subcommittee, with a view to holding a workshop in early 2020 to commence discussions around the requirements of the Phase 2 Governance Review. Michael Legg expressed his interest to be involved in the workshop.

Other Business

- Nigel Lyons advised that NSW Health Pathology hosted their first Medical and Dental Appointments Advisory Committee meeting in December. A MDAAC committee report will be provided to the Board for noting.
- The Chief Executive advised that a subsequent Medical Staff Council meeting for 2019 was held in November. Invitation to be extended to Professor Jonathan Iredell, Chair, Medical Staff Council to meet and present to the Board early 2020.
- The Chief Executive advised that the Executive Director, Strategy and Transformation recruitment process is progressing. Aim to appoint to the position by the end of 2019 commencing early 2020.

ACTION: Invitation to Professor Jonathan Iredell, Chair, MSC to present to the Board early 2020.

Meeting Feedback

Board Evaluations

Items for Information only

- Performance KPIs Critical Issues and Performance Report
- Finance and Performance Committee Minutes
- Audit and Risk Management Committee Minutes
- Quality and Safety Committee Minutes
- Clinical Council Minutes

Next Meeting

The next meeting is to be held Wednesday 26 February 2020 10:00AM -1:30pm, Chatswood.

Meeting Close

There being no further business to come before the meeting, the meeting closed at 1.21pm.



Peter Loxton, Board Chair

MEETING DATE	ACTION ITEM	RESPONSIBILITY	STATUS UPDATE
11/12/2019	Review the Board skills matrix and provide feedback to Board Chair and Chief Executive, NSWHP.	Tammy Boone	Completed
11/12/2019	Board members to forward potential Board member candidate details to the Board Chair for consideration.	Board Members	Completed
11/12/2019	Statewide Laboratory Information Management System Project one-page summary report to be included in Board meeting papers.	Tracey McCosker	Feb agenda
11/12/2019	November Balanced Scorecard to be circulated out of session.	Darren Turner	Completed
11/12/2019	Invitation to Professor Jonathan Iredell, Chair, Medical Staff Council to meet and present to the Board early 2020.	Tracey McCosker	Completed
11/12/2019	NSW Health Statewide Biobank update to be provided at a future Board meeting. Consideration to be given to hosting one of the 2020 Board meeting at the Biobank.		Ongoing
11/12/2019	Efficiency Savings Targets table accompanying the Finance and Performance meeting papers to be included in Board meeting papers.	Darren Turner	Feb agenda
11/12/2019	Reconciliation Action Plan to be presented to the Board	Martin Sainsbury	Ongoing (Apr 2020)
11/12/2019	Revised Risk Appetite Statement and update on embedding of ERM through STaRR to be provided at the April Board Meeting.	Tammy Boone	Ongoing (Apr 2020)
11/12/2019	Feedback on the Risk Management Procedure, Risk Appetite Statement and the Strategic Risk Register to be forwarded to Meredith Caelli and Tammy Boone.	Board Members	Completed

26/08/2019	Update on the status of the implementation of a statewide quality management system to be provided to the Board at a future meeting.	Roger Wilson	Feb agenda
26/08/2019	Research and Innovation KPIs to be identified and included in monthly scorecard. High level commentary on outlier results to be included in the performance reports.	Darren Turner	Ongoing
26/08/2019	Progress towards the implementation of Research Governance Framework and broader update on Research and Innovation Framework activities to be presented to the Board in 2020.	Roger Wilson	Ongoing (Aug 2020)
26/06/2019	Chief Medical Information Officer and Chief Information Officer to provide an update on status and future strategies at a future Board meeting.	Stephen Braye	Ongoing (Apr 2020)
27/02/2019	Daniel Hunter, Chief Financial Officer, Ministry of Health to be invited to attend an upcoming Finance and Performance Committee meeting and Board meeting.	Darren Turner	Feb agenda (Alfa D'Amato)
27/02/2019	The Board welcomed an update and visibility on internal programs and projects; including post review analysis at a future meeting.	Darren Turner	Ongoing (Apr 2020)
11/12/2018	Perinatal Post Mortem Service update to be provided at a future meeting.	Robert Lindeman	Ongoing