

Minutes for NSW Health Pathology Board Meeting

26/08/2020 | 10:00 AM - 01:30 PM

Bar Beach Boardroom, Newcastle and Skype

Attendees

Peter Loxton (Chair), Michael Legg, Nicholas Hawkins, Darren Turner, Jason Ardler, Carmen Rechbauer, Jonathan Iredell and Nigel Lyons

Apology: Maree Gleeson

In Attendance: Tracey McCosker, Roger Wilson, Tammy Boone, Martin Canova and Amanda Koegelenberg for Item 6, Peter Scarlett and Lyn Baker for Item 11, Deanna Paulin and Leanne Abernethy for Item 14

Secretariat Tanya Dunn

Agenda

Welcome, Attendance and Acknowledgement of Country

The Chair declared the meeting open with acknowledgment of country and welcomed those present.

The Secretariat recorded the minutes.

Apology **NOTED** for Maree Gleeson.

A quorum of Board members was present, and the meeting proceeded with business.

Declarations of Conflict of Interest

- Michael Legg advised amendment to the title of his noted conflict of interest at the June Board meeting.
- Michael Legg **NOTED** that he has been invited to and has subsequently joined the Gateway Review Team with NSW Department of Customer Service, and separately has undertaken to provide advice to Medisure Ltd. However, at this stage there is no known potential conflict of interest.
- The Secretariat **NOTED** the amendments to the Conflict of Interest Register.

Confirmation of previous minutes and action log

The Board members **APPROVED** the draft Board meeting minutes of the 24 June 2020 as an accurate record of the meeting.

MOVED: Darren Turner

SECONDED: Michael Legg

The action log was reviewed as part of the agenda and the Board **NOTED** the 'Ongoing' agenda items.

ACTION: Dan Hunter, Chief Financial Officer, Ministry of Health to be invited to join the October Board meeting.

Chief Executive and COVID-19 Update

The Chief Executive's Report was taken as read.

The Chief Executive provided the Board an update on NSW Health Pathology's COVID19 response.

ACTION: COVID19 summary update to be circulated out of session.

ACTION: Update on the COVID19 collection centres to be provided to the Board at the next COVID19 Board update.

Presentation: Research and Innovation Update

- The Board welcomed Amanda Koegelenberg, Research and Innovation, Program Director, NSW Health Pathology to the meeting to provide an overview of NSW Health Pathology's Research and Innovation achievements, 2020 activity and future work.
- Discussion was held around research priorities and enhancing growth opportunities and connecting and sharing research with our national and international research communities.
- The Board Chair and members thanked Amanda Koegelenberg for the excellent work that is being done within the Research and Innovation portfolio on behalf of NSW Health Pathology.

ACTION: Revised Research and Innovation presentation to be circulated out of session.

ACTION: Discussion around research governance, performance, benchmarking and opportunities to be held at a future Strategic Leadership Team (SLT) meeting.

Corporate Governance Attestation

Tammy Boone referred to the NSW Health Pathology 2019-2020 Corporate Governance Attestation Statement and the NSW Health Pathology Compliance Management Framework and Register seeking the Board's endorsement.

- The Board received and **ENDORSED** the NSW Health Pathology 2019-2020 Corporate Governance Attestation Statement; subject to consideration of feedback provided out of session from Maree Gleeson.
- The Board received and **ENDORSED** the NSW Health Pathology Compliance Management Framework and Register.
- The Board received and **NOTED** the NSW Health Pathology 2019-2020 Internal Audit and Risk Management Attestation Statement.

Phase 2 Governance Review

Tammy Boone provided an update to the Board on the Phase 2 Governance Review.

- The Board **NOTED** the actions taken so far and the next steps of the Phase 2 Governance Review.
- The Board **ENDORSED** the allocation of responsibility for monitoring and providing advice to the Board on projects and programs performance and risk to the Finance and Performance Board Subcommittee (noting that the Audit and Risk Management Committee will continue to be responsible for monitoring and providing advice to the Board on the effectiveness of NSWHP's projects and programs governance framework and risk management plans for major projects or programs).
- The Board **ENDORSED** the allocation of responsibility for monitoring and providing advice to the Board on People and Culture performance and risk to the Finance and Performance Board Subcommittee (noting that the Audit and Risk Management Committee will continue to be responsible for monitoring and providing advice to the Board on the effectiveness of NSWHP's workforce management framework and strategic or statewide people and culture risks).
- The Board **DISCUSSED** the allocation of responsibility for monitoring and providing advice to the Board in respect of research, informatics, cybersecurity and privacy and requested further discussion at the Governance Review Working Group meeting on the 22 September 2020, with a view to a proposal being put to the Board for endorsement at the October Board meeting.

ACTION: Phase 2 Governance Review Workshop agenda and marked up charters to be provided to participants in advance of the workshop scheduled for the 22 September 2020.

ACTION: Outcomes of the Phase 2 Governance Review Workshop to be presented to the Board at the October Board meeting.

ACTION: Governance around informatics to be discussed out of session between Tammy Boone, Tracey McCosker and Michael Legg.

Risk Appetite Statement (RAS) Update

Tammy Boone provided an update to the Board on the NSW Health Pathology Risk Appetite Statement (RAS).

- The feedback provided by Board members via email in July 2020 is being considered by NSW Health Pathology's Corporate Governance portfolio. Feedback received will be incorporated into a revised RAS which will be reviewed by the Audit and Risk Management Committee and submitted to the Board for its consideration at the October Board meeting.
- NSW Health Pathology has engaged KPMG to undertake a Risk Maturity Survey and develop bespoke risk reports for the Board and each Board subcommittee. This work will be undertaken in consultation with the Committee Chairs and is anticipated to be completed by November 2020.

- The Board **NOTED** the NSW Health Pathology Assurance Strategy Report 2020.
- The Board **NOTED** that the information provided in *TAB 8 - Risk Appetite Statement* was provided in error.

ACTION: Revised Risk Appetite Statement to be provided in advance of the October Board meeting.

Standing Items

Finance and Performance Committee

Efficiency Saving Targets

The Efficiency Saving Targets Report was taken as read.

- For the year ended June 30, 2020 NSW Health Pathology achieved 81% of the full year target. Noting the current COVID19 environment made it difficult for operational teams to maintain focus on required savings.

The Board **NOTED** the achievements made against the efficiency savings for the year to June 30, 2020.

2019-2020 Financial Results

The Finance and Performance Committee Report was taken as read.

The Chair of the Finance and Performance Committee provided an overview of the financial performance of NSW Health Pathology.

- June 30, 2020 YTD NCOS results was favourable to budget for the year, before abnormal items.
- The operational unit results do not have any variance to budget for COVID19 related revenue/expense as the budget has been provided to offset at the operating unit level.

The Board **NOTED** the financial performance for the 2019-2020 year.

2020/21 Budget

The Board **NOTED** the information provided to the Board on the 2020-2021 financial budget.

- Noting the State budget is delayed until November 2020 as a result of COVID19.
- All operational units have developed their budgets down to detailed cost centre level and have reported balanced budgets against their allocated subsidy levels. These budgets have been reviewed with Operations Directors and Corporate Finance and have been approved.

Board Scorecard

The Board Scorecard was taken as read.

Clinical Council

Roger Wilson provided a verbal update on the Clinical Council meeting held 19 August 2020.

Presentations included:

- Genomic Surveillance of SARS-CoV-2 for COVID19 control provided by Vitali Sintchenko and Alicia Arnott.
- COVID19 Serological Testing provided by Dominic Dwyer

The Board Chair and the Chief Executive thanked Roger Wilson for his outstanding work and commitment to the role of Chair, Clinical Council.

Board members were advised that Michael Whiley has been appointed as the incoming Chair of the Clinical Council.

Audit and Risk Management Committee

The Board welcomed Lyn Baker to the role of Chair, Audit and Risk Management Committee and the Board meeting.

Lyn Baker provided an overview of the Audit and Risk Management Committee meeting held on the 14 July 2020.

The Audit and Risk Management Committee Report was taken as read.

Annual AMRC Report

The Board welcomed Peter Scarlett to the Board meeting to provide an update on the Audit and Risk Management Committee Annual Report.

- The Board **NOTED** the Audit and Risk Management Committee Annual Report.
- Peter Scarlett acknowledged the support and assistance received from the Audit and Risk Management Committee and noted the significance of the attendance of the Board Chair and the Chief Executive at committee meetings.
- The Board Chair and the Chief Executive acknowledged Peter Scarlett for his leadership to the Audit and Risk Management Committee and to the significant work accomplished in his term as Chair.

Medical Staff Council Update

Jonathan Iredell provided an overview of the Medical Staff Council Executive Committee meeting held on the 22 July 2020.

Medical and Dental Appointments Advisory Committee Update

Nigel Lyons provided an overview of the Medical and Dental Appointments Advisory Committee meeting held on the 17 July 2020.

The Medical and Dental Appointments Advisory Committee Report was taken as read.

ACTION: MDAAC Committee Evaluation feedback to be provided at the October Board meeting.

Safety and Wellbeing Report

The Board welcomed Deanna Paulin and Leanne Abernethy to the Board meeting to provide an update on safety and wellbeing.

The Safety and Wellbeing report was taken as read.

ACTION: Staff health and wellbeing presentation to be provided at the October Board meeting.

Statewide Laboratory Information Management System

The Statewide Laboratory Information Management System update was taken as read.

Items without notice

The Board **AGREED** not to travel to Wollongong for the annual regional Board meeting scheduled for the 28 October 2020.

Items for Information only

- Performance KPIs Critical Issues and Performance Reports
- Finance and Performance Meeting Minutes
- Audit and Risk Management Committee Meeting Minutes
- Quality and Safety Committee Report and Meeting Minutes
- Clinical Council Meeting Minutes
- Medical and Dental Appointments Advisory Committee Meeting Minutes
- Medical Staff Executive Council Meeting Minutes
- NSWHP and MOH Interim Statement of Service
- NSWHP Operational Plan Report Q4

Next Meeting

Next meeting 28 October 10am-1.30pm @ 1 Reserve Road, St Leonards.

Meeting Close

Meeting Closed 1.20pm.

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology



26/08/20 Item	Dan Hunter, Chief Financial Officer, Ministry of Health to be invited to join the October Board meeting.	Darren Turner	ONGOING Deferred to 2021
11/12/2019 Item 8.	NSW Health Statewide Biobank update to be provided at a future Board meeting. Consideration to be given to hosting one of the 2020 Board meetings at the Biobank facility.	Roger Wilson	ONGOING Propose Apr 2021
Items closed since the last meeting (24 June 2020)			
26/08/20 Item	Update on the COVID19 collection centres to be provided to the Board at the next COVID-19 Board update.	Tracey McCosker	COMPLETED Included on the agenda
26/08/20 Item	Discussion around research performance, benchmarking and opportunities to be held at a future Strategic Leadership Team (SLT) meeting.	Roger Wilson	COMPLETED
24/06/2020 Item 6.	Board members to provide feedback to Executive Director, Strategy and Transformation on the future scenario planning outcomes document and the NSWHP Operational Plan 2020-2021; and identify initiatives the Board would like to be involved in, support or have oversight of moving forward.	Board members	COMPLETED
26/08/20 Item	Staff health and wellbeing update to be provided at the October Board meeting.	Deanna Paulin	COMPLETED Included on agenda as standing agenda item
26/08/20 Item	MDAAC Committee Evaluation feedback to be provided at the October Board meeting.	Nigel Lyons	COMPLETED Included on agenda for information
26/08/20 Item	Revised Risk Appetite Statement to be provided at the October Board meeting.	Tammy Boone	COMPLETED Included on agenda
26/08/20 Item	Phase 2 Governance Review Workshop agenda and marked up charters to be provided to participants in advance of the workshop scheduled for the 22 September 2020.	Tammy Boone	COMPLETED
26/08/20 Item	Outcomes of the Phase 2 Governance Review Workshop to be provided to the Board at the October Board meeting.	Tammy Boone	COMPLETED

			Included on agenda
26/08/20 Item	Governance around informatics to be discussed out of session between Tammy Boone, Tracey McCosker and Michael Legg.** Amended to include Maree Gleeson, Nicholas Hawkins and Lyn Baker	Tracey McCosker	COMPLETED
26/08/20 Item	Revised Research and Innovation presentation to be circulated out of session.	Tanya Dunn	COMPLETED
26/08/20 Item	COVID19 summary update to be circulated out of session.	Tanya Dunn	COMPLETED