

# Minutes

## NSW Health Pathology Board

File ref: 16/02



<b>Date:</b>	25 <sup>th</sup> February 2016	<b>Time:</b>	2.30-4.30pm	<b>Venue:</b>	Boardroom, Sage Building, Level 13, 67 Albert Ave, Chatswood	
<b>Attendees:</b>	<u>Present:</u> Dr Steve Flecknoe-Brown (Chair), Professor Dominic Dwyer, Mr Murray Austin, Mr Kevin Forward <u>In Attendance:</u> Ms Tracey McCosker, Ms Vanessa Janissen Ms Sharon Neville <u>Teleconference:</u> Ms Kay Hyman <u>Secretariat:</u> Ms Tanya Dunn			<b>Apologies:</b>	Professor Graeme Stewart, Dr Kerry Chant, Dr Gus Koerbin, Professor Roger Wilson	
Item No.	Agenda Item	Discussion		Action/ Decision	Responsibility	Timeframe
1.	Welcome & Attendance	<ul style="list-style-type: none"><li>Professor Graeme Stewart, Dr Gus Koerbin, Professor Roger Wilson and Dr Kerry Chant were noted as apologies.</li><li>The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2.35pm and welcomed those present and Tanya Dunn recorded the minutes.</li><li>A quorum of Board members was present and the meeting proceeded with business.</li><li>The Chair, Dr Steve Flecknoe-Brown advised that he has received letters of resignation from Dr Tamsin Waterhouse and Dr Maxell Alexander.</li><li>Ms Kay Hyman accepted the notifications of resignations for Dr Tamsin Waterhouse and Dr Maxwell Alexander on behalf of the Board.</li><li>Mr Kevin Forward introduced Ms Sharon Neville, Acting Deputy Director</li></ul>				

# Minutes

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File ref: 16/02



		Criminalistics, Forensic Analytical Scientific Services, noting that Ms Neville will participate into today's Board meeting as a Board observer.			
2.	Declarations of Conflict of Interest	<ul style="list-style-type: none"><li>No Declarations of Conflict of Interest were noted.</li></ul>			
3.	Confirmation of Previous Minutes	<ul style="list-style-type: none"><li>The Board members APPROVED the draft Board meeting minutes of 17<sup>th</sup> December 2015.</li></ul> <p><i>Moved:</i> Murray Austin <i>Seconded:</i> Kevin Forward</p>			
4.	Business Arising from Previous Meetings	<ul style="list-style-type: none"><li>The Action Log was reviewed as part of the agenda.</li></ul>			
<b>Items for action / endorsement:</b>					
5.	Chief Executive Report	<ul style="list-style-type: none"><li>Ms Tracey McCosker provided an update on NSW Health Pathology.</li><li>The Board <b>NOTED</b> the Chief Executive Report.</li><li>Ms Tracey McCosker provided a brief overview of the recent Pathology North Waste Management Issue. Discussion ensued.</li></ul>			
6.	Finance and Performance	<ul style="list-style-type: none"><li>Mr Murray Austin provided an update on the Finance and Performance Committee.</li><li>The Board <b>NOTED</b> the Finance and Performance Committee report.</li><li>In particular, Mr Murray Austin noted significant issues around revenue and current billing systems.</li></ul>			

# Minutes

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File ref: 16/02



7.	Audit and Risk Management Committee	<ul style="list-style-type: none"> <li>The Board <b>NOTED</b> the Audit and Risk Management Committee Report for information.</li> <li>Ms Vanessa Janissen advised the Board that Mr Allan Cooke, Independent Chair, NSW Health Pathology Audit and Risk Management Committee term is due to expire late July.</li> </ul>			
<b>Items for information only:</b>					
8.	Unpacking the cost of NSW Health Pathology	<ul style="list-style-type: none"> <li>Ms Vanessa Janissen provided a presentation to the Board on <u>Unpacking the cost of NSW Health Pathology</u>.</li> <li>Discussion ensued.</li> </ul>			
9.	Leadership and Management Development	<ul style="list-style-type: none"> <li>Mr Martin Sainsbury provided a presentation to the Board on <u>Leadership and Management Development</u> within NSW Health Pathology.</li> </ul>			
<b>Other Business</b>					
10.	Items without notice	<ul style="list-style-type: none"> <li>Mr Murray Austin made reference to the recent security reviews being undertaken at each Local Health District; consideration to undertake an audit on all NSW Health Pathology laboratories, collection centres and public access areas.</li> <li>The Chair, Dr Steve Flecknoe-Brown advised that discussions and processes are in place regarding the recent Board vacancies; however, asked Board members to give consideration to any potential candidates that should be brought to the</li> </ul>	<ul style="list-style-type: none"> <li>NSW Health Pathology to give consideration to undertake a security review audit on all NSW Health Pathology laboratories, collection centres and</li> </ul>	Ms Tracey McCosker and Ms Vanessa Janissen	ASAP

# Minutes

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		attention of the Board. In addition to this; vacancies will be drawn from the Ministry of Health Board Appointments Registry. <ul style="list-style-type: none"><li>Ms Vanessa Janissen noted that interviews are in progress regarding the upcoming vacancy of the Independent Chair, NSW Health Pathology Audit and Risk Management Committee.</li></ul>	public access areas.		
11.	Board Evaluation	<ul style="list-style-type: none"><li>Nil as the December Board meeting was via teleconference.</li></ul>			
<b>Items for information only</b>					
12.	Finance and Performance Committee Minutes	<ul style="list-style-type: none"><li>Noted for Information only</li></ul>			
13.	Audit and Risk Management Committee Minutes	<ul style="list-style-type: none"><li>Noted for Information only</li></ul>			
14.	NSW Health Pathology Operational Plan 15/16 Implementation Summary October – December	<ul style="list-style-type: none"><li>Noted for Information only</li></ul>			
15.	Next meeting	28 <sup>th</sup> April 2016 – 2.30 – 4.30pm			
16.	Meeting Close	There being no further business to come before the meeting, the meeting was closed at 4.34pm.			

# Action Log

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Topic	Specific action required	Responsibility	Due date	Status Report
NSW Health Pathology Security Review Audit	NSW Health Pathology to give consideration to undertake a security review audit on all NSW Health Pathology laboratories, collection centers and public access areas.	Ms Tracey McCosker Ms Vanessa Janissen	As req.	Pending
Phlebotomy Partnership	Dr Gus Koerbin to report back to the Board further progress regarding the phlebotomy partnership at the scheduled June 2016 Board meeting.	Dr Gus Koerbin	June '16	Ongoing
Forensic Medicine Branch, end to End Business Review	Ms Catherine Foster-Curry to provide an update to the Board regarding the Forensic and Analytical Science Service, Forensic Medicine end to end business review in one year's time	Ms Catherine Foster-Curry	October '16	Ongoing
NSW Health Pathology Board Constitution	Ms Tracey McCosker to provide a copy of the proposed NSW Health Pathology Board Constitution at the April Board meeting.	Ms Tracey McCosker	April '16	Ongoing – continue f/up with Dean Bell and Karen Crawshaw. Update Board as req.
Public Health Service	Dr Kerry Chant, Vanessa Janissen and Tracey McCosker to discuss proposed Public Health Workshop; mapping a long term Public Health plan and review existing Public Health Service Level Agreements.	Ms Tracey McCosker	When req.	Ongoing
Board Evaluation	The Board Evaluation to be distributed to the meeting attendees.	Ms Tanya Dunn	When req.	Ongoing