

**MINUTES
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT
BOARD MEETING**

Date: Monday 1 August 2011

4.00pm – 6.00pm

**Venue: Conference Room 2, Level 8,
The Wollongong Hospital**

Item 1: Attendance of members

Clinical Professor Denis King, Ms Marisa Mastroianni, Ms Jill Boehm, Ms Sue Baker-Finch, Professor Kathy Eagar, Mr Roger Downs, Mr Paul Knight, Mr Geoff O'Donnell, Professor Jan Potter, Dr William Pratt, Professor Gerard Sutton

In Attendance

Mrs Sue Browbank, Mr Henry Kornacki, Mrs Rosemary Croke (secretariat)

Apologies

Nil

Item 2: Fire and Safety Procedures

Board members received instruction from Wollongong Hospital's Fire Safety Manager on the fire safety and evacuation procedures for Level 8, Wollongong Hospital.

Item 3: Declaration of Pecuniary Interest, Conflict of Interest

Ms Eagar declared an interest in funding systems design, and stated any research interests will be declared at the time.

The Chair declared a self conflict of interest in relation to agenda item 6.6. This conflict will be forthcoming when agenda item 6.6 is discussed.

There were no other conflicts of interest, gifts, or benefits declared.

3.1 Register of Interests for Board Members

Resolved (2011/1): The Board endorsed the Register of Interests for Board Members with the inclusion of an obligation to complete the NSW Health Code of Conduct.

Item 4: Confidential Item

Board members are referred to the confidential minute (pages 26 and 27) for discussion of this item.

Item 5: Reports

5.1 Chief Executive

Report tabled for information and noted by Board.

Board members were reassured the District is adequately prepared for the organisation wide Accreditation by the Australian Council of Health Care Standards commencing September 2011. Compliance with Fire Safety standards in older capital stock remain a challenge however risk management systems are in place.

5.2 ISLHD Board Finance Committee Executive Summary - meeting held 25 July 2011

Lengthy discussion took place on the Shoalhaven Memorial District Hospital's (SDMH) unfavourable end of year financial result. The Chief Executive is examining all rural issues that may be contributing to the hospital's current financial position. The soon to be introduced Resource Distribution Formula and the impact of this funding model on SMHD was also raised and discussed.

RESOLVED (2011/2): The Board endorsed the ISLHD Finance and Performance Committee Executive Summary.

ACTION ITEM:

The Chief Executive to provide a report to the Board regarding the factors contributing to Shoalhaven District Memorial Hospital's current poor financial performance and strategies that will be in place this year to address same.

ITEM 6: New Business

6.1 NSW Health Governance Review

The Chair will provide the Board with progress reports on this review.

6.2 Board and Management Function

The role of District Boards and the role of NSW Health should be clarified following release of the Governance Review and publication of the new By-Laws. The Chair informed the Board NSW Health will continue to negotiate a budget with the Government on behalf of LHDs. Various shared services will remain for some time. These services may be located in hubs.

The Chair spoke of two significant issues in achieving the goal of patient centre care for communities. One being the need to generate the communities trust in their health system, and the other being the need to establish mechanisms whereby staff and the community can be afforded opportunities to have input into local health care.

6.3 ISLHD Board Sub-Committee Charters

The Chair spoke on the need to wait until the Governance Review is released prior to committing to the establishment of Board sub committees.

The Board identified several areas which they believe the Board should be kept informed of in addition to those detailed in the Model By-Laws. The areas are:

- Finance and Performance
- Quality
- Audit and Risk Management
- Professional Review
- Communication
- People and Culture
- Research
- Ambulatory Care
- Planning

ACTION ITEM:

The Chair resolved that the Chief Executive identify the means by which the Board will be informed of the identified priorities and the recommended committees that would facilitate same.

6.4 Performance Management

6.4.1 Draft Performance Management Framework 2011-12

This document outlines how NSW Health intends to monitor and measure the performance of LHDs. The document had been circulated for comment by Board members on 5 July 2011. There have been no written comments received.

The issue of Local Health District input into the development of the Framework was raised and discussed.

The Chief Executive indicated comments had been provided to NSW Health by the Executive. The Performance Framework is of a similar format to that of previous years.

6.4.2 Provisional Service Agreement 2011-12

This document is the formal annual agreement between the Director General, NSW Health and the ISLHD Board. Comments on same are due for submission to NSW Health by 19 August 2011.

It was noted that an interim budget was included and concern expressed regarding the Board's willingness to commit when available resources and responsibilities are not clearly understood.

ACTION ITEM:

The Board requested that there be a circulatory resolution provided to members prior to final agreement and response.

6.5 Draft Emergency Department Strategic Plan

Increasing demands have on occasions led to lengthy delays and ambulance block. The Chair had previously requested that a strategic plan be developed.

Discussion took place on the need to incorporate a communication strategy into the plan, develop milestones to measure the success of the plan, and report on targets achieved.

RESOLVED (2011/3): The Board endorsed the Plan with the inclusion of a statement referring to the changing role of Emergency Departments, and the 10 year vision of the ISLHD Emergency Departments.

ACTION ITEM:

The Board requested they be provided with six monthly reports on this plan including progress of Better Faster Emergency Care: improving emergency care and access across the Illawarra Shoalhaven and a comprehensive communication plan.

6.6 Confidential Item Two

Board members are referred to Confidential Minute Two for this item.

6.7 Nomination for positions of Deputy Chair and Committee membership

Ms Sue Baker-Finch was elected unopposed to the position of Deputy Chair.

Four Board members self nominated for positions on Board sub committees. The nominees and position/s nominated for are:

- Jill Boehm – Health Care Quality Committee
- Bill Pratt – Health Care Quality Committee and Finance and Performance Committee
- Marisa Mastroianni – Finance and Performance Committee and Audit and Risk Committee
- Paul Knight – Health Care Quality Committee

7 Information

7.1 Australian Council on Health Care Standards

Brief tabled for information and noted by Board.

7.2 Schedule of Plans and Reports

Tabled for information and noted by Board.

7.3 Australian Institute of Company Directors Inaugural Healthcare Conference

Ms Sue Baker-Finch's application to attend the conference was supported by the Board.

ACTION ITEM:

Board members to contact the Chief Executive if they wish to attend this conference.

8 Business Without Notice

8.1 ISLHN and SESLHN Staff Survey

The Chief Executive informed the Board a facilitator has been engaged to implement the planned actions resulting from the staff survey conducted in December 2010.

ACTION ITEM:

The Board requested an Action Plan be developed to record reporting time frames of this and future plans.

8.2 Organisational Structure

The Chair spoke of the Tier 2 and Tier 3 structure requiring attention to ensure the organisation is well placed to meet service obligations and performance requirements, and to provide support to the Chief Executive. The Chief Executive is currently looking to create a General Manager position at Wollongong Hospital to assist the Director of Nursing with the management of the District's most complex and diverse facility.

ACTION ITEM:

The Board requested they be provided with a copy of the Chief Executive's job description.

8.3 NSW Patient Health Patient Safety Seminar 12 August 2011

Tabled for information and noted by Board.

ACTION ITEMS:

- *The Board requested they be provided with the programme agenda.*
- *Board members requested to contact the Chief Executive if they wish to attend this conference.*

8.4 Health Consumer and Community Leaders' Workshop-Local Health Districts and Medicare Locals

Tabled for information and noted by Board.

ACTION ITEM:

Board members requested to contact the Chief Executive if they wish to attend this conference.

Meeting closed at: 6.55pm

Next meeting: Monday 5 September 2011
4.00pm – 6.00pm
Conference Room 1, Level 8,
Wollongong Hospital

CERTIFIED A CORRECT RECORD

**Ms Sue Baker-Finch
5 September 2011**

**Amended:
Denis King
1 December 2014**

TRIM Ref: D11/45723, amended to DT14/74277