



Health

Illawarra Shoalhaven
Local Health District

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

Date: Monday 2 April 2012

4.00pm – 6.00pm

**Venue: Conference Rooms 1 and 2, Level 8,
Block C, Wollongong Hospital**

ITEM 1: Presentation

Mr Michael Spence, Manager, Enterprise Risk Manager presented an overview of the District's Enterprise Risk Management programme.

Board members had the opportunity to ask questions related to the District's approach to risk management.

Board members were informed the Extreme Risk Report is incorporated in the business papers of the Board Audit and Risk Management Committee and therefore available to Board members on a quarterly basis.

Discussion occurred regarding the current risk related to endoscopy services.

The Chief Executive commended Mr Spence on his commitment to the process of risk management, and noted his work has been replicated across the State.

ITEM 2: Attendance of members

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

In Attendance

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

ITEM 3: Declaration of Pecuniary Interest, Conflict of Interest

Clinical Professor Denis King and Ms Baker-Finch declared an interest in agenda item 9.1. It is to be noted the Chief Executive and Director Finance hold positions on the Board of IMHRI.

ITEM 4: Confirmation of Minutes of meeting held 5 March 2012

Minutes accepted as a true and correct record.

ITEM 5: Reports

5.1 Chief Executive

Report received and noted by the Board.

The 2012 Quality Systems Assessment verification visit by the Clinical Excellence Commission on 12 to 14 March 2012 progressed extremely well with no areas of concern raised by the verification team. The Chair congratulated the District on such a good result.

The Chief Executive informed the Board work towards Activity Based Funding (ABF) readiness continues across the District with staff at this stage having a fairly broad understanding of same. The Chief Executive is satisfied with the progress of the ABF initiative to date.

Director of Finance will be commencing three months leave shortly.

5.2 ISLHD Board Executive Summaries

5.2.1 Finance and Performance Committee – Performance Overview Report for the period ending 31 March 2012

Report received and noted by the Board.

The Board was informed the District's year to date result stands at \$373k favourable.

Last meeting it was reported there were issues with Health Support Services not processing invoices in a timely manner. The Director Finance informed the Board a lot of work has been undertaken by Health Support Services in an attempt to improve the situation.

Dental services details \$1M favourable. The favourability is due to the time variance between the issuing and the lodgement of vouchers. The expense incurred by a voucher is processed when the voucher is lodged.

5.2.2 Health Care Quality Committee – meeting held 22 February 2012

Minutes received and noted by the Board.

Ms Boehm informed the Board the National Performance Authority (NPA) will be overseeing quality in the District. The Health Care Quality Committee endorsed a combination of NPA and EQulP in order to discharge the District's duty in relation to accreditation. EQulP takes in some corporate issues, and staff are familiar with the system.

RESOLVED (2012/13): The Board resolved to endorse the combination of NPA and EQUIP to manage quality across the District in order to discharge the District's duty in relation to accreditation.

5.2.3 Planning Committee – meeting held 5 March 2012

Minutes received and noted by the Board.

The Chair informed the Board a Planning Committee meeting took place prior to this Board meeting where Mr Brett Whitworth, Southern Regional Director, NSW Planning presented on the Illawarra strategy covering development across the Illawarra for the next 15 to 20 years. It was pleasing to hear from Mr Whitworth that the District's three major hospitals are best located to meet the long term health needs of the local communities.

The Chair referred the Board to the map of Shoalhaven District Memorial Hospital on page 69 of the business papers. Discussion ensued on possible consequences of releasing existing hospital land to Grand Pacific Medicare Local to construct a GP Super Clinic. The major issue is the risk this would pose if the District's proposal to acquire a parcel of Crown land adjacent to the hospital fails. This would leave the hospital land locked and future expansion would be extremely limited.

The Board noted the need to ensure IT requirements and car parking issues are addressed as part of the GP Super Clinic planning process if the proposal goes ahead.

The Board is supportive of creating an integrated health facility incorporating the GP Super Clinic and the University of Wollongong Graduate School of Medicine teaching facility on site at Shoalhaven District Memorial Hospital. The Board discussed the District's capacity, at this stage, to commit land to the University of Wollongong until Crown land adjoining the hospital has been approved.

RESOLVED (2012/14): The Board resolved to endorse the Chief Executive to make an offer to Grand Pacific Medicare Local of a particular parcel of hospital land noted in the proposal to be 750 square metres.

RESOLVED (2012/15): The Board resolved to endorse the Chief Executive continues to work with Health Infrastructure in the acquisition of Crown land adjacent to the current hospital site.

RESOLVED (2012/16): The Board resolved to not make a commitment of hospital land to the University of Wollongong Graduate School of Medicine until Crown land adjoining the hospital has been transferred to the District.

The Chair provided the Board with feedback regarding the community forum held at Bulli Hospital on Monday 19 March 2012. Each item raised by members of the community was recorded and will be addressed. This will be published in the form of a generic message that will be supported by a media strategy.

Follow up action is required in relation to this matter.

5.3 Executive Management Committee Executive Summaries

5.3.1 Illawarra Clinical Council – meeting held 14 March 2012

Draft minutes received and noted by the Board.

5.3.2 Shoalhaven Clinical Council–meeting held 19 March 2012

Draft minutes received and noted by the Board.

5.3.3 MDAAC – meeting held 6 March 2012

Summary received and noted by the Board.

ITEM 6: Action List

6.1 District draft By-Laws

The Board noted the proposed amendments submitted by Board members.

ACTION ITEM:

A working party is to be established to finalise the proposed amendments. Members of the working party are Mr Roger Downs, Ms Jill Boehm and Ms Marisa Mastroianni

6.2 Nominations for a Board member to District Audit and Risk Management Committee.

RESOLVED (2012/17): The Board resolved to endorse Ms Sue Baker-Finch as the Board member to replace the Chief Executive on the District Audit and Risk Management Committee.

ITEM 7: Confidential Items

7.1 Confidential Minute One

Item received and noted by the Board.

7.2 Confidential Minute Two

Update received and noted by the Board.

7.3 Confidential Minute Three

Update received and noted by the Board.

7.4 Confidential Minute Four

The Chief Executive, Director Finance, and Board Secretariat left the meeting at the request of the Chair.

7.5 Confidential Minute Five

The Chief Executive, Director Finance, and Board Secretariat left the meeting at the request of the Chair.

7.6 Confidential Minute Six

The Chief Executive, Director Finance, and Board Secretariat left the meeting at the request of the Chair.

After a period of time the Chief Executive, Director Finance, and Board Secretariat were invited to rejoin the meeting.

ITEM 8: Business Arising

8.1 GP Super Clinic in Nowra

The Board received and noted the report.

For further information in relation to this issue please refer to dot point 5.2.3 above. This matter was discussed at length at this point of the meeting.

8.2 ISLHD Initial Readiness for Activity Based Funding Assessment

The Chief Executive is responsible for ensuring the Board is advised on the District's readiness for the Activity Based Funding initiative.

8.3 SDMH VMO claim for out of determination payment

The Chief Executive advised the Board the District has written to the Australian Medical Association, and the Ministry of Health regarding the special out of determination payments for surgical and anaesthetic Visiting Medical Officers employed at Shoalhaven District Memorial Hospital.

ACTION ITEM:

The Chief Executive is to provide the Board with an update on this issue at the next Board meeting.

ITEM 9: New Business

9.1 Memorandum of Understanding (MOU) between UOW and the District

The Board received and noted the report.

The Chief Executive is seeking the Board's endorsement for the District to initiate discussions with the Vice Chancellor of the University of Wollongong to revise and renew the MOU between the University and the ISLHD as the basis for ongoing collaboration in research and teaching activities. The Chief Executive will be requesting the establishment of a high level Steering Committee to advise on opportunities and strategies to promote activities of mutual interest.

The Chief Executive informed the Board it is anticipated that the agreed operational framework within which the University and District will undertake collaborative research activities will be the Illawarra Institute for Health and Medical Research (IHMRI).

RESOLVED (2012/18): The Board resolved to endorse the Chief Executive initiate discussions with the Vice-Chancellor, UOW to review, revise and renew:

- The MOU between the UOW and the ISLHD as the basis for ongoing collaboration in research and teaching activities.
- The 2006 Agreement with UOW to establish IHMRI as the agreed operational framework within which ISLHD and UOW will undertake collaborative research activities under the auspices of IMHRI.

9.2 Report from Council of Board Chairs Forum held 16 March 2012

The Chair spoke of the need to ascertain the Board's role in matters of delegation, and real authority vested in the Board as there is confusion surrounding this issue.

9.3 District's Quarterly Performance Assessment under the NSW Health Performance Framework

The Board received and noted the report.

The Board was informed the District Executive meets with the Ministry of Health on a quarterly basis for a joint assessment of the District's performance. Following the February 2012 review, the Ministry of Health assigned the District a Level 0 performance. The Board congratulated the Executive on this result and acknowledged the work required to achieve same.

ITEM 10: Information

10.1 NSW Health ABF Symposium 2012

Information received and noted by the Board.

ACTION ITEM:

The Chair to be informed of Board members wishing to attend.

10.2 Improvement made by District ACAT

Report received and noted by the Board.

RESOLVED (2012/19): The Board resolved to endorse a letter of congratulations be sent to the ACAT team acknowledging their commitment to this strategy.

RESOLVED (2012/20): The Board resolved to endorse a media release be issued to inform the public of the services provided by ACAT.

10.3 Report on Health Consumer and Community Leaders' Workshop

Report acknowledged and noted by the Board.

ITEM 11: Business Without Notice

11.1 Govdex

The Chair provided an overview of Govdex, an Australian Government web-based initiative available to government agencies throughout Australia. A Board community will be established and trialled at some point in the future.

Meeting closed at: 6.20pm

Next meeting: Monday 4 June 2012
4.00pm – 6.00pm
Conference Rooms 1 & 2,
Level 8, Block C,
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Ms Sue Baker-Finch

Sue Baker-Finch
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Signature

7/5/2012
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Date

TRIM Ref: D12/24202