

MINUTES
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT
BOARD MEETING

Date: Monday 2 December 2013
4.00pm – 6.00pm

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

ITEM 1: Presentation

1.1 ISLHD Education and Training Plan

Dr John Fardy, Director Illawarra Shoalhaven Health Education Centre (ISHEC), and Undergraduate Training was invited to present the Board with an update on the District's ongoing commitment to clinical education and training.

Members were informed the commitment was enhanced with the opening of the Illawarra Shoalhaven Health Education Centre (ISHEC) in May 2013. The centre provides high quality interdisciplinary clinical skills training and education for undergraduate and transitioning clinicians.

The presentation detailed the centre's current situation, and the strategies developed to meet the challenges of creating an interdisciplinary environment when health craft groups by nature are siloed. The presentation also provided information regarding the ISLHD Education Committee's role of planning and governance, the Health Education and Training Institute's (HETI's) contribution to effective education methods, and the availability of current and future funding sources.

Board members had the opportunity to ask questions related to the presentation.

Members sought information on the District's financial commitment to education and training. A strategic plan is currently being developed to optimise revenue opportunities in 2014. The plan will be supported by a locally developed human resource on line learning management system that comes on line in January 2014. The system allows the gathering of relevant data and information pertaining to HETI e-packages and in-house education and training needs.

Members were informed an update on the District's clinical education and training programme would be provided to the Board early in the 2014-2015 financial year.

ITEM 2: Meeting Opening

2.1 Attendance of members

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

2.2 Apologies:

Nil.

2.3 In Attendance

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

2.4 Declaration of Pecuniary Interest, Conflict of Interest

Professor Kathy Eagar declared a conflict of interest in agenda item 5.2. The Chair requested Professor Eagar speak to the Illawarra Population and Information Platform paper and then leave the forum while the matter be deliberated.

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

2.5 Confirmation of Minutes of meeting held 4 November 2013

Clarification of resolution 2013/25 was sought by a member.

ACTION ITEM: The word "undertaken" to be replaced with the word "facilitated".

The minutes were then accepted as a true and correct record.

2.6 Action List

Action list received and noted by the Board.

2.6.1 Evaluation of Board sub-committees

The Board was informed the evaluation of the Board sub committees has been completed, and will be reported with the results of the Board self evaluation.

2.6.2 Board self evaluation 2013

Members were issued with a draft self evaluation questionnaire on 21 November 2013. The circulation sought comment on the proposed format and content of the tool prior to distribution to members for completion. Of the responses received regarding the suitability of the document, all were in general agreement with the adoption of the questionnaire.

The tool was designed to measure the overall performance of the Board, and to identify opportunities for improvement.

RESOLUTION (2013/27):

The draft Board self assessment document distributed on 21 November 2013, be adopted as the self assessment tool.

2.6.3 Proposed Board calendar of key events 2014

Proposed calendar received and noted by the Board.

The Board was informed a draft of the ISHLD Internal Audit Strategic Plan 2013-2016 was tabled at a meeting of the Audit and Risk Management Committee held earlier today. The plan is to be amended, and will be tabled at the March 2014 meeting of the Audit and Risk Management Committee, with progression to the April 2014 Board meeting.

The Chair of the Audit and Risk Management Committee, and the Director Internal Audit will present the plan to the Board.

ACTION ITEM: Board calendar of key events 2014 to record the presentation of the ISLHD Internal Audit Strategic Plan 2013-2016 in April 2014.

Members raised and discussed the need to table a draft set of Annual Financial Statements at a 2014 meeting of the Board.

ACTION ITEM: Board calendar of key events 2014 to include the tabling of a draft set of Annual Financial Statements in August 2014.

Members requested the calendar include the Chief Executive's performance review prior to submission of the review to the Ministry of Health in October 2014.

ACTION ITEM: Board calendar of key events 2014 to include the tabling of the Chief Executive's performance review in September 2014.

The scheduling of the initial budget to the Board in the month of June was discussed. The Board was informed the provision of the initial budget will detail the methodology employed by the District, and it is this phase of the work up

that is critical to the process, and the aspect that requires Board approval.

The Board noted the calendar of key events is an operational document.

2.6.4 Activity target setting process for 2014-2015 Service Agreement

Communication from the Director System Purchasing and Performance Division, Ministry of Health received and noted by the Board.

The communication relates to the 2014-2015 LHD service agreements, and was included in the business papers as an illustration of the Ministry of Health's commitment to a more advanced time frame for negotiations and processes than in previous years. The communication also examples LHD reliance on the Ministry of Health's time frames when programming local deliberations and consultation round executive tasks.

2.6.5 ISLHD operational commitments, capital management plan, and cost of existing leases

Report received and noted by the Board.

2.6.5.1 Operational commitments

Following the commissioning of the capital works at Wollongong Hospital in 2014-2015, the District will need to remain cognisant of the level and cost of the staged surgical activity performed, and the level of activity the Ministry will be willing to purchase.

The Board noted the potential impact on the organisation's cash balance when the additional services come on line as there will be a lag between developing the service, and the funding allocation from the Ministry of Health.

Members discussed the District's option to build capacity by purchasing resources that generate activity and revenue. The organisation is meeting its operational monetary commitments, and maintains a strong cash in bank balance.

2.6.5.2 Capital equipment

Discussion took place on the sensitivity of the District's capital equipment; the need to undertake a full conditional assessment of the equipment, and the

likelihood of some equipment requiring replacement earlier than the expected ten year life.

ACTION ITEM: Analysis of the capital management plan to be undertaken with a capital sensitivity report back to the Board in February 2014.

Members were informed the District receives an annual allocation from the Ministry of Health for capital replacement, and upgrade of assets. In addition, the organisation has access to various capital funding sources.

2.6.5.3 Equipment leases

The Board noted the District's strong cash position, and its consideration of paying out a number of existing leases. Members enquired as to the number of leases under consideration for pay out, and if the early pay out options incurred penalties.

ACTION ITEM: Board to be provided with a report itemising the number of equipment leases under consideration for pay out, and penalty if applicable.

ITEM 3: Report

3.1 Chief Executive

Report received and noted by the Board.

3.1.1 Balanced Scorecard 2013-2014 – month and YTD October 2013

The Board was informed the District has made significant improvement in the Transfer of Care, and NEAT KPIs over the past 12 months.

3.1.2 Finance Report for period ending 31 October 2013

Report received and noted by the Board.

3.1.3 Activity Report for period ending 31 October 2013

Report received and noted by the Board.

ITEM 4: Business Arising:

4.1 ISLHD By-Laws

Report received and noted by the Board.

RESOLUTION (2013/28):

The Board resolved to endorse the proposal that membership of Board sub committees be limited to three consecutive, one year appointments, and the Deputy Chairperson's tenure be similarly structured.

ITEM 5: New Business:

5.1 ISLHD Organ and Tissue Donation

Report received and noted by the Board.

In August 2012 the Ministry of Health released the Increasing Organ Donation in NSW: Government Plan 2012. The plan's objective is to increase donation rates and educate the people of NSW on donation.

The Board sought information on the District's strategy to ensure the plan's milestones are delivered. Members were informed there are clinical staff accountable for managing organ and tissue donation who are working on efforts to increase awareness of donation, and improve the number of actual donors. Discussion took place on the harvesting rate of other tissues and organs such as corneas.

ACTION ITEM: Report on the District's organ and tissue donation activities in 2013 to be prepared and tabled at the February 2014 Board meeting.

5.2 Illawarra Population Health and Information Platform (IPHIP)

Proposal for an IPHIP paper was distributed by the Chair to Board members.

The Chair requested Professor Kathy Eagar speak to the paper and then leave the meeting for the duration of the pending discussion.

The proposal supports IPHIP develop an information system that connects data for health and medical research, and for health care service planning in the Illawarra. The Illawarra region is an ideal living health research cluster as the population profile of the region reflects the profile of NSW and the country as a whole.

The ability of such a project to strengthen the region's financial and knowledge economies was raised and discussed.

The IPHIP will be a partnership between ISLHD, the Illawarra Shoalhaven Medicare Local (ISML), and the Australian Health Services Research Institute (AHSRI), University of Wollongong, with ISLHD the owner of the project, and AHSRI the custodian of the data system. Members were informed other organisations will

be invited to join the partnership, with a couple of local health providers showing interest in the project.

The project is at the stage where funds need to be identified to support it during the formative phase. IPHIP will require \$10m (\$2m per annum for five years) to establish the project. After five years the IPHIP will be a self funding initiative.

Professor Eagar left the forum.

Members discussed the District's financial commitment to this project at length. The investment of \$2.5m over five years was placed on the agenda for the Board to consider. Discussion ensued regarding the actual one off amount required to support the set up stage with \$10m over five years with the amount deemed a reasonable guesstimate. A significant proportion of the initial costs will be required to purchase information technology.

- ACTION ITEMS:**
- i The Director Finance to consider the option of the District investing in computer hardware as part of the organisation's contribution to the one off establishment grant.
 - ii The Board to be provided with the IPHIP establishment grant proposal when sources of funding have been identified.

RESOLUTION (2013/29):

The Board resolved to endorse in principle ISLHD's commitment to the Illawarra Population Health Information Platform establishment grant be \$2.5m over five years.

Professor Eagar returned to the meeting.

5.3 ISLHD Disability Action Plan

Report received and noted by the Board.

RESOLUTION (2013/30):

The Board resolved to endorse the ISLHD Disability Action Plan.

5.4 Partnering with Consumers status report

Report received and noted by the Board.

5.5 ISLHD Corporate Communication framework

Report received and noted by the Board.

5.6 Bureau of Health Information 30 day mortality for five clinical conditions report

Report received and noted by the Board.

The Board was informed the Bureau of Health will be releasing the report on 5 December 2013.

Members sought confirmation of the District's performance profile in relation to the mortality indicator set reported. The Chief Executive informed members the District is performing within the acceptable limits. This statement is supported by Health Round Table mortality rate data that indicates the District projects an anticipated mortality rate within normal limits.

ITEM 6: Confidential Items:

6.1 Confidential Item One

Board members are referred to the Confidential Minute for further information related to this item.

6.2 Confidential Item Two

Board members are referred to the Confidential Minute for further information related to this item.

6.3 Confidential Item Three

Board members are referred to the Confidential Minute for further information related to this item.

6.4 Confidential Item Four

Board members are referred to the Confidential Minute for further information related to this item.

6.5 Confidential Item Five

Board members are referred to the Confidential Minute for further information related to this item.

ITEM 7: Information

7.1 Finance and Performance Committee – draft minutes of meeting held 28 October 2013

Minutes received and noted by the Board.

7.2 Planning Committee – no meeting held in November 2013

The Board received and noted the ISLHD Board Priorities document. The document is currently with the Planning Committee for review and recommendation prior to submission to the Board for endorsement at the February 2014 meeting.

7.3 Media and Community Engagement Activity – October 2013 and November 2013

Report received and noted by the Board.

7.4 Shoalhaven Clinical Council – minutes of meeting held 18 November 2013

Minutes received and noted by the Board.

7.4 Illawarra Clinical Council – minutes of meeting held 13 November 2013

Minutes received and noted by the Board.

7.5 Medical and Dental Advisory Appointment Committee (MDAAC) – minutes of meeting held 28 October 2013

Minutes received and noted by the Board.

ITEM 8: Business Without Notice

8.1 Meeting with Wollongong City Council

The Chair informed members a meeting was held with the General Manager, and Planning Director, Wollongong City Council on 25 November 2013. The meeting was scheduled to discuss the private hospital proposal and the master plan, including the potential impact of the plan on Council's local environmental plan.

The Chair provided members with feedback from the meeting.

8.2 Expression of Gratitude

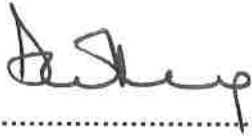
The Chair thanked Board members for their commitment to the Illawarra Shoalhaven Local Health District in 2013 and expressed his gratitude to each member, and the Executive team.

Meeting closed at 6.15pm.

Next meeting: Monday 3 February 2014
4.00pm – 6.00pm
Conference Rooms
Level 8, Block C
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King



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Signature

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Date

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