



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

**Date: Monday 5 May 2014  
3.30pm – 6.00pm**

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

**ITEM 1: Presentation**

The Chair welcomed Ms Wendy Hughes, Director System Purchasing and Performance, Ministry of Health (MoH), and Mr Zoran Bolevich, Director Health System Information and Performance, MoH to the meeting. Mr Hughes and Mr Bolevich were invited to present an overview of the process for developing the 2014-2015 Service Agreement to the Board.

Mr Bolevich extended Mr Ken Whelan's apology for his inability to attend this meeting. Mr Whelan, Deputy Director General, System Purchasing and Performance, MoH will be attending the July 2014.

The 2014-2015 Service Agreement overview was supported by a slide presentation titled "Purchasing Framework and Service Agreement". The presentation will be made available to members via publication on the Board website.

Members were informed the MoH continues to work on improving service agreement development processes. Internal processes currently under review relate to the calendar constraints, refining integration of various MoH branches into the process, and the number, and management of agreed KPIs. External processes instigated in support of the development processes included the establishment of the LHD Consultation Committee, and the Service Agreement Executive Working Group.

Members noted a draft 2014-2015 Service Agreement will be issued shortly excluding financial detail. It is anticipated the draft agreement will be tabled at the June 2014 Board meeting.

During the presentation members were afforded the opportunity to ask questions regarding to the overview. The key issues raised and discussed related to how "new" services are financially accommodated in the ABF environment, and the 45% Commonwealth funding for growth being a State level based allocation rather than LHD based.

Members' attention was drawn to a proposed new section in the Service Agreement under "Specific Focus Areas for 2014-2015" where it is articulated there is an expectation for LHDs to "strengthen clinician leadership throughout all levels of the organisation".

The Chair thanked Ms Hughes and Mr Bolevich for the presentation, and acknowledged the work undertaken by the MoH in moving this agenda item forward.

Ms Hughes and Mr Bolevich left the meeting at 4.45pm.

## **ITEM 2: Meeting Opening**

### **2.1 Attendance of members**

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

#### **In Attendance**

Mrs Susan Browbank, Mr Henry Kornacki, Ms Sue Harris, Ms Michelle Noort (attended MoH presentation), Mrs Rosemary Croke (secretariat)

### **2.2 Declaration of Pecuniary Interest, Conflict of Interest**

Professor Kathy Eagar declared her ongoing conflict of interest in relation to item 6.5. There were no other conflicts of interest, gifts, or benefits declared.

### **2.3 Confirmation of Minutes of meeting held 2 April 2014**

The minutes were accepted as a true and correct record.

### **2.4 Register of Board Resolutions**

Members received the Board resolutions of the previous 12 months, and the progress/outcomes to date.

It was noted Resolution 2013/13 related to an initiative that was superseded by the Restart Illawarra project.

### **2.5 Action List**

That members note the progress/completion of actions.

#### **2.5.2 Board members' handbook**

Report received and recommendation noted by the Board.

Members requested the District By-Laws, Delegations Manual, and the Corporate Governance and Accountability Compendium for NSW Health be included in the members' handbook.

Also requested was the inclusion of information regarding the Board member appointment criteria, and training programme.

Suggested omissions from the handbook were the Board calendar, and the Record of Board deliberations.

**ACTION ITEM:** Requests and suggestions to be noted and considered during the development of the members' handbook.

### **ITEM 3: Reports**

#### **3.1 Board Chair**

The Chair thanked the Deputy Chair for deputising during his absence of leave in April 2014.

##### **3.1.1 Medical and Dental Appointment Advisory Committee (MDAAC)**

The MDAAC is a management committee established with the purpose of providing advice to the Chief Executive in relation to all medical appointments across the District. The current Model By-Laws state "*the committee shall be composed of two members appointed by the Board (at least one of whom is not a medical practitioner), one of whom is to be nominated as the chairperson of the committee*".

The procedures for appointment and/or reappointment to medical officer positions across the District was raised and discussed. Members considered the process, and concluded there are aspects that would benefit from some refinement, including the merge of the southern Illawarra interview panel, and the northern Illawarra interview panel into a single entity, and the use of teleconferencing.

**ACTION ITEM:** Chief Executive to prepare a report formulating a conceptual MDAAC model for tabling at the June 2014 Board meeting.

Professor Sutton left the meeting at 5.20pm.

##### **3.1.2 Corporate Governance**

Members discussed the need to establish a forum designed to guide the work of the Board in relation to governance

functions. The rationales supporting the concept drew favourable responses from members.

Members deliberated the option of either incorporating corporate governance in the Board Finance and Performance Committee, and renaming the committee, or establishing a standalone working group to develop governance policy and documentation. A show of hands indicated members' support of a standalone working group as the preferred option.

**RESOLUTION (2014/16):**

Members approved the establishment of a standalone working group/committee to develop Board governance policy and documentation.

**ACTION ITEM:** The Chair and Chief Executive will work to establish a corporate governance forum.

**3.2 Chief Executive**

**3.2.1 Balanced Scorecard 2013-2014 – month and YTD March 2014**

Report received and recommendation noted by the Board.

**3.2.2 Finance Report for period ending 31 March 2014**

Report received and recommendation noted by the Board.

**3.2.3 Activity Report for period ending 31 January 2014**

Report received and recommendation noted by the Board.

**3.2.4 Health Services Performance Reports – March 2014**

Report received and recommendation noted by the Board.

**ITEM 4: Business Arising:**

**4.1 Committee charters**

Committee charters are undergoing review, and will be emailed out of session for discussion and approval at the June Board meeting.

**4.2 National Accreditation Scheme**

Report received and recommendation noted by the Board.

**4.3 Low volume high complex surgery update**

Report received and recommendation noted by the Board.

Members noted the District has been informed of an amendment to the provisions of oesophagectomies and pancreatectomies in NSW caveat that would significantly alter the assumed intent of the service development proposal. The impact of this amendment on surgical cancer service delivery and development at Wollongong Hospital was raised and discussed.

The Board approved the collaboration with SWSLHD understanding the team at SWSLHD would facilitate the development of a oesophagectomy and pancreatectomy surgical service at Wollongong Hospital over time.

**ACTION ITEM:** The Chair and Chief Executive are to follow up on this issue and report to the Board at June 2014 meeting.

## **ITEM 5: New Business:**

### **5.1 Integrated care**

Report received and recommendation noted by the Board.

The District will be well resourced, and placed to take advantage of new funding and support initiatives in preparation for the implementation of the NSW Government Integrated Health System strategy. Alliances have been formed with the Illawarra Shoalhaven Medicare Local and more recently the office of Illawarra Family and Community Services.

The government has announced a commitment of \$120 million over four years, commencing 2014-2015, to provide integrated health care across the State. Initiatives include seed funding for innovative integrated care initiatives at the local level.

**ACTION ITEM:** The Board endorsed the preparatory work that has been undertaken within ISLHD as part of operationalising the integrated health component of the Statement of Strategic Intent.

### **5.2 Employee attends reception for Their Royal Highnesses The Duke and Duchess of Cambridge**

Report received and recommendation noted by the Board.

**ACTION ITEM:** Media coverage to be arranged when survey of the District has concluded.

### **5.3 Board secretary**

Report received and recommendation noted by the Board.

### **5.4 Transition to a service-line management model**

Report received and recommendation noted by the Board.

The District continues to devolve processes, and has finalised the appointment of additional resources including nurse managers, and divisional support officers to support the progression of clinical leaders in service line and management structures.

Ms Mastroianni left the meeting at 5.45pm.

The ability of the District to measure the success of this change in accountabilities was raised. The concept of measuring cultural change was noted by the Chief Executive.

**ACTION ITEM:** The Board resolved the progression of service line reporting, and service line management as a means of furthering clinician engagement in leadership and management of clinical services throughout the ISLHD.

## **5.5 Implementation of social media**

Report received and recommendation noted by the Board.

Members were informed the process of implementing social media across the District will be staged.

## **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**

Report received and recommendation noted by the Board.

### **6.6 Confidential Item Six**

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

**6.7 Confidential Item Seven**

Report received and recommendation noted by the Board.

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

**ITEM 7: Information**

**7.1 Finance and Performance Committee – minutes of meeting held 24 March 2014**

Minutes received and recommendation noted by the Board.

**7.2 Media and Community Engagement Activity – March 2014 and April 2014**

Report received and recommendation noted by the Board.

**7.3 Illawarra Clinical Council – minutes of meeting held 12 March 2014**

Minutes received and recommendation noted by the Board.

**ITEM 8: Notifications regarding Upcoming Events**

**8.1 Save the dates**

**8.1.1 20 June 2014 – 2014 LHD Specialty Network Board members conference**

Notification received and noted by the Board.

Members noted the RSVP to Board Secretary by 6 May 2014.

**8.1.2 20 November 2014 – NSW Health Ministerial Advisory Committee pre meeting dinner**

Further details of the event will be provided closer to the date.

**ITEM 9: Date and venue of next meeting**

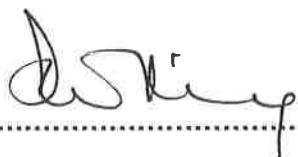
Information received and noted by the Board.

**Meeting closed at 6.20pm.**

**Next meeting:** Monday 2 June 2014  
4.00pm – 6.00pm  
Conference Rooms 1 and 2  
Level 8, Block C  
Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**



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**Signature**

2.6.14

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**Date**

TRIM Ref: DT14/25878