



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

Date: Monday 7 July 2014

3.30pm – 6.00pm

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

ITEM 1: Presentation

The Chair welcomed Mr Ken Whelan, Deputy Secretary System Purchasing and Performance Division, Ministry of Health. Mr Whelan was accompanied by Mr Mark Britt, Acting Director System Relationships, Ministry of Health. Mr Whelan is travelling the State visiting LHD Boards presenting a synopsis of a body of work currently proceeding at the Ministry of Health.

Members were provided with the opportunity to introduce themselves to Mr Whelan.

Mr Whelan presented the Board with an overview of the proposed time line, and the work undertaken by the MoH and LHDs in preparing and distributing the 2014-2015 Service Agreements between the Secretary NSW Health and LHDs. Mr Whelan spoke of the changes in methodology from previous agreements including the bias towards population growth and away from historical trend, identification of an ED service activity ABF transition grant only, and the financial impact of Federal budget changes to Commonwealth National Partnerships Agreements.

A brief on the introduction of Primary Health Networks (PHNs) from 1 July 2105 was provided by Mr Whelan. Further information on the geographical boundaries of PHNs, and how the new structures will align and work with LHDs is yet to be provided.

Discussion ensued in relation to public and private organisation interest in the "Invitation to Apply" to become a PHN. The selection process for PHNs is expected to commence late 2014.

Mr Whelan spoke of the work undertaken, and results to date achieved via the Whole of Hospital Program. The primary objective of the initiative is to address the issue of "flow" across the system. Members were informed there are 2.6 million public hospital emergency department presentations

each year across the State. Ten percent are now seen in a more timely manner as a result of the project.

Members were also informed the MoH has recently engaged the services of a Whole of Hospital Program Lead to enhance the emergency department journey of mental health patients.

Mr Whelan congratulated the Chief Executive, the Executive Team, and the Board on the District's excellent performance. The District continues to remain at the performance level of "0". A letter of congratulations will be forthcoming from the MoH.

Members noted the MoH's plan to carry out a capability assessment across LHDs and specialty networks. The capability assessment will provide the Ministry an opportunity to implement a consistent approach to assess where each LHD is across a range of functions including finance, workforce, safety and quality, and corporate and clinical governance.

The main outcome of the assessment will be to position LHDs closer together in terms of functionality and understanding by sharing and supporting.

Members indicated to Mr Whelan their support of the capability assessment concept.

Mr Whelan will be invited to present the project to a Council of Chairs meeting to be held in November 2014.

The capacity of the new surgical build at Wollongong Hospital, when operational, was raised and discussed. The District is considering options and opportunities to complement the additional capacity. Mr Whelan suggested the Ministry be contacted when decision making processes around the additional capacity are advanced.

During the presentation members were afforded the opportunity to ask questions regarding the presentation.

The Chair thanked Mr Whelan for the presentation, and requested he make himself available for the opening session of the meeting.

The presentation concluded at 4.40pm at which time Mr Britt, the Chief Executive, Director Finance, Acting Director Clinical Operations, and Board Secretariat were asked to leave the meeting.

The Chief Executive, Director Finance, Acting Director Clinical Operations, and Board Secretariat returned to the meeting at 4.50pm.

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, Professor Gerard Sutton, Ms Marisa Mastroianni, Clinical Professor Jan Potter

In Attendance

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

Apology

Dr William Pratt

2.2 Declaration of Pecuniary Interest, Conflict of Interest

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

2.3 Confirmation of Minutes of meeting held 2 June 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.

ACTION ITEM: Members requested to be provided with a progress report regarding Resolution (2014/05) at the August meeting.

2.5 Action List

That members note the progress/completion of actions.

2.5.1 Chief Executive farewell

Report received and recommendation noted by the Board.

Members will be provided with further event details shortly.

2.5.2 Recommended committee chair appointments 2014-2015

Report received and recommendation noted by the Board.

RESOLUTION (2014/23):

Members approved the Board committee chair appointments 2014-2015 as recommended by the Board Chair.

2.5.3 Strategy on a Page

Report received and recommendation noted by the Board.

Members noted the ISLHD Statement of Strategic Intent, from which the key elements of this document were sourced, underwent review at the Board and Executive Planning Day held on 10 February 2014. At the planning day members approved the statement be retained as a source document.

- ACTION ITEMS:**
- i The ISLHD Statement of Strategic Intent to again undergo review at the next Board and Executive Team planning day to be held in February 2015.
 - ii Editorial alteration to fourth enabler to be made prior to publication.

RESOLUTION (2014/24):

Members approved the Strategy on a Page document.

2.5.4 Advice received in relation to industrial action impacting Medical Imaging “Turnaround” project

Members were referred to Item 6.1 for further information in relation to this item.

2.5.5 Formulation of a conceptual MADAAC model

The Chair called for members to be provided with a progress report regarding this issue at the August Board meeting.

- ACTION ITEM:** Issue to be progressed by the Chair and Chief Executive with a report to the Board at the August meeting.

ITEM 3: Reports

3.1 Board Chair

The Chair placed the 2015 Board and Executive Team planning day on the agenda.

Members raised and discussed how the day may be structured to allow members the opportunity to plan the Board’s strategic priorities and future directions, and also to ensure the Board’s objectives align with the work undertaken by the ISLHD.

- ACTION ITEM:** Work to commence on developing a programme for the day, and arranging a date in February 2015.

3.2 Chief Executive

3.2.1 Finance Report for period ending 31 May 2014

Report received and recommendation noted by the Board.

3.2.2 Performance Report for period ending May 2014

Report received and recommendation noted by the Board.

3.2.3 Activity Report for period ending May 2014 Health Services Performance Reports – MoH data

Report received and recommendation noted by the Board.

ITEM 4: Business Arising:

4.1 Board member's training programme

Information received and recommendation noted by the Board.

Members discussed the 2014-2015 Board member's training programme, and the proposed MoH's training and performance assessment and reporting framework.

The discussion determined the necessary requirements to ensure compliance with the MoH's request for information in relation to training and performance assessment activities. The determinants identified were:

- the need for members to report on 2013-2014 activities
- to provide suggestions regarding subject matter, and
- providers to be considered to deliver an internal training programme during the 2014-2015 year.

ACTION ITEM: Chief Executive to commence work on compiling the required information.

4.2 Social Media Strategy

Report received and recommendation noted by the Board.

Members congratulated the District on the high standard of this body of work.

Members raised and discussed issues related to the need to ensure complaints regarding clinical care continue to be managed in accordance with the District's current complaints policy, and also the issue of managing adverse comments.

ACTION ITEM: The Social Media Strategy to be reviewed in light of issues raised and discussed to ensure both issues are clearly articulated.

4.3 Rostering system update

Report received and recommendation noted by the Board.

Members were informed the District has communicated to the Ministry the organisation's desire to implement an alternative time and attendance/rostering system to that proposed by the MoH. To date no response has been received.

ACTION ITEM: Chief Executive to provide the Chair with information regarding this issue.

ITEM 5: New Business:

5.1 ISLHD response to NSW State Health Plan – Towards 2021

Report received and recommendation noted by the Board.

Members supported the District planned approach to delivering integrated care during 2014-2015.

5.2 ISLHD Capability Assessment

Information received and noted by the Board.

Members were referred to Item 1 for further information related to this item.

5.3 Tenure of the Audit and Risk Management Committee chair and independent members

Report received and recommendation noted by the Board.

RESOLUTION (2014/25):

The Board approved the extension of the ISLHD Audit and Risk Management Committee Chair's tenure and the re-appointment of the other independent members.

5.4 Draft Enterprise-Wide Risk Management policy directive and framework

Report received and recommendation noted by the Board.

The information provides members with the opportunity to comment on the MoH's revised draft Enterprise-Wide Risk Management policy directive and framework, and the new FeedBack Report format and content.

5.5 ISLHD and ISML Delivering Truly Integrated Care

Report received and recommendation noted by the Board.

The submission of the Briefing Note to the Secretary NSW Health places on record the ISLHD and ISML interest in bidding to become a PHN in the Illawarra Shoalhaven region.

Members were also informed of ongoing discussions with adjacent LHDs who have indicated an interest in joining with the ISLHD under a form of arrangement.

5.6 Media reports related to medical negligence and Wollongong Hospital

Report received and recommendation noted by the Board.

The MoH advised no further action on behalf of the District is required in relation to this issue.

5.7 Ministry of Health-NSW Mental Health Performance Report for July-December 2013

Report received and recommendation noted by the Board.

5.8 Establishment of ISLHD Foundation – late business item

Report received and recommendation noted by the Board.

Members approve the concept of an ISLHD Foundation and requested the drafting of a position paper to guide the establishment of an appropriate fund raising unit of the ISLHD.

ACTION ITEM: Chief Executive to draft the position paper for inclusion in the Board business papers for September 2014.

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, and also item 6.3a – late business 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.

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

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

ITEM 7: Information

7.1 Risk Categories, Risk Profile and Top 20 current Extreme and High Risks/Opportunities report as at 27 June 2014

Report received and recommendation noted by the Board.

7.2 Finance and Performance Committee – minutes and report of meeting held 23 June 2014

Minutes received and recommendation noted by the Board.

7.3 Health Care Quality Committee – minutes and report of meeting held 28 May 2014

Minutes received and recommendation noted by the Board.

7.4 Planning Committee – minutes and report of meeting held 5 May 2014

Minutes received and recommendation noted by the Board.

7.5 Audit and Risk Management Committee – minutes and report of meeting held 4 March 2014

Minutes received and recommendation noted by the Board.

7.6 Media and Community Engagement Activity – May 2014 and June 2014

Report received and recommendation noted by the Board.

7.7 Shoalhaven Clinical Council – minutes of meeting held 19 May 2014

Minutes received and recommendation noted by the Board.

ITEM 8: Notifications regarding Upcoming Events

8.1 Save the dates

8.1.1 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 4 August 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

4. 8. 14

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Date

TRIM Ref: DT14/40767