
MINUTES

BOARD MEETING

Date: 4pm-6pm, Monday 2 February 2015

Venue: Victory Room, WIN Sports and Entertainment Centre



Health
Illawarra Shoalhaven
Local Health District

ITEM 1: MEETING OPENING

1.1 Welcome

The Chair welcomed Clinical Associate Professor Stephen Andersen and Mrs Carrie Schulman to the Board.

The Chair welcomed Mr Andrew Grice, Director Finance to the District.

1.2 Attendance of members

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

In Attendance

Ms Margot Mains, Mr Andrew Grice, Ms Sue Harris, Ms Jasmina Jonceski (Board Secretary).

Apologies

Mr Paul Knight.

Mr Grice and Ms Harris were not present for discussion on Items 4.1 to 4.6.

1.3 Declaration of Pecuniary Interest, Conflict of Interest

Mr Downs declared a conflict of interest in relation to one of the matters for discussion under Item 3.2 as he is his Deputy Chair of Warrigal Care.

Ms Eagar declared a conflict of interest in relation to items 4.2 and 5.1 due to her position with the Australian Health Services Research Institute.

Mr Gerard Sutton declared a conflict of interest in relation to Item 5.4 as a member of the Bundanon Trust.

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

1.4 Register of Board Resolutions

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

1.5 Confirmation of Minutes of meeting held 1 December 2014

The minutes were accepted as a true and accurate record.

ITEM 2: ACTION LIST / BUSINESS ARISING

The Board noted progress/completion of actions.

ITEM 3: REPORTS

3.1 Board Chair Report

The Board received the information provided.

The Board discussed the Ministry of Health's Capacity Assessment Project (CAP) and the upcoming site visit for the Ministry's visit to the District. It was proposed that the visit be scheduled at a time that the Board can attend the meeting.

The Chair advised that original advice on the CAP was that it would also consider delegations of LHDs within the NSW Health framework and whether LHDs could be given greater authority; however this no longer appears to be part of the project. The Chair will continue to raise this through the Council of Board Chairs Meeting.

The Board also discussed the upcoming Council of Board Chairs meeting on 20 February 2015 and lessons learned. The Chief Executive indicated that a draft response has been prepared by the Executive, which will be further refined by Wednesday 4 February and will then be sent to the Board for their views.

- ACTION ITEM:**
1. Prepare paper on lessons learned for Board Chair
 2. Board members to provide feedback on draft paper for Board Chair.

3.2 Chief Executive Report

The Board received the information provided.

The Chief Executive provided an update on the Forums held to date and advised she would be holding workshops to develop an approach for the provision of women and children's services in the District at Wollongong Hospital for the District and at Milton Ulladulla Hospital.

The Chief Executive advised the Board that she is receiving a number of new service requests and would be establishing a framework for investment/ disinvestment to guide development of new services.

See Item 5.5 for further minutes on the Chief Executive's Report.

3.2.1 Chief Executive Presentation

The Board received the information provided.

3.2.2 Health Services Performance Report November 2014

The Board received the information provided.

3.2.3 Performance Report – YTD December 2014

The Board received the information provided.

3.2.4 Finance Report for the period ending December 2014

The Board received the information provided.

3.2.5 NSW Ministry of Health Financial Narrative for the period ending December 2014

The Board received the information provided.

ITEM 4: NEW BUSINESS

4.1 Leadership and Governance: Towards a Service Model

The Board received the paper and a presentation from the Chief Executive on the *Leadership and Governance: Towards a Service Model* paper.

The proposals in the paper were discussed and comments provided to the Chief Executive.

4.2 Research Directions: A Discussion Paper

The Board received the information provided.

The proposals in the paper were discussed and comments provided to the Chief Executive.

4.3 ISLHD Audit and Risk Management Committee Charter

The Board received the information provided.

The Board resolved that consideration of the revised charter be postponed pending the final proposal for Board sub-committees as outlined in the Leadership and Governance paper.

4.4 Board Planning Day

The Board received the information provided.

The Board endorsed that a Planning day be held together prior to the Board meeting on 13 April 2015.

Mr O'Donnell and Dr Potter advised they would be unavailable on the specified date and would be apologies.

ACTION ITEM: Prepare Board Planning Day for 13 April 2015 to be held prior to the Board meeting on that date.

4.5 Committee Membership

The Board received the information provided.

The Board agreed that members provide their expression of interest to be a member of a sub-committee for consideration by the Chair ahead of the next Board meeting.

ACTION ITEM: Expressions of interest for Board sub-committee membership to be provided ahead of the next meeting.

4.6 Board Evaluation

The Board received the information provided.

The Board resolved to postpone its self evaluation to later in the year following the implementation of any changes arising from the Leadership and Governance paper.

ITEM 5: CONFIDENTIAL ITEMS

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

ITEM 6: BUSINESS WITHOUT NOTICE

6.1 Tour of ISLHD Sites

The Chief Executive advised Board members that a full day tour of ISLHD sites would be arranged for Board members who wish to familiarise themselves with the facilities and services provided. The Board Secretary will arrange details and advise Board members who registered their interest.

ACTION ITEM: Site visit of ISLHD facilities to be arranged for Board members.

6.2 Wollongong Hospital Car Park

The Board noted that the Planning Committee has requested a paper be brought back to the Committee on the strategy for the new Wollongong Hospital Car Park, particularly relating to the return on investment, repayment schedule and use of the balance of funds.

6.3 Apologies for future meetings

Mr O'Donnell indicated he would be an apology for the 13 April 2015 Board meeting and planning day.

ITEM 7: INFORMATION

7.1 Finance and Performance Committee – *No December meeting held as per meeting schedule; no minutes to be reviewed*

No minutes were available.

7.2 Health Care Quality Committee – *No approved minutes for circulation; no November meeting held and no December meeting held as per meeting schedule*

No minutes were available.

7.3 Planning Committee – *No approved minutes for circulation; no meetings have been held since December 2014 to approve draft minutes*

No minutes were available.

7.4 Aboriginal Health Committee – *No approved minutes for circulation; no meetings held since September 2014 as per meeting schedule to approve the draft minutes*

No minutes were available.

7.5 Audit and Risk Management Committee – *2 September 2014 and 17 September 2014*

The Board received the minutes.

7.6 Media and Community Engagement Activity – *21 November 2014 to 19 January 2015*

The Board received the information provided.

The sought further information on one of media statement to the South Coast Register on Shoalhaven Cancer Care Centre completion from 16 December 2014.

ACTION ITEM: Provide advice on completion of Shoalhaven Cancer Care Centre media statement of 14 December 2014.

ITEM 8: NOTIFICATIONS REGARDING UPCOMING EVENTS

9.1 Board Training – 2 February 2015

The Board noted training provided earlier that day.

ITEM 9: Date and venue of next meeting

Information received and noted by the Board.

MEETING CLOSED AT 6.25pm.

Next meeting: Monday 2 March 2015
4.00pm – 6.00pm
Conference Rooms, Level 8,
Block C, Wollongong Hospital

CERTIFIED A CORRECT RECORD

**Clinical Professor Denis King OAM
2 March 2015**

TRIM Ref: DT15/6777