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# MINUTES

## BOARD MEETING

**Date:** 3.30pm-6.00pm, Monday 1 June 2015

**Venue:** Conference Rooms, Wollongong Hospital

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**Health**  
Illawarra Shoalhaven  
Local Health District

### PRESENTATION

***Healthy, Safe and Well: Joanna Holt, Chief Executive NSW Kids and Families and Professor Les White, NSW Chief Paediatrician***

The Board welcomed Ms Joanna Holt, Chief Executive NSW Kids and Families, and Professor Les White, NSW Chief Paediatrician to the meeting. Ms Holt and Professor White presented on *Healthy, Safe and Well: A Strategic Health Plan for Children, Young People and Families 2014-24*.

The presentation provided an overview of NSW Kids and Families, the strategic plan and planning for its implementation, supporting NSW paediatric service capability and the maternal and neonatal service capability framework. The Board received and noted the presentation.

The Board sought clarification on the flow on effects of the paediatric service capability and maternal and neonatal service capability framework for regional and rural health services and the risk for LHDs not following the guide where it does not meet an LHD's overarching service and community responsibilities.

### ITEM 1: MEETING OPENING

#### **1.1 Attendance of members**

Clinical Professor Denis King, Ms Jill Boehm, Associate Professor Stephen Andersen, Mr Roger Downs, Professor Kathy Eagar, Mr Paul Knight, Ms Marisa Mastroianni, Associate Professor Rod McMahon, Geoff O'Donnell, Clinical Professor Jan Potter, Dr William Pratt, Ms Carrie Schulman.

#### **In Attendance**

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

#### **Apologies**

Professor Gerard Sutton.

Item 5.2 was discussed in camera, with only Board members, the Chief Executive and the Board Secretary present.

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

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

#### **1.3 Register of Board Resolutions**

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

#### **1.4 Confirmation of Minutes of meeting held 4 May 2015**

The minutes were accepted as a true and accurate record.

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**ITEM 2: ACTION LIST / BUSINESS ARISING**

The Board noted progress/completion of actions.

The Board requested the minutes from the Board Planning Day on 13 April 2015 be circulated to members.

**ACTION ITEM:** Circulate minutes from the Board Planning Day on 13 April 2015.

**2.1 Illawarra South West Sydney – Your Cancer Network (Resolution 2014/18) – Update**

The Board received the information provided.

**ITEM 3: REPORTS**

**3.1 Board Chair Report**

The Board Chair provided an update on the Illawarra Population Health Information Platform project and reminded Board members about the LHD/SHN Board Member Conference on 15 June 2015.

**3.2 Chief Executive Report**

The Board received the information provided.

The Chief Executive also provided a presentation to the Board in camera. Minutes are available at Confidential Item 5.2.

**ITEM 4: NEW BUSINESS**

**4.1 Board Members Handbook**

The Board received the information provided.

The Board agreed to establish a working party to review the detail of the draft Handbook; the final Handbook is to be submitted to the Board for endorsement at its July 2015 meeting.

**ACTION ITEM:** Establish working party to review draft Board Handbook and submit a final draft to the Board for endorsement at its July 2015 meeting.

**4.2 ACSQHC – Guide to the National Safety and Quality Health Service Standards for health organisation boards**

The Board received the information provided.

The Board noted that the Guide is a useful tool to outline the Board's responsibilities for oversight of quality standards and that the Board should consider adopting such standards.

The Board requested that the Chief Executive review and validate the District's response to the Guide over the next four months and provide advice on which functions the Board should have responsibility for, which should be delegated to a Board Sub-committee and which should be delegated to the Executive; and provide advice on which the Board should formally adopt.

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**ACTION ITEM:** Review and validate the District's response to the ACSQHC Guide to the National Safety and Quality Health Service Standards for health organisation boards and provide recommendations to the Board.

**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 Wollongong Hospital Car Park and Illawarra Elective Surgical Services (IESS) Centre**

The Board acknowledged the involvement of Ms Sue Harris, A/Executive Director Clinical Operations in the two completed capital works projects, the new Wollongong Hospital Car Park and the new Illawarra Elective Surgical Services (IESS) Centre, which the Board toured earlier that day.

**ITEM 7: INFORMATION**

**7.1 Finance and Performance Committee – Minutes of 27 April 2015 meeting**

The Board received the minutes.

**7.2 Health Care Quality Committee – Minutes of 6 May 2015**

The Board received the minutes.

**7.3 Planning Committee – *No approved minutes for circulation***

*No minutes were available.*

**7.4 Aboriginal Health Committee – *No approved minutes for circulation***

*No minutes were available.*

**7.5 Audit and Risk Management Committee – *No approved minutes for circulation***

*No minutes were available.*

**7.6 Media and Community Engagement Activity – 22 April to 19 May 2015**

The Board received the information provided.

**ITEM 8: NOTIFICATIONS REGARDING UPCOMING EVENTS**

**8.1 Monday 15 June 2015 – Board Members Conference: Hilton Hotel, Sydney**

The Board noted the 2015 Board Members Conference organised by NSW Health is scheduled for Monday 15 June 2015.

**8.2 Wednesday 17 June 2015 – Inaugural ISLHD Research Dinner**

The Board noted the District will be holding its Inaugural Research Dinner on Wednesday 17 June 2015.

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**ITEM 9: DATE AND VENUE OF NEXT MEETING**

Information received and noted by the Board.

**MEETING CLOSED AT 6.05pm.**

**Next meeting:** Monday 6 July 2015  
4.00pm – 6.00pm  
Conference Rooms, Level 8,  
Block C, Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM  
6 July 2015**

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