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# MINUTES

## BOARD MEETING

Date: 3.30pm-6.00pm, Monday 6 July 2015

Venue: Conference Rooms, Wollongong Hospital

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### PRESENTATION

**Mr Anthony Body, Senior Regional Coordinator Illawarra & South East NSW Government, NSW Department of Premier and Cabinet – *NSW Government's Reform Agenda***

The Board welcomed Mr Body to the meeting. Mr Body presented on the NSW Government's Reform Agenda. He provided an overview of the whole of government policy development and approval process through Cabinet or the Social Policy Sub-committee of Cabinet, with the Secretaries Board to decide how policies will be implemented. Premier's Memos outline the expectations for agencies to deliver the Government's policy reforms. He provided an overview of the Illawarra Government Network, including the Illawarra Shoalhaven Parliamentary Secretary, DPC in coordinating the Illawarra Government Network including State agencies and the Illawarra Joint Organisation.

Mr Body advised that the NSW Government is focussed on doing things in a better way through reforming service delivery for innovation and less duplication; alignment of common priorities; and agency and cross-sector collaboration. The Local Decision Making Trial and Service Delivery Reform are two examples of such Government projects.

He advised the Board of the outcome of Illawarra Wingecarribee Local Decision Making Advisory Committee on 10 June 2015 and noted the contribution of the District's Executive Director Integrated Care, Planning and Performance.

The Board discussed the current arrangements for LHDs decision-making capability and accountabilities devolved from the Ministry of Health and that they do not support the District to effectively participate in such reform and localised decision-making. Mr Body noted that part of DPC's role is to understand the relationships between agencies, like LHDs, with their core agencies, like the Ministry of Health.

### ITEM 1: MEETING OPENING

#### 1.1 Attendance of members

Clinical Professor Denis King, Ms Jill Boehm, Mr Paul Knight, Ms Marisa Mastroianni, Associate Professor Rod McMahon, Geoff O'Donnell, Clinical Professor Jan Potter, Ms Carrie Schulman, Professor Gerard Sutton.

Mr Knight was not present for the Presentation from Mr Body.

#### In Attendance

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

#### Apologies

Associate Professor Stephen Andersen, Mr Roger Downs, Professor Kathy Eagar, Dr William Pratt.

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

The Board noted the conflict of interest Professor Eagar, who was not present for the meeting, has in relation to Item 5.2. Minutes for this confidential item are stored separately. There were no other 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.

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The Board noted the drafting of Resolution 2015/03 needed to be corrected to:

“3. The Board agreed to suspend the Aboriginal Health Committee until the appointment of the Director Aboriginal Health.”

**ACTION ITEM:** Amend wording of Resolution 2015/03 to:

“3. The Board agreed to suspend the Aboriginal Health Committee until the appointment of the Director Aboriginal Health.”

#### **1.4 Confirmation of Minutes of meeting held 1 June 2015**

The minutes were amended, under Presentation to:

“... The Board sought clarification on the relevancy 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 them where they do not meet the LHD’s overarching service and community responsibilities. Ms Holt advised that the framework was a flexible model to be adapted as necessary.”

The amended minutes were accepted as a true and accurate record.

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

The Board noted progress/completion of actions.

#### **2.1 Expert Panels and Incident Escalation Procedures**

The Board received the information provided.

#### **2.2 Local Decision Making Trial**

The Board received the information provided.

The Board noted the reference in the paper that “it is likely” that the Board will be active in approving service and resource changes negotiated through the Local Decision Making Trial, and noted that the District will have the opportunity to respond to any decision and the implications for the District and the services it provides.

### **ITEM 3: REPORTS**

#### **3.1 Board Chair Report**

The Board Chair acknowledged the recent tour of the new Illawarra Elective Surgical Services Centre and acknowledged the work of the Planning Unit in delivery of the project.

The Chair advised the Board that he had been working with the Chief Executive and the Executive Director People, Change and Governance on a paper to the Secretary, NSW Health on the devolution of powers to the District, particularly in relation to workforce issues.

#### **3.2 Chief Executive Report**

The Board received the information provided.

The Board noted the Key Performance Indicators in the Workforce Report (pp. 6-7) unable to be reported against and requested clarification on why they cannot be reported against and their removal if they cannot be reported against.

**ACTION ITEM:** Clarify Key Performance Indicators in the Workforce Report (pp. 6-7) unable to be reported against and remove if cannot be reported against.

The Board requested advice on whether the financial statements included the hindsight premium adjustment and the amount.

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**ACTION ITEM:** Confirm whether the financial statements included the hindsight premium adjustment and the amount. Send advice via email.

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

**ITEM 4: NEW BUSINESS**

**4.1 Board Handbook**

The Board received the information provided.

The Board noted the recent Joint Statement of Cooperation between the Minister for Health, Australian Salaried Medical Officers' Federation (NSW) and the Australian Medical Association (NSW) and its continuing commitment to provide "opportunities for Medical Staff Council representatives to attend District Board meetings as observers. This commitment is also referenced in the District's Service Agreement.

The Board resolved to invite District Medical Staff Councils to nominate one representative between them to attend Board meetings as an observer, with the invitation limited to:

- The Board's function is to oversee District strategy and governance, not to discuss operational matters; operational matters will be considered and managed by the Chief Executive
- MSC representatives can attend Board meetings for general presentations delivered to the Board and the main parts of the meetings; they will not be permitted to attend discussion on confidential items or in camera sessions of the Board.

**ACTION ITEM:** Invite Medical Staff Councils to nominate a representative to attend Board meetings.

The Board endorsed the Board Handbook.

**RESOLUTION (2015/11):** The Board endorsed the Board Handbook.

**4.2 Health Care Quality Committee – Revised Terms of Reference**

The Board endorsed the revised Terms of Reference for the Health Care Quality Committee.

**RESOLUTION (2015/12):** The Board endorsed the revised Terms of Reference for the Health Care Quality Committee.

**4.3 Enterprise Risk Management Strategic Plan 2015-2019**

The Board endorsed the District's Enterprise Risk Management Strategic Plan 2015-19.

**RESOLUTION (2015/13):** The Board endorsed the District's Enterprise Risk Management Strategic Plan 2015-19.

The Board noted that there is no coordinated approach to risk management across NSW Health. The Chief Executive indicated that this had been discussed at the Rural Chief Executives Meeting and that she would raise it at the next meeting. The Chair indicated he would also raise the matter at the next Council of Board Chairs meeting in September 2015. The Board noted that the Ministry of Health may have commenced some work in this area.

**ACTION ITEM:** Prepare paper on need for coordinated approach to risk management across NSW Health with the basis that the Chair would present to the Council of Board Chairs.

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#### **4.4 Enterprise Risk Profile**

The Board received the information provided.

The Board requested the Profile include additional information on internal change priorities, such as the Leadership and Governance Framework, be reflected in the Risk Profile.

The Board endorsed the amended Enterprise Risk Profile.

**RESOLUTION (2015/14):** The Board endorsed the Enterprise Risk Profile, pending inclusion of additional information on internal change priorities, such as the Leadership and Governance Framework under Risk 7 Responsiveness.

The Board requested a six-monthly update and presentation on the Risk Profile.

**ACTION ITEM:** Six-monthly update and presentation on the Risk Profile be presented to the Board.

The Board acknowledged the significant work undertaken to develop the Risk Profile.

#### **4.5 2015-16 Service Agreement**

The Board received the information provided.

The Board noted the number of priorities identified in pp. 12-16 of the Service Agreement, including the number of operational priorities labelled strategic, and that the District cannot do all of them well and will need to prioritise what can be achieved. The Chief Executive will liaise with the Ministry of Health on the prioritisation of the strategic priorities.

**RESOLUTION (2015/15):** The Board endorsed in-principle the 2015-16 Service Agreement subject to review of the strategic priorities.

**ACTION ITEM:** Provide further advice on implementation of 2015-16 Service Agreement priorities.

Ms Noort left the meeting following discussion on this item.

#### **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 2015 NSW Architecture Awards NSW Premier's Prize - Shoalhaven Cancer Care Centre**

The Board noted that Hassell Architects won the NSW Premier's Prize for the Shoalhaven Cancer Care Centre at the 2015 NSW Architecture Awards. The project also received a Commendation for the Public Architecture Award.

#### **ITEM 7: INFORMATION**

##### **7.1 Finance and Performance Committee – Minutes of 25 May 2015 meeting**

The Board received the minutes.

##### **7.2 Health Care Quality Committee – Minutes of 27 May 2015**

The Board received the minutes.

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**7.3 Planning Committee – Minutes of 1 June 2015**

The Board received the minutes.

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

*No minutes were available.*

**7.5 Audit and Risk Management Committee – Minutes of 3 March 2015, 21 April 2015 and 9 June 2015**

The Board received the minutes.

**7.6 Media and Community Engagement Activity – 20 May 2015 – 23 June 2015**

The Board received the information provided.

**ITEM 8: NOTIFICATIONS REGARDING UPCOMING EVENTS**

**8.1 2015 ISLHD Quality and Innovation Awards**

The Board noted that the 2015 ISLHD Quality and Innovation Awards Ceremony will be held on Thursday 30 July 2015. Winners will go onto the NSW Health Awards.

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

Information received and noted by the Board.

**MEETING CLOSED AT 7.05pm.**

**Next meeting:** Monday 3 August 2015  
4.00pm – 6.00pm  
Conference Rooms, Level 8,  
Block C, Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**

**3 August 2015**

TRIM Ref: DT15/49906