
MINUTES

BOARD MEETING

Date: 4.00pm-6.00pm, Monday 7 September 2015

Venue: Conference Rooms, Wollongong Hospital

ITEM 1: MEETING OPENING

The Chair welcomed Mr Roger Downs and Associate Professor Stephen Andersen who were on leave for two months and Ms Jasmina Jonceski who was on leave for four weeks back to the meeting. The Board acknowledged and thanked Ms Karen Mayo for her support and assistance as Acting Board Secretary while Ms Jonceski was on leave.

The Chair welcomed Dr Pim Allen, the new Executive Director Medical Services, to the District.

The Chair welcomed Dr Andrew Jones, Co-Chair Northern Illawarra Medical Staff Council to the meeting following the Board's invitation for a representative from the District's Medical Staff Councils to attend Board meetings.

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, Associate Professor Rod McMahon, Clinical Professor Jan Potter, Dr William Pratt, Ms Carrie Schulman, Professor Gerard Sutton.

In Attendance

Ms Margot Mains, Chief Executive; Ms Michelle Noort, Executive Director Integrated Care, Planning and Performance; Mr Brent Wiseman, Executive Support Finance; Dr Pim Allen, Executive Director Medical Services; Dr Andrew Jones, Co-Chair Northern Illawarra Medical Staff Council; Ms Jasmina Jonceski, Board Secretary.

Dr Jones attended from 4.20pm.

Clinical Professor King left the meeting at 6.15pm.

Apologies

Ms Marisa Mastroianni, Mr Geoff O'Donnell.

1.2 Declaration of Pecuniary Interest, Conflict of Interest

The Board noted the conflict of interest Professor Eagar, Mr Andersen, Ms Mastroianni and Mr O'Donnell have in relation to Item 9.2. 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 to date.

1.4 Confirmation of Minutes of meeting held 3 August 2015

The minutes were accepted as a true and accurate record.

ITEM 2: ACTION LIST / BUSINESS ARISING

The Board noted progress/completion of actions.

2.1 Workforce Report – Workforce data

Mr Gerrard Golding, Executive Director People, Change and Governance, was invited to attend the meeting to provide advice on the Key Performance Indicators (KPIs) in the workforce report. Mr Golding advised that the Workforce Report includes the KPIs the District would ideally report on once appropriate frameworks are in place. New systems to support workforce performance, including the Safety Management System, are expected to be

implemented by end of this financial year, subject to budget funding. The KPIs are recommended KPIs based on research, and include a broad range of KPIs.

The Board received the information provided.

Mr Golding left the meeting at the conclusion of discussion on this item.

ITEM 3: REPORTS

3.1 Board Chair Report

The Board received the information provided.

The Board Chair provided an overview of the Council of Board Chairs meeting on 10 August 2015 and advised that he had asked the Chief Executive to provide a presentation on the District, which is included at Agenda Item 3.3.

The Board Chair advised that the key matters the Minister for Health raised during the meeting included a recent campaign concerning the NSW Ambulance Service, National Emergency Access Target (NEAT) targets and the Capacity Assessment Project.

The Board Chair distributed documents via email on Board performance evaluation, noting that the Chair is required to undertake a performance review. The Board Chair noted that the Board has the right skill mix and commitment; however, the Chair needs to know whether the Board can be doing things better. The Board considered the options and agreed that Survey Monkey be used to develop a proposed performance evaluation survey for Board members, and that the Executive and other key groups, such as the Clinical Councils, also be invited to provide feedback on the Board's performance. The survey should include closed and open-ended questions.

ACTION ITEM: Chair to develop a Board performance evaluation survey using Survey Monkey in consultation with the Chief Executive and the Board Secretary.

The Board Chair advised that he and the Chief Executive had met with Professor Alison Jones Executive Dean, University of Wollongong about a proposal for direct patient care. The District's initial response earlier in the year was that the District needs to consider alignment with the District's strategic priorities. A copy of the proposal will be forward to Board members, with Board members to review and provide feedback prior to the next meeting to be sent to Professor Jones to provide further information prior to the next Board meeting.

ACTION ITEM: Soft copy of UOW proposal to be emailed to Board members for review.

ACTION ITEM: Board members to review and provide feedback prior to next meeting to be sent to the UOW to provide further information prior to next Board meeting.

The Board Chair advised that the Chief Executive's Performance Review is due to be completed in September 2015. The Board Chair, Deputy Chair and Professor Andersen will meet with the Chief Executive and complete the review.

3.2 Chief Executive Report

The Board received the information provided.

The Chief Executive advised that she is holding workshops on productivity and efficiency, and a review will be undertaken in late Sept to find funding for priority areas. She is also holding workshops on access and flow with clinicians to consider efficient use of District's beds.

Transfer of Care performance is being monitored with ongoing liaison with the Ambulance Service.

Further information was provided under Confidential Item 10.1.

3.3. Chief Executive Presentation – ISLHD Innovations, Initiatives and Challenges

The Chief Executive gave an overview of the presentation provided to Council of Board Chairs meeting on 10 August 2015.

ACTION ITEM: Copy of the presentation to be sent to Board members.

ITEM 4: NEW BUSINESS

4.1 ISLHD Annual Business Plan 2015-16

The Board received the information provided.

The Chief Executive tabled “Our Story / Our Purpose” and advised that the document was created as the District needs a two-page pictorial representation of the District to complement the vision statement. The Executive Director Integrated Care, Planning and Performance advised the Board that the document maintains the District’s vision statement. The Board noted that the document has been tested in various workshops and is intended to be used internally and later as an external tool.

The Board suggested that the 65 years and older graphic be reconsidered; and that the accompanying patient stories include hospital-based stories.

ACTION ITEM: Laminated copies of “Our Story / Our Purpose” to be provided to the Board.

Dr Potter suggested that Service Agreement Accountability 58 in the Business Plan should be reallocated. It was agreed that this would be discussed offline.

The Board noted that the Emergency Treatment Performance Target (previously NEAT) of 81 per cent is currently under review.

RESOLUTION (2015/22): The Board approved the ISLHD Business Plan 2015-16.

4.2 NSW Health Pathology – Compass

The Board received the information provided.

The Board noted that the Chief Executive has arranged to meet with NSW Pathology to review the contestability of pathology services.

4.3 Angel Flight

The Board received the information provided.

The Board endorsed the District pursue the proposal from Angel Flight, subject to appropriate policies and governance to support the arrangement. The Board requested that the District look at what arrangements other LHDs have in place where Angel Flight provides its services.

ACTION ITEM: Seek information from LHDs where Angel Flight operates on applicable governance arrangements.

RESOLUTION (2015/23): The Board endorsed the District pursue the proposal from Angel Flight, subject to appropriate governance arrangements.

4.4 Treasury Policy

The Board received the information provided.

The Board noted that there may be the opportunity for independent Board members who are not employees are permitted to be on the Audit and Risk Management Committee under the new arrangements.

ACTION ITEM: Confirm whether Board members who are not employees are permitted to be on the Audit and Risk Management Committee under the new arrangements.

ITEM 5: BUSINESS WITHOUT NOTICE

5.1 Audit Report – VMO Payments

The Chair advised the Board of a Level 2 Risk finding concerning VMO payments in an Internal Audit report tabled at the 1 September 2015 Audit and Risk Management Committee meeting title *Visiting Medical Officers (VMOs) Audit – Use of VMOs and VMO Claim Processing and Payments*.

The Board noted the finding and that it is a statewide issue related to sessional payments. The Board agreed that advice be provided to all VMOs that all paper work requirements need to be met by VMOs as payment is made through public funds and that advice be sought from Medical Staff Councils on the matter.

ACTION ITEM: Write to VMOs to advise that all paper work requirements are to be met for VMO claims and payments.

ACTION ITEM: District will review, consider and seek advice from Medical Staff Councils.

5.2 Audit and Risk Management Committee – Cessation of Chair’s appointment term

The Board noted that the term of the current Chair of the Audit and Risk Management Committee, Mr Jim Mitchell, ends on 30 September 2015. Mr Todd Davies commences as the new Chair commences on 1 October 2015 until 30 September 2018.

ACTION ITEM: Letter to Mr Jim Mitchell on behalf of the Board thanking him for his service as Chair of the Audit and Risk Management Committee.

ITEM 6: INFORMATION

6.1 Finance and Performance Committee – Minutes of 27 July 2015

The Board received the minutes.

6.2 Health Care Quality Committee – Minutes of 22 July 2015

The Board received the minutes.

6.3 Planning Committee – Draft Minutes of 3 August 2015

The Board received the minutes.

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

There were no minutes available.

6.5 Audit and Risk Management Committee – *no meetings in August 2015*

There were no minutes available.

6.6 Media and Community Engagement Activity – 22 July 2015 to 25 August 2015

The Board received the information provided.

ITEM 7: NOTIFICATIONS REGARDING UPCOMING EVENTS

7.1 Board Calendar of Events

The Board received the Calendar of Events.

Board members are referred to the Confidential Minutes for minutes relating to the Confidential Agenda.

MEETING CLOSED AT 7.00PM.

Next meeting: Monday 12 October 2015
4.00pm – 6.00pm
Conference Rooms, Level 8,
Block C, Wollongong Hospital

CERTIFIED A CORRECT RECORD

**Clinical Professor Denis King OAM
12 October 2015**