
MINUTES

BOARD MEETING

Date: 3.30pm-6.00pm, Monday 6 June 2016

Venue: Conference Rooms, District Executive Warrarong

ITEM 1: PRESENTATION

The scheduled presentation from the NSW Health Pillar Chief Executive was postponed due to the recent weather conditions.

ITEM 2: MEETING OPENING

Attendance of members

Ms Jill Boehm OAM (Acting Chair), Mr Roger Downs, Associate Professor Stephen Andersen OAM, Mr Paul Knight, Ms Marisa Mastroianni; Associate Professor Rod McMahon, Mr Geoff O'Donnell, Clinical Professor Jan Potter, Dr William Pratt, Ms Carrie Schulman, Professor Gerard Sutton AO.

In Attendance

Ms Margot Mains, Chief Executive; Ms Jasmina Jonceski, Board Secretary; Ms Suzanne Harris, A/Executive Director Clinical Operations; Mr Brent Wiseman, Executive Director Finance and Corporate Services; Ms Helen Freeland, A/Executive Director Integrated Care, Mental Health, Planning, Information and Performance.

Apologies

Clinical Professor Denis King OAM, Professor Kathy Eagar.

ITEM 3: DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST

Dr Andersen noted his conflict of interest in relation to Confidential Item 23. Further information is provided in the Confidential Minutes.

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

ITEM 4: BUSINESS FROM THE LAST MEETING

4.1 Confirmation of Minutes of meeting held 2 May 2016

The minutes were accepted as a true and accurate record.

4.2 List of Action Items

The Board noted progress/completion of actions.

4.3 Register of Board Resolutions

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

ITEM 5: BOARD CHAIR REPORT

The Board received the information provided.

The Board noted the appointment of Ms Elizabeth Koff as Secretary NSW Health and requested a letter to be sent on behalf of the Board congratulating her on her appointment.

ACTION ITEM: Send letter to Ms Koff congratulating her on her appointment as Secretary NSW Health.

The Board noted the upcoming Local Health District and Speciality Health Network Board Members Conference 2016 to take place in Sydney on 20 June 2016.

The Board requested details of upcoming events be circulated to members.

ACTION ITEM: Circulate details of upcoming events.

The A/Chair reminded Board members that the Ministry of Health is undertaking the reappointment process for Board members whose terms expire at the end of the year; and reminded those affected to submit their Expressions of Interest by the due date of 14 June 2016. The A/Chair advised that Dr Potter and Dr Pratt's appointments are through the Medical Staff Councils and they will need to be nominated accordingly.

Mr O'Donnell advised that he will be an apology for the July 2016 Board meeting.

ITEM 6: BOARD COMMITTEE REPORTS

6.1 Finance and Performance Committee

The Board received the draft minutes from the last Finance and Performance Committee meeting.

The Committee Chair reported that the commentary contained in the minutes reflects discussion at the Committee meeting, and brought to the attention of the Board the District's year end forecast financial position.

6.2 Health Care Quality Committee

The Board received the draft minutes from the last Health Care Quality Committee meeting.

The Committee A/Chair, Dr McMahon, reported that the Committee focused on the Root Cause Analysis (RCA) processes of the District, and that the Committee has looked at the reporting processes concerning misconduct of clinicians and that the Committee was satisfied at the last meeting that matters are being reported when they need to.

The Chief Executive advised following a question from the Board that there are moves to review the RCA process for Mental Health incidents to ensure compliance with the Ministry of Health policy. It was noted that the RCA process appears to be working better following changes implemented by Executive Director Medical Services.

6.3 Planning Committee

The Board received the draft minutes from the last Planning Committee meeting.

The Committee Chair advised that at the meeting earlier that day the Committee considered Shoalhaven Hospital master planning and estimated costs and proposed parking at the site as per the Government's election commitment; and the other matters referred to the Board.

6.4 Audit and Risk Management Committee

The Board received the draft minutes from the last Audit and Risk Management Committee meeting.

The Board noted that the meeting was a special meeting to consider the draft financial statements and that the District expects to receive unqualified accounts.

ITEM 7: WORK HEALTH AND SAFETY

7.1 Safety Share

The Board received the information provided.

The Board noted the flyer on Driver Safety.

7.2 Work Health and Safety Report

The Board received the information provided.

The Board noted that while progress has been made to improve performance in work health safety, the District continues to be the worst performer in the state. The Board noted focus needs to be maintained to improve performance in this area. It was noted that the District's has been trending positively over the year; however, performance has declined since January 2016. The Chief Executive advised that following the resignation of a staff member in the work health and safety unit, resources will be refocused towards prevention, where the previous focus was solely claims management.

The Board noted the incidents referred to in the Chief Executive report; the Chief Executive advised that she was made aware of two of the incidents through the HealthShare Board, which she is a member of, and that two members of the Executive were not aware of the incidents.

The Executive Director Finance and Corporate Services advised that one of the incidents resulted from a hand touch of a plug and was static electricity; this triggered a sweep of tags by the District's maintenance services, with external contractors brought in to provide test and tag services. An electrician had been responsible for undertaking such tests but these were not being undertaken. The Board noted that this indicates a cultural and performance issue.

The Chief Executive advised in response to a question from the Board that outsourcing of test and tag services is suitable as the District's maintenance services does not have the expertise that external contractors can provide.

The Chief Executive advised that regular maintenance checks have not been routinely implemented across the state; this has been raised as a statewide issue.

The Board noted that with its changing role to align with the corporate responsibilities of directors, the Board has a responsibility to ensure that such incidents are managed effectively and that there are processes and systems in place to ensure that the District is meeting its requirements in this regard. The Board requested assurances that all electrical points within the District have been tested and tagged, including what process was undertaken, and interim advice of the process to be undertaken to be provided.

ACTION ITEM: Provide assurance to the Board that electrical points within the District have been tested and tagged, including what process was undertaken, and interim advice of the process to be undertaken to be provided.

The Finance and Performance Committee Chair advised that at the last meeting of the Committee they were advised that the new Information Management System would also include near miss incidents and that the system is being implemented through a statewide process.

The Board noted that the incidents highlight a cultural issue with safety across the District, and that the Board needs to set the tone and culture for safety. The Board discussed experiences of Board members in other organisations they have been involved in.

The Chief Executive advised that the Ministry of Health does not see workforce, including work health and safety, as an executive level senior role within local health districts. The Board discussed whether the District should seek expert independent advice on the senior executive role requirements to enable the cultural change needed with the District.

The Board requested further advice on all notifiable incidents that have occurred over the past two years; including the definition of notifiable and serious incidents. It was noted that the Board has an obligation to understand what has been happening within the District.

ACTION ITEM: Provide report on all notifiable incidents that have occurred over the past two years; including the definition of notifiable and serious incidents.

The Board noted that greater focus on work health and safety is needed across the District, starting at the top. The Board requested that the Chief executive Staff Open Forums begin with a focus on work health and safety to ensure staff are made aware of the importance of a focus on work health and safety in the workplace.

ACTION ITEM: Ensure Staff Open Forums commence with focus on work health and safety.

ITEM 8: QUALITY AND SAFETY

8.1 Patient Safety, Quality and Risk Report

The Board received the information provided.

ITEM 9: STRATEGIC MATTERS

9.1 Healthy Assurances Action Plan

The Board received the information provided.

The Board endorsed the action for *Healthy Assurances: a review of governance for the ISLHD Board*.

RESOLUTION (2016/08): The Board endorsed the action for *Healthy Assurances: a review of governance for the ISLHD Board*.

9.2 Access and Flow Plan

The Board received the information provided.

The Board noted that the Access and Flow Plan will address issues in a number of areas in the District, such as Emergency Treatment Performance, overflow in Emergency Departments, elective surgery performance. She advised that the District's Strategic Executive considered the plan and actions have been allocated with responsibilities assigned with the Strategic Executive confident that the plan can be delivered against.

9.3 ICT Strategy Update

The Board received the information provided.

The Board noted that the NSW Health eHealth Strategy was recently released and required that a copy be circulated to Board members.

ACTION ITEM: Circulate eHealth Strategy to Board.

9.4 Media and Communications Report

The Board received the information provided.

ITEM 10: MATTERS FOR APPROVAL

9.1 Delegations Manual Version 7.1

The Board received the information provided.

The Board noted the reference in the covering paper that reporting of critical incidents and high value expenditure report would be developed through the *Healthy Assurances* action plan and the importance of have such reporting presented to the Board.

The Board approved the Delegations Manual Version 7.1 for commencement from 1 July 2016.

The Chief Executive acknowledged the feedback from Ms Mastroianni in the development of the draft delegations manual.

RESOLUTION (2016/09): The Board approved the Delegations Manual Version 7.1 for commencement from 1 July 2016.

ITEM 11: CHIEF EXECUTIVE REPORT

The Board received the information provided.

The Chief Executive provided further information to the Board following a meeting with the Ministry of Health on the Health Performance Framework:

- Work on the District's action plan for the National Disability Insurance Scheme (NDIS) and the National Injury Insurance Scheme; the District has a working group developing an action plan, which the Ministry will be invited to be part of.
- Ministry asked for copy of the paper on the NDIS the District commissioned through the Australian Health Services Research Institute (AHSRI)
- Disability inclusion plan is progress, recognising that people with disabilities are ageing and have associated infrastructure needs
- Internal evaluation of the first year of the Shoalhaven Sub-Acute Mental Health Unit
- Ministry's Chief Financial Officer sought clarification under which approves the Illawarra Health Information Platform has progressed
- Local health district Unplanned Readmissions rates to be reviewed, with individual targets for districts
- Acknowledgement that Psychiatric Emergency Care Centre (PECC) models not working across the state
- Importance to work towards meeting the Premier's priorities
- An audit of Wollongong Hospital's elective surgery categorisation of patients will be undertaken.

The Board approved provision of the NDIS paper to the Ministry of Health.

RESOLUTION (2016/10): The Board approved provision of the NDIS paper to the Ministry of Health.

The Board noted the proposed activity target for Non-Admitted patients as part of the 2016/17 Service Agreement and Activity Target Setting negotiations indicated 15 per cent growth for 2016-17. The Board sought clarification on whether the District can achieve this level of growth.

ACTION ITEM: Clarify whether the District can achieve this 15% growth against the Non-Admitted patients activity target as part of the 2016/17 Service Agreement.

ITEM 12: GENERAL BUSINESS

The Board received the information provided.

ITEM 13: BUSINESS WITHOUT NOTICE

13.1 Storm impact

The Board asked whether there has been any significant impact from the recent storms and was advised that there was no significant damage or incidents to note.

ITEM 14: IN CAMERA SESSION

There was no in camera session held.

ITEM 15: NEXT MEETING

Details for the next meeting of the Board are:

Monday 4 July 2016

3.30pm-6.00pm

Conference Rooms, Level 8, Block C, Wollongong Hospital

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

MEETING CLOSED AT 6.28PM.

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King OAM

4 July 2016