
MINUTES

BOARD MEETING

Date: 3.00pm-6.00pm, Monday 10 October 2016

Venue: Meeting Room, Shoalhaven District Memorial Hospital

ITEM 1: PRESENTATION: CHIEF EXECUTIVES FROM ACI, CEC AND HETI

The Board Chair welcomed Chris Shipway, Director of Primary Care and Chronic Services, representing the Agency for Clinical Innovation (ACI), Ms Carrie Marr, Chief Executive, Clinical Excellence Commission (CEC) and Adjunct Professor Annette Solman, Chief Executive, Health and Education Training Institute (HETI). Mr Shipway arrived at 3.25pm.

Ms Solman provided an overview of how they are working collaboratively together across the public health system through:

- Reviews into the role of ACI and CEC following the Capacity Assessment Project, resulting in better alignment and coordination of services, with second review expected to be provided to the Secretary in December
- Monthly meetings at the Ministry of Health
- Shared responsibility in statewide programs, such as Whole of Health, Quality and Safety, Mental Health Reform, Tobacco Controls, and local accountability and clinician engagement through the activity based management and in mandatory training.

Ms Marr advised on the development of a statewide quality and safety framework that would provide guidance to local health districts (LHDs) at a local level.

The Board and Chief Executives discussed the alignment of the programs of the pillars with LHD priorities, with Chief Executive highlighting areas where their organisations have worked to develop programs in line with LHD needs:

- HETI through streamlined mandatory training programs and enabling localised programs to be added to the online training platform
- ACI through proactive engagement and deployment of local managers in LHDs
- CEC through rollout of quality and safety programs, and review of the Quality Systems Assessment Framework to ensure programs align with LHD clinical priorities with support from the CEC.

The Board and Chief Executives discussed the role of the three pillars in supporting clinician education and support for statewide tools, such as the Activity Based Management (ABM) Portal and other applications.

The Board Chair thanked Mr Shipway, Ms Marr and Professor Solman for their presentation.

ITEM 2: MEETING OPENING

Attendance of members

Clinical Professor Denis King OAM (Chair), Ms Jill Boehm OAM, Associate Professor Stephen Andersen OAM, 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 AO.

In Attendance

Ms Margot Mains, Chief Executive; Ms Jasmina Jonceski, Board Secretary; Mr Brent Wiseman, Executive Director Finance and Corporate Services.

Apologies

Mr Geoff O'Donnell.

Leave of absence

Ms Marisa Mastroianni.

ITEM 3: DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST

Ms Eagar declared a conflict of interest as Director Australian Health Services Research Institute (AHSRI) and Dr Stephen Andersen as University of Wollongong Council Member to part of Agenda Item 11 specific to the Illawarra Health Information Platform.

ITEM 4: BUSINESS FROM THE LAST MEETING**4.1 Confirmation of Minutes of meeting held 10 October 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.

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. Mr Knight provided an overview of the key points from the discussion at the last meeting, including:

- Concerns about the Board's financial position and yearend forecast
- Work health and safety improvement in results
- Increase in additional staffing over the years; discussion on how the District reports full time equivalent (FTE) figures and the flow and interdependencies for FTE; the Committee has asked for further analysis on the workforce profile
- Health Round Table Comparative Report to be reported to the Health Care Quality Committee, and be referred to the Board this month.

In response to a question from the Board on the safety investigations indicator result of 47%, Mr Knight advised that the investigations process is in its early stages and the result is expected to improve.

The Board noted that sick leave remains high and discussed workplace vaccinations and that the influenza vaccination is not mandatory for NSW Health employees.

6.2 Health Care Quality Committee

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

6.3 Planning Committee

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

6.4 Aboriginal Health Committee

There were no minutes available.

6.5 Audit and Risk Management Committee

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

ITEM 7: WORK HEALTH AND SAFETY

7.1 Safety Share

The Board received the information provided.

7.2 Work Health and Safety Report

The Board received the information provided.

ITEM 8: QUALITY AND SAFETY

8.1 Patient Safety, Quality and Risk Report

The Board received the information provided.

8.2 Health Round Table – Quarterly Comparative Reports

The Board received the information provided.

ITEM 9: STRATEGIC MATTERS

There were no matters for consideration.

ITEM 10: MATTERS FOR APPROVAL

10.1 Board Committees Structure Proposal

The Board received the information provided.

The Board noted the proposal and that community health services, such as oral health, were not clearly included in the proposed allocation of functions to the Board committees and that the final proposal include further breakdown of these functions.

The Board endorsed the proposed approach that would be further developed through the review of terms of reference and strategic planning work to be undertaken in the next few months.

RESOLUTION (2016/22): The Board endorsed the proposed approach that would be further developed through the review of terms of reference and strategic planning work to be undertaken in the next few months.

10.2 2017 Board and Committee Meeting Dates

The Board received the information provided.

RESOLUTION (2016/23): The Board approved the 2017 Board and Committee meeting dates as per the attachments, noting that the location schedule for the Health Care Quality and Clinical Performance Committee and the Finance and Workforce Committee would be determined by the committees.

10.3 2017 Board Calendar

The Board received the information provided.

The Board noted the proposed schedule of presentations and asked for the following changes:

- Consideration of the annual strategic plan and service agreement preparation in April
- Updates on Shellharbour Hospital Redevelopment throughout the year
- Accreditation preparedness updates in April and August
- National Disability Insurance Scheme Preparedness in April or May.

RESOLUTION (2016/24): The Board approved the 2017 Board Calendar, noting that it will be updated regularly to reflect the Board's business requirements.

The Board Chair acknowledged work from the Board Secretary on development of agenda items 10.1, 10.2 and 10.3.

ITEM 11: CHIEF EXECUTIVE REPORT

The Board received the information provided.

The Board noted concern with the number of risks in the Risk Update (Item 11.6) that remain rated extreme and remain at that level with little change in status. The Board discussed the need to focus on accountability and capability and to ensure that the risk owners have been counselled appropriately on the concerns and ensure that the risks are being addressed.

The Board noted the update on the Illawarra Health Information Platform (IHIP) (Item 11.6). Professor Eagar advised that it is intended to provide updates on the project every six months. The Board noted the:

- Name change for the arrangement between the District and AHSRI to be the Centre for Health Research Illawarra Shoalhaven Population to discussion between IHIP which is the technology platform and arrangement between the District and CSC
- Progress on the contract between the District and AHSRI
- Changes to NSW Health delegations for access to de-identified data
- Draft Prioritisation Policy
- Progress relating to ethics approval for the project
- Development of the first research project is underway which will focus on frequent repeat patients.

The Board requested an update on the funding provided to date against the project; and key timeframes.

ACTION ITEM: Provide an update on the funding provided to date against the project; and key timeframes.

ITEM 12: GENERAL BUSINESS

12.1 Board Calendar

The Board received the information provided.

ITEM 13: BUSINESS WITHOUT NOTICE

There was no business without notice.

ITEM 14: NEXT MEETING

Details for the next meeting of the Board are:

Monday 5 December 2016

3.30pm-6.00pm

Conference Rooms, Wollongong Hospital

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

MEETING CLOSED AT 6.27PM.

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King OAM

5 December 2016