
MINUTES

BOARD MEETING

Date: 4.00pm-6.00pm, Monday 6 February 2017

Venue: Conference Rooms, District Executive Office

ITEM 1: **NIL:** *There was no 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, Professor Bill Lovegrove AO, Ms Marisa Mastroianni, Dr William Pratt, Ms Carrie Schulman, Mr John Stubbs, Professor Gerard Sutton AO.

In Attendance

Ms Margot Mains, Chief Executive; Ms Jasmina Jonceski, Board Secretary.

Apologies

Mr Geoff O'Donnell.

The Board Chair welcomed Professor Lovegrove and Mr Stubbs to the Board.

ITEM 3: **DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST**

Professor Eagar declared a conflict of interest as Director Australian Health Services Research Institute (AHSRI), University of Wollongong, to Agenda Item 12.3 on CHRISP and IHIP and Agenda Item 12.4 on the Illawarra Health and Medical Research Institute and Agenda Item 12.2 on the Illawarra Health Information Platform. It was agreed that as Agenda Item 10.2 was mutually beneficial to both organisations, and 12.2 was for information only, there was no need for Professor Eagar to not be present for discussion.

ITEM 4: **BUSINESS FROM THE LAST MEETING**

4.1 Confirmation of Minutes of meeting held 5 December 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 Chair advised the Board of the appointment of Brad Hazzard MP as Minister for Health following the NSW Cabinet reshuffle with the resignation of Premier Mike Baird and Jillian Skinner as Minister for Health. The Board noted that the LHD agreed to write to the Minister congratulating him on his appointment and inviting him to meet with the Board.

ACTION ITEM (01/17): Write to the Minister for Health, The Hon. Brad Hazzard MP, congratulating him on his appointment.

The Board noted the Costing for Value briefing; there was some discussion on whether other Board members could attend, however, it was noted that the Ministry of Health set the invitation list.

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.

As the Committee Chair was an apology, Dr Andersen advised the Board of highlights from the last meeting:

- Improvements in work health and safety trending over time; still lagging in some areas where improvement is needed
- Draft Work, Health and Safety reporting and urgency of reporting post incidents; Board noted need for reporting on work health and safety to be linked to the strategy.

6.2 Health Care Quality Committee

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

The Committee Chair advised that the Board of highlights from the last meeting:

- Director Ambulatory and Primary Care provided a presentation who noted that the key challenge for the service is the transition to the National Disability Insurance Scheme
- Performance indicators in quality and safety, particularly unplanned readmissions and Emergency Treatment Performance improved
- Received presentation from Professor of Nursing Dr Valerie Wilson on the nursing research strategy in development and her ongoing research project iMPAKT
- Key senior roles being recruited to including Executive Director Clinical Operations and directors of clinical services in Shellharbour and Shoalhaven.

6.3 Planning Committee

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

The Committee Chair advised that the Committee had not met since December, where the focus was on Shoalhaven and Shellharbour. The Shellharbour Committee has met with its focus on the reporting line of the Shellharbour Committee, and governance for the Health Partnerships Program.

The Board noted the recruitment to positions to support the Health Partnerships project, including an Executive lead, clinical project lead, communications support, planning and administrative support. The Chief Executive advised the Board that internal resourcing remains an issue with significant Executive, planning and communications resources being deployed to support the project.

6.4 Aboriginal Health Committee

There was no report, as there had not been a Committee meeting since the last Board meeting.

6.5 Audit and Risk Management Committee

There was no report, as there had not been a Committee meeting since the last Board 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.

7.3 Action Item 61: Notifiable Incidents reporting

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 CEC Organisational Safety Improvement Matrix

The Board received the information provided.

The Board noted the Clinical Excellence Commission's approach in the Organisational Safety Improvement Matrix was a positive step forward providing support for local health district and approved the Board participation in the workshop in April.

RESOLUTION (2017/01): The Board approved its participation in the CEC Organisational Safety Improvement Matrix workshop on 3 April 2017.

ITEM 9: STRATEGIC MATTERS

9.1 Board Strategic Planning Update

The Board received the information provided.

The content of this paper was discussed during the Board Workshop earlier that day.

The Board discussed the need for the rationalisation of committee, executive and board reporting; options to change meeting frequency to minimise reporting workload and regular reporting from the committees; it was agreed that a proposal would be developed following the Strategic Directions proposal from Nous Group.

ACTION ITEM (02/17): Develop Board structure and reporting proposal for once Nous Strategic Directions proposal is finalised.

ITEM 10: MATTERS FOR APPROVAL

10.1 Board Committee membership and MDAAC nominees

The Board received the information provided.

The Board approved the appointment of Associate Professor Rod McMahon as an advisor to the Board Health Care Quality Committee and as the Board's nominee to the Medical and Dental and Dental Appointments Advisory Committee; both appointments for a initial period of one year. The Board approved the appointment of Ms Carrie Schulman to the Board Planning Committee and Mr John Stubbs to the Board Health Care Quality Committee.

RESOLUTION (2017/02): The Board approved the appointment of Associate Professor Rod McMahon as an expert advisor to the Board Health Care Quality Committee for a period of one year, expiring April 2018, at which point his reappointment will be considered.

RESOLUTION (2017/03): The Board approved the appointment of Associate Professor Rod McMahon to the Medical and Dental Appointments Advisory Committee as the Board's nominee for a period of one year, expiring April 2018, at which point his appointment will be considered.

RESOLUTION (2017/04): The Board approved the appointment of Ms Carrie Schulman to the Board Planning Committee.

RESOLUTION (2017/05): The Board approved the appointment of Mr John Stubbs to the Board Health Care Quality Committee.

The Board noted that the Board Secretary would send committee membership nomination forms for completion by Board members for all committee membership to be considered at a later Board meeting.

ACTION ITEM (03/17): Send out committee membership nomination form for completion by Board members.

10.2 Illawarra Shoalhaven integrated Care Strategy

The Board received the information provided in the paper circulated prior to the meeting.

RESOLUTION (2017/06): The Board approved The Illawarra Shoalhaven Integrated Care Strategy (V9 Final Draft) noting that:

- The plan also requires approval by the Board of the Primary Health Network (COORDINARE)
- The milestones and targets in the implementation plan are *works in progress* and will be strengthened as project plans are developed
- The document will be edited to include shared badging and higher production values.

ITEM 11: CHIEF EXECUTIVE REPORT

The Board received the information provided.

The Chief Executive highlighted:

- Focus of the recent Senior Executive Forum was on the state budget, service agreement priorities on system governance and system performance, purchasing of better value care
- Need to rescope the Executive Director Clinical operations role to a more manageable workload; Board Chair noted that the role is generally the deputy Chief Executive in an LHD and whether the workload prevented this from being possible
- Upcoming access and flow workshops with Dr Ian Sturgess
- Accountability and culture change necessary to speed up the implementation of the annual plan, 90-day plans, including through appropriate coaching and support.

The Board Chair congratulated the Chief Executive on the successful Senior Doctors Forum held recently; he noted that the doctors were receptive to the information provided on the Shellharbour Hospital Health Partnerships Project and that they did not raise any concerns with the District or Board's approach to the project.

ITEM 12: GENERAL BUSINESS

12.1 Shoalhaven Hospital Maternity Unit Cold Chain Breach

The Board received the information provided.

The Board discussed the issue and that the Board needs assurances that there are systemic processes in place to ensure that policies and procedures are being adhered to. The Board agreed that the matter be referred to the Health Care Quality Committee for further consideration.

ACTION ITEM (04/17): Provide further information to the Health Care Quality Committee on the systemic processes in place to ensure that policies and procedures are being adhered to.

12.2 Investment / Disinvestment Strategy

The Board received the information provided.

12.3 CHRISP and IHIP Update

The Board received the information provided.

The Board noted that the issue concerning the change in delegation to approve access to data by the Ministry of Health has been resolved following representations to the Ministry of Health, which indicated that the delegation was changed inadvertently.

The committee discussed frequency of reporting on the Centre for Health Research Illawarra Shoalhaven Population (CHRISP) and the Illawarra Health Information Platform (IHIP) and agreed quarterly updates would be suitable, with ad hoc updates where necessary.

12.4 IHMRI Annual Report

The Board received the information provided.

12.5 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 6 March 2017

2.00pm-5.00pm

District Executive Office

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

MEETING AT 5.46PM.

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King OAM

6 March 2017