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# MINUTES

## BOARD MEETING

Date: 2.00pm-5.00pm, Monday 1 May 2017

Venue: Conference Rooms, District Executive Office

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Health  
Illawarra Shoalhaven  
Local Health District

**ITEM 1: IN CAMERA SESSION**

*The Board held an in camera session; no minutes were recorded.*

**ITEM 2: PRESENTATIONS**

*Refer to Confidential Agenda Items 21.1, 21.2, 21.3.*

**2.1 Work Health and Safety and Due Diligence Training**

Mr Brendan Delaney, Senior Manager Workforce Health and Safety, provided a presentation on work health and safety (WHS) requirements for Board members against the *Work Health and Safety Act 2011* and the Ministry of Health WHS Due Diligence Guidelines; particularly the six key reasonable steps that 'officers' need to have regard to in order to meet their due diligence obligations. A Fact Sheet on *Health and Safety Duty of an Officer at ISLHD* and the *Workforce Safety and Wellbeing Strategic Plan 2015-2019* were tabled for the information of Board members.

The Board discussed the Board's ongoing training requirements to enable it to meet its obligations, particularly in relation to the understanding of the District's operations and associated risks, hazards and resources and requirements to manage and mitigate these risks. The Board requested that the current induction processes be reviewed and that all Board members ensure they are familiar with the renewed induction process.

**ACTION ITEM (18/17):** Review Board member induction process and possible re-induction of board members.

In response to a question from the Board on the adequacy of resources to appropriately manage and oversee WHS risks, the Executive Director Strategic Improvement Programs advised that the key risk facing the District relate to staff fatigue due to high levels of overtime.

**ITEM 3: WELCOME**

**Attendance of members**

Clinical Professor Denis King OAM (Chair), Ms Jill Boehm OAM, Associate Professor Stephen Andersen OAM, Mr Roger Downs, Mr Paul Knight, Ms Marisa Mastroianni, Mr Geoff O'Donnell, 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; Ms Angela Butler, Senior Corporate Governance Coordinator.

Gerrard Golding, Executive Director Strategic Improvement Programs; Mr Brendan Delaney, Senior Manager Workforce Health and Safety were present for Agenda Item 2.1.

**Apologies**

Professor Kathy Eagar, Professor Bill Lovegrove AO.

**ITEM 4: DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST**

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

**ITEM 5: BUSINESS FROM THE LAST MEETING**

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### 5.1 Confirmation of Minutes of meeting held 3 April 2017

The minutes were accepted as a true and accurate record.

### 5.2 List of Action Items

The Board noted progress/completion of actions.

### 5.3 Register of Board Resolutions

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

## ITEM 6: BOARD CHAIR REPORT

The Board received the information provided.

The Board Chair advised that further to the information included in the report he was seeking clarification on what interests need to be disclosed in Board members' annual declaration of interests for inclusion in the register of Board member interests. The Board discussed whether there is a requirement for members to disclose all interests or only those relevant to the business of the District.

**ACTION ITEM (19/17):** Seek clarification on whether Board members need to disclose all of their personal interests or only those relevant to the business of the District.

The Board Chair also brought to the attention of Board members the development of a skills matrix would initially be undertaken internally, with the intent to identify current skills of Board members and identify any gaps for the board member renewal process to be undertaken this year.

## ITEM 7: BOARD COMMITTEE REPORTS

### 7.1 Finance and Performance Committee

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

- There was a notifiable incident related to an electrical shock, which appears to have been dealt with appropriately
- Treasury Management Fund (TMF) hindsight adjustment received by the District this month
- Ministry of Health confirmed \$10 million budget supplementation
  - The Board Chair noted the significant work from Chief Executive and Executive Director Finance Corporate Services to engage the Ministry of Health Chief Finance Officer
  - The Board acknowledged the work undertaken by the District executive to build a relationship with the Ministry Chief Finance Officer
- Annual Activity Based Funding (ABF) report shows that the Emergency Department (ED) costs have increased significantly, however, there are suggestions that there may be the result of cost transfer from Medicine which reports favourable performance; the matter continues to be reviewed; the Board requested a copy of the analysis once completed
- Noted Graph 13 in the Work Health and Safety report has actually improved but due to a technical issue in the chart formula, the graph has been incorrectly represented.

**ACTION ITEM (20/17):** Analysis of ABF costs for ED and Medicine to be provided to the Board.

### 7.2 Health Care Quality Committee

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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:

- Review of the Committee's terms of reference
- Discussion and review of Emergency Treatment Performance (ETP) and Access and Flow plans for the District
- Preparation for accreditation surveys appear to be on track.

### **7.3 Planning Committee**

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

The Committee Chair advised the Board of the highlights of the meeting earlier in the day focus on the presentations also provided to the Board within the Confidential Agenda.

### **7.4 Aboriginal Health Committee**

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

- Noted significant progress within Aboriginal health against that seen in previous years
- Received an update on the Aboriginal Healthy Hearts Research workshop and development of the research proposal
- Noted the completion of the District's Aboriginal Employment Strategy and new requirements from the NSW Public Service Commission for all NSW Government agencies to have Aboriginal staff represented through all salary levels
- Received the chronic disease pathways research commissioned by the Committee has been completed and the final reports provided; a copy was also provided to Board members.

### **7.5 Audit and Risk Management Committee**

Ms Mastroianni, a Board representative on the Committee provided an update on the last Audit and Risk Management Committee meeting. She advised that the meeting was a special meeting to review the early close financial accounts and that the Committee was satisfied with the accounts as presented. She advised that the Committee discussed Committee's membership with the appointment term for Jim Mitchell is ending in October 2017 and Todd Davies' tenure as Committee Chair is ending in October 2018.

The Board Chair advised the Board of recent advice from the Ministry of Health that Board members could be appointed as 'independent members' to the Audit and Risk Management Committee should they be able to be appointed to the prequalification scheme and meet the other independence requirements. The Board noted this advice and sought clarification on Audit and Risk Committee members could also be members on the Finance and Performance Committee.

**ACTION ITEM (21/17):** Seek clarification on ARMC and FPC membership requirements.

## **ITEM 8: WORK HEALTH AND SAFETY**

### **8.1 Safety Share**

The Board received the information provided.

The Finance and Performance Committee Chair noted that during Safe Act Observations undertaken by the Committee members, he noticed that the Staff Noticeboard in the area visited included a signage feature on slips, trips and falls, which was the safety focus for the month, and that staff indicated an awareness of the safety focus area.

### **8.2 Work Health and Safety Report**

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The Board received the information provided; the Chief Executive provided an overview of the key points highlighted in the report.

**ITEM 9: QUALITY AND SAFETY**

**9.1 Patient Safety, Quality and Risk Report**

The Board received the information provided.

The Board noted the increasing trend line for medication safety incidents with no clear theme; the Chief Executive advised that the result is linked to a range of matters, which continue to be reviewed.

**ITEM 10: STRATEGIC MATTERS**

*There were no agenda items.*

**ITEM 11: MATTERS FOR APPROVAL**

**11.1 Delegations Manual Version 7.3**

The Board received the information provided.

The Board approved the amendments to Delegations Manual Version 7.3, subject to review and clarification from management on Schedules 6.7.1.6 and 7.1.4.3, which both require approval from the Board following approval by the Finance and Performance Committee as to whether approval from both is required.

**RESOLUTION (2017/09):** The Board approved the amendments to Delegations Manual Version 7.2.3, subject to review and clarification from management on Schedules 6.7.1.6 and 7.1.4.3, which both require approval from the Board following approval by the Finance and Performance Committee as to whether approval from both is required.

**ITEM 12: CHIEF EXECUTIVE REPORT**

The Board received the information provided.

In addition to the written report, the Chief Executive advised the Board:

- Ms Marg Martin has been appointed as the new Executive Director Clinical Operations, commencing 3 July 2017; a copy of the Chief Executive's message to staff was tabled for the information of Board members
- The Ministry of Health has:
  - Reconfirmed performance rating at Level 0
  - Confirmed that the District would receive \$10 million budget supplementation, noting that the District continues to face a funding challenge as we requested \$12 million and that the District's financial year end result will be re-forecast
  - Advised that ISLHD has been one of the better prepared local health district for service agreement negotiations
- Emergency Treatment Performance remains a priority despite the achievements as noted in the report; the Chief Executives continues to meet with clinical departments across the District to discuss the priorities and clinical issues with clinicians
- Workshop with the University of Wollongong and Illawarra Health and Medical Research Institute (IHMRI) to discuss the joint approach to research; noted that IHMRI would establish a clinical trials unit at Wollongong Hospital

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The Board discussed the Ministry of Health's Leading Better Value Care program included in the service agreement and noted that the related documentation for the program includes defined outcomes for each initiative and predicted savings over the forward years. The Board discussed the program linkages with strategic priorities and funding and agreed to invite Dr Nigel Lyons, Deputy Secretary Strategy and Resources Division to discuss the program further.

**ACTION ITEM (22/17):** Invite the Deputy Secretary Strategy and Resources Division to discuss the Leading Better Value Care program.

**ITEM 13: GENERAL BUSINESS**

**13.1 CHRISP / IHIP Update**

The Board received the information provided.

**13.2 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 June 2017

2.00pm-5.00pm

District Executive Office, Warrawong

Apologies noted for the June meeting include Stephen Andersen, Jill Boehm, and Geoff O'Donnell.

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

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**MEETING CLOSED AT 6.00PM.**

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**



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**Signature**

5.6.17

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**Date**