
MINUTES

BOARD MEETING

Date: 2.00pm-6.00pm, Monday 5 February 2018

Venue: Conference Rooms, District Executive Office

ITEM 1: WELCOME

1.1 Acknowledgement of country

The Board Chair acknowledged the traditional owners of the land on which the Board met and paid respects to Elders past, present and future.

1.2 Attendance

Attendance of members

Professor Denis King OAM (Chair), Ms Jill Boehm OAM, Dr Stephen Andersen OAM, Mr Roger Downs, Professor Kathy Eagar, Mr Paul Knight, Professor Bill Lovegrove AO, Dr William Pratt, Ms Carrie Schulman, Mr John Stubbs; Professor Gerard Sutton.

Others In Attendance

Ms Margot Mains, Chief Executive; Ms Jasmina Jonceski, Board Secretary; Dr Maureen Lonergan, Illawarra Medical Staff Council.

Professor Leonard Arnolda was present for Agenda Item 4.1.

1.3 Apologies

Ms Marisa Mastroianni.

ITEM 2: DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST

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

ITEM 3: BUSINESS FROM THE LAST MEETING

3.1 Confirmation of Minutes of meeting held 18 December 2017

The Board noted the date on the minutes needed to be corrected and that Mr Stubb's declared conflict to be amended to note that he has been reappointed on the Evaluation Sub-committee (ESC) of the Medical Services Advisory Committee (MSAC).

The Board approved the amended draft minutes of the meeting held 18 December 2017.

3.2 List of Action Items

The Board noted progress/completion of actions.

3.3 Register of Board Resolutions

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

ITEM 4: STRATEGIC MATTERS

4.1 ISLHD Research and Innovation Strategy

The Board received the information provided.

Professor Leonard Arnolda, Clinical Director Health and Medical Research, presented on the draft ISLHD Research and Innovation Strategy, including its development and consultation on the draft plan.

The Board noted the feedback from the Research Advisory Board on the draft performance scorecard in the plan, noting that it remains a draft, and discussed the need for baseline performance to be determined in the first year to be used for future benchmarking and reporting against the Strategic Plan outcomes. The Chief Executive advised that management would be bringing back proposed measures for the May 2018 Board meeting that align with the Strategic Plan outcome measures.

The Board discussed resourcing to support implementation of the plan to ensure that research can be embedded in the organisation and part of everyday activity. The Board noted that there are staff in the Research Office who focus on research governance and promoting and establishing research activity, staff through the investment in the Centre for Health Research Illawarra Shoalhaven Population (CHRISP) and the Illawarra Health Information Platform (IHIP). The establishment of the Health Intelligence Unit would assist in data access to support research activity. The Chief Executive noted that the Professor of Nursing has also assisted in developing research activity amongst the District's nurses and midwives.

The Board discussed the importance of strategic research partnerships within the region, including good leadership and governance to support partnerships. The Chief Executive noted that the Southern Health Research Alliance, established as one of the NSW research hubs, included a number of local organisations and will be a vehicle to enhance partnerships and collaborations; the group includes the District, community and private organisations, the University of Wollongong and the Illawarra Health and Medical Research Institute.

RESOLUTION (2018/01): The Board approved the ISLHD Research and Innovation Strategy 2018-2020, noting that the scorecard measures against the Strategic Directions outcomes would be further developed.

ITEM 5: MATTERS FOR APPROVAL

There were no matters for consideration under this standing agenda item.

ITEM 6: BOARD CHAIR REPORT

The Board received the information provided.

ITEM 7: CHIEF EXECUTIVE REPORT

The Board received the information provided.

The Chief Executive introduced Dr Mark Bassett to the Board, who commenced on 5 February 2018 as Acting Executive Director Medical Services for six months until recruitment to the position is completed. The Board welcomed Dr Bassett to the District.

The Board noted that the Strategic Capability Framework remains in development, with the document updated and that is now supported by the Core Executive, and requested that reporting against the framework implementation action plan include a traffic light reporting

The Board congratulated Dr Bill Pratt on his appointment as joint Co-Director Medicine Division.

The Chief Executive advised that she will be on leave from 5-9 March 2018 and Caroline Langston would be acting Chief Executive.

The Board discussed the District's financial position and the cost drivers, particularly within Emergency Department, driving cost increases.

The Board noted the focus on Frail Older Person and that this crosses into a number of priorities across the Strategic Directions priorities.

ITEM 8: BOARD COMMITTEE REPORTS

8.1 Finance and Performance Committee

The Board received and noted the report and minutes from the December 2017 Finance and Performance Committee meeting.

The Committee Chair advised that of the following key points from the January 2018 meeting:

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- Staff Safety Observation was undertaken at the ISLHD Warehouse facility, which houses the District's records, with a number of issues for the long-term management of records within the District noted
 - TMF insurance hindsight adjustment would not be as large going forward as are premiums are lower; acknowledged work of the previous Committee Chair in pursuing work health and safety performance
 - Financial results continue to be an issue, linked to high volumes and cost of service; the Committee will focus on Shoalhaven which has shown limited improvement in its net financial performance over the years, despite significant work to address its financial position.

8.2 Health Care Quality Committee

The Committee Chair provided the following verbal report on the Committee meeting held 24 January 2018:

- Commenced tour of the Wollongong Community Health Centre, located in the Piccadilly Centre, through to the Drug and Alcohol Office at the Orana Centre, which are part of visits of community sites in preparation for on-site accreditation surveys in March
- Aboriginal Inpatient Discharge against medical advice figure; noted that the Aboriginal Health Committee would be looking at the indicator
- Noted quality indicators that were outside tolerance levels related to falls, RCA completion rates
- Received a report on the new National Quality and Safety in Health Care Standards.

In response to a question from the Board on avoidable Emergency Department (ED) presentations, such as those that could have been treated by General Practitioners (GPs), the Chief Executive advised that an analysis is underway to determine ED triage category 4 and 5 presentations and to better understand the issues and possible options. The Board discussed after hours GP services as an option, particularly in the Shoalhaven and the GP Superclinic; however, noted that the matter is complex.

8.3 Planning Committee

The Board received the minutes from the December 2017 Planning Committee meeting, noting that a verbal update was provided at the December 2017 meeting. The Committee Chair advised that he has asked for the Executive Director Integrated Care, Mental Health, Planning, Information and Performance to provide advice on the plans in development and whether they are strategic and require Board and/or Committee consideration or if they are operational.

8.4 Audit and Risk Management Committee

The Board received the draft minutes from the last meeting, noting that a verbal update was provided at the December 2017 meeting.

ITEM 9: FOR INFORMATION

9.1 2018/19 Service Agreement Update

This matter was deferred to the confidential part of the meeting.

9.2 Board Member Liabilities (Action Item 35/17)

The Board received the information provided.

9.3 Board Calendar

The Board received the information provided.

The Board agreed that that there will be eight board meetings with the standard agenda; other three months, May, August and November, to focus on the Strategic Plan review and Planning Days.

The Board discussed guest presentations and need for sufficient time to reflect on their intent and response; noted that Ministry of Health and other NSW Health organisations presenting to the Board was beneficial as it provided a space to create awareness and board-interest in respective organisations and their functions.

ITEM 10: BUSINESS WITHOUT NOTICE

10.1 Medical Staff Council

Ms Lonergan advised that the Medical Staff Councils would be continuing to focus on the redevelopment of Shellharbour Hospital.

ITEM 11: MEETING FINALISATION

Details for the next meeting of the Board are:

Monday 5 March 2018

2.00pm-6.00pm

District Executive Office

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

MEETING CLOSED AT 5.46PM.

CERTIFIED A CORRECT RECORD

Professor Denis King OAM

5 March 2018