

Minutes for ISLHD Board Meeting

07/12/2020 | 02:00 AM - 06:00 PM - AEST

Conference Rooms Level 2, Executive Office, Warrarong

Attendees (14)

Denis King; Jill Boehm; Eve Bosak; Roger Downs; Kathy Eagar; Alan Hudson; William Lovegrove; Rod McMahon; William Pratt; John Stubbs; Gerard Sutton; Josh Rijdsdijk; Marisa Mastroianni; Paul Knight

Agenda

The meeting commenced at 2.04pm.

ITEM 1 - In Camera Discussion (Optional)

Nil.

ITEM 2 - Presentation

2.1 - A wrap up of the 2019/20FY- Full Year ABF Performance Analysis

The Board received the Full Year Activity Based Funding (ABF) Analysis Report for 2019/20, noting the activity that has occurred in the District for the 2019/20 financial year and discussed:

- ISLHD ended the year 8.5 per cent under target.
- Most of the under target performance is due to the Acute stream.
- Sub-acute, Emergency Department (ED) and the Non-admitted stream ended under target.
- COVID-19 significantly reduced activity across the District as well as affecting the type of activity delivered.
- Nearly two thirds of the activity in 2019/20 (NWAU) occurred in the admitted streams (acute, sub-acute and mental health), 12 per cent in ED and just under a quarter in the non-admitted streams.

- The District will track close to target by the end of the financial year.
- The impact of the recent bushfires had to district acute facilities and on activity.
- The significant increase in telehealth services and the decline in Non-Admitted Presentations due to telehealth options.
- The District Executives continued monitoring and review of performance data.
- The impact of the recent coding changes and the Ministry of Health (MoH) adjustment provided to the district.
- COVID-19 funding provided to the District and the MoH review of this funding.

2.2 - Climate Change

The Board received the presentation on 'Building the Districts Response to Climate Change', discussing:

- The links between health and climate change.
- The democratic focus on climate change, recognising there are many experts at all levels within the organisation.
- Heat as a major risk to health, being an equity issue on a global and local scale.
- The carbon footprint of the Australian Health Sector.
- The opportunity to combine all of the climate change initiatives currently in practice across the District and to expand on those initiatives.
- If Climate Change should be added as a Board agenda item to ensure regular updates are presented to the Board.
- Opportunities to partner with the University of Wollongong (UoW) in areas such as tropical diseases and engineering to look at initiatives for the District.
- The need for Community and Council consultation and participation in the District's Climate Change Committees.
- The new Hospital projects and the opportunity to implement initiatives in the planning stage.
- The need to maintain financial accounting of initiatives in project updates to track any costs or cost savings.
- The Ministry of Health (MoH) review of the International Standards Organisation (ISO) regarding suppliers.
- The opportunities for initiatives such solar panels on existing buildings and water conservation, which will reduce the District's carbon footprint and also create a significant cost saving.

The Board endorsed the climate change initiative and requested a structured plan to be provided in 2021.

ACTION: 168/20 - The Board Chair to consider adding a Climate Change Update to the Board Agenda to track momentum in this space. (Assignee(s): Board Secretariat; Due Date: 01/02/2021).

ACTION: 169/20 - ISLHDs Climate Change Group to provide a proposed plan for moving forward to the Board at the March Meeting. (Assignee(s): Climate Change Group; Due Date: 01/03/2021).

ITEM 3 - Welcome

3.1 - Acknowledgement of Country

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

3.2 - Attendance

Others in Attendance:

Ms Margot Mains, Chief Executive

Ms Angela Twist, A/Board Secretary and Executive Officer

Ms Angela Butler, A/Assistant Board Secretary

In Attendance for Item 2.1

Ms Caroline Langston, Executive Director Integrated Care, Mental Health, Planning, Information and Performance

Ms Julie Carter, Director Mental Health Service

Dr David Alcorn, Clinical Director Mental Health Service

In Attendance for Item 2.2

Dr David Alcorn, Clinical Director Mental Health Service

Ms Amy Hains, Director Planning, Information and Performance.

Ms Raychel Davis, Director People Safety and Culture.

In Attendance for Item 6.2

Mr Abbas Alibhai, Executive Director Finance

In Attendance for Item 7.1

Mr Abbas Alibhai, Executive Director Finance

Ms Beverly Robb, Director Corporate Governance and Risk

Denis King arrived at 2.40pm.

Jill Boehm chaired the meeting.

3.3 - Apologies

Apologies:

Dr Joshua Rijdsdijk, Co-Chair Northern Illawarra Medical Staff Council

ITEM 4 - Declaration of interests

There were no conflicts of interests declared.

ITEM 5 - Business from the last meeting

5.1 - Minutes of the meeting held on 19 October 2020

The Board approved the draft minutes of the meeting held 19 October 2020.

5.2 - Minutes of the meeting on 2 November 2020

The Board approved the draft minutes of the meeting held 2 November 2020.

5.3 - Action Items Arising

The Board noted progress and completion of actions. The Board Chair raised Action Items 42/20 and 43/20 advised both actions should be closed as there is no anticipated change from progressing

5.4 - Resolutions Register

The Members received the Board resolutions of the previous 12 months.

ITEM 6 - For Approval

6.1 - Board Handbook Review - version 6.0

The Board endorsed the amendments to the Board Handbook noting the Organisation Chart will require regular updates.

6.2 - Service Agreement 2020/21

The Board endorse the 2020/21 Service Agreement between the Secretary NSW Health and Illawarra Shoalhaven Local Health District and discussed the concerns and risks to the District around the current state price. The recent changes to NWAU classification relating to complexity will result in a significant budgetary challenges for the District.

The Board noted the need to seek greater transparency in the funding mechanism and to ensure it is being allocated fairly across LHDs as the District is working under very challenging circumstances in regards to funding, but will endeavour to meet these targets.

ITEM 7 - Strategic Matters

7.1 - Quarterly Risk Update

The Board received the risk management update, discussing:

- The new MoH risk reporting changes which commence in 2021.
- The expectation that the MoH selected risks are discussed by Boards, Audit and Risk Committees (ARC) and Executive Management.
- The MoH will provide feedback on findings, controls and linkages to centrally owned system-wide activities and projects.
- The need to ensure clinical risks are included in this new reporting process.
- Enquiries have been made to the MoH in regards to enhanced clinical risk reporting.
- The District's ARC review clinical risks as part of the District's top 14 risks and are reviewed at the Clinical Governance Council.
- The Clinical Governance Unit and Corporate Governance and Risk Units are working together to look at enhancing clinical risk reporting and management.

- The need for the District to have a stringent clinical risk management program outside of the MoH requirements.
- The District's Risk Appetite Statement will be presented at the February 2021 meeting.
- The next stage is to develop the tolerances and mitigations around the Risk Appetite Statements.

ACTION: 170/20 - The Executive Director Finance to provide an update to the February 2021 meeting on how clinical risk will be incorporated into the current risk profiling. (Assignee(s): EDF; Due Date: 01/02/2021).

7.2 - NSW Health Board Report - April to June 2020 and Annual Performance Letter 2019/2020

The Board received the report provided.

ITEM 8 - Board Chair Report

Nil.

ITEM 9 - Committee Reports

9.1 - Finance and Workforce Performance Committee

The Board received the minutes of the meetings of the Finance and Workforce Performance Committee held on 28 September 2020, 26 October 2020 and the verbal update for the meeting held on 30 November 2020.

9.2 - Health Care Quality and Safety Committee

The Board received the Minutes of the Health Care Quality and Safety Committee meetings held on 30 September 2020, 28 October 2020, and a verbal update on the meeting held on the 25 November 2020.

9.3 - Planning and Innovation Committee

The Board received the Minutes of the Planning, Innovation and Performance Committee meeting held on 19 October 2020 and a verbal update on the meeting held on the 7 December

2020. The Chair advised the Committee supported the part subdivision of 161 Jacobs Drive Sussex Inlet (Sussex Inlet Community Health Centre site) and transfer of part of the site to Shoalhaven City Council for future development of a community resource centre, and will now progress to the Board.

ITEM 10 - Chief Executive Report

The Board received the information provided in the Chief Executive's Report and discussed:

- The recent MoH Performance Meeting.
- The District's Performance level to remain at level 1 due to progress and plans for elective surgery and improvements in triage performance as well as a stable (not detreating) financial situation.
- The reported activity targets are flux due to the impacts of coding changes however the MoH acknowledged the District would show improvements in the total activity target once the changes had been flowed into the system in January.
- The Chief Executives meetings with the Executives on expectations about performance and accountability and the need to complete Personal Effectiveness and Developments (PEDs).
- The Chief Executive will be meeting with the new UoW Vice Chancellor noting the desire to form a strong relationship between both organisations moving forward.
- The announcement of Professor Alison Jones resignation.

ITEM 11 - For Information

11.1 - 2020 Board Calendar

The Board receive the Board Schedule and Calendar for 2020.

11.2 - 2020 Board Evaluation Survey

The Board noted the plan for the 2019-20 Board evaluation survey and encouraged all members to participate in the survey.

ITEM 13 - Business Without Notice

There was no business without notice.

ITEM 14 - Meeting Finalisation

Nil.

ITEM 15 - Closure of General Agenda

The general agenda closed at 4.00pm.

15.1 - Review of actions to be undertaken

The Board reviewed the actions to be undertaken.

15.2 - Meeting evaluation

The Chair encouraged all members to complete the Board Evaluation Survey.