

## Minutes for ISLHD Board Meeting - 1 February 2021

01/02/2021 | 02:00 PM - 06:00 PM - AEST

Conference Rooms, District Executive Offices, Warrawong

### Attendees (14)

Denis King; Eve Bosak; Roger Downs; Kathy Eagar; Alan Hudson; William Lovegrove; Rod McMahon; William Pratt; John Stubbs; Margot Mains; Gerard Sutton; Marisa Mastroianni; Paul Knight; Richard Morris

### Agenda

The meeting commenced at 2.01pm.

#### ITEM 1 - In Camera Discussion (optional)

There was no in camera discussion.

#### ITEM 2 - Presentation - nil

There was no presentation.

#### 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

Paul Knight and Gerard Sutton joined the meeting at 2.04pm

The Chair welcomed new member Dr Richard Morris. Dr Morris is a highly respected anaesthetist, an intensive and medical perfusionist with over 70 publications. He has membrane oxygenator patents, is a visiting medical officer at Shoalhaven District Memorial Hospital and St

George Private Hospital. Dr Morris is a staff specialist in aeromedical operations with NSW Ambulance. He has been awarded the Commonwealth Member of the Order of Australia (AM), the Commonwealth Group Bravery Citation for activities related to Beaconsfield mine rescue and the Royal Human Society Galeghan Silver Medal and Stanhope Gold Medal for activities related to the Thredbo Landslide, among many other accolades.

The Board Members welcomed Dr Morris.

### **3.3 - Apologies**

There were no apologies.

### **ITEM 4 - Declaration of interests**

There were no conflicts of interest declared.

### **ITEM 5 - Business from the last meeting**

#### **5.1 - Minutes of the meeting held on 7 December 2020**

The Board approved the draft minutes of the meeting held 7 December 2020.

#### **5.2 - Action Items Arising**

The Board noted progress and completion of actions. Updates were provided for actions:

- 51/20 - the Chief Executive will provide a position paper on the process for the new strategic directions at the next meeting.
- 58/20 and 116/20 - will be joined and completed by the Chief Information Officer as part of the planning process.
- 170/20 - will be deferred to the March 2021 meeting.

##### **5.2.1 - Action 38/20 - Fraud and Corruption Strategy - Board to review the Social Media Policy when available.**

The Board received the Social Media Policy discussing the opportunity to include / refer to whistle blower arrangements within.

The Board supported the policy pending the addition of a whistle blower arrangement.

***ACTION 172/21: EDSIP to add a section to the Social Media policy around a whistle blower arrangement.***

***(Assignee(s): Gerrard Golding; Due Date: 01/03/2021)***

### **5.3 - Resolutions Register**

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

## **ITEM 6 - For Approval**

### **6.1 - ISLHD Risk Appetite Statement**

The Board received the risk appetite statement and congratulated Mr Paul Knight as Chair of the Audit and Risk Committee for completing this large and impressive body of work, which highlights where the District has an appetite for risk and where it has zero.

The Board commented on the challenges associated with risk appetite tolerance and commended the Committee Chair for its presentation and alignment to the Ministry of Health statement.

Discussion occurred relating to how the statement would be disseminated to staff across the District. The Chief Executive advised it is her role to implement this through the whole structure of the organisation. It would be discussed at the Medical Staff Council, District Information Meeting, Strategic Executive and included in PEDs to further drive change.

The Board suggested the statement be incorporated in job descriptions moving forward and be embedded into policy.

**RESOLUTION 2021/44: The Board approved the ISLHD Risk Appetite Statement.**

## **ITEM 7 - Strategic Matters**

There were no strategic matters for noting.

## **ITEM 8 - Board Chair Report**

The Board Chair advised his updates were covered in the Chief Executive's report.

## **ITEM 9 - Committee membership review**

The Board received the report provided with the Board Chair advising a new Board Chair would be appointed by the Minister first and will then be involved in selecting new members.

An advertisement for Board Members was included in newspapers with a close date of 28 February 2021. The Council of Board Chairs had discussion around the appropriate number of Board Members but agreed this was difficult to define given the nuances of each District and skill mix.

The Board Chair confirmed the Medical and Dental Appointment Advisory Committee reports to the Chief Executive.

The Board agreed no changes were required to the Committee memberships until the new Board Chair and Members are selected.

## **ITEM 10 - Committee Reports (including Annual Reports)**

### **10.1 - Finance and Workforce Performance Committee**

The Board received the minutes from the Finance and Workforce Performance Committee meeting held 30 November 2020. The Committee Chair noted discussion points from the meeting held 25 January 2021:

#### Workforce

- work, health and safety actions are being closed in a timely manner
- there were five notifiable incidents occurred during November 2020
- the Committee received confirmation that there is a schedule for all items to be tagged and tested
- the Committee requested a review of notifiable incidents over the past 12 months relating to electrical incidents to identify any systemic or recurring issues.
- confirmation that the maintenance schedule includes some items of previous concern i.e. roof maintenance
- some JMOs who continue to work in excess of 100 hours. The Committee requested Peter Jansen report back to Committee on the drivers of this.

#### Finance

- received a report on the work completed to date from Peter Shiells on Information, Communications and Technology
- the challenges of the moving target created by the Ministry
- the supplementation received this financial year, though the Ministry requirement to break even in the next 2.5 years.

The Board discussed the position of other local health districts, hearing that no other Districts have favourable results.

## **10.2 - Health Care Quality and Safety Committee**

The Board received the minutes from the Health Care Quality and Safety Committee meeting held 25 November 2020. The Board noted discussion points from the meeting held 27 January 2021:

- there has been some improvement compared to November 2020
- all sites have shown some improvements against ETP, access and flow and surgery targets
- Wollongong Hospital having met its target
- the benefits to elective surgery waitlists from outsourcing, particularly in ear, nose and throat (ENT) and endoscopy. The request to the Ministry for additional funds to outsource has been approved.
- the improvement in seclusion and restraint practices in the mental health service.
- The mental health service workforce plan which is leading the state in this area
- the Kalparrin has now been sold.

The Acting Committee Chair, Dr Rod McMahon commended the senior staff for their reports, both verbal and written, noting they were precise and comprehensive.

## **10.3 - Planning and Innovation Committee**

The Board received the minutes from the Planning and Innovation Committee meeting held 7 December 2020. The Committee Chair noted the presentation received during the meeting from Professor Kathy Eagar on palliative care.

The Board noted discussion points from the meeting 1 February 2021 regarding the:

- recommendation to the Board of the Sussex Inlet Neighbourhood Centre partial disposal
- the primary discussion around David Berry Hospital and likely transfer of services to new Shoalhaven District Memorial Hospital (SDMH) site
- the need to investigate the heritage listing status of the Hospital and revisit the broader service planning.
- the architect has been appointment for the new build of SDMH
- the asset strategic plan requirements including the new template being released by the Ministry and the need to include plans for the next decade in the report.

## **10.4 - Aboriginal Health Committee**

The Chair informed the Board the minutes included in the papers were from a special meeting to discuss local decision making in Aboriginal Health.

## **10.5 - Audit and Risk Committee**

The Board received the minutes from the Audit and Risk Committee meeting held September 2020. The Board noted discussion points from the meeting held in December 2020:

- the meeting focused on enterprise risk and reviewing the internal audit plan
- the potential for issues regarding staffing changes and replacements
- the approximately 50 outstanding management risk register actions which are slowly decreasing
- a presentation around ICT
- the positive report received from the NSW Audit Office regarding the District's performance and the team.

## **ITEM 11 - Chief Executives Report**

The Board received the report provided by the Chief Executive and noted:

- the extremely busy time post-Christmas regarding COVID-19
- the fantastic work of staff to mobilise testing clinics in such a short time frame

The Chief Executive advised the Board of the work of Southern IML and Lavery Pathology who were fantastic to work with and their support was imperative to the protection of the community.

## **ITEM 12 - For Information**

### **12.1 - 2021 Board Calendar**

The Board received the information provided.

## **ITEM 13 - Business Without Notice**

There was no business without notice.

## **ITEM 14 - Meeting Finalisation**

## **ITEM 15 - Closure of General Agenda**

Meeting closed 4.15pm