

Minutes for ISLHD Board Meeting

19/10/2020 | 02:00 PM - 06:00 PM - AEST

Novotel North Beach Wollongong

Attendees (13)

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

Agenda

The meeting commenced at 2.09pm.

ITEM 1: In Camera Discussion (Optional)

Nil.

ITEM 2: Presentation

2.1 Board Planning Topic - Action plan for Research Strategy and Review

The Board received the action plan for Research Strategy and discussed:

- The elements of the Research Strategy and the review of the District's research direction including examining new research priorities and amplifying research opportunities.
- The need to include population health as a core element in the research strategy.
- Necessary facilitation of time and space for busy clinicians to be able to conduct research.
- Innovation to ensure the ethics and governance requirements are more bearable and a reduction of bureaucratic requirements.
- Assisting the Ministry of Health (MoH) and the Office of Health and Medical Research (OHMR) to understand the legislative and other requirements that prevent research.
- Creating a local training model to identify and train research leaders.
- The risk to our research effort is funding and therefore the need to maximise opportunities for collaboration with external organisations.

- Developing clinical engagement and measurable targets with CHRISP, IHMRI and other local research organisations.
- Publicising the clinical trials available and ensuring clinical trials are across all facilities in the District as well as Wollongong Hospital and Shoalhaven District Memorial Hospital.
- The Chief Executive will meet with the Executive Director Research and the Director Clinical Trials to pursue research funding through the Official National Funding Model which reports the District has been allocated funding for research and teaching.
- The final research reviews will be reported to the Board Planning and Innovation Committee.

Dr Mark Basset has completed his project into research and the Board acknowledged his achievements.

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 future.

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

Dr Bruce Ashford, Executive Director Research;

Dr Lorraine Chantrill, Director Clinical Trials

Dr Mark Bassett, Senior Medical Advisor

Bill Lovegrove arrived at 2.15pm.

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 on 3 August 2020

The Board approved the draft minutes of the meeting held 3 August 2020.

5.2 Minutes of the meeting on 7 September 2020

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

5.3 Action Items Arising

The Board noted progress and completion of actions and raised Action Item 42/20, requesting the Chief Executive provide an update on the Cancer Institute Funding. The Board Chair and the Chief Executive will discuss the potential financial cuts and implications to the District.

ACTION: The Chief Executive to provide an update on Cancer Institute Funding at the December meeting (Assignee(s): Chief Executive; Due Date: 07/12/2020).

5.4 Resolutions Register

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

ITEM 6: For Approval

6.1 Audit and Risk Committee (ARC) Membership review and appointment of new member

The Board received the report provided and endorsed:

- Mr Paul Knight's appointment as Independent Chair until 30 November 2022, noting this is past his current end date of 30 June 2021 as a Board member.
- The reappointment of existing ARC Member, Ms Jeanette Barker for a further three year period, ending on 30 November 2023.

- The appointment of Mr Ian Gillespie as an Independent Member of ARC for an initial three year period commencing prior to 1 March 2021.

6.2 Delegations Manual - (PART 1) Version V8

The Board did not ratify the updates to part one of the new Delegations Manual and the ISLHD CORP DOC 11 – ISLHD Delegations Policy, although noted their support for the layout of the new manual. Part one of the manual was presented, outlining the operational delegations with part two to follow which will outline the Boards delegations.

The Chief Executive advised further restrictions have been made in an attempt to improve financial expenditure controls due to the current financial situation. Further changes are to be made by the Chief Executive and will be provided at the next meeting.

ACTION: The Chief Executive to provide the new Delegations Manual to the November meeting. (Assignee(s): Chief Executive; Due Date: 02/11/2020).

6.3 2019-20 Safety & Quality Account

The Board endorsed the 2019-2020 Safety & Quality Account for submission to the Ministry of Health, acknowledging the professional appearance of the document.

6.4 Proposed 2021 Board Meeting Dates and Committee Meeting Dates

The Board endorsed the proposed 2021 Board meeting dates and schedules as well as the proposed 2021 Board Committees dates and schedules. The issue of attendance by electronic means was discussed, noting:

- Attendance at the sites is important and should continue.
- The option of attending virtually will be at the discretion of the Committee Chairs after consideration of the agenda.
- The Warrawong Executive Office Conference rooms now have Skype enabled which will allow both Skype and face to face attendance at this location.
- Microsoft Teams will be implemented later in the year.
- Diary invites for all of the 2021 Board and Board Committee meetings will be sent out to Members.

6.5 Proposed 2021 Board Calendar

The Board received the 2020 and draft 2021 Board Calendars noting the Committee Chairs will determine the locality of Committee meetings on an ongoing basis.

6.5 Proposed 2021 Board Schedule

The Board received the draft 2021 Board Schedule.

ITEM 7: Strategic Matters

7.1 Strategic Directions Review - Quarterly Dashboard Report

The Board received the 2019-20 Quarter 4, Year 3 Strategic Priority Outcomes reporting dashboard of the Strategic Directions for the Illawarra Shoalhaven Local Health District 2017-2020 plan discussing the Emergency Department Transformation Projects promising results based on the pilot data.

7.2 Risk Management - quarterly update

The Board received the Risk Management report.

7.3 Annual Public Meeting

The Board endorsed the concept and draft Agenda for the 2020 Annual Public Meeting noting it will be live streamed from the Wollongong Hospital this year.

ITEM 8: Board Chair Report

The Board Chair reported:

- A decision regarding the Board appointment extensions has not yet been received from the Ministry of Health.
- The new Members may be appointed earlier so there is a transition next year, however a list of applicants has not yet been provided by the Ministry.
- The Ministry Governance Review on Board Membership has not been finalised as yet.
- The Secretary of Health advised the Board Chairs on the current pandemic situation including:
 - The NSW Governments release on restrictions with continued pressure on the Health System.

- Budget and funding implications.
- Relationships with Unions.
- Halt of Capital Works Project approvals.

The Chair proposed a fundraising opportunity for the Clinical Trials and Cancer Care Centre by raising funds through a World Road Championship and other related events. The Board agreed with the concept and discussed the need for a draft proposal and a community inclusive Committee to support it.

ITEM 9: Committee Reports (including Annual Reports)

9.1 Finance and Workforce Performance Committee

The Board received the minutes of the meetings of the Finance and Workforce Performance Committee on 27 July 2020 and 31 August 2020, as well as a verbal update on the meeting held on 28 September 2020.

9.1.1 Annual Report

The Board received the Annual Report for the Finance and Workforce Performance Committee, discussing:

- The extensive work completed by the Executive Director Finance and team.
- Continued financial funding for COVID-19 including the decision to continue funding the outsourced surgery and COVID Ward staff non-continued funding.
- The Districts current financial expenditure issue and the focus on reducing expenditure and savings particularly around overtime and agency costs.
- Staff well-being after the Bushfires, Pandemic and current financial constraints.
- Recent improved funding in mental health services.
- The Chief Executive will be facilitating a meeting with other Local Health Districts to discuss working together and sharing funding.

9.2 Health Care Quality and Safety Committee

The Board received the Minutes of the Health Care Quality and Safety Committee meetings on 29 July and 26 August 2020, and a verbal update on the meeting held on the 30 September 2020.

9.2.1 Annual Report

The Board received the Annual Report for the Health Care Quality Committee and acknowledged the improvements in clinical risk management due to the Director of Clinical Governance, Patient Safety and Quality and her team.

9.3 Planning and Innovation Committee

That the Board received the Minutes from the 29 July 2020 Committee meeting and a verbal update on the meeting held on 19 October 2020.

9.3.1 Annual Report

The Board received the annual report from the Planning and Innovation Committee, acknowledging the Board Secretariat for detailing the Committees achievements.

9.4 Aboriginal Health Committee

The Board received the Minutes and Chair's Report for the meeting held on 13 July 2020 and discussed:

- The continued community involvement in the Committees decision making and purpose.
- A meeting with key community stakeholders is being organised to understand community expectations.
- Improvements in the Districts recruitment targets and the ongoing challenges in maintaining this especially with the current financial situation as priority is on essential worker and funded positions.
- The difficulties in retaining Aboriginal employees with many competing organisations offering more lucrative opportunities.

9.4.1 Annual Report

The Board received the Annual Report of the Aboriginal Health Committee.

9.5 Audit and Risk Committee

The Board received the Audit and Risk Committee (ARC):

- Minutes of the meeting held on the 14 July 2020

- Draft Minutes of the meeting held on 3 September 2020
- Draft Minutes of the ARC out of Session resolutions from the meeting held on the 16 September 2020.

9.5.1 Annual Report - Audit and Risk Committee

The Board received the annual report provided by the Audit and Risk Committee and discussed:

- The Committees strong focus on Enterprise Risk, including the Enterprise Risk Strategic Plan and Risk Appetite Statement and the need to provide resources for this to be implemented throughout the District.
- The positive shift in the Risk Management and Financial Accounting areas within the District which is supported by recent positive feedback from the external Auditors.
- Resourcing risk Management staff to implement the risk appetite across throughout the District which will create a cultural change if done correctly.
- The responsibilities of the Districts Senior Leaders to understand risk management and provide upskilling of staff.
- The effects of the pandemic might have on culture and how COVID-19 will soon be seen as the major Work Health and Safety (WHS) issue and the opportunities to co-ordinate risk management with WHS.

The Board also acknowledged the Chair and the Chief Executive for efforts in obtaining the funding for the Shellharbour and Shoalhaven Re-Development projects.

ITEM 10: Chief Executive Report

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

- The Districts final purchasing discussion with the Ministry on 16 October to finalise the Service Agreement for the period and the population growth in the Model of 2,622 NWAU.
- Baseline adjustments have been provided to Local Health Districts (LHDs) in recognition of the impact of the coding standard changes. The District received an adjustment for -5,904 NWAU across the Acute and Mental Health Admitted streams. The Ministry have confirmed there will be no budget impact as a result of the baseline adjustment.
- The District was one of the only LHDs to receive a positive adjustor, which the Ministry commented was a result of good quality data.
- The elective surgery targets being included in the Service Agreement for paediatrics and cataracts.

- The initiation of cardiothoracic surgery service at Wollongong Private Hospital and the possibility of obtaining future flow reversals from South Eastern Sydney Local Health District.
- The final purchasing model will be released in early November 2020.
- The continuation of meetings with residential aged care facilities on pandemic management and planning.
- The completion of infection management inspections in the aged care facilities has been completed and action plans and training are being developed.
- Workforce surge planning is continuing and Senior Nurses from the District will provide assistance in the facilities if required.
- The vaccination plans will be in place by December 2020 with priorities being determined by the Ministry.
- The vaccination program involves freeze chain management and therefore training is required. Staff are paying for their own training which the District will reimburse, in an effort to train only invested staff.

The Board acknowledged the role of the Chief Executive and the staff involved in managing the Pandemic aged care facility management model and how the District is leading the way in this area.

ITEM 11: For Information

11.1 2020 Board Calendar

The Board received the Board Schedule and Calendar for 2020.

ITEM 12: Business Without Notice

There was no business without notice.

ITEM 13: Meeting Finalisation

Nil.

ITEM 14: Closure of General Agenda

Closed at 4.57pm.