



MINUTES
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT
BOARD MEETING

Date: Monday 2 July 2012

4.00pm – 6.00pm

**Venue: Conference Rooms 1 and 2, Level 8, Block C,
Wollongong Hospital**

ITEM 1: Presentation

Dr Jean Evans, Director Information, Communications & Technology (ICT), SESLHD, ISLHD, and SCHN presented an overview of the ICT Strategy 2012-2016.

Board members had the opportunity to ask questions related to the strategy. Issues surrounding the management and governance of ICT, the development and implementation of State wide programmes and local initiated projects, and the challenges mobile technology bring to the complex health environment were raised and discussed.

ITEM 2: Attendance of members

Clinical Professor Denis King, Professor Jan Potter, Ms Jill Boehm, Professor Gerard Sutton, Mr Geoff O'Donnell, Mr Roger Downs

In Attendance

Mrs Susan Browbank, Mr Barry Mitrevski, Mrs Rosemary Croke (secretariat)

Apologies

Ms Sue Baker-Finch, Ms Marisa Mastroianni, Dr William Pratt, Mr Paul Knight, Professor Kathy Eagar.

ITEM 3: Declaration of Pecuniary Interest, Conflict of Interest

No pecuniary interest or conflict of interest declared.

ITEM 4: Confirmation of Minutes of meeting held 4 June 2012

Minutes accepted as a true and correct record.

ITEM 5: Action List

Action list received and noted by the Board.

5.1 Lag in Mental Health data provided in Health Services Performance Report – March 2012 Executive Summary

The matter has been investigated with the Board noting the information provided.

5.2 Audit and Risk Management Committee Charter

The Board noted the amendment to the charter to reflect the inclusion of an additional Board member on the District Audit and Risk Management Committee.

RESOLVED (2012/30): The Board resolved to endorse the amended Audit and Risk Management Committee Charter.

ITEM 6: Reports

6.1 Chief Executive

Report received and noted by the Board.

The Chief Executive spoke to the report and highlighted the:

2012 Queen's Birthday Honours List

The award of Order of Australia has been bestowed on two long serving Illawarra clinicians, namely Dr Chris James and Dr Philip Clingan. The Board acknowledged their contribution and commitment to public health.

A long serving associate of the District, Dr Stephen Andersen also received the Order of Australia. His service to the community of the Illawarra region was also noted by the Board.

Manager Clinical Outcomes and Research

A new position titled Manager Clinical Outcomes and Research will be funded for an initial period of six months and will be responsible for the provision of leadership and expertise in the development and promotion of research literacy amongst clinicians within the District.

Staff Wellness Programme

The underlying principles of this initiative are of providing support to staff in maintaining wellness, recovering from work related injury and developing healthier lifestyle choices. The District has clinical services available that could be accessed by staff with the provision of

some wellness services provided via partnerships with external organisations.

Executive Development Programme

This NSW public sector programme has been introduced by the Public Service Commission with the specific aims of strengthening strategic leadership capability, developing the knowledge and skills needed to deliver major reform, and fostering talent within the group of potential future chief executives.

The Chair informed the Board the results of the programme will be made available to District Boards at some stage.

Mental Health Review

The Chief Executive commissioned a review of the District's Mental Health Service and is in receipt of the review panel's findings and recommendations. An invitation to meet and discuss the recommendations of the review has been extended to the New South Wales Nurses' Association. The District will seek the assistance of the Association in the establishment of teams to work with service managers in the development of action plans to address each recommendation.

ACTION ITEM:

The Mental Health Services Review 2012 is to be made available to the Board via the Board's website.

Community Engagement

The Board discussed the District's commitment to community engagement and the consultant's progress to date in preparing a strategy to enhance the capacity of the District in the area of community engagement.

The Chief Executive informed the Board it is her intention to meet with the consultants to discuss the contract obligation of developing a strategy for the broader and long term community engagement of the District.

6.2 ISLHD Board Executive Summaries

6.2.1 Finance and Performance Committee – Overview Report for the period ending 31 May 2012

Report received and noted by the Board.

The Board was informed the District's year to date result stands at \$462k favourable to budget with a full year favourability forecast of \$952k. Advice has been received from the Ministry of Health that the Commonwealth price for

DVA patients will result in the District receiving an additional \$1M.

The impact of the workers' compensation hindsight on the budget was raised and discussed. The District has developed additional strategies to enhance the Work Safety and Injury Management Five Year Strategic Plan, including an improved communication and education package.

Notification from the Ministry of Health indicates the District will be receiving an Activity Based Funding transitional grant of \$34M. The District has been analysing the notification and in contact with the Ministry of Health as the grant has been calculated on the District's 2009/10 fractions. Since 2009/10 significant work has been undertaken on coding and ensuring the fractions are correctly allocated. It is felt the transitional grant is considerably less than the amount quoted by the Ministry of Health.

The Board was informed the transitional grant figure is live and can be amended.

The acting Director Finance requested the word "and" be removed from the second sentence in the second last paragraph on page 57 of the business papers.

6.2.2 Health Care Quality Committee

The Board noted the District's Quality Forum was held on 15 June 2012 at Wollongong Hospital with 14 programmes showcased. It was acknowledged the standard of the work was high with a total of 11 projects progressing to various State quality awards; eight programmes to the NSW Health Awards, one to the NSW Premiers Awards and four to the ACHS Awards.

The Health Care Quality Committee is examining the District readmission rates however the committee is cognitive the District is awaiting a definitive definition of an admission.

The committee is also working on policy endorsement processes.

6.2.3 Audit and Risk Management Committee – meeting held 4 June 2012

Draft minutes received and noted by the Board.

6.2.4 Planning Committee – meeting held 4 June 2012

Minutes received and noted by the Board.

The Chair provided an update of the Planning Committee meeting held prior to this Board meeting. The Planning Committee recommended transmission of the District's Ambulatory and Primary Health Care Statement of Purpose for presentation to and endorsement of the Board at the 6 August 2012 Board meeting.

The Chair outlined the staged processes of the Health Care Services Plan to the Board and flagged the current intention is to complete the plan by the end of August 2012.

6.2.5 Medical and Dental Advisory Appointment Committee (MDAAC) – meeting held 28 May 2012

Executive summary received and noted by the Board.

6.3 Executive Management Committee Executive Summaries

6.3.1 Shoalhaven Clinical Council–meeting held 18 June 2012

Draft minutes received and noted by the Board.

6.3.2 Illawarra Clinical Council–meeting held 13 June 2012

Draft minutes received and noted by the Board.

ITEM 7: Confidential Items

7.1 Confidential Item One

Report received and noted by the Board

7.2 Confidential Item Two

Board members are referred to the Confidential Minute for further information related to this item.

7.3 Confidential Item Three

Board members are referred to the Confidential Minute for further information related to this item.

7.4 Confidential Item Four

Board members are referred to the Confidential Minute for further information related to this item.

7.5 Confidential Item Five

Report received and noted by the Board.

7.6 Confidential Item Six

Board members are referred to the Confidential Minute for further information related to this item.

7.7 Confidential Item Seven

Board members are referred to the Confidential Minute for further information related to this item.

7.8 Confidential Item Eight

Report received and noted by the Board.

ITEM 8: Business Arising

8.1 Aboriginal Health Committee Charter

The Board received and noted the charter.

RESOLVED (2012/31): The Board resolved to endorse the Aboriginal Health Committee Charter.

8.2 Current position on all District VMO appointments

The Board received and noted the report.

The Chief Executive reported the service of long standing Visiting Medical Officers who retired as at 30 June 2012 would be recognised by the District.

8.3 Memorandum of Understanding between UOW and ISLHD

The Board received and noted the report.

The Board previously endorsed the Chief Executive initiate discussions with the Vice Chancellor of the University of Wollongong (UOW) to review, revise and renew the 2006 Memorandum of Understanding as the basis for ongoing collaboration in research and teaching activities. The collaboration would occur through the establishment of the Illawarra Health and Medical Research Hub. The Chief Executive reported she met with the Vice Chancellor with both parties agreeing to each drafting a Memorandum of Understanding and to meet again.

Since the meeting, the NSW Government has released information concerning health and medical research in NSW including the Government's commitment of \$800,000 to support the eight research hubs in NSW one of which is the Illawarra.

Discussion took place on the level of priority afforded to this issue given the funding implications for the hub.

RESOLVED (2012/32): The Board resolved to endorse the Chair and Chief Executive meet with the Vice Chancellor and the Vice Principal (Finance and IT) of UOW to further discuss this issue.

ITEM 9: New Business

9.1 ICT Strategic Plan

The Board received and noted the report.

The Board discussed aspects of the report in light of the ICT Strategic Plan presentation including the provision and support of mobile technologies and devices available to customers.

9.2 2012/2013 Service Agreement

The Board received and noted the report.

The Chief Executive informed the Board the agreement will underpin the District's 2012/2013 operational plan.

RESOLVED (2012/33): The Board resolved to endorse a 2012/2013 Service Agreement briefing session for members of the Board be organised for the week commencing 23 July 2012.

ITEM 10: Information

10.1 NSW Health Performance Framework – Record of Health Services Performance Review

The Board received and noted the information.

ITEM 11: Business Without Notice

11.1 Access to the Board

The Board raised and discussed clinician access to the Board. At the present time communication channels available to clinicians are via the District's Clinical Councils and Executive. The Chief Executive informed the Board the access will be extended with the formation of a committee with membership comprising six members from each of the District's two Clinical Councils. The Chair of this committee will be the Executive Clinical Director (ECD).

The position of ECD was created to ensure direct communication occurs between senior medical staff and the Chief Executive. Dr Barry Elison currently holds the appointment of ECD.

11.2 Corporate communications

Lengthy discussion took place on the topic of media communication with the Board supporting the concept of a mentoring programme for relevant staff.

Meeting closed at: 6.10pm

Next meeting: Monday 6 August 2012
4.00pm – 6.00pm
Conference Rooms 1 & 2,
Level 8, Block C
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King



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Signature

6.8.12.
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Date