



MINUTES
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT
BOARD MEETING
Date: Monday 7 April 2014
4.00pm – 6.00pm
Venue: Conference Rooms 1 & 2, Level 8,
Block C, Wollongong Hospital

ITEM 1: Presentation

The Deputy Chair welcomed Ms Michelle Noort, Director Integrated Care, Planning and Performance to the meeting. Members were reminded the Board Priorities document was tabled at the 5 March 2014 Board meeting where aspects of the document, including the need to ensure continuity of language across District planning documents, were raised and discussed. The action pending from that meeting was for the document to be amended and tabled at the 7 April 2014 Board meeting for approval.

To this end, an invitation was extended to Ms Noort to present the redraft of the Board Priorities document to the April meeting.

Following the presentation members were provided with the opportunity to ask questions related to the document. It was noted the document had been developed in support of the clinical divisional priorities, and the primary audience would be the clinicians involved in writing the division plans. The title of the document was also discussed.

Members were informed the document would also be made available to the public via web publication. It was agreed the document should be written in “plain English”.

- ACTION ITEMS:**
- i Document to be titled “Board Service Delivery Priorities”.
 - ii The written language is to be simple and easily understood.
 - iii Board Service Delivery Priorities document to be updated in line with member feedback and tabled at the May 2014 Board meeting for approval.

RESOLUTION (2014/09):

The Board approved the document be progressed in line with the action items detailed above.

Ms Noort was thanked for the presentation and the document, and left the meeting.

ITEM 2: Meeting Opening

2.1 Attendance of members

Ms Jill Boehm, Professor Kathy Eagar, Ms Sue Baker-Finch, Mr Roger Downs, Mr Geoff O'Donnell, Mr Paul Knight, Associate Professor Rod McMahon, Dr William Pratt, Ms Marisa Mastroianni

Apologies

Clinical Professor Denis King, Professor Gerard Sutton, Clinical Professor Jan Potter

In Attendance

Mrs Susan Browbank, Mr Henry Kornacki, Ms Sue Harris, Mrs Rosemary Croke (secretariat)

2.2 Declaration of Pecuniary Interest, Conflict of Interest

Professor Kathy Eagar declared a potential conflict of interest in relation to item 5.4. There were no other conflicts of interest, gifts, or benefits declared.

2.3 Confirmation of Minutes of meeting held 3 March 2014

Item 2.1 to read Professor Kathy Eagar, Ms Sue Baker-Finch and Mr Geoff O'Donnell all declared a conflict of interest and left the meeting prior to discussion and approval of the Resolution.

Clinical Professor King, and In Attendance members Mrs Sue Browbank, and Mr Henry Kornacki also left the meeting prior to the voting of the Resolution. The remaining noted Board members voted on the Resolution.

The minutes were then accepted as a true and correct record.

2.4 Register of Board Resolutions

Members received the Board resolutions of the previous 12 months, and the progress/outcomes to date. Explanation was provided that it was intended all resolutions should remain on the monthly Board report until finalised and that the Board register would be available for reference at meetings.

2.4 Action List

That members note the progress/completion of actions.

2.4.1 Glossary of language

Report received and recommendation noted by the Board.

2.4.2 Draft ISLHD Board Priorities

Members were referred to Item 1 in relation to this agenda item.

2.4.3 ISLHD Board handbook

Report received and recommendation noted by the Board.

Members referenced Standing Order Two-reporting deliberations of committees of the Board. and raised two issues related to the order. It was noted the Chair, Audit and Risk Management Committee is not a member of the Board and this should be recognised in the standing orders. It was agreed the report to the Board should be provided by a Board member who is also a member of the Audit and Risk Management Committee.

In addition, the Chair, Audit and Risk Management Committee should be requested to provide a written report to the Board on the committee's operation and activities on a quarterly basis.

Members also determined the requirement for a summary sheet detailing committee recommendations was unnecessary if members were receiving full copies of the minutes in the Board business papers.

The concept of the District developing a reference document for the Board drew support from members. Aligning the content with the By-Laws was raised and discussed.

Members wishing to comment/provide feedback on the handbook are to do so via the Board Secretariat.

RESOLUTION (2014/10):

The Board approved the creation of a Board Handbook and inclusion of the four standing orders.

ACTION ITEMS: i The Chief Executive to progress the development of the ISLHD Board handbook and provide members with an update at the May meeting.

- ii Comments/feedback to be forwarded to the Board Secretariat.

ITEM 3: Reports

3.1 Board Deputy Chair

Verbal report received and noted by the Board.

The Deputy Chair provided updates on issues including the Wollongong Hospital co-located private hospital development, and 2013 and 2014 Board training programmes. The Deputy Chair sought, and received feedback from members regarding the Ministry of Health's 2013 Board training programme. The request for feedback was made in preparation of her participation in a discussion with the current provider on Tuesday 8 April 2014.

Members discussed at length the 2014 training options available to the Board. It was agreed the programme provided by the Australian Institute of Company Directors (AICD) was far superior to the previous presentation.

- ACTION ITEMS:**
- i Members to contact the Chief Executive with any suggested topics for inclusion in the 2014 ISLHD Board training programme.
 - ii AICD to be approached by the Chief Executive regarding training available similar to that currently being conducted for health service entities in Victoria.

3.2 Chief Executive

3.2.1 Balanced Scorecard 2013-2014 – month and YTD February 2014

Report received and recommendation noted by the Board.

The Chief Executive informed members the District remains at the performance level of "0", however there are a couple of potential emerging areas of concern. The District did not meet the Ministry's NEAT target of 71% in February, with a result of 68%.

Also of concern are unplanned readmissions across the District. Wollongong Hospital and Milton Ulladulla Hospital have not demonstrated a reduction in unplanned readmissions in line with other District hospitals. The District recorded a 1.7% variance to target for the month which is an improvement on previous months. Work is continuing in this area.

Members were informed the wording of the Ministry of Health's performance indicator "greater than 24 hours in ED" had been raised with the Ministry.

The Chief Executive provided a progress report on negotiations between the District and the Ministry of Health in relation to activity targets for 2014-2015. The District is expecting to receive confirmation of the targets prior to the May Board meeting.

The Board was briefed on the staged opening and funding of the new build at Wollongong Hospital.

The Board questioned the outcome of the declaration by certain health funds that they would reduce payment for single room rates. Members were informed this state wide issue has been resolved following talks between the Ministry of Health and health funds. The health funds have agreed to remunerate at the original rate.

Members noted the full year forecast for General Fund is now \$.4m favourable.

3.2.2 Finance Report for period ending 28 February 2014

Report received and recommendation noted by the Board.

3.2.3 Activity Report for period ending 31 December 2013

Report received and recommendation noted by the Board.

3.2.4 Health Services Performance Reports – January 2014 and February 2014

Reports received and recommendation noted by the Board.

ITEM 4: Business Arising:

4.1 Committee charters

Committee charters will be emailed out of session for discussion and approval at the May Board meeting.

ITEM 5: New Business:

5.1 Establishment of a Strategic Alliance with The Illawarra Shoalhaven Medicare Local and The Illawarra Shoalhaven Family and Community Services District

Report received and recommendation noted by the Board.

The alliance with the Medicare Local will focus on developing a shared understanding of each agency's strategic objectives,

improving communication, and working collaboratively on shared priorities.

The alliance with Illawarra Shoalhaven Family and Community Services will also look to develop a shared plan and priorities for action as New South Wales transitions to the National Disability Insurance Scheme (NDIS).

With the establishment of both organisations management teams it is planned to conduct quarterly meetings involving the Chief Executives, and senior officers.

It was noted the possible impact on health service demand as a result of the NDIS has been entered onto the Risk Register. Professor Eagar offered to circulate her paper on the NDIS to Board members.

5.2 National Accreditation Scheme – Wollongong Hospital

Report received and recommendation noted by the Board.

Members noted the survey team comments regarding the outstanding deployment of the National Safety and Quality Health Service Standards throughout Wollongong Hospital.

In relation to the Shoalhaven Group, the survey team identified a significant body of work had been undertaken implementing the ten national standards at these three hospitals.

Bulli Hospital, Coledale Hospital, and Port Kembla District Hospital are undergoing survey this week.

ACTION ITEM: Media coverage to be arranged when survey of the District has concluded.

5.3 Low Volume Complex Cancer Surgery

Report received and recommendation noted by the Board.

The District will arrange media coverage of this successful collaborative application when further advice regarding the roll out of the programme is provided by the Ministry.

5.4 Proposal for an Illawarra Population Health Information Platform (IPHIP) update

Report received and recommendation noted by the Board.

Professor Kathy Eagar left the meeting at 6.08pm as she had declared a conflict of interest at the commencement of this meeting with this agenda item.

The Chief Executive provided members with comprehensive background and current information concerning the proposal.

RESOLUTION (2014/11):

The Board approved *in principle* the Chief Executive work with NSW Health in developing a business case seeking expressions of interest for the development of IPHIP.

Professor Kathy Eagar returned to the meeting at 6.21pm.

5.5 NSW Adult Admitted Patient Survey

Report received and recommendation noted by the Board.

Members were informed the District attained a satisfactory survey result.

5.6 ISLHD Delegations of Authority Manual V5

Report received and recommendation noted by the Board.

Members were informed the majority of changes to this body of work have been necessitated by items that require referral to the Board.

Members were reminded the Finance and Performance Committee performs a monitoring role and is not an approval entity.

The Board congratulated the Director of Finance on the quality of the document.

ACTION ITEM: Advertising the position of Chief Executive requires endorsement of the Board to be included in the manual.

RESOLUTION (2014/12):

The Board approved the requested amendments to the ISLHD Delegations of Authority Manual V5.

5.7 NSW Health LHD Board training programme 2014

Report received and recommendation noted by the Board.

Members noted a preference for training by AICD or similar, and this was to be explored as an alternative to the Ministry of Health's proposed NOUS Group training.

RESOLUTION (2014/13):

The Board approved the option to co-ordinate an in-house training programme as the ISLHD Board training programme for 2014.

5.8 ISLHD Internal Audit Strategic Plan update

Report received and recommendation noted by the Board.

5.9 Evaluation of ISLHD Quality and Patient Safety Management Plan 2011-2013

Report received and recommendation noted by the Board.

The Board acknowledged the excellent work and achievements realised by the Director Clinical Governance and his team.

ACTION ITEM: The results achieved by the District in relation to clinical quality and patient safety initiatives are to be promoted via the media.

RESOLUTION (2014/14):

The Board approved a letter of congratulations be sent to the Director Clinical Governance and his team acknowledging the success of the ISLHD Quality and Patient Safety Management Plan 2011-2013 Evaluations of Outcomes Report.

ITEM 6: Confidential Items:

6.1 Confidential Item One

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

6.2 Confidential Item Two

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

ITEM 7: Resolutions related to Item 8 recommendations.

Members noted there were no recommendations related to Item 8 that required Board resolution.

ITEM 8: Information

8.1 Finance and Performance Committee – minutes of meeting held 24 February 2014

Minutes received and recommendation noted by the Board.

8.2 Health Care Quality Committee – minutes of meeting held 26 February 2014

Minutes received and recommendation noted by the Board.

8.3 Planning Committee – minutes of meeting held 3 February 2014

Minutes received and recommendation noted by the Board.

8.4 Audit and Risk Management Committee – minutes of meeting held 2 December 2013

Minutes received and recommendation noted by the Board.

8.5 Media and Community Engagement Activity – February 2014 and March 2014

Report received and recommendation noted by the Board.

ITEM 9: Notifications regarding Upcoming Events

9.1 Invitation to the Essentials of Care Showcase May 1, 2014

Notification received and noted by the Board.

9.2 Save the dates

9.2.1 14 May 2014 – Clinician and Executive Team Leadership Programme (CETL) programme presentation

Notification received and noted by the Board.

Further details of the event will be emailed from the Chief Executive's office.

9.2.2 20 November 2014 – NSW Health Ministerial Advisory Committee pre meeting dinner

Members noted confirmation of the date as 20 November 2014. Further details of the event will be provided closer to the date.

ITEM 10: Date and venue of next meeting

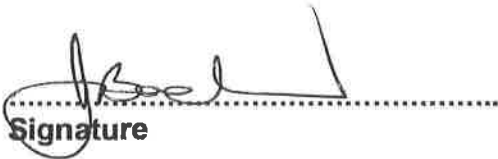
Information received and noted by the Board.

Meeting closed at 6.20pm.

Next meeting: Monday 5 May 2014
3.30pm – 6.00pm
Conference Rooms 1 and 2
Level 8, Block C
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Ms Jill Boehm OAM


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Signature


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Date

TRIM Ref: DT14/21025