

Wednesday 31 August 2016 at 4.30pm | Worrall Theatre, Sydney/Sydney Eye Hospital

SESLHD Board Meeting Minutes

Board Members:

- A/Prof Peter Gonski (Chair)
- Ms Patricia Azarias
- Ms Deborah Cansdell
- Mr Jonathan Doy
- Dr Debra Graves
- Dr Harry Harinath
- Janet McDonald
- Prof Peter Smerdely
- Prof Jeanette Ward

In Attendance:

- Mr Gerry Marr – Chief Executive
- Ms Karen Foldi – Director of Finance
- Dr Theresa Jacques – Chair, Medical Staff Executive Council
- Dr James Mackie – Medical Executive Director
- Ms Kim Olesen – Director of Nursing and Midwifery Services
- Mr Mark Shepherd – Director of Programs and Performance

Apologies:

- Mr Michael Still (Chair)
- A/Prof Robert Farnsworth
- Ms Kate Munnings
- Ms Kristin Stubbins (Advisor)

Secretariat:

- Ms Nicole McGregor – Executive Officer to the Chief Executive

ADMINISTRATION

1.1. Minutes of the SESLHD Board meeting held Wednesday 27 July 2016

Resolution 306

That Board resolved to approve the minutes of the SESLHD Board meeting held on Wednesday 27 July 2016 as an accurate record of proceedings.

1.2. Minutes of the Finance and Performance Committee meeting held Monday 25 July 2016

The minutes of the meeting of the Finance and Performance Committee held on Monday 25 July 2016 were noted.

1.3. Minutes of the Healthcare Quality Committee meeting

Nil minutes to note this month. The most recent meeting of the Healthcare Quality Committee was held on Monday 29 August 2016.

1.4. Minutes of the Community Partnerships Committee meeting

Nil minutes to note this month. The next meeting of the Community Partnerships Committee is in September 2016.

1.5. Minutes of the Audit and Risk Management Committee meeting

Nil minutes to note this month. The most recent meeting of the Audit and Risk Management Committee was held on Tuesday 30 August 2016.

1.6. Actions

The Board reviewed and updated the Action Log.

1.7. Correspondence Register

The Board noted the correspondence received to Wednesday 24 August 2016.

The Board is pleased to have received the NSW Health and the Arts Framework and commends this initiative.

1.8. Teaching and Research

The Board was provided an update on the development of the District's research strategy. Four workshops have been held across the District to seek input into the strategy, which have been well-attended and productive. The draft document will be out for consultation in the coming weeks.

The research strategy is expected to be completed by December 2016 and will come to the Board for endorsement.

The Board discussed the importance of relationships between the District and universities in partnering on research, particularly considering the shift towards translational research.

STANDING ITEMS

2.1 Board Chair Report

The Board noted the verbal update provided by the Deputy Board Chair.

2.2 Chief Executive Report

The Chief Executive provided a verbal update to the Board.

The following key points were discussed:

- Progress is being made in developing an Academic Health Science Partnership.

- The SESLHD Performance Review meeting with the Ministry of Health was held recently and was positive.

2.3 Finance and Performance Report

The Director of Finance provided an update on the District’s financial results for July 2016, as detailed in the Director of Finance Report provided.

Financial results for July 2016 were in line with expectations, particularly given that all budgets had not yet been flowed.

Revenue appears to be the main challenge, however, good performance has been seen in private patient conversion, with the District’s conversion rate now being above the state average.

Financial statements are being finalised, with no significant issues having been raised by the external auditors.

2.4 Key Performance Indicator (KPI) Report

The Board noted the report provided in the meeting papers. An overview of KPI performance for the month of July 2016.

Some challenges have been seen for transfer of care (ToC) during a demanding winter period, however good performance has been maintained. Staff have done well in communicating issues up and down the organisation as appropriate.

A workshop is being held with patient flow teams and emergency department staff to develop strategies to improve emergency treatment performance (ETP), as the District’s ETP target has increased for 2016/17.

The Board was advised that a paper is being prepared to provide a summary of the Lightfoot analytics initiatives and will be tabled at a future Board meeting.

Action: Paper on Lightfoot analytics initiatives to be provided to the Board.

2.5 Program Management Office (PMO) Report

The Board noted the PMO Report provided in the meeting papers. An overview of the year-to-date results for the value improvement plans (VIPs) was provided.

Value improvement targets for 2016/17 are in the form of both expense reduction and revenue generation. VIPs from each facility and service are being validated, with good results seen for the first month of the new financial year.

The Board discussed the importance of achieving savings targets, not only to bring the financial position into balance, but also to counteract cost pressures or increasing costs in other areas of the organisation. The District remains committed to its objective of ‘saving money safely’, by reducing waste and improving efficiency, without compromising patient care.

NEW ITEMS

3.1 2016/17 Service Agreement

The Board discussed the 2016/17 Service Agreement with the Ministry of Health.

The Chief Executive and Director of Finance provided an overview to the committee of their recent meeting with the Ministry of Health regarding the 2016/17 Service Agreement

The Board discussed the key risk areas related to the 2016/17 Service Agreement. Revenue remains a key area of concern for the District. Strategies are being put in place to improve revenue from a range of sources.

The Board discussed concerns related to activity, and in particular, non-admitted patient activity. It is important to ensure that data is being captured and recorded appropriately in outpatient clinics.

The Board resolved to endorse the signing of the 2016/17 Service Agreement by the Chief Executive and Board Chair, with the condition that a covering letter will be provided with the signed Service Agreement, which details the main areas of concerns.

3.2 Aboriginal Workforce Report

The Board noted the paper provided on the SESLHD Aboriginal workforce. To meet the state target of 2.6%, SESLHD needs to increase employment of Aboriginal staff members. The Board discussed strategies to reach this target, and the lessons that could be shared from other health organisations that have been successful in this area.

The Board resolved to receive a full briefing on the SESLHD Aboriginal workforce, including key performance indicator reports, every six months. The Board will also receive an update on the SESLHD Aboriginal employment numbers every quarter.

3.3 Healthcare in the Community Project Update

The Board noted the paper provided on the Healthcare in the Community Project. The Board discussed the role of the Board Community Partnerships Subcommittee in relation to the Healthcare in the Community Project; this matter will be taken up with the Director of Planning, Population Health and Equity.

The Board was advised that Ms Tish Bruce, Deputy Director, Primary, Integrated and Community Health, has been successful in obtaining a position with the Ministry of Health and will be leaving SESLHD.

The Board discussed Aboriginal health services provided within SESLHD. The Board resolved to hold a Board meeting in this financial year at the Aboriginal Land Council Building in La Perouse.

Action: SESLHD Board to hold a Board meeting at the Aboriginal Land Council Building at La Perouse within the next year.

CLOSE

5.1 Business without notice

Audit and Risk Management

A brief update on Audit and Risk Management was provided to the Board. An audit is being undertaken on information security, which is an identified priority from the Board risk workshop. It was noted that the District's Internal Audit structure is being realigned.

The Board discussed management of clinical risks. The Chief Executive is undertaking to convene a meeting with the chairs of the Healthcare Quality Committee and Audit and Risk Management Committee to further discuss their roles and responsibilities.

Mandatory training

The Board discussed the importance of undertaking mandatory training and was reminded of training requirements for Board members.

Multicultural Health Week

The Board was advised that Multicultural Health Week commences on Monday 5 September 2016. The Chief Executive will be speaking at the event launch at Parliament House.

5.2 Noting of Confidential Items

Parts of Item 3.1 were noted as confidential.

5.3 Date of next meeting:

Wednesday 28 September 2016

3pm – 4pm, Afternoon tea with staff, Sydney Hospital

4pm – 7pm, Board Meeting, Sydney Hospital

Meeting closed at 5.55pm.



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Signature

Peter Gonski

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Name

28 September 2016

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Date