

Minutes of the Hunter New England Local Health District Board

Twenty-Fourth Meeting

28th August 2013

Venue: District Headquarters

Present

Associate Professor Lyn Fragar, Dr Felicity Barr, Dr Bruce Bastian, Dr Helen Belcher, Mrs Janelle Speed, Dr Ian Kamerman, Mr Peter Johnston, Mr Bradley Webb, Mr Fergus Fitzsimons, Ms Lyn Raines and Professor Trevor Waring.

Apologies

Mr Ken White

In Attendance

Mr Michael DiRienzo, Ms Susan Heyman, Mr Todd McEwan, Ms Karen Kelly and Ms Maryanne Lynch, Professor Nik Bogduk.

Order of business: 1-5.13; 6.3-6.4; 7.1-8.1; 6.1-6.2; 9.0

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 9.00am.

The Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and elders past and present.

The Chair officially welcomed Ms Lynette Raines to the HNE Board. Introductions of individual members had occurred at the Board Evaluation session the evening prior. It was NOTED that a further induction by way of Executive Leadership Team portfolio overviews would occur following today's meeting.

2. Declarations of Conflict of Interest

No conflicts were reported. Ms Raines was requested to provide a statement for the Conflict of Interest Register.

ACTION BY: Secretariat and Ms Raines

3. Minutes of the Previous Meeting

The minutes of the meeting held on the 24th July 2013 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the HNE internet site.

ACTION BY: Secretariat

4. Business Arising from Previous Meetings

4.1 Action Sheet – report on actions taken

It was NOTED that items arising on the Action Sheet had been attended to, or incorporated in the order of business.

4.2 Rural Recruitment Model - update

Ms Heyman provided an update to the Board, advising that discussion had occurred with the Director Workforce, Ms Glenda Dingwall and that the group had been convened. It was agreed that a holistic approach, including support and education would be most appropriate, with a briefing to map this out to come forward to a future meeting.

The Board NOTED this advice.

ACTION BY: Acting Director Primary and Community Care

5. Standing Items

5.1 Board Chair Report (verbal)

The Board Chair reported that she had attended an AMA meeting of medical Board members, along with Dr Ian Kamerman,. The Board Chair advised that there were attendees from other local health district Boards, providing an opportunity to network.

The Board Chair advised that she had attended the HNE Quality and Scientific Program; noting key theme of the day – *Diagnosis and Treatment: Too Much Medicine?* Discussion ensued regarding how this could be taken forward in the organisation.

A briefing will be provided to the Board with opportunity to consider proposals.

ACTION BY: Dr Anne Duggan, Ms Jane Gray

5.2 Chief Executive's Report

The Chief Executive's report had been circulated to the members in the business papers. The Board NOTED the report that provided progress reports on key current issues for the District. These included:

- Public Interest Disclosure Audit by NSW Ombudsman
- Senior Appointments –
 - Communication and Stakeholder Engagement;
 - Mental Health;
 - Facilities Management, and;
 - John Hunter Hospital
- Reform Plan for Aeromedical Retrieval Services
- Rural Health Plan Consultation Forum
- Community Cabinet Meeting – Armidale
- Cultural Respect Education
- Excellence Awards
- HealthPathways
- Spotlight on..... Evaluating the Integration of Genetic Counselling services into Multidisciplinary Clinical Teams
- Annual Leave arrangements for Chief Executive

The Chief Executive provided verbal updates on site selection progress for the Hunter Valley Health Service, Muswellbrook Emergency Department and Bulahdelah.

The Board NOTED this advice.

5.3 Finance and Performance Report

The Finance and Performance Report had been circulated to the members in the business papers.

The Board NOTED the report.

5.4 Finance and Performance Committee

The minutes of the meeting held on the 23rd July 2013 had been circulated in the Business Papers.

The minutes were NOTED by the Board.

5.5 Health Care Quality Committee

The minutes of the meeting held on the 13th August 2013 had been circulated in the Business Papers. Dr Belcher provided an overview of the discussions during this meeting.

The Board NOTED the presentation being provided at item 8.1 that was provided to the Health Care Quality Committee.

The Board NOTED the minutes.

5.6 Audit and Risk Management Committee

The Audit and Risk Management Committee met on 17th July (extraordinary meeting) to sign off on financial statements.

This was NOTED by the Board.

5.7 Medical and Dental Appointments Advisory Committee

Professor Waring provided advice regarding the meeting of the 27th August 2013; outlining appointments recommended.

The Board NOTED this advice.

5.8 Clinical Council

A report summarising the actions and discussions from the meeting held on the 14th August 2013 was circulated in the business papers. Dr Bastian advised the Board of presentations provided.

The Board NOTED this advice.

5.9 Medical Staff Executive Council Report

Professor Bogduk advised there were no new updates for the Board.

5.10 Member's report (verbal)

Dr Belcher provided advice regarding the Social Determinants of Health meeting, noting that three key items were determined as requiring action; Terms of Reference, Action Plan and Alliances. Dr Belcher advised that the group is looking at the future direction and a plan for 12 months.

Dr Belcher also advised of the upcoming Community Partnerships Forum in Scone in November.

The Board NOTED this advice.

There was discussion regarding Risk Management. The Chief Executive advised that the Manager Clinical Risk, Dr Meredith Caelli facilitated an ELT workshop to identify high risk areas. The Chief Executive advised that Dr Caelli would be presenting these findings to the Audit and Risk Management Committee meeting in December, and that the Board would have opportunity for input following that meeting.

The Board NOTED this advice.

5.11 Mental Health Sub-committee

There was no meeting held prior to the Board meeting.

5.12 Work Health and Safety

The report was circulated in the business papers. It was NOTED that there is continued improvement in safety. Discussion ensued regarding the content.

The Board NOTED the report.

5.13 Patient Story

The Chief Executive provided background to the Executive Leadership Team reviewing a patient story each month. Members had reviewed this patient story in the business papers. Discussion and feedback regarding the response was NOTED.

6. New Business

6.1 National Standards

A brief had been circulated in the Business Papers for information.

The Board NOTED the content of this brief.

6.2 End of Life Management

The Director Innovation Support, Ms Jane Gray addressed the Board regarding this item, which had been circulated in the business papers. Ms Gray provided an overview of the work of the District, noting the inaugural meeting would be held in September.

The Board NOTED this advice.

6.3 2013/14 Service Agreement

A briefing had been circulated in the business papers. There was discussion regarding the progress of the Agreement being finalised.

The Board NOTED the advice.

6.4 Mandatory Education

A briefing regarding mandatory education was circulated in the business papers.

The Board NOTED this advice.

7 Correspondence

A request from Dr Nigel Lyons, Chief Executive Agency for Clinical Innovation to present to the Board on the work of the ACI and how they work with Districts was NOTED.

It was AGREED that the Executive Leadership Team would consider items for discussion, identifying priorities and the interface between the District and ACI. To be discussed at the September meeting.

ACTION BY: Executive Leadership Team

8 Presentations

A presentation on Quality in Healthcare was delivered by Acting Director Clinical Governance, Dr Anne Duggan.

The Board NOTED this presentation and requested this be circulated.

ACTION BY: Secretariat

9 Feedback following June meeting

The Board NOTED the feedback from the July meeting; specifically the meeting room configuration at District Headquarters.

It was AGREED that future meetings at District Headquarters would be in Meeting Room 1.

ACTION BY: Secretariat

11. Next meeting

The next meeting will be held on Wednesday, 25th September 2013 in Inverell.

Meeting closed at 1530 hours.