

Minutes of the Hunter New England Local Health District Board

Twenty-Second Meeting

26th June 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, Professor Trevor Waring and Mr Ken White.

Apologies

Nil

In Attendance

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

Order of business: 1-4.8;802;5.1-5.8;5.11;5.10;6.1-6.5;9.0;8.1

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 8.00am.

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

The Board Chair advised that Ms Helen Staines had tendered her resignation from the Board. The Board expressed its appreciation of the contribution made by Ms Staines and will follow up with formal recognition.

ACTION: Chair and Secretariat

The Board NOTED that the Chair is in contact with the Ministry and Minister regarding a replacement Board member.

2. Declarations of Conflict of Interest

Mrs Speed declared a conflict with item 6.1 and will excuse herself from the meeting during this item.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 22nd May 2013 had been circulated and amendments made.

The minutes were ADOPTED by the Board.

The minutes will be published on the Board section of the Hunter New England Local Health District website.

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 incorporated into the meeting agenda.

4.2 Conflict of Interest Register - revision

The Conflict of Interest Register was circulated in the business papers and NOTED as having been updated.

ACTION BY: Secretariat

4.3 Strategic Leadership Committee

A briefing had been circulated in the business papers. The Board discussed the Terms of Reference and ADOPTED the Terms of Reference as amended.

Board membership of the Committee was discussed. Mr Webb expressed his interest and it was AGREED that the Board members are Mrs Janelle Speed Mr Brad Webb.

ACTION BY: Acting Director Operations, Primary and Community Networks

4.4 Armidale Medical Review

A briefing had been circulated in the business papers outlining actions taken to date. The Chief Executive provided a verbal update on meetings with key stakeholders and the outcomes of these discussions. The Board NOTED the report and supported the action being taken.

Professor Bogduk advised of engagement with the Medical Staff Council and sought endorsement to proceed. The Board SUPPORTED this action.

4.5 Governance – Agency for Clinical Innovation Projects

A briefing had been circulated in the business papers. The Board requested that reports be provided. The Board NOTED the advice contained within.

4.6 Recruitment of medical graduates for rural placement

A verbal update was provided to the Board regarding discussions that had been held between Ian Kamerman, Nik Bogduk, Bruce Bastian, Susan Heyman and the Chief Executive.

The Board REQUESTED a written report, with further advice to be provided to the Chief Executive and members for next meeting.

ACTION BY: A/Director Operations Primary and Community Networks, Dr Ian Kamerman

4.7 Board education

A document had been circulated in the business papers outlining a proposed training program for members. Discussion ensued regarding the most appropriate Board member to attend training sessions offered by NOUS group, with the view to facilitate local training sessions with Executive Leadership Team involvement.

The Board NOMINATED members to attend NOUS provided training sessions and to work with key executive staff to develop tailored training to coincide with Board meetings in Newcastle. Nominations were: Board Chair, Deputy Chair and Mr White to attend module 4 (Strategy Performance and Risk) and Professor Waring to attend module 6 (Clinical Governance).

ACTION BY: Secretariat to arrange registration

4.8 Board evaluation

A document had been circulated in the business papers regarding the Annual Board Evaluation program. The Board AGREED to undertake self-assessment with evidence to support with the Board Chair to collate comments.

ACTION BY: Chair, all members and executive

A review meeting will be held on the afternoon prior to the next Newcastle based meeting comprising Board members and Executive Leadership Team.

ACTION: Secretariat

5. Standing Items

5.1 Board Chair Report (verbal)

The Board Chair advised of recent staffing changes at the Hunter Medicare Local and that she had been assured that joint programs would continue as planned.

The Chair requested members' feedback regarding the Board Members' Conference held on Friday, 21 June 2013. Benefits and critiques were discussed, and the meeting NOTED an evaluation had been issued to all attendees.

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:

- Clinical operations

- Medicare Locals
- Bulahdelah
- Muswellbrook
- 2013/14 Activity Targets
- HealthPathways
- Non-Emergency Patient Transport
- 2013/14 State Budget
- Spotlight on..... Improvement project – Shape Your Health: Reducing weight and waiting lists

The Board NOTED the Service Agreement discussions with the Ministry.

Ms Kelly tabled papers pertaining to the Lower Mid North Coast Clinical Services Plan. Ms Kelly requested feedback within two weeks to Ms Deborah Lawson.

The Board NOTED these papers and members will provide comment.

ACTION BY: All members

5.3 Finance and Performance Report

The Finance and Performance Report had been circulated to the members in the business papers. Mr Fitzsimons wished to congratulate the finance team on their hard work in achieving a good end of year result.

The Board REVIEWED and NOTED the advice provided.

5.4 Finance and Performance Committee

The minutes of the meeting held on the 21st May 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 11th June will be circulated when available. Dr Belcher provided a report which was circulated in the business papers.

The report was NOTED by the Board.

5.6 Audit and Risk Management Committee

The minutes of the Audit and Risk Management Committee held on the 11th June 2013 had been circulated in the business papers. The Charter of both the Committee and Internal Audit were also circulated for noting. There was discussion regarding Work Health and Safety responsibilities, Risk Management and the Risk Register.

The Board RESOLVED that the Charter be referred back to the Committee for amendment to include responsibility for Work Health and Safety.

ACTION BY: Chief Executive

The Board NOTED the impending retirement of Mr Richard Asher, Director Internal Audit.

The Corporate Governance Attestation Statement was also provided to the Board Chair for sign off.

5.7 Medical and Dental Appointments Advisory Committee

The report of the Medical and Dental Appointments Advisory Committee from 12th June 2013 had been circulated in the business papers. Professor Waring also provided a verbal summary.

The Board NOTED the advice contained within.

5.8 Clinical Council

The minutes and supplementary report of the Clinical Council's meeting of the 15th May 2013 had been circulated in the Business Papers.

The minutes and report were NOTED by the Board.

5.9 Medical Staff Executive Council Report

Nil report.

5.10 Member's report (verbal)

The Board NOTED a report on the Social Determinants of Health tabled by Mr Webb. The Board SUPPORTED the actions taken and NOTED the progress made.

A brief verbal report of the two Community Partnerships Forums was discussed, with a meeting taking place on Tuesday, 25 June between Senior executive, Helen belcher, Brad Webb and Lyn Fragar.

The Board NOTED that a proposal for establishment of the working group as a committee will be forthcoming.

5.11 Mental Health Sub-committee

The minutes of the meeting of the Mental Health Sub-Committee of the 4th June 2013 were circulated in the business papers. Professor Waring also provided a verbal summary.

The Board NOTED the content.

6. New Business

6.1 Cultural Respect training

Mrs Speed excused herself from the order of business due to a declared Conflict of Interest.

A brief had been circulated in the business papers, with an overview of program content and tenders process.

The Board NOTED this advice and REQUESTED a further progress report as soon as practicable.

ACTION BY: A/Director Operations Primary and Community Networks

6.2 Hunter Valley Health Services Plan

A brief and summary report had been circulated in the business papers. Ms Kelly requested any comments to be made to Ms Deborah Lawson as the Plan requires approval to be sent to the Minister's Office.

Discussion ensued regarding site selection and other key elements of the Plan.

The Board RESOLVED that comments be provided as soon as practicable and SUPPORTED the Plan in principle.

ACTION BY: All members

6.3 Counselling Review

A briefing regarding this review had been circulated in the business papers.

The Board NOTED and SUPPORTED this plan.

6.4 Welcome to Country/Acknowledgement of Country information

A paper providing advice on these protocols was circulated in the business papers.

The Board NOTED this advice.

6.5 Hunter New England District Strategic Plan - final

A final plan was circulated for noting, seeking endorsement.

The Board NOTED and ENDORSED the final HNE Health Strategic Plan.

7 Correspondence

Nil items.

8 Presentations

There were two presentations:

- National Standards overview
- Asset Strategic Plan

Both presentations were NOTED by the Board.

9 Feedback following November meeting

The Board NOTED the feedback from the May meeting, requesting that frontline staff receive invitations to further off-site meetings.

11. Next meeting

The next meeting will be held on Wednesday, 24th July in Singleton.

Meeting closed at 1450 hours.