

## **Minutes of the Hunter New England Local Health District Board**

### **Seventy Second Meeting**

**13<sup>th</sup> December 2017**

**Venue: District Headquarters**

**Present**

Associate Professor Lyn Fragar (Chair), Mrs Barbara Clark, Ms Lyn Raines, Mr Peter Johnston, Dr Patrick Farrell, Ms Felicity Barr, Dr Ian Kamerman and Ms Janelle Speed and Mr Fergus Fitzsimons

**Apologies**

Mr Ken White, Dr Helen Belcher and Dr Martin Cohen

**In Attendance**

Mr Michael DiRienzo Ms Karen Kelly, Dr Stephen Oakley a (MSEC) and Ms Desiree Chymiak

Order of Business: 1.1-9.3

---

## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

#### **1.1 Welcome, Apologies and Acknowledgment of Country**

The Chair, Professor Lyn Fragar opened the meeting at 8.30am at District Headquarters.

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

#### **1.2 Conflicts of Interest**

Dr Patrick Farrell reported that he has a potential conflict with item 4.4.1 as he has been asked to be the support person for the clinician involved.

Ms Janelle Speed reported that she has a potential conflict with item 2.5.1 as she has a family member who is a member of the committee.

These conflicts were NOTED by the Board.

#### **1.3 Adoption of Minutes**

The minutes of the meeting held on the 15<sup>th</sup> November 2017 had been circulated with the business papers. The minutes were ADOPTED by the Board.

The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Desiree Chymiak

#### **1.4 Action List**

Progress on action items was DISCUSSED and NOTED by the Board.

#### **1.5 Board Chair Report**

The Board Chair reported the following:

- The Council of Board Chairs meeting for December was cancelled and the next meeting will be scheduled for the new year.
- The District Annual General Meeting had been held in Scone as part of the Community Partnerships Forum in November. Feedback received has been very positive. The minutes for the Annual General Meeting will be available at the February meeting for sign off by the Board.

ACTION BY: Desiree Chymiak

#### **1.6 Chief Executive's Report**

The Chief Executive's report had been circulated in the business papers. The report included the following:

- Update on Inverell redevelopment.
- Update on Tamworth Hospital works.
- Palliative Care Specialist position for Tamworth.
- Palliative Care Funding – sponsorships.
- Tomaree Hospital Health One facility.
- Mental Health Acute Care Team.
- Update on the Closing the Gap report.
- Update on New Maitland Hospital

- Update on Manning development
- Industrial matters

The Board DISCUSSED and NOTED the information in the Chief Executive's Report

## **COMMUNITY – THE PEOPLE WE SERVE**

### **2.1 Community and Consumers Partnership Committee Minutes**

There were no papers for this meeting. The Committee had met on the previous day, and the minutes will be provided at the February 2018 Board Meeting for their information.

### **2.2 Good Health Committee**

#### **PRESENTATION – HNELHD Health Literacy Discharge Planning Pilot Project.**

The Board was provided with a presentation on the HNELHD Health Literacy Discharge Planning Pilot Project of the Good Health Committee.

The information provided was DISCUSSED and the Board indicated its strong support to the project. A progress report will be provided in mid-2018.

### **2.3 Aboriginal Health Committee Meeting**

The minutes from the meeting held on the 14<sup>th</sup> November 2017 had been circulated.

The minutes were NOTED by the Board.

### **2.4 New Business**

There was no new business relating to COMMUNITY – THE PEOPLE WE SERVE.

### **2.5 For Information**

#### **2.5.1 Aboriginal Employment**

A paper had been circulated in the business papers.  
The paper was NOTED by the Board.

#### **2.5.2 Reporting for Better Cancer Outcomes.**

A paper had been circulated in the business papers. The paper was NOTED by the Board.

It was AGREED that an action plan on outcomes of the report is to be provided to the Board in February 2018. The report will need to define where action is needed and also how outcomes differentiate between locations and distances. This information will then be provided to the District Clinical Council meeting next year.

ACTION BY: Dr Tony Proietto

## **SERVICE – THE SERVICE WE PROVIDE**

### **3.1 District Clinical Council Minutes**

There were no papers for this meeting. The Board thanked the Clinical Council for their work and commitment during 2017.

### **3.2 Medical Staff Executive Council Report**

There were no new matters to report at this meeting.

### **3.3 New Business**

There was no new business relating to SERVICE – THE SERVICE WE PROVIDE.

### **3.4 For Information**

There was no further information relating to SERVICE – THE SERVICE WE PROVIDE.

## **SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME**

### **4.1 Health Care Quality Committee Minutes**

There were no papers for this meeting.

### **4.2 Patient Story**

The Patient Story had been distributed in the business papers. The patient story was DISCUSSED and NOTED by the Board.

The Board REQUESTED that the review report be provided to them at their March Board meeting. This report will determine how well Excellence has been embedded in this unit.

ACTION BY: Chief Executive

### **4.3 New Business**

There was no new business relating to SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME.

### **4.4 For Information**

#### **4.4.1 Management of a Complaint or Concern about a Clinician**

A paper had been circulated in the business papers.  
The paper was NOTED by the Board.

#### **4.4.2 Patient Safety Report**

A report had been circulated in the business papers.  
The report was NOTED by the Board.

## **RESOURCES – MANAGING OUR SERVICES WELL**

### **5.1 Finance and Performance Report**

The Finance Management reports for the month ending November 2017 had been circulated in the business papers. The Board DISCUSSED and NOTED the Finance and Performance Report, assisted by Dr Felicity Barr who had undertaken a review of the Performance Data.

### **5.2 Finance and Performance Committee Report**

The minutes of the meeting held on the 13<sup>th</sup> November 2017 had been distributed in the business papers.

The minutes were NOTED by the Board.

### **5.3 Audit and Risk Management Committee**

There were no papers for this meeting. The Board thanked the Audit and Risk Management Committee for their work and commitment during 2017.

### **5.4 Work, Health and Safety Report**

A report had been distributed in the business papers.  
The report was DISCUSSED and NOTED by the Board.

It was AGREED that Dr John Wiggers to attend a Board meeting in 2018 to present the Research plan.

ACTION BY: Ms Jane Gray

#### **5.5 New Business**

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL.

#### **5.6 For Information**

There was no further information relating to RESOURCES – MANAGING OUR SERVICES WELL.

### **POSITIONING FOR THE FUTURE**

#### **6.1 Innovation and Research Report**

A paper had been circulated in the business papers.

The paper was NOTED by the Board.

#### **6.2 New Maitland Hospital Committee**

There were no papers for this meeting. The Chief Executive had provided a verbal update during his report (Item 1.6).

#### **6.3 New Business**

### **PRESENTATION – NSW Regional Health Research Partners**

Maree Gleeson made a presentation to the Board describing the NSW Regional Health Research Partnership, including the leadership role of Hunter New England Local Health District.

The Chair THANKED Ms Gleeson for her presentation, and indicated the strong support of the Board for this important initiative.

#### **6.4 For Information**

There was no new information relating to POSITION FOR THE FUTURE.

### **OUR STAFF AND WORKPLACE CULTURE**

#### **7.1 Medical and Dental Appointments Advisory Committee**

The Minutes of the meeting of the Medical Dental Appointments Advisory Committee held on the 28<sup>th</sup> November 2017 had been distributed with the business papers.

The papers were DISCUSSED and NOTED by the Board.

#### **7.2 New Business**

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE.

#### **7.3 For Information**

There was no new information relating to POSITION FOR THE FUTURE.

### **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

There were no papers for this meeting.

### **8.2 Board Members Development Report**

There were no papers for this meeting.

### **8.3 New Business**

There was no further new business relating to BOARD DEVELOPMENT for this meeting.

### **8.4 For Information**

There was no further information relating to BOARD DEVELOPMENT for this meeting.

## **MEETING REVIEW AND FEEDBACK**

### **9.1 Member's issues not covered elsewhere**

There were no member's issues to be raised

### **9.2 Feedback from the November Meeting**

The feedback report from the November meeting had been distributed in the business papers.

The paper was NOTED by the Board.

### **9.3 Next Meeting**

The next meeting will be held on the 21<sup>st</sup> February 2018 at District Headquarters.