

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

### **Eighty Eighth Meeting**

**16 and 17 July 2019**

**Venue: Manilla Hospital  
and Tamworth Hospital**

**Present**

Associate Professor Lyn Fragar (Chair), Dr Helen Belcher, Ms Lyn Raines, Mr Peter Johnston, Dr Felicity Barr, Mr Fergus Fitzsimons, Mrs Janelle Speed, Mrs Barbara Clark and Dr Stephen Pryde

**Apologies**

Dr Martin Cohen, Dr Ian Kamerman, Dr Patrick Farrell, Mr Ben Wilkins and Dr Stephen Oakley (Medical Staff Executive Council)

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman and Ms Kristy Whittingham

Order of Business: 1.1 9.3

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## **TUESDAY 16 JULY 2019 COMMENCING AT 2:00PM**

### **TOUR OF MANILLA MULTIPURPOSE SERVICE AND HEALTHONE**

The Board was provided with a tour of Manilla MPS, HealthOne, Residential Aged Care Services and the nursing home, led by Helen Cathcart, Health Service Manager and Kylie Whitford, Integration and Risk Manager Peel Sector.

### **AFTERNOON TEA WITH MANILLA LOCAL HEALTH COMMITTEE**

The Board was joined by Manilla Health Committee for afternoon tea.

Matters raised were NOTED:

- The Manilla Health Committee has concerns regarding parking at the facility. Cars are parking in the vacant council building grounds across the road.
- It was noted the REACH program works really well.
- There was discussion regarding orientation for staff and the Cultural Diversity Program.

The Chair THANKED the Manilla Health Committee members for attending and for their commitment and hard work for the people of Manilla.

## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

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

The Chair, Professor Lyn Fragar opened the meeting at 3:15pm.

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**

Barbara Clark DECLARED that her daughter now works for Alpenglow at Gunnedah. The declaration was NOTED.

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

The minutes of the meeting held on 19 June 2019 had been circulated. The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Board Secretariat

#### **1.4 Action List**

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

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

The Board Chair provided a verbal report that included:

- The Council of Board Chairs meeting had been held on Monday 24 June 2019. Matters reported included:
  - The budget
  - Relationship with the medical colleges and Medical Colleges' accreditation
  - Concierge Services in Emergency Departments pilots
  - Board members' orientation program
  - NSW Audit Office Report on Governance of Health Districts and clinician engagement
- Upcoming Board Performance Review

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

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

- JHH Anaesthetic Accreditation

- Update on Inverell CT Scanner
- Wingham T-Basis Unit
- IBIS Lodge Unit at Morisset Hospital
- Management realignment of the Greater Newcastle Community and Aged Care services
- Tamworth Obstetrics and Gynaecology accreditation
- Service Agreement meetings
- NAIDOC week Celebrations
- Farewell to Dr David McDonald
- Multipurpose Service Menu changes
- My Health Record
- The People Matter Employee Survey (PMES) 2019
- Hon. Peter Anderson's visit
- Ministry of Health workforce visit to HNELHD

The Board DISCUSSED and NOTED the information in the Chief Executive Report, and CONFIRMED the actions being made by the Chief Executive.

#### **THE MEETING WAS ADJOURNED AT 5:10PM**

#### **WEDNESDAY 17 JULY 2019 COMMENCING AT 8:30AM**

#### **TOUR OF TAMWORTH HOSPITAL**

The Board was provided with a tour of the Emergency Department, Maternity Services, Children's Ward, Medical Ward, Palliative Care Unit and Outpatients, led by Michelle Keir, Director of Nursing & Midwifery and Yvonne Patricks, General Manager.

#### **MORNING TEA WITH TAMWORTH LOCAL HEALTH COMMITTEE**

The Board was joined by Tamworth Local Health Committee for morning tea.

Matters raised were NOTED:

- Feedback from the Tamworth Health Committee that the REACH program was not working well. Staff need to be better educated.
- REACH implementation into the Emergency Department and the Intensive Care Unit
- Positive feedback received regarding Wayfinding.

The Chair THANKED the Health Committee members for their important contribution to the Tamworth Hospital service.

#### **PRESENTATION**

Prof Christine Jorm, CEO of NSW Regional Health Partners made a presentation to the Board. NSW Regional Health Partners is a new centre for research translation in health. Health Services and academic institutions enhanced an existing collaboration to become accredited as a NHMRC Centre for Innovation in Rural Health. The partners are: Hunter New England Local Health District (HNELHD), Central Coast Local Health District (CCLHD), Mid North Coast Local Health District (MNCLHD), Hunter New England and Central Coast Primary Health Network, Calvary Mater, Hunter Medical Research Institute (HMRI), University of Newcastle (UON) and University of New England (UNE).

The Centre supports new ways of working by researchers, clinicians and managers within its eight partner organisations. By bringing the partners together to share information, reduce duplication and share resources, the Centre leverages existing activities to accelerate change within each organisation. It is also resourced by the Medical Research Future Fund to fund new initiatives to translate evidence into practice. The partners are committed to sustainable improvements to ways of working within their organisations in order to deliver better care.

The two current focuses are End of Life and Health Systems Improvement and Sustainability (HSIS) National Initiative.

The Chair THANKED Prof Jorm for her informative presentation.

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

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

A brief and minutes from the meetings held on the 18 June 2019 had been circulated in the business papers. Both briefs and minutes were NOTED by the Board.

### **2.2 Good Health Committee**

A brief and minutes from the meeting held on 18 June 2019 had been distributed in the Board papers. Both briefs and minutes were NOTED by the Board.

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

A brief and minutes from the meeting held on 18 June 2019 had been distributed in the Board papers. Both briefs and minutes were NOTED by the Board.

The presentation given at most recent Aboriginal Health Committee meeting held on Tuesday 18 June 2019, will be emailed to Board.

ACTION BY: Board Secretariat

### **2.4 New Business**

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

### **2.5 For Information**

There was no new information relating to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

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

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

A brief and minutes from the meeting held on the 18 June 2019 had been distributed in the Board papers. The brief and minutes were NOTED by the Board.

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

There were no papers for this meeting.

### **3.3 New Business**

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

### **3.4 For Information**

3.4.1 HNELHD LBVC Activity Benefit. The report was NOTED by the Board.

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

### **4.1 Health Care Quality Committee (HCQC) Minutes**

A brief and minutes from the meeting held on 26 June 2019 had been distributed in the Board papers. Both briefs and minutes were NOTED by the Board.

### **4.2 New Business**

4.2.1 Safety Culture and Leader Rounding. The brief was NOTED and recommendation AGREED by the Board.

### **4.3 For Information.**

There was no new information relating to Safety and Quality – Excellence –Every Patient, Every Time.

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

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

The Finance Management reports for the month ending 30 June 2019 had been circulated in the business papers. The Board DISCUSSED and NOTED the Finance and Performance Report.

**Deep Dive** – Ms Lyn Raines provided a Deep Dive into the Performance Report, focussing on transfer of care on the District Scorecard. Ms Raines was THANKED for her report.

### **5.2 Finance and Performance Committee Minutes**

Brief and minutes from the meeting held on 18 June 2019 had been distributed in the Board papers. Both briefs and minutes were NOTED by the Board.

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

Brief and minutes from the meeting held on 7 June 2019 had been distributed in the Board papers. Both briefs and minutes were NOTED by the Board.

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

The report was distributed in the business papers. The report was NOTED by the Board.

### **5.5 New Business**

#### **5.5.1 Corporate Governance Attestation Statement 2019-20.**

The Board DISCUSSED the brief provided. It was AGREED that, subject to the deletion of the sentence *“The Chair of the Finance and Performance Committee having reviewed the ten points during the financial year”*, the Chair and Chief Executive are authorised to sign the Attestation.

ACTION BY: Chief Executive and Board Chair

#### **5.5.2 Release of the inaugural LHD/SHN Board Reports**

A brief had been distributed in the business papers and was NOTED by the Board.

Dr Helen Belcher was requested to ask the Health Care Quality Committee to look into the results relating to *“Hospital Acquired Complications”* and provide feedback.

ACTION BY: Chair, HCQC

#### **5.5.3 FY2019/20 Service Agreement with the NSW Ministry of Health**

A brief and reports had been distributed in the business papers. The Board NOTED the brief and ENDORSED recommendations that had been made to the Ministry.

It was AGREED that the Chair and Chief Executive are authorised to sign the Service Agreement.

ACTION BY: Chief Executive and Board Chair

### **5.6 For Information**

5.6.1 There was no new information relating to Resources – Managing our services well.

## **LUNCH WITH TAMWORTH HOSPITAL CLINICIANS**

Board members were joined by clinicians from Tamworth Hospital over lunch.

The following were discussed and NOTED:

### **Surgery**

- The service is providing effective support to surgeons at Moree Hospital.
- There is need for more flexibility in recruitment to local positions:
  - The surgeons advised that the hospital is providing effective support to Surgeons at Moree Hospital, assisting them with both training and support.
  - More flexible recruitment would assist in attracting surgeons to local positions.
  - The surgeons enquired as to whether the District was planning to increase the number of general Surgeons over the course of the next few years.
  - We should commence succession planning for cardiologists at Tamworth Hospital.
  - Challenges with anaesthetic recruitment.

### **Cardiology**

- The network and relationships with Armidale Hospital are working well.
- There is a need for more Cardiologists – it is difficult to recruit to these positions due to availability.

### **Cancer services**

- The service is part of a District-wide conversation about a second PET Scan to help with increased numbers.

### **Paediatrics**

- Concern that there is/will be a waitlist for paediatrics with the retirement of Dr David McDonald.

### **Nursing**

- The increase of 24 nursing post graduate placements.
- The nursing unit has developed a deployment unit and is working well and growing new staff.
- Patient transport continues to increase in cost across the District.

### **Maternity services**

- The Tamworth-based service has excellent relationships with the Northern Sector.
  - Close engagement with WHAM.
- Women using the services are becoming more high risk with increased obesity and high smoking rates.

### **Psychiatry**

- The service is working on the Clinical Services Plan.
- Challenges in recruiting as per other specialities.

### **Pharmacy services**

- Would love to do more work with Clinical Services.
  - Would like to be more involved in discharge.

The Chair THANKED staff for joining the Board for lunch and for their ongoing work that is delivering high quality services for the local and remote communities.

## **POSITIONING FOR THE FUTURE**

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

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

### **6.2 New Business**

6.2.1 Healthy People Now and into the Future – A sustainable Future – The role of the Board  
A brief had been distributed in the business papers. The paper was NOTED by the Board.

It was AGREED that the Board will provide leadership, including providing an effective model of best practice in minimising carbon emissions and waste. [See attachment]

### **6.3 For Information**

There was no further information relating to POSITIONING FOR THE FUTURE for this meeting.

## **OUR STAFF AND WORKPLACE CULTURE**

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

The report of the meeting of the Medical Dental Appointments Advisory Committee held on 25 June 2019 had been distributed with the business papers. The paper was 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 further information relating to OUR STAFF AND WORKPLACE CULTURE for this meeting.

## **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

A brief was tabled at the meeting outlining the proposed priorities for inclusion in the 2019 Annual Board Performance Review. These included:

- Quality and Safety
- Stakeholder engagement
- Clinician engagement
- Governance for meeting Health Service Agreement obligations in an increasingly financially constrained environment.

The Priorities were AGREED by the meeting.

The Board requested the Chief Executive to present the District Financial Management Strategy at the September 2019 meeting.

ACTION: Chief Executive

The Board requested the Chief Executive invite the Chief Executive / Board Chair of Central Coast Local Health District to attend 2019 Annual Board Review meeting in August.

ACTION: Board Secretariat/Chief Executive

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

There were no papers for this meeting.

### **8.3 New Business**

There was no New Business relating to BOARD DEVELOPMENT.

### **8.4 For Information**

There was no new For Information relating to BOARD DEVELOPMENT.

## **MEETING REVIEW AND FEEDBACK**

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

There were no papers for this meeting.

### **9.2 Feedback from the Previous Meeting**

The feedback report from the June meeting had been distributed in the business papers. The paper was NOTED and ENDORSED by the Board.

### **9.3 Board Committees and Membership**

#### **9.3.1 Review of Board Committees' Charters**

The following Committees of the Board had reviewed their Charters and provided proposed changes:

- Audit and Risk Management Committee
- Finance and Performance Committee
- Health Care Quality Committee
- Aboriginal Health Committee
- Community and Patient Partnership Committee

It was RESOLVED that the Committee charters be amended as proposed, and that the amended charters be published.

ACTION BY: Board Secretariat

It was further AGREED that the HNE District By-Laws be reviewed in light of NSW template changes, and amendments to the Board Committee charters.

ACTION BY: Chief Executive

#### **9.3.2 Board Committee Membership**



The Chair tabled the following Board Member membership for the Committees of the Board, taking into account preferences of Board members, and the skills and experience of individual members.

***Finance and Performance Committee***

Barbara Clark (Chair)  
Felicity Barr  
Fergus Fitzsimons  
Stephen Pryde

***District Clinical Council***

Patrick Farrell (Co-Chair)  
Ian Kamerman

***Audit and Risk Management Committee***

Peter Johnston

***Medical and Dental Appointments Advisory Committee***

Lyn Raines (Chair)  
Ian Kamerman

***Health Care Quality Committee***

Martin Cohen (Chair)  
Ben Wilkins  
Patrick Farrell

***Good Health Committee***

Helen Belcher (Chair)  
Janelle Speed  
Peter Johnston

***Aboriginal Health Committee***

Janelle Speed (Chair)  
Fergus Fitzsimons

***Community and Patient Partnership Committee***

Peter Johnston (Chair)  
Helen Belcher  
Stephen Pryde  
(Janelle Speed)

***Environmental Sustainability Taskforce***

Lyn Fragar  
Patrick Farrell  
Janelle Speed

**9.4 Next Meeting**

The next meeting will be held on 21 August 2019 at Belmont Hospital

The Board Chair, Professor Lyn Fragar closed the meeting at 3:25pm.

## ATTACHMENT 1:

### Subject:

*Healthy People Now and into the Future - A Sustainable Future – The Role of the Board*

### Background:

At the June 2019 meeting of the Board, it was agreed that a policy addressing environmental sustainability be developed with the aim of reducing the carbon footprint of the Hunter New England Local Health District.

The Board at the July 2019 agreed further that it would develop an agreed set of principles for its own processes that would *model* the behaviour and actions to reduce carbon emission and waste.

### Commitment:

The following commitments are based on the framework published as the Ten Goals from the *Global Green and Healthy Hospitals* document.

The Board will:

1. **Demonstrate leadership** and prioritise environmental health and sustainability in its governance of Hunter New England Health:
  - Recognising the harmful impact of increasing carbon emissions on human health and committing to reducing the carbon footprint of the organisation,
  - Promoting the District's Sustainability Strategy in all appropriate ways.
2. **Reduce waste** associated Board meetings by:
  - Reducing the food requirements associated with Board meetings
  - Using washable cups, plates and glasses at meetings, and/or bringing re-usable coffee/tea cups and re-fillable water containers.
  - Continuing its policy of paperless Board and Committee business papers
3. **Reduce energy usage** associated with Board meetings by reducing unnecessary lighting, air conditioning and power usage.
4. **Reduce fuel usage associated with travel** to and from Board meetings by:
  - Grouping committee meetings around Board meeting days to reduce travel
  - Increasing use of car-share for travel to and from Board meetings (facilitated by the Headquarters and Tamworth offices)
  - Using video/ teleconference technology for committee meetings where appropriate
  - Board members taking relative emission levels not account when purchasing new private cars. (The Green Vehicle Guide <https://greenvehicleguide.gov.au>)
5. Encourage those providing food for Board meetings to **source sustainably grown and transported food**.
6. **Support green and health building design** by:
  - Noting building design of facilities visited or used by the Board and proposing review if opportunities for improvement appear practical.
7. **Purchase more sustainable products** by:
  - Requesting criteria for purchasing of accommodation from companies that demonstrate environmental sustainability

Three other Goals are not currently relevant to Board processes, but would be addressed if appropriate:

8. **Chemicals** – substituting harmful chemicals with safer alternatives
9. **Water**- Reducing water use
10. **Pharmaceuticals** – Safely managing and disposing of pharmaceuticals