

Minutes of the Hunter New England Local Health District Board

Fifty Seventh Meeting

17th August 2016

Venue: District Headquarters

Present

Associate Professor Lyn Fragar (Chair), Dr Helen Belcher, Mrs Janelle Speed, Ms Lyn Raines, Mr Brad Webb, Mr Fergus Fitzsimons, Mr Peter Johnston and Dr Martin Cohen.

Apologies

Mr Ken White, Dr Bruce Bastian, Dr Felicity Barr and Dr Ian Kamerman.

In Attendance

Mr Michel DiRienzo, Ms Karen Kelly, Ms Susan Heyman, Ms Lauren Cruz, Professor Trish Davidson and Ms Desiree Chymiak

Order of Business: 1.1 – 9.3

TOUR OF THE JOHN HUNTER CHILDREN'S HOSPITAL

The Board was given a tour of the John Hunter Children's Hospital led by Professor Trish Davidson, Dr Paul Craven and Ms Pat Marks.

The Board thanked the staff involved for the tour and the work they do at the Children's Hospital.

The Board DISCUSSED and NOTED the issues of storage at the Children's Hospital.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Professor Lyn Fragar opened the meeting at 10.00am.

The apologies of Mr Ken White, Dr Felicity Barr and Dr Bruce Bastian were accepted.

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

The Chair welcomed Dr Martin Cohen to his first meeting as a Board Member.

The Board were advised of the passing of Professor Trevor Waring and acknowledged his vital contribution in the development of the Board and his work on the Board and in mental health.

The Board Chair asked Board members to advise Ms Desiree Chymiak if business papers are not received by the Thursday the week prior to the Board meeting.

1.2 Conflicts of Interest

Mr Fergus Fitzsimons advised that he has a potential conflict with regards to service contracts with Primary Health Networks.

The Board NOTED the declaration.

1.3 Adoption of Minutes

The minutes of the meeting held on the 19th and 20th July 2016 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: Ms Desiree Chymiak

1.4 Action List

Progress on action items was NOTED by the Board.

1.5 Board Chair Report

The Board Chair reported the following:

- She had attended and chaired the Advisory Committee to the BHI relating to the production of the Rural Health Report. The report may be released sometime in November 2016.
- Board Performance Meeting – The Chair thanked everyone for their participation in the Review Meeting on the previous day. The work plan will now be developed. The Board Chair will contact each Board member to discuss professional development.

- The Board Chair asked that each committee chair should provide a brief with the minutes, using the template provided previously.

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 Strategies for Commonwealth Dental Funding.
- Update on Gunnedah Medical Services.
- Visit from the Secretary for Health.
- Update on local funded capital initiatives.
- Update on Domestic Violence – Project Partnership with Department of Premier and Cabinet.
- Update on the Royal Commission into Institutional Responses to Child Sexual Abuse.
- Update on Consultation Principles of Care for Living Well in MPS's.
- Update on drug and alcohol services in primary care.
- Update on innovation.
- Update on the bid to become an Advanced Health Research Translation Centre.

Individual items were DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

There were no papers for this meeting.

Dr Helen Belcher advised that a meeting was held on the previous day and that minutes will be provided at the next meeting.

2.2 Social Determinants of Health Committee Minutes

There were no papers for this meeting. The Chief Executive and Chair provided a brief update on progress with the Chief executive's working group.

2.3 New Business

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

2.4 For Information

There was no further 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 of the meeting held on the 10th August 2016 were provided to the Board as a late paper.

The brief and minutes were NOTED by the Board.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

The Chief Executive gave a verbal update of the meeting of the Medical Staff Executive Council held on the 27th July 2016 and advised that the Ministry of Health has been provided with Executive Council endorsed expressions of interest for medical staff to replace Dr Bruce Bastian on the Board.

3.3 New Business

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

3.4 For Information

3.4.1 New England Violence Prevention Initiative

A paper had been distributed in the business papers.

The paper was NOTED by the Board, and members expressed interest in providing support.

3.4.2 Fact Sheet for FACS Community Partners

A paper outlining current changes had been distributed in the business papers.

The paper was NOTED by the Board.

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 circulated in the business papers and was DISCUSSED and NOTED by the Board.

The Board thanked the staff involved for their contribution to Excellence.

4.3 New Business

There was no new business relating to SAFETY AND QUALITY for this meeting.

4.4 For Information

4.4.1 Media Releases form the Minister for Health

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

It was AGREED that an updated email list of Board members will be provided to the Ministers Office so that all members receive media releases and other correspondence sent out by the Ministers office.

ACTION BY: Ms Desiree Chymiak

4.4.2 Medical Gases

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

4.4.3 BHI Report – Patient Perspectives – Hospital Care for Aboriginal People

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

4.4.4 PRESENTATION - Embedding of Excellence in Nursing

The Board were joined by Ms Liz Grist and Mr Michael Fahy who provided a presentation on Embedding of Excellence in Nursing. The Board was provided with a progress report on the Excellence in Action Leadership Workshops.

The Board thanked both Ms Grist and Mr Fahy for their attendance and presentation.

It was AGREED that Dr Michael Hensley will be invited to present to the Board at their September meeting to present Embedding of Excellence in Medical Workforce.

ACTION BY: Chief Executive

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending June 2016 had been circulated in the business papers.

The Board DISCUSSED and NOTED the Finance and Performance Report, again expressing members' thanks and congratulations to the Executive and managers.

5.2 Finance and Performance Committee Report

The minutes of the meeting held on the 18th July had been distributed in the business papers. The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

The minutes from the meeting held on the 15th July 2016 had been distributed in the business papers.

The 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

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

5.6 For Information

5.6.1 Workforce Report

A report had been distributed in the business papers.

The report was NOTED by the Board.

5.6.2 Overdue Elective Surgical Patients July 2016

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

5.6.3 2016/17 Treasury Managed Fund

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

POSITIONING FOR THE FUTURE

6.1 Innovation and Research Report

There were no papers for this meeting.

6.2 New Business

There was no new business relating to POSITIONING FOR THE FUTURE.

6.3 For Information

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

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A paper had been distributed in 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 for this meeting.

7.4 For Information

There was no information relating to OUR STAFF AND WORKPLACE CULTURE for this meeting.

BOARD DEVELOPMENT

8.1 Board Performance Report

8.1.1. Annual Performance Review

The Board had held its Annual Performance Review meeting on the previous day, where the report prepared by the external consultants had been reviewed and priorities identified for the coming year.

8.1.2 Board Committee membership

The following Board membership of Board committees for 2016-2017 was AGREED:

- Finance and Performance Committee
Fergus Fitzsimons (Chair)
Felicity Barr
- Health Care Quality Committee
Helen Belcher (Chair)
Ken White
Martin Cohen
- Audit and Risk Management Committee
Peter Johnston
- Medical and Dental Appointments Advisory Committee
Lyn Raines (Chair)
- Community and Consumers Partnership Committee
Helen Belcher (Chair)
Brad Webb

- District Clinical Council
Bruce Bastian
Ian Kamerman
- Aboriginal Health Committee
Janelle Speed (Chair)
Ian Kamerman

8.2 Board Members Development Report

Board members will be contacted to indicate their professional development needs for the coming year.

ACTION BY: Chair

8.3 New Business

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

8.4 For Information

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

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

There was no new business raised for this meeting.

9.2 Feedback from the May Meeting

Feedback from the July 2016 meeting had been circulated with meeting papers.

The feedback was NOTED by the Board

9.3 Next Meeting

The next meeting will be held on the 21st September 2016 at District Headquarters.