

Minutes of the Hunter New England Local Health District Board

Nineteenth Meeting

27th March 2013

Venue: Moree District Health Service

Present

Associate Professor Lyn Fragar, Dr Felicity Barr, Dr Bruce Bastian, Dr Helen Belcher, Mrs Janelle Speed, Mr Ken White, Mr Ian Kamerman, Professor Nik Bogduk, Mr Peter Johnston.

Apologies

Ms Helen Staines, Professor Trevor Waring, Mr Bradley Webb and Mr Fergus Fitzsimons

In Attendance

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

Order of business: 1-5.1;8.1;5.2-5.5;5.8;5.6;5.9-7;9-10

BUSINESS OF THE MEETING

TOUR OF THE FACILITY

The Board and Executive in attendance were led on a tour of Moree District Health Service by the Mehi Cluster General Manager, Mr David Quirk.

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 Board ACCEPTED apologies from Mr Fergus Fitzsimons, Professor Trevor Waring, Mr Brad Webb and Ms Helen Staines.

2. Declarations of Conflict of Interest

There were no conflicts of interest raised.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 27th February 2013 had been circulated.

The minutes were ADOPTED by the Board as a true and accurate record.

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

The Board NOTED progress with actions agreed to be taken at previous meetings.

4.2 Conflict of Interest Register - revision

The Conflict of Interest Register was circulated in the business papers. To be circulated with Business papers with further updates as noted at meeting.

ACTION BY: Secretariat

5. Standing Items

5.1 Board Chair Report (verbal)

The Board Chair noted the advice circulated regarding Board Remuneration (see item 6.9). Further discussion ensued regarding this matter.

A meeting between *the Official Visitor*, Board Chair and Chief Executive occurred and matters pertaining to HNE Mental Health were discussed and well received.

The Board Chair reported she had attended the *Council of Chairs* meeting and noted discussion around National Partnerships Funding, State Health Plan, partnership with Primary health care system and prevention as well as a presentation from Commissioner John Feneley. Discussion ensued regarding a number of other items discussed, including the District's relationship with the Pillar organisations.

The Chair had participated in 2 workshops relating to development of the *NSW State Health Plan*. The Chair, senior executive and representatives of the District's related Medicare Locals attended a Medicare Local NSW workshop.

MORNING TEA WITH MOREE HEALTH COMMITTEE

The Agenda was suspended at 10.00am to enable the Board and Executive to have morning tea with the Moree Health Advisory Committee to hear about their work and interactions with the Moree District Health Service.

Business matters were attended to from 10.30am

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 summarised key current issues for the District. These included:

- Primary and Community Networks structure
- Kurri-Kurri District Hospital reporting lines to Maitland Hospital
- Lower and Upper Hunter Cluster combined to form Hunter Cluster
- Service Agreement; advice on new Tier 1 and Tier 2 Performance Indicators
- Budget
- Hunter Valley Health Services Plan
- After Hours GP service
- Mid-Staffordshire Inquiry
- Cape Hawke
- Muswellbrook
- Staff changes

The Board NOTED the Chief Executive's update.

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 that summarised financial performance to February 2013.

The results to February were NOTED by the Board.

Discussion ensued regarding particular items which may impact on expenditure to budget, with further updates to emerge with March results.

5.4 Finance and Performance Committee

The minutes of the meeting held on the 19th February 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 14th March 2013 will be circulated when available. Dr Belcher's report from this meeting was circulated in the business papers with key highlights from the meeting discussed.

Of particular note was the management of End of Life, and it was NOTED that the Hunter New England Operational Plan will better articulate the strategies around this.

The minutes were NOTED by the Board.

5.6 Audit and Risk Management Committee

The minutes of the meeting held on the 12th March 2013 will be circulated when available.

Dr Barr provided verbal advice from this meeting around Enterprise Wide Risk Management, Financials and that Work Health and Safety is now on the agenda.

5.7 Medical and Dental Appointments Advisory Committee

The minutes of the meeting held on the 26th March 2013 will be circulated when available.

5.8 Clinical Council

The minutes of the meeting held on the 20th February 2013 were circulated in the business papers along with a report providing an overview of the main matters.

5.9 Medical Staff Executive Council Report

Professor Bogduk provided an overview of the main issues raised at the meeting. Discussion ensued regarding these matters.

LUNCH WITH CLINICIANS

The Agenda was suspended at 12.30pm to enable the Board and Executive to have lunch with the staff of Moree District Health Service to hear about their experiences working in Moree District Health Service.

The Board RECEIVED reports from staff regarding progress with implementing *Excellence* within their teams, progress and processes for recruiting nursing and allied health staff.

The attending Visiting Medical Officer (VMO) expressed concerns regarding perceived lack of progress with recruitment of VMOs, and specifically procedural VMOs for the hospital.

Following the meeting with staff the Board expressed its satisfaction with implementation and outcomes being achieved through the *Excellence* program.

It was AGREED that:

1. Drs Bruce Bastian and Ian Kamerman will speak further to the attending VMO.

ACTION: Drs Ian Kamerman, Nik Bogduk and Bruce Bastian, with Chief Executive nominee

2. Drs Ian Kamerman, Nik Bogduk and Bruce Bastian will meet with relevant senior executive to examine ways that the Hunter New England Health District can more effectively recruit doctors in training (interns and those undertaking vocational training) who will be suitable for and ready for rural placement in the District in the future.

ACTION: Drs Ian Kamerman, Nik Bogduk and Bruce Bastian, with Chief Executive nominee

Business matters were attended to from 1.30pm.

5.10 Members' Reports (verbal)

Ms Speed raised concerns regarding the Cultural Respect training. Mr DiRienzo advised that direction has been sought in relation to this matter.

Ms Heyman, Mr Martin and Ms Speed are to discuss this matter further.

ACTION BY: Acting Director Primary and Community Care

5.11 Mental Health Sub-committee

There was no meeting of this Committee in March. The Committee will next meet on the 4th June 2013.

6. New Business

6.1 National Standards

A paper regarding the National Standards was circulated in the business papers. Integration with Community Health was raised and it was suggested a presentation to the Board on the National Standards occur. The Board NOTED the advice contained within.

ACTION BY: Acting Director Clinical Governance

6.2 Whole of Hospital project

A paper regarding this was circulated in the business papers. The Board NOTED this advice.

6.3 Sub-Acute funding

A paper regarding this had been circulated in the Business Papers. The Board NOTED that the District awaited response to the correspondence also circulated, with a further update requested for the April meeting.

ACTION BY: Director Operations, Acute Networks/Director Finance

6.4 Morisset Review

A paper noting the progress of this was circulated in the business papers. The Board NOTED this progress.

6.5 Regional Action Plans

A paper outlining this major government strategy and HNE's progress towards development of same was NOTED by the Board.

The Board NOTED the report.

6.6 Bulahdelah update

A paper outlining the progress of this was circulated in the business papers. The Board SUPPORTED the approach and actions being taken by the Local Health District.

6.7 Corporate Governance

A paper was circulated in the business papers. The Board AGREED with the recommendation.

6.8 Agency for Clinical Innovation projects

A paper was circulated in the business papers along with fact sheets on new Models of Care. The Board NOTED the advice and programs to be developed.

Discussion ensued regarding the implementation of these programs in the District.

Advice was sought on the governance of the implementation of such programs for the District.

ACTION BY: Director Operations, Acute Networks

6.9 Board remuneration (verbal)

Advice was provided to the Board on the content of the Information Bulletin regarding Board remuneration rates and potential implications for relevant members.

A fact sheet noting what is required to respond to this change will be developed.

ACTION BY: Secretariat/Director Finance

The Chair led a discussion on Board Committee and portfolio responsibilities of Board members.

A table of agreed Committee memberships and areas of responsibility is attached. This will be discussed further when non-attending Board members are present.

7 Correspondence

There were no items of correspondence tabled at the meeting.

8 Presentations

A presentation on the evening of the 26th March 2013 was delivered by Dr Tony Lower from the Centre for Agricultural Health, University of Sydney on strategies and programs in place to improve the preventative health measures for rural communities, particularly around safety.

A presentation during the Board meeting was delivered by Mr David Quirk, General Manager Mehi Cluster on *Excellence* in Moree District Health Service.

9 Feedback following November meeting

The Board NOTED the feedback from the February meeting.

10 Next meeting

The next meeting is scheduled for Wednesday, 24th April 2013 in Newcastle.

Meeting closed at 1530 hours.