

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

### **Fortieth Meeting**

**18<sup>th</sup> February 2015**

**Venue: District Headquarters**

**Present**

Associate Professor Lyn Fragar, Professor Trevor Waring, Mr Peter Johnston, Mr Bradley Webb, Dr Bruce Bastian, Mr Ken White, Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Fergus Fitzsimons and Dr Felicity Barr.

**Apologies**

Dr Ian Kamerman and Dr Tim Stanley

**In Attendance**

Mr Michael DiRienzo, Dr Anne Duggan, Mr Mark Jeffrey, Ms Karen Kelly, Ms Susan Heyman, Dr Murray Hyde-Page and Ms Desiree Chymiak

Order of Business: 1.1-3.2; 3.3.2-5.5.2; 5.5.4-9.3; 3.3.1; 5.5.3

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## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

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

The Chair, Associate Professor Lyn Fragar opened the meeting at 8.50am.

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

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

Mr Ken White declared a conflict of interest with regards to transfer of the Gloucester aged care beds to an aged care provider as he is a Board member of Anglican Care.

The Board NOTED the declared conflicts of interest.

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

The minutes of the meeting held on the 17<sup>th</sup> December 2014 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England 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 that the Council of Board Chairs meeting is scheduled for this Friday 20<sup>th</sup> February.

Dr Felicity Barr reported attendance at the Performance Meeting with the Ministry on the 5<sup>th</sup> February 2015. There was a presentation on mental health by Dr Martin Cohen which was well received. Ministry of Health personnel provided Dr Barr with complimentary remarks on Hunter New England Health's performance and the outcomes of *Excellence*.

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

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

- Update on Gloucester Aged Care
- Update on the John Hunter Hospital Ophthalmology Clinic
- NSW Health Warehousing and Distribution Tender
- Tender for Salary Packaging Admin Services
- Update on Primary Health Network
- Update on Research and Innovation
- Update on the planning and Innovation Fund Bid
- Update on the Clinical Leadership Program

The report was discussed and NOTED by the Board.

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

### **2.1 Aboriginal and Torres Strait Island Strategic Leadership Committee Report**

The minutes of the December 2014 meeting had been distributed in the business papers. The next Strategic leadership Committee meeting was planned for the 19 February and minutes will be distributed in the March business papers.

The minutes were NOTED by the Board.

### **2.2 Community and Consumers Partnership Committee Report**

The minutes of the January meeting had been distributed in the business papers.

Dr Helen Belcher reported the following:

- The Community Partnership Forums will be held on the 16<sup>th</sup> June in Maitland and the 23<sup>rd</sup> June in Tamworth.
- The annual reports have been posted on the internet.
- The committee is maturing with the main issue being training of consumers.

The report and minutes were NOTED by the Board.

### **2.3 Social Determinants of Health Committee Report**

There were no papers for this meeting.

### **2.4 New Business**

#### **2.4.1 Latest HNE Health Results in the Clinical Excellence Commission's Patient-Based Care Challenge**

A report had been distributed in the business papers. There was discussion regarding the bimonthly visits to health facilities and the need for 'rounding' activities in the wards to be managed so as to ensure privacy for patients.

The paper was NOTED by the Board.

#### **2.4.2 Community and patient Partnerships Committee 2014/15 Work Plan**

A paper had been distributed in the business papers.

Dr Helen Belcher advised that a meeting is occurring following the Board meeting to consider how the Newcastle communities, consumers and carers are having an effective voice.

The paper was NOTED by the Board.

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

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

The minutes of the December 2014 meeting and a briefing paper had been distributed in the business papers.

Dr Bruce Bastian advised that Health Pathways program had been discussed at the meeting and there was a positive impact. Health Pathways has increased the quality of referrals due to the developed of Health Pathways.

The minutes and briefing paper were NOTED by the Board.

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

There were no papers for this meeting.

Dr Murray Hyde-Page reported the following:

- Medical Staff Council Meeting occurred at Manning the previous week where the Chief Executive and Ms Karen Kelly attended.
- Would like to work with the Board to ensure effective communication occurs.
- Dr Tim Stanley will present a paper to the next Board meeting for discussion and endorsement.

The Board NOTED the verbal report.

### **3.3 New Business**

#### **3.3.1 Update on plans for Dialysis Service in Forster (In-camera session)**

A paper had been distributed in the business papers.

The Board DISCUSSED and NOTED the report.

#### **3.3.2 Integrated HNE's Organisational Structure to Improve the Provision of Patient Centred Care**

A paper had been distributed in the business papers.

The Board NOTED and Discussed the brief provided by the Chief executive. It was AGREED that the Chief Executive will prepare a map of what the organisational structure will look like and provide to the next Board meeting.

The Board was SUPPORTIVE of the proposed concept.

ACTION BY: Mr Michael DiRienzo

### **3.4 For Information**

There were no information papers relating to SERVICE for this meeting.

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

### **4.1 Health Care Quality Committee Report**

The minutes of the meeting January meeting had been distributed in the business papers.

Mr Ken White reported that the meeting focussed on falls and reducing them by 50%.

Dr Helen Belcher advised that a review of the current format of the meeting will be occurring. A review of the membership of the committee is also due and will be occurring in the future.

Dr Helen Belcher advised that a front cover brief will now accompany the minutes for the Board business papers.

A work plan is being developed by Dr Anne Duggan and will be provided to the March Board meeting.

ACTION BY: Dr Anne Duggan

The minutes and briefings were NOTED by the Board.

#### **4.2 Patient Story**

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

#### **4.3 New Business**

##### **PRESENTATION – the RCA Process**

A presentation on the RCA process was provided by Dr Anne Duggan.

The Board DISCUSSED the presentation and thanked Dr Duggan for the presentation.

#### **4.4 For Information**

##### **4.4.1 Good Story: Bulahdelah Cardiac Patient**

A paper was distributed in the business papers.

The paper was NOTED by the Board.

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

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

The Finance Management reports for the month ending January 2015 and Performance Reports to end December 2014 had been circulated in the business papers.

Mr Fergus Fitzsimons advised that the Finance and Performance Committee had met the previous day in its new format. The committee now consists of members Mr Fergus Fitzsimons, Dr Felicity Barr, Mr Michael DiRienzo and Mr Mark Jeffrey.

Mr Fergus Fitzsimons advised that the Terms of Reference for this committee have been reviewed and updated, and will be presented to the next Board meeting.

ACTION BY: Mark Jeffrey

The Board DISCUSSED and NOTED the Finance and Performance Report.

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

The minutes of the December 2014 meeting had been distributed in the business papers.

The minutes were NOTED by the Board.

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

The minutes of the December 2014 meeting had been distributed in the business papers.

Mr Peter Johnston reported that an orientation of the Audit and Risk Management Committee occurred the previous week which was very successful. Qualifications of audit officers were made clear at this orientation.

The minutes and report were NOTED by the Board.

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

The report for December 2014 had been distributed in the business papers. The report was NOTED by the Board.

The Chief Executive advised that following a Safety Executive Committee earlier this week it was agreed that manual handling will now be included in this report.

#### **5.5 New Business**

##### **5.5.1 Enterprise Wide Risk Management Report**

A paper had been distributed in the business papers.

The report was DISCUSSED and NOTED by the Board.

##### **5.5.2 Changes to Performance Reporting Requirements for HNE Health Executive Leadership Team and Board Sub-Committees**

A paper had been distributed in the business papers.

The Board DISCUSSED the report and the changes were ENDORSED by the Board.

##### **5.5.3 Management Review (In-camera session)**

A paper had been distributed in the business papers.

The Report was DISCUSSED and NOTED by the Board

##### **5.5.4 Capacity Assessment Project**

A paper outlining the NSW Health Capacity Assessment Project had been distributed in the business papers. Board members were encouraged to participate in the survey.

The paper was DISCUSSED and NOTED by the Board.

#### **5.6 For Information**

##### **5.6.1 Auditor General's Report**

The *Auditor General's Report to Parliament Volume Twelve 2014 Health* 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**

#### **PRESENTATION – Strategic Plan**

A presentation on progress with development of the Strategic Plan was provided by Professor Trevor Waring, Ms Karen Kelly, Ms Jenny Jennings, Ms Louse Evans and Ms Deborah Lawson.

The Board DISCUSSED the plan and SUPPORTED the framework as described and its further development.

The team was thanked for their presentation.

### **6.3 For Information**

#### **6.3.1 Health Pathways – Evaluation report**

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

## **OUR STAFF AND WORKPLACE CULTURE**

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

There were no papers for this meeting.

### **7.2 Workforce Report**

There were no papers for this meeting.

### **7.3 New Business**

There was no new business relating to our staff and workplace culture for this meeting.

### **7.4 For Information**

#### **7.4.1 Oracle Finance/Stafflink Human Resource System**

A paper was distributed in the business papers.

The paper was NOTED by the Board.

## **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

There were no papers for this meeting.

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

The meeting noted that the Board meeting had been preceded by Board Education Session 3: *Financial reports – Monitoring Performance*.

Board Education Session 4 will precede the April 2015 meeting and will address: *Clinical Governance*  
Resource people ken White, Helen Belcher and Anne Duggan

## **MEETING REVIEW AND FEEDBACK**

### **9.1 Members Issues Not Covered Elsewhere**

There were no papers for this meeting.

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

A summary of members and attendees feedback from the December meeting was provided with the business papers. The report was NOTED by the Board.



### **9.3 Next Meeting**

The next meeting will be held on the 18<sup>th</sup> March 2015 at Tomaree.