

Minutes of the Hunter New England Local Health District Board

Forty Eightieth Meeting

21st October 2015

Venue: Meeting Room 2, District Headquarters

Present

Associate Professor Lyn Fragar (Chair), Professor Trevor Waring, Mr Peter Johnston, Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Brad Webb. Dr Felicity Barr, Mr Ken White

Apologies

Dr Bruce Bastian, Mr Fergus Fitzsimons, Ian Kamerman

In Attendance

Mr Michael DiRienzo, Ms Karen Kelly, Ms Susan Heyman, Ms Kaye Burns, Mr Ryan Gilchrist (Observer)

Order of Business: 1.1 - 9.3

TOUR OF THE FACILITY

The Board was taken on a tour of the John Hunter Hospital Emergency Department led by General Manager, Debbie Bradley, commencing at 9.00am.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

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

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 potential conflict relating to Gloucester Aged Care facility, as he is a Board member of Anglican Care

1.3 Adoption of Minutes

The minutes of the meeting held on the 16th September 2015 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 Kaye Burns

1.4 Action List

Progress on action items was NOTED by the Board.

1.4.1 Conflict of Interest

An updated Conflict of Interest paper had been circulated in the business papers. Additional changes had been received since circulation and an updated version was handed out at the meeting by Lyn Fragar

It was RESOLVED:

1. That the declarations of potential conflict of interest by Board members be NOTED.
2. That, at the commencement of each Board meeting and each Board Committee meeting, members will be asked to declare any conflict of interest having regard to the agenda provided.
3. That, where a Board member has declared any conflict, or perceived conflict of interest, the Board will examine the nature of the declaration and decide how any conflict should be managed. Where it is considered that a conflict of interest exists, that member may be asked to leave the room during discussion and decision-making.

1.4.2 Revised Board Action Plan 2015

The Board Action Plan and Board Education Plan had been circulated in the business papers.

The Action Plan and the Board Education Plan were ADOPTED by the Board.

1.5 Board Chair Report

The Board Chair reported the following:

- She had attended the meeting relating to the Hunter New England Research program with Professor Stephen Leeder (reported in the Chief Executive's Report)
- The review of roles of the District Clinical Council and Health Care Quality Committee has commenced.

1.6 Chief Executive's Report

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

- NSW Health Appointments – CE Clinical Excellence Commission (CEC) and Deputy Secretary System Purchasing
- NSW Kids and Families – planned changes
- HNE Executive Appointments
- Newcastle Private Hospital Expansion
- Muswellbrook Hospital
- NSW Your Say Survey Results
- NSW Official Visitors Program review
- NSW Rural Health Plan
- Election Commitment \$100 Drugs
- Major Capital Works Project – Armidale
- Barbara Oliver
- Meeting with Professor Stephen Leeder
- Kaleidoscope Supporting Research
- Innovation Showcase: Kaleidoscope Paediatric Rehabilitation Service
- Strategic Relations and Communications Update

The report was DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

The minutes from the 14 September 2015 had been distributed in the business papers, with a covering Brief included in the meeting papers outlined the key points for the Board to note. The report was NOTED by the Board.

2.2 Social Determinants of Health Committee Minutes

There were no papers for this meeting.

It was noted that the next meeting of this committee is scheduled for the following week.

2.3 New Business

There was no new business relating to COMMUNITY for this meeting.

2.4 For Information

2.4.1 Agency for Clinical Innovation Strategic Plan 2015-18 and Operational Plan 2015-16

A copy of both plans had been circulated in the business papers for information. Dr Patricia Davidson and Ms Jane Gray attended the meeting and provided an overview of the plans, and the linkage with Hunter New England District Health programs.

It was agreed to have a copy of the presentation distributed to the Board for information

ACTION BY: Ms Kaye Burns

The plans were NOTED by the Board

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The minutes from the 9th September 2015 meeting had been distributed in the business papers.

The following points discussed at the meeting were noted:

- The main focus of the meeting was feedback from WHAM (Women's Health and Maternity Network), regarding the provision of consistent high quality services across the district and progress to meet WHAM objectives. e.g. reducing caesarean rate.
- Standardised normal birth practices are being implemented across the District
- The Electronic Medication System is being piloted in Manning and Maitland

The minutes were NOTED by the Board.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

3.3 New Business

3.3.1 Future Directions – Tambar Springs and Premer

A brief outlining the need to transition existing community health clinics from Tambar Springs to Premer was circulated to the Board in the business papers. The Board DISCUSSED the report.

The Board ENDORSED the recommendation for Community Health services to be transitioned from Tambar Springs to Premer.

The Board ENDORSED the recommendation to divest of the Tambar Springs building as the facility is surplus to Hunter New England District Health needs.

3.4 For Information

There was no information relating to THE SERVICE WE PROVIDE for this meeting.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

The minutes and a brief from the 6th October 2015 meeting had been distributed in the business papers. Dr Helen Belcher provided an overview of the meeting and the following points were NOTED:

- Adoption of a new reporting template
- Relationships with other committees is a work in progress

It was AGREED that a presentation on the RCA process be provided at a future Board meeting.

The questions relating to the relevance and value of content of the quarterly Complaints Report, and incident reporting were DISCUSSED and NOTED. It was RECOMMENDED that these issues be an early consideration of the newly instituted Health Care Quality Committee once established in the new year.

The minutes 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. Key issues of note included that communication was an issue, and the importance of improved end of life care services.

The Board NOTED the story and the recommendations

4.3 New Business

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

4.4 For Information

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

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending September 2015 had been circulated in the business papers.

The Board DISCUSSED and NOTED the Finance and Performance Report.

5.2 Finance and Performance Committee Report

The minutes from the meeting held on the 14th September 2015 had been circulated.

An overview report was provided by Dr Felicity Barr who had chaired the meeting. The following points were highlighted:

- The District remains “on budget”
- Restructure redistribution of funds is to be undertaken
- The Rural and Regional portfolio has ongoing complexities with Tamworth and Armidale
- There are significant revenue shortfalls

The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

The minutes of the Audit and Risk Management Committee held on 9th September 2015 had been circulated with the meeting papers.

The minutes of the Audit and Risk Management Committee – Endorsement of Hunter New England Financial Statements meeting held on the 9th September 2015 had been circulated with the meeting 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

5.5.1 Hunter New England Health Elective Surgery Performance

A brief was circulated in the business papers regarding performance, risks and the actions in management plans being undertaken to improve elective surgical performance

The Brief was NOTED by the Board.

5.5.2 Tamworth Hospital Industrial Relations Commission matters

A Brief had been circulated in the business papers outlining the outcomes regarding the staffing dispute between Hunter New England Health District and the NSW Nurses and Midwives Association in the Industrial Relations Commission

The following were DISCUSSED and NOTED:

- Agreements relating to the Emergency Department and Maternity Unit staffing
- The Director Rural and Regional Sector will monitor closely and ensure communications are disseminated in Tamworth

The Brief was NOTED by the Board.

5.5.3 Emergency Treatment Performance (ETP)

A brief had been circulated in the business papers outlining the District's responsibilities in meeting this target.

- Each site has plans in place to address emergency treatment performance

The Brief was NOTED by the Board.

5.5.4 Final Quarterly Review of Hunter New England Health Operational Plan 2014/15 Actions and Initiatives

A brief had been circulated with the business papers providing a summary of completion rates of the initiatives and actions undertaken during 2014/15.

The Brief was NOTED by the Board.

5.6 For Information

5.6.1 Letter from NSW Ministry of Health regarding Six Monthly Performance Review

A copy of a letter had been circulated from Mr Stewart Dowrick, Acting Deputy Secretary, System Purchasing and Performance confirming the Districts result of six monthly performance review 2014/15 quarters three and four

The letter was NOTED by the Board.

5.6.2 NSW Making It Happen

A brief had been circulated with the business papers outlining the New South Wales Government Plan and its priorities and goals

The Brief 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 for this meeting.

6.3 For Information

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

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A Brief had been distributed in the business papers.

The Board DISCUSSED the issue of planning for the next Quinquennial appointments.

The paper was NOTED by the Board.

7.2 Workforce Report

There were no papers for this meeting.

7.3 New Business

7.3.1 Employee Assistance Program Realignment

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE for this meeting

7.4 For Information

7.4.1 Hunter New England Local Health District Executive Organisational Chart

A copy of the updated Organisation Chart that includes Executive Sponsorship roles had been included with the meeting 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 Board had held an Education Session “Committees- Fundamentals of good practice and chairmanship” at 8.00 am prior to this meeting

8.3 New Business

There was no new business relating to Board Development for this meeting.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

Updates on the following were provided by the Chief executive:

- Progress with recruitment to General Manager position at Manning.
- Forster Renal services - on track for 14 December 2015
- Gloucester Aged Care

The updates were NOTED by the Board

9.1.1 Proposed 2016 Board Meeting Schedule

A draft meeting schedule had been included with the business papers.

The Board reviewed and updated the Schedule.

The Board ADOPTED the Schedule with the updates

9.2 Feedback from the August Meeting

Feedback from the September meeting had been circulated with meeting papers

9.3 Next Meeting

The next meeting will be held on the 18th November 2015 in Armidale

The meeting was followed at 3.00pm by an 'In Camera' meeting with the Chief Executive.