

Minutes of the Hunter New England Local Health District Board

Forty Fifth Meeting

15th July 2015

Venue: Manning Hospital

Present

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

Apologies

Dr Bruce Bastian and Dr Ian Kamerman

In Attendance

Mr Michael DiRienzo, Ms Karen Kelly, Dr Tim Stanley and Ms Desiree Chymiak

Order of Business: 1.1 - 9.3

TOUR OF THE FACILITY

The Board was provided with a tour of Manning Hospital led by Ms Jodi Nieass and Ms Judith Frost.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment 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.

1.2 Conflicts of Interest

Mr Ken White declared that he is on the Board of Anglican Care – the agency in negotiation with the District over aged care services at Gloucester. The Board NOTED the declaration.

There were no other conflicts of interest declared for this meeting.

1.3 Adoption of Minutes

The minutes of the meeting held on the 17th June 2015 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 the following:

- She had attended the Capacity Assessment Project Reference Group meeting. The meeting discussed the key themes from each of the Districts. The Chair advised that there is commitment to actions. A presentation will be provided to the Chief Executives at the next Senior Executive Forum.

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 service changes:
 - Renal chairs in Forster
 - Access to cardiac catheterisation procedures for Manning residents
 - Allied Health organisation
 - Wallsend afterhours medical services
 - Realignment of positions
 - Tamworth hospital commissioning
 - John Hunter campus car parking
 - Excellence – Reducing low value health care
- Update on the progress of the service agreement with the Ministry of Health.
- Innovation scholarship project – Glycaemic optimisation in cardiothoracic surgical patients

The report was DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

MEETING WITH THE MANNING HEALTH COMMITTEE

The Board were joined by members of the Manning Health Committee over afternoon tea on the afternoon preceding the Board meeting. The following were raised, discussed and NOTED.

- Committee is working well.
- The staff at the hospital are doing a great job.
- The planned hospital and health service redevelopment. The Chief Executive provided a briefing to the Committee on the planning process.
- It was suggested that the hospital needs 'rebranding' eg "The Hospital with a Heart"
- Ambulance availability can be an issue.
- Renal dialysis chairs at the hospital have been appreciated and well used.

2.1 Aboriginal and Torres Strait Island Strategic Leadership Committee Report

A paper had been circulated in the business papers. Mrs Janelle Speed advised that this committee is now disbanded.

The paper was NOTED by the Board.

It was AGREED that a letter on behalf of the Board be sent to thank committee members for their work, acknowledging the achievements of the Committee for Aboriginal health.

ACTION BY: Ms Susan Heyman

2.2 Community and Consumers Partnership Committee Report

There were no papers for this meeting. Helen Belcher advised that the next meeting will be held in August. Issues of memberships of committees was discussed and it was AGREED that the Committee be requested to review membership arrangements, including tenure of membership and positions.

ACTION: Helen Belcher, Lauren Cruz

2.3 Social Determinants of Health Committee Report

The minutes from the meeting held on the 29th June 2015 had been circulated in the business papers, and Brad Webb spoke to the report.

The minutes were NOTED by the Board.

2.4 New Business

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

2.5 For Information

There was no information relating to COMMUNITY for this meeting.

SERVICE – THE SERVICE WE PROVIDE

LUNCH WITH THE CLINICIANS

The Board meet with the Manning Hospital clinicians over lunch.

The Chief executive provided a briefing to those present regarding the hospital redevelopment processes.

The following were raised, discussed and NOTED by the Board and Chief Executive.

- There is an issue around the transfer of intensive care patients.
- Intensive care would like an allocation of junior staff.
- The restructure of the district sectors works well for pharmacy services.
- Mental Health – developing partnerships with community and joint training ideas.
- Closing the Gap strategy is a priority and working well. There is an increasing awareness of cultural awareness with positive outcomes.
- Obstetrics and Gynaecology – management are incredibly supportive.
- Significant falls reduction has occurred and patient rounding has helped with this reduction. Manning have development a protocol where meeting is held after a fall to problem solve and discuss themes.

Following the meeting with the clinicians Committee, the Board AGREED that Aboriginal Health Staff should specifically invited to meeting with the Board.

3.1 District Clinical Council Minutes

The minutes from the 10th June 2015 meeting and a briefing paper had been distributed in the business papers.

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 Tim Stanley gave a verbal outline of the last Medical Staff Executive Council meeting which was held in May.

This information was NOTED by the Board.

3.3 New Business

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

3.4 For Information

3.4.1 Manning Hospital Services Statement Restart Project

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

3.4.2 Tenterfield Residents Return Transport Post Hospitalisation

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

It was AGREED that Ms Susan Heyman will provide feedback to the Tenterfield Local Committee.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Report

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.

A brief was circulated in the business papers outlining a proposed process for identifying and progressing the patient story.

The Board ENDORSED the recommendation.

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 June 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 16th June 2015 had been circulated.

The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

The minutes from the meeting held on the 16th April 2015 had been distributed in the business papers.

The minutes were DISCUSSED and NOTED by the Board.

5.4 Work, Health and Safety Report

The report was distributed in the business papers.

The report was DISCUSSED and NOTED by the Board.

5.5 New Business

5.5.1 HNE Health Service Agreement with the Ministry of Health 2015/2016

A briefing paper had been circulated in the business papers.

The Service Agreement was DISCUSSED by the Board and the Chair and the Chief Executive were AUTHORISED to formally sign the Service Agreement and NOTED the ongoing negotiations with the Ministry of Health.

The Board thanked the team for their work on negotiating the Service Agreement with the Ministry of Health.

5.5.2 HNE Health Internal Audit Plan 2015/2016

A paper had been circulated in the business papers.

The Internal Audit Plan was DISCUSSED and NOTED by the Board.

5.5.3 Corporate Governance Attestation Statement for HNE Health 1st July 2014 – 30th June 2015

A paper had been circulated in the business papers.

The Attestation Statement was DISCUSSED by the Board who AUTHORISED the Chair and the Chief Executive to formally sign the Attestation Statement.

5.6 For Information

5.6.1 State Budget 2015/2016

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 POSITION OFR THE FUTURE for this meeting.

6.3 For Information

6.3.1 Health Pathways – Manning Region

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.2 Research Strategic Plan

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

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

7.2 Workforce Report

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

7.3 New Business

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

BOARD DEVELOPMENT

8.1 Board Performance Review

The Chair advised that the Annual Board performance Review meeting will be held on the 18th August 2015 from 3.00pm-6.00pm.

Board members and ELT and MSEC representatives are invited to complete the self-assessment survey that will form the basis of the review.

8.2 Board Members Development Report

There were no papers for this meeting.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

Mr Ken White and Mr Fergus Fitzsimons requested leave for the August and September meetings. The Board APPROVED these requests for leave.

9.2 Feedback from the February Meeting

A summary of members and attendees feedback from the June 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 19th August 2015 at District Headquarters.