

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

## **Board**

### **Sixth Meeting**

**14<sup>th</sup> December 2011**

**Venue: Maitland Hospital**

**PRESENT**

Associate Professor Lyn Fragar, Dr Bruce Bastian, Dr Felicity Barr, Professor Trevor Waring , Mrs Janelle Speed, Mr Fergus Fitzsimons, Mr Ken White, Mr Paul Henry and Dr Helen Belcher

**IN ATTENDANCE**

Mr Michael DiRienzo, Professor Nik Bogduk , Ms Desiree Chymiak, Mr Todd McEwan, Mr Scott McLachlan

**APOLOGIES**

Dr Ian Kamerman and Ms Helen Staines

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Order of business: 1- 4, 11.1, 5-10, 11.2-13

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## **TOUR OF MAITLAND HOSPITAL**

Members of the Board were provided with a tour of the Maitland Hospital and the Mental Health facility.

## **MEETING WITH MEMBERS OF THE LOCAL HEALTH ADVISORY COMMITTEE**

Members of the Maitland Local Health Advisory Committee met with the Board and Executive over morning tea. Issues that were raised and discussed included:

- The need for a strong focus on prevention and health promotion
- Community concerns over population growth and the difficulties where the hospital cannot cope with demand  
This issue needs to be addressed right now, and cannot wait for the new hospital
- The importance of community input into decision making relating to the planned new hospital  
The need for the community to understand that it will not get all that it wants in the new development
- Relationships between the health and non-government agencies are critical to good health and delivery of health care services
- There is need for clarification of communication channels between the Local Health Committees and the Board
- There is need for an orientation course for Local Health Committee members and potential members

## **BUSINESS OF THE MEETING**

### **1. WELCOME AND APOLOGIES, ACKNOWLEDGEMENT OF COUNTRY**

The Chair, Associate Professor Lyn Fragar, opened the Board meeting at 10.00am and welcomed those present.

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

The Board ACCEPTED the apologies of Dr Ian Kamerman and Ms Helen Staines.

### **2. CONFLICT OF INTEREST DECLARATIONS**

#### **2.1 Conflict of Interest Relating to this Meeting's Agenda**

No conflicts of interest were reported for this meeting.

### **1. MINUTES OF THE PREVIOUS MEETING**

#### **3.1 Adoption of Minutes of Meeting Held on 23<sup>rd</sup> November 2011**

The minutes from the meeting held on the 23<sup>rd</sup> November 2011 had been circulated. The minutes were ADOPTED by the Board as a true and correct record.

The minutes in full will be published on the Board section of the Hunter New England Health District website

ACTION BY: Secretariat

#### **4. BUSINESS ARISING FROM THE PREVIOUS MEETING**

##### **4.1 Action Sheet**

The Board NOTED progress with actions agreed to be taken at previous meetings, and AGREED to changes to scheduling of presentations to future Board meetings.

#### **5. UPDATE OF NSW STATE-WIDE DEVELOPMENTS**

##### **5.1 Report from Chief Executive and Chair**

The Chair and Chief Executive provided an update on state-wide developments on relevance to the District. An email communication from the Director General had been circulated to Board members.

Matters drawn to attention included:

- Recruitment to positions within the Ministry continuing on track with Deputy Director General position being advertised.
- Nigel Lyons' appointment as the Chief Executive of the Agency for Clinical Innovation to commence in the role on the 2<sup>nd</sup> February 2012.
- Health Support Services becoming HealthShare. It was noted that Michael DiRienzo is on the committee working on the redesign.
- The Council of Chairs meeting had been held on 25<sup>th</sup> November, where the Minister outlined her requirements of Boards and Chairs, and reflected on visits she had made to hospitals since becoming Minister.

#### **6. CHIEF EXECUTIVE REPORT**

The Chief Executive report had been circulated to members in the business papers. The Board NOTED the report that summarised key current issues for the District.

- Displaced Employee Policy  
The Ministry is proposing changes to the handling of displaced employees. The Policy will provide displaced employees with two options.
  1. Offer of a voluntary redundancy to a maximum of 52 weeks, or
  2. A 3-month priority redeployment with assistance. However if the employee has not been deployed into a funded position the employee will be involuntarily made redundant and given a redundancy payment 50% less than original offer.

If approved the changes will come into effect from April 2012.

- New Lower Hunter Hospital  
Further to the recent announcement of a new hospital in the Lower Hunter, HNE has completed a briefing paper for the Minister regarding the development of a clinical services plan and community consultation.
- Manning Rural Referral Hospital Service Directions  
A meeting took place on Friday 9<sup>th</sup> December at Manning Hospital to discuss service improvements. The meeting gave Hunter New England an opportunity to present to the local stakeholders. It was agreed that a strategic plan for Manning, Gloucester and Bulahdelah health services to be done starting mid 2012 and for the June, 2012 Board meeting to be held in Taree.

The report was NOTED by the Board.

## **7. DIRECTORS' REPORTS**

Directors' reports had been circulated in business papers to members.

### **7.1 Acute Networks**

The report provided by Mr Todd McEwan included information relating to:

- Manning Rural Referral Hospital has received official notification of achieving a full 4 year accreditation.
- An update on the opening of subacute beds at Belmont Hospital
- Belmont Hospital operating suite will be receive an refurbishment

The report was NOTED by the Board.

### **7.2 Primary and Community networks**

The report provided by Mr Scott McLachlan included Information relating to:

- An update on the Gunnedah visiting medical officer roster
- An update on the State Government Residential Aged Care Facilities.

The report was NOTED by the Board.

### **7.3 Nursing and Midwifery**

The report provided by Ms Karen Kelly included information relating to:

- Nursing and Midwifery Overseas Recruitment – Hunter New England Health has been actively recruiting overseas and will in the next 2-3 months commence 40 newly appointed Indian nurses across the District.

The report was NOTED by the Board.

### **7.4 Mental Health Services**

The report provided by Dr Dinesh Arya included information relating to:

- Headspace Centres – Hunter New England Health has been approached as potential providers for 2 Headspace centres proposed for Newcastle and Tamworth

The report was NOTED by the Board.

### **7.5 Workforce Development**

The report provided by Ms Glenda Dingwall included information relating to:

- Aboriginal Employment and Equity – the mentor program is being launched in December 2012 where 14 mentors will be available to mentor Aboriginal staff. The mentors will be located in Taree, Tamworth and Newcastle.

The report was NOTED by the Board.

### **7.6 Communication and Stakeholder Engagement**

The report provided by Ms Shannon Ramadge included information relating to:

- An update on the Community Partnerships Forum which was held on the 16<sup>th</sup> November. A working party will now act on the outcomes of the forum and proceed with the priority actions identified.
- Manilla MSP HealthOne Opening – the opening will be held on the 18<sup>th</sup> January 2012

The report was NOTED by the Board.

## **7.7 Allied Health**

The report provided by Mr Kim Nguyen included information relating to:

- The standardised nutrition education resource - an intranet site providing evidence-based updated nutrition education for clinicians across Hunter New England Health.

The reported was NOTED by the Board.

## **7.8 Clinical Governance**

A report was provided by Professor Anne Duggan.

The report was NOTED by the Board.

## **7.9 Children Young People and Families**

Nil report this month.

## **7.10 Information Technology**

Nil report this month.

## **7.11 Finance**

A summary of Financial Performance was provided in a presentation by the Chief Executive.

## **7.12 Balanced Scorecard Report – year to date performance**

Nil report this month.

## **7.13 Innovation and Support**

The report provided by Ms Jane Gray included information relating to:

- An updated on Health Pathways and Ambulatory Care Redesign.
- Advancing Excellence- the Chief Executive has committed to expanding the Excellence initiative across Hunter New England Local Health District.
- Innovation Support Scholarships – Innovation Support will offer scholarships on the third consecutive year as a key strategy to identify and support innovative clinical leaders.

## **8. COMMITTEE REPORTS**

### **1. Medical and Dental Appointments Advisory Committee**

Professor Trevor Waring tabled a report on the meeting which was held on the 13<sup>th</sup> December 2011 to members for their information.

The Board NOTED the report and SUPPORTED the planned actions.

### **2. Finance and Performance Committee**

The draft minutes of the meeting held on the 24<sup>th</sup> November were circulated to members for their information.

The Board NOTED the minutes and SUPPORTED the planned actions.

## **LUNCH WITH CLINICIANS**

A good number of clinicians joined the Board and Executive for lunch. Issues that were raised during discussions included:

- Concern about the plans for a new site and the consequential potential failure to address problems at the current site.
- Concern around regional planning issues, noting plans for large increases in population without matching plans to increase health services funding.
- Unfunded ED beds being opened and used to meet demand was raised.
- Recruitment issues and concerns regarding Health Support Services.
- Difficulties for community health services staff travelling to the outer reaches of the district.
- Concern around mental health support services.

## **9. CORRESPONDENCE**

Board members had been circulated the correspondence for the period November-December 2011 with the business papers.

Late correspondence included a letter to the Chair from the Minister, outlining a Charter for Chairs with expectations for Boards, The Board NOTED that most of the requirements were being discharged. The Chair had requested the Chief Executive to include development of a Communication Policy and Engagement Plan within the Strategic Plan. The Board also NOTED that it would be impractical for the Chair to visit each health facility on an annual basis. The Chair and Deputy Chair (and Board members) will plan to visit health services on a strategic basis, and the Board will continue its process of meeting in health service facilities throughout the year.

Action: Chief Executive, Chair and Deputy Chair

The correspondence and planned responses were NOTED by the Board.

## **10. CURRENT ISSUES**

### **10.1 Chief Executive**

There were no further issues to report that had not been addressed earlier in the meeting.

### **10.2 Medical Staff Executive Council**

A written report was provided by Professor Nik Bogduk outlining Medical Staff Council concerns throughout the District.

The Board NOTED the report, and RECOMMENDED that the Chief Executive examine the possibility of undertaking a review of the numbers of medical services delivered by hospitals of like level.

Action: Chief Executive

### **10.3 Chair**

There were no further issues to report that had not been addressed earlier in the meeting.

### **10.3 Members**

The following issues were raised by Board members:

#### **1. Aboriginal Respect training**

Ms Janelle Speed raised concerns around the cultural respect training and culture within the organisation. It was AGREED that an audit of cultural competency should be completed. Mr Scott McLachlan, Mr Tony Martin and Ms Sharyn Tyter to meet in the new year to discuss options for an audit and funding for cultural redesign.

ACTION BY: Mr Scott McLachlan

## **11. PRESENTATIONS**

### **11.1 Surgical Waiting List performance**

Mr Todd McEwan made a presentation to the Board on surgical waiting list performance.

The Board discussed and NOTED the presentation.

### **11.2 Year to Date Financial Performance**

The Chief Executive made a presentation to the Board on year to date financial performance for the District.

The presentation included information relating to:

- November year to date net cost of services
- Details on deteriorating performance
- Acute activity
- Immediate strategies
- Further opportunities
- Further risks

The Board DISCUSSED issues as they arose in the presentation.

## **12. NEXT MEETING**

The next Board meeting is scheduled for the 22<sup>nd</sup> February 2012 and will be held at District Headquarters.

## **13. MEETING EVALUATION**

Members were requested to complete a meeting feedback on the SurveyMonkey link to be circulated by the Chair after the meeting.

ACTION BY: All members and meeting participants.

The meeting closed at 4.00pm.

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**Professor Lyn Fragar**  
**Chair**

**Date** \_\_\_\_\_



## ACRONYMS

CE	Chief Executive
LHD	Local Health District
HSS	Health Services Support
DOH	Department of Health
HNE	Hunter New England
HSS	Health Support Service
ACI	Agency for Clinical Innovation