

Minutes of the Hunter New England Local Health District Board

Fifty Fourth Meeting

18th May 2016

**Venue: Moree Hospital
Preceded by a visit to Gunnedah Hospital on 17
May 2015**

Present

Associate Professor Lyn Fragar (Chair), Dr Felicity Barr, Mrs Janelle Speed, Ms Lyn Raines, Mr Brad Webb, Mr Ken White, Dr Bruce Bastian, Mr Fergus Fitzsimons, Dr Ian Kamerman, Mr Peter Johnston and Dr Helen Belcher.

Apologies

Nil

In Attendance

Mr Michel DiRienzo, Ms Susan Heyman and Ms April Brown-Turner

Order of Business: 1.1 – 1.6; 6.3.1; 4.2; 2.1 – 4.1; 4.4.1-9.3

BOARD VISIT TO GUNNEDAH HOSPITAL

On the afternoon preceding the Board meeting, the Board met at the Gunnedah Hospital at 12.30 pm and was given a tour of the facility led by the Sector General Manager, and Acting Health Service Manager.

Lunch with Clinicians

The Board met with clinicians over lunch and the following were discussed:

1. Excellence
 - Gunnedah staff are working towards and implementing the principles of Excellence throughout all services.
 - There was a general willingness to discuss areas of improvement.
2. Hospital facility
 - There was discussion around the hospital facility and upcoming \$2 million improvements.

Meeting with Gunnedah Health Committee

The Board met with the Chair and members of the Gunnedah Health Committee. The following were discussed:

1. Medical Roster
 - The involvement of local GPs on the hospital roster
2. Visual Recognition of the Aboriginal Community
 - The Board NOTED the need to require visual recognition of the Aboriginal Community in our facilities.
 - It was further AGREED that there is need for principles / guidelines for the building / refurbishment of health facilities.
3. Aboriginal membership of Gunnedah Health Committee
 - The Board ADVISED that Aboriginal invitees to the Local Health Committee, as well as other staff members, should be recognised as Committee members. This needs to be reiterated.

ACTION BY: Community and Consumer Partnership Committee

4. Meals on Wheels
 - The Board NOTED that the Meals on Wheels service is being provided by Gunnedah to bordering towns, in light of break-down by other service-provider. This is an important initiative that requires support.
The issue will be raised at the next DPC meeting.

ACTION BY: Susan Hayman

5. End of Life Care
 - The Committee was encouraged to be involved in Let's Start Talking – the "End of Life Care" promotion. This will be discussed as part of the Community Partnerships Forum program.
6. Housing Costs
 - The Committee raised the need for more affordable housing in Gunnedah. This will be raised at the next DPC and RLG meetings.

BOARD MEETING AT THE MOREE HOSPITAL

TOUR

The Board was given a tour of Moree Hospital led by Mr David Quirk.

MORNING TEA WITH LOCAL HEALTH COMMITTEE

The apologies from Chair and other members of the Moree Local Health Committee were ACCEPTED by the Board.

The Board met with Mr David Quirk, Ms Bronwyn Cosh and Ms Anne Lemmon who were in attendance on behalf of the Moree Local Health Committee.

Matters discussed included:

- Implementation of the REACH Program.
- Implementation of the End of Life Program.
- Redevelopments.
- The Committee voiced difficulty in securing Aboriginal membership. Strategies for recruitment of new members were discussed.
- The Committee and the Board discussed high unemployment rates in the Moree area.
- The Community is working on building relationships with the local police force.
- Women's Reference Group.

The Chair thanked the Committee members for their work and participation.

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 Fergus Fitzsimons advised that he has a potential conflict with regards to Primary Health Networks, in his role with Centacare.

1.3 Adoption of Minutes

The minutes of the meeting held on the 20th April 2016 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 Desiree Chymiak

1.4 Action List

Progress on action items were DISCUSSED and NOTED by the Board.

The Board agreed to change the location of the June meeting, to be held at the Population Health building in Wallsend.

1.5 Board Chair Report

The Board Chair had nil to report.

1.6 Chief Executive's Report

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

- Appointment of Secretary NSW Health.
- Appointment of Chief Nursing and Midwifery Officer.
- Appointment of Acting Executive Director Hunter New England Mental Health.
- Appointment of National Chief Operating Officer Little Company of Mary.
- Resignation of Chief Executive Central Coast Local Health District.
- Appointment of Chief Executive Northern NSW Local Health District.
- Update on Health Efficiency Taskforce.
- Update on the redevelopment at Inverell.
- Update on Moree Mobile Theatre installation and discussion of site plan.
- Information on the Ministry of Health visit to Tamworth, Inverell and Glen Innes Hospitals.
- Update on Domestic Violence Forum.
- Overview of the visit to South Australia Health and Medical Research Institute (SAHMRI).
- Valuing HNE Health's In Kind Support for University of Newcastle.
- Overview of the Patient Experience Symposium.
- Overview of the "What's Right in Health Care" Studer Conference.
- Commencement of the People Matter Employee Survey 2016.
- Information on the introduction of Government Employee Numbers.
- Update of key Strategic Relations and Communications events.
- Update on the Excellence model.
- Update of incident at John Hunter Hospital.

Individual items were DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

The draft minutes from the meeting held on the 13th April 2016 were circulated in the business papers.

The minutes were NOTED by the Board.

2.2 Social Determinants of Health Committee Minutes

There were no papers for this meeting.

2.3 New Business

There was no new business relating to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

2.4 For Information

2.4.1 Armidale Hospital Local Health Committee

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The draft minutes from the meeting held on the 13th April 2016 were distributed in the business papers with a covering brief.

The minutes were DISCUSSED and NOTED by the Board.

The Board discussed access to Outpatient services. A plan is to be presented to the Board by the end of the year in regards to John Hunter Hospital Outpatient Services.

ACTION BY: Karen Kelly and
Michael DiRienzo

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

3.3 New Business

3.3.1 District Medical Staff Executive Council – Resignation of Chair

Dr Tim Stanley has resigned as Chair of the District Medical Staff Executive Council.

The Board DISCUSSED and NOTED this information.

A meeting of the Executive Medical Staff Council will be convened as soon as possible to elect a new Chairperson.

ACTION: Michael DiRienzo

3.4 For Information

3.4.1 Transport of Mental Health Patients

A paper had been distributed in the business papers.

The paper was DISCUSSED and NOTED by the Board.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

The minutes from the meeting held on the 26th April 2016 were distributed in the business papers.

The minutes were DISCUSSED and NOTED by the Board.

4.2 Patient Story

Mr David Quirk was in attendance to discuss the Patient Story. The Board NOTED that the Patient Story provides insight into the patient experience within HNE LHD.

The Patient Story had been circulated in the business papers and was DISCUSSED and NOTED by the Board.

4.3 New Business

4.3.1 BHI Reports

BHI reporting was DISCUSSED by the Board.

4.4 For Information

4.4.1 RCA, London Protocol and MCCC Processes

A paper had been distributed in the business papers.

The paper was DISCUSSED and NOTED by the Board.

The Board requested a summarised version of the paper to be tabled for information at the June 2016 Board Meeting.

ACTION: Anne Duggan

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending April 2016 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 meetings held on the 15th March and 19th April 2016 were distributed in the business papers.

The minutes were DISCUSSED and NOTED by the Board.

5.3 Audit and Risk Management Committee

The minutes from the meetings held on the 15th April 2016 were distributed in the business 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 DISCUSSED and NOTED by the Board.

5.5 New Business

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

5.6 For Information

5.6.1 Staff Specialists Roster and Leave Review Project

A brief had been distributed in the business papers. A verbal update of further progress was given by Mr Michael DiRienzo.

The paper was DISCUSSED and NOTED by the Board.

5.6.2 Staff Specialists Managerial Allowance and Outside Practice Review

A brief had been distributed in the business papers.

A verbal update of further progress was given by Mr Michael DiRienzo.

The paper was DISCUSSED and 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.

6.2.1 Strategic Plan

A final draft Strategic Plan had been distributed in the business papers.

The paper was DISCUSSED and NOTED by the Board.

The Board gave final approval of the Hunter New England Local Health District Strategic Plan Towards 2019, with the suggestion that “Excellence” be more prominent.

The Board agreed on the following to be presented at the June 2016 Board Meeting:

- 2016/17 HNE LHD Operational Plan.
- Performance report for Population Health

6.3 For Information

6.3.1 Relationship with University of Newcastle

A paper had been distributed in the business papers.

The paper was DISCUSSED and 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 New Business

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

7.3 For Information

7.3.1 Government Sector Employment Legislation Amendment Act 2016 (GSELA)

A paper had been distributed in the business papers.

The paper was DISCUSSED and NOTED by the Board.

BOARD DEVELOPMENT

8.1 Board Performance Report

There were no papers for this meeting.

8.2 Board Members Development Report

There were no papers for this meeting.

8.3 New Business

8.3.1 Aboriginal Health Funding

A brief had been distributed as a late paper to the Board.

The paper was DISCUSSED and NOTED by the Board.

8.3.2 Letter from CEO of Awabakal Ltd

A letter was discussed during the meeting as a late paper.

The letter was DISCUSSED and NOTED by the Board.

8.4 For Information

8.4.1 Board Membership Renewal Process

A paper had been distributed in the business papers.

The paper was DISCUSSED and NOTED by the Board.

Queries raised with the application process to be fed back to the author of the briefing.

ACTION: Michael DiRienzo

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

There was nothing to report at this meeting.

9.2 Feedback from the April Meeting

There was no feedback to distribute for this meeting.

9.3 Next Meeting

The next meeting will be held on the 15th June 2016 at Population Health, Wallsend.