



**Minutes of the Hunter New England Local Health Network**

**Governing Council**

**Fourth Meeting**

**Friday 6<sup>th</sup> May 2011**

**Venue: Muswellbrook Hospital**

**PRESENT**

Associate Professor Lyn Fragar, Mr Paul Henry, Mr Ken White, Dr Bruce Bastian, Dr Helen Belcher, Professor Trevor Waring, Mrs Janelle Speed and Ms Helen Staines

**IN ATTENDANCE**

Mr Michael DiRienzo (Chief Executive), Ms Glenda Dingwall, Dr Kim Hill, Mr Scott McLachlan, Dr Sue Carter, Mr Kim Nguyen, Ms Karen Kelly, Mr Mark Jeffrey, Ms Lauren Cruz, Mr Todd McEwan, Professor Trish Davidson, Ms Desiree Chymiak

**APOLOGIES**

Dr Ian Kamerman and Ms Felicity Barr

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Order of business: 1-5, 11,6-8; 9-10; 12; 13-14

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## **TOUR OF MUSWELLBROOK HEALTH SERVICE**

Council members and executive were provided a tour of the Muswellbrook health service facilities led by Ms Debbie Jagers and service managers. Following the tour, Council met with members of the Local Health Advisory Committee and clinicians.

Issues of concern raised to the attention of Council members included:

- The aged care facility on Level 1 of the hospital, specifically ongoing maintenance costs and the reaccreditation of the service.
- The location of the Emergency Department and its functionality and ability to meet the growing demands.
- The maternity services bathrooms – The Chief Executive agreed to investigate the possibility of prioritizing bathroom renovations in the 2011/12 maintenance/minor capital budget.

The Chief executive agreed to review the planning processes for Muswellbrook and to consider short term as well as the longer term needs.

ACTION: Chief Executive

## **BUSINESS OF THE MEETING**

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

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

The Council ACCEPTED the apologies of Dr Ian Kamerman and Ms Felicity Barr.

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

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

The Council NOTED that there were no declarations for this meeting.

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

#### **3.1 Adoption of Minutes of Meeting Held on 11<sup>th</sup> March 2011**

The minutes from the meeting held on Friday 28<sup>th</sup> March 2011 had been circulated. The minutes were ADOPTED by the Council as a true and correct record.

The minutes in full will be published on the Governing Council section of the Hunter New England Health Network website

ACTION BY: Secretariat

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

##### **4.1 Action Sheet – Report on Progress**

The Council NOTED progress with action agreed to be taken following previous meetings.

##### **4.2.1 Final Committees Terms of Reference**

Under the Interim ByLaws , the Governing Council is required to establish committees to provide advice or other assistance to enable to Local Health Network to perform its functions under the Health Services Act 1997. The Council was provided with a report from the Director Clinical Governance outlining progress with institution of the following committees and meeting dates:

- Audit and Risk Management Committee
- Finance and Performance Committee
- Health Care Quality Committee
- Clinical Councils and Hospital Clinical Councils
- Medical Staff Councils and Medical Staff Executive Council
- Medical and Dental Appointments Committee with a Clinical Privileges Sub-Committee

The Council:

- NOTED progress made on committee structures and governance.
- ENDORSED the final committee charters for the Health Care Quality Committee and the Finance and Resource Committee.
- DISCUSSED the draft charter for the Clinical Councils and provide any further guidance, and AGREED that the District Clinical Council should be an expert advisory group, rather than being a representative group.
- REVIEWED Governing Council membership for the Medical and Dental Appointments Committee
- AGREED that Dr Bruce Bastian will work together with Dr Kim Hill and Professor Trish Davidson around committee membership
- AGREED that Professor Trevor Waring will chair the Medical and Dental Appointments Committee however the membership needs to be updated and should be a smaller group.

#### **5. PROGRESS WITH TRANSITIONAL ORGANISATION**

The Governing Council had been provided with an update on progress in relation to the Health Reform Transition as it affects Hunter New England Local Health Network, and the Chief Executive provided a further update on developments at state level.

The reports were NOTED by the Governing Council.

## **6. CHIEF EXECUTIVE REPORT**

The Chief Executive provided a report to the Governing Council that summarised key current Local Health Networks issues:

- Budget
- Emergency access performance/ surgery waiting lists
- Winter strategies
- Transition progress
- Executive recruitment
- Strategic Plan
- Aboriginal Partnership Committee
- Balanced rostering
- Armidale infrastructure projects
- Hunter Medical research Institute
- Hunter Water land
- Better access to primary care services in rural areas initiative Section 19(2) exemption

The report was NOTED.

## **7. DIRECTORS' REPORTS**

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

### **7.1 Mental Health Services**

The report provided by Dr Dinesh Arya was NOTED by the Governing Council. Members were invited to consider risks that loss of beds at the Kestrel Unit may present, and further strategies to mitigate risk. The Council AGREED to write to Forensic Mental Health to express concern and support action to mitigate risks.

ACTION BY: Chair

### **7.2 Acute Networks**

The report provided by Mr Todd McEwan was NOTED by the Governing Council.

The Governing Council CONSIDERED and SUPPORTED the reports relating to the planned rollout of the Oncology Services at Manning Rural Referral Hospital and NOTED for further advice progress on specialist recruitment strategies.

### **7.3 Nursing and Midwifery**

The report provided by Ms Karen Kelly was NOTED by the Governing Council.

The Governing Council CONSIDERED and SUPPORTED the future developments of nurse practitioner roles in order to provide enhanced services to the community.

### **7.4 Communication and Stakeholder Engagement**

Nil report for this meeting

### **7.5 Workforce Development**

The report provided by Ms Glenda Dingwall was NOTED by the Governing Council.

### **7.6 Primary and Community Networks**

Nil report for this meeting.

### **7.7 Clinical Governance**

The report provided by Dr Kim Hill was NOTED by the Governing Council.

Members were invited to consider whether a more detailed briefing on policy and guidelines development, implementation systems and related legislative compliance would be useful. The Council AGREED to a more detailed briefing being provided.

ACTION BY: Dr Kim Hill

### **7.8 Allied Health**

The report provided by Mr Kim Nguyen was NOTED by the Governing Council.

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

The report provided by Professor Trish Davidson was NOTED by the Governing Council.

### **7.10 Finance**

The report provided by Mr Mark Jeffrey was NOTED by the Governing Council.

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

The report provided by Ms Jenny Jennings was discussed and NOTED by the Governing Council.

## **8. COMMITTEE REPORTS**

### **8.1 Audit and Risk Management Committee**

The Governing Council was provided with the draft minutes of the Audit and Risk Management Committee for their information and noting.

The minutes were NOTED by the Council and the Council resolved that the planned actions resolved by committees be ENDORSED.

### **8.2 Finance and Resource**

The Governing Council was provided with the draft minutes of the Finance and Resource Committee for their information and noting.

The minutes were NOTED by the Council and the Council resolved that the planned actions resolved by committees be ENDORSED.

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

The Governing Council was provided with the draft minutes of the Medical and Dental Appointments Advisory Committee for their information and noting.

The minutes were NOTED by the Council and the Council resolved that the planned actions resolved by committees be ENDORSED.

## **9. CORRESPONDENCE**

The list of correspondence received had been circulated to the Governing Council for their information. The correspondence was NOTED by the Governing Council.

## **10. CURRENT ISSUES**

### **10.1 Chief Executive**

There were no further issues to report.

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

Professor Nik Bogduk was absent from the meeting, and no issues were reported.

### **10.3 Chair**

There were no further issues to report that had not been addressed.

### **10.3 Members**

There were no further issues to report.

## **11.0 UPDATE ON THE NSW STATE-WIDE DEVELOPMENTS**

### **11.1 Planning Tasks for the Governing Council**

The update on state-wide developments had been provided by the Chief Executive under Item 5.

## **12. PLANNING SESSION**

The Governing Council and the HNE Local Health Network Executive Leadership Team participated in a session to develop the basics of the planning document requested by the Minister for Health.

Dr Sue Carter assisted with provision of information and facilitation of the session and will work with the Chair to develop the document which is to be provided to the Minister by the end of May 2011.

ACTION BY: Dr Sue Carter, Chair

## **13. NEXT MEETING**

The next Governing Council meeting is scheduled for the 31<sup>st</sup> May 2011 and will be held at the Newcastle Headquarters.

## **14. MEETING EVALUATION**

The summary of the February meeting evaluation had been circulated.

Members were requested to complete the meeting evaluation form for the current meeting and return these to the Chair.

The meeting closed at 5.00pm.

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

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



**ACRONYMS**

CE	Chief Executive
LHN	Local Health Network
COO	Chief Operating Officer

**Hunter New England Health Network Governing Council  
Action List**

<b>Date of Meeting</b>	<b>Item Number</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status as at 10<sup>th</sup> May 2011</b>
09.02.11	9	Review current delegations and report to future meeting of Governing Council.	Chief Executive	Pending
11.03.11/28.03.11	4.1	Letter to be prepared and sent to the Department of Health outlining the Council's significant issues with processes for negotiation of performance agreement.	Chair	Letter has been sent
11.03.11	6	Chair to circulate further information in a communication matrix for Council members' consideration with comments to be provided directly to the Chair.	Chair and Members	Has been sent
11.03.11	7	The Chair and Chief Executive to revise Governing Council meeting plan to meet the goals for the interim period	Chair and Chief Executive	In train
28.03.11	6	Finalisation of terms of reference of committees.	Chief Executive	On agenda for 6 <sup>th</sup> May 2011
28.03.11	8.4	Working group to be established to review the current local community arrangements and recommend an approach and plan for strengthening community participation.	Chief Executive	A meeting planned for the 9 <sup>th</sup> May 2011.
28.03.11	9.5	Development of network strategic plan	Chief Executive and Chair	Pending

