

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

### **Forty Third Meeting**

**20<sup>th</sup> May 2015**

**Venue: Tenterfield**

**Present**

Associate Professor Lyn Fragar, Professor Trevor Waring, Mr Peter Johnston, Dr Bruce Bastian, Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines and, Mr Ken White, Dr Ian Kamerman, Mr Brad Webb.

**Apologies**

Dr Felicity Barr, Mr Fergus Fitzsimons

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman, Dr Tim Stanley and Mrs Dianne Kershaw

Order of Business: 1.1-9.3

## **TOUR OF THE FACILITY**

The Board was taken on a tour of the facility led by General Manager, Michael Moore.

9.00am – The Board met ‘In Camera’ with the Chief Executive.

## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

#### **1.1 Welcome, Apologies and Acknowledgment of Country**

The Chair, Associate Professor Lyn Fragar opened the meeting at 9.35am

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**

There were no conflicts of interest declared at this meeting.

#### **1.3 Adoption of Minutes**

The minutes of the meeting held on the 15<sup>th</sup> April 2015 had been circulated.

- An amendment to minutes was requested relating to Section 2.2 Community and Consumer Partnership Committee Report to read:
  - The Board RECOMMENDED that John Hunter Hospital move to establish a local health committee and Greater Newcastle Cluster adopt Terms of Reference for local health committees.
  - Board SUPPORTED Belmont Hospital efforts to re-establish their local health committee.

The minutes were ADOPTED by the Board subject to this amendment. The minutes will be published on the Hunter New England internet site.

ACTION BY: Board Secretariat

#### **1.4 Action List**

Chair advised that the first three actions were complete and would be removed from the action list.

Progress on remaining actions items was NOTED by the Board.

#### **1.5 Board Chair Report**

The Chair provided a verbal report and the following was NOTED by the Board.

- **Capacity Assessment Program** – the self-assessment report and meeting with the Project Team were discussed and the Chief Executive advised that the District will have 6 weeks to respond to the next report.

## **MEETING WITH THE LOCAL HEALTH COMMITTEE**

Chair and Board welcomed the Tenterfield Health Committee and expressed appreciation for the hospitality given to the Board and the following issues were raised:

- Difficulties for patients returning home from John Hunter Hospital and the methods of transport that could be offered. The following suggestions were noted:-
  - That there be more clinician to clinician discussions with regard to staged transfer processes to ensure our patients are return home safe and their journey made easier.
  - Group discussion regarding the challenges with travel. Standardised processes are needed across the district – a consideration for social determinants of health.
  - Discharging planning process – transfer of care needs to be looked at when patients live long distances from John Hunter.
  -

The Chief Executive agreed to speak to the Patient Transport Unit regarding inter hospital transfers.

ACTION BY: Chief Executive

- Concerns relating to the role of the Local Health Committee.

The Committee was encouraged to look at the Terms of Reference for the Local Health Committees and to be actively involved in the health service and its health committees. It was noted that there is an Agenda Template and Work Plan for the committee and the Tenterfield Health Committee was encouraged to develop their own health plan and evaluate it at the end of the year.

### **1.6 Chief Executive's Report**

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

- Primary Health Networks – The Chief Executive advised that the position of CEO and Chair had been advertised for the Central Coast Hunter New England Primary Health network.
- Resignation of Director Workforce – The Chief Executive acknowledged the commitment and work of Glenda Dingwall over the past 12 years.
- Appointment of Director Operations Acute Networks – The Chief Executive advised that Karen Kelly has accepted the position
- Appointment of Chief Executive, HealthShare – The Chief Executive advised the Board of some changes at the Ministry of Health.
- Deputy Secretary, System Purchasing and Performance
- Service Level Agreements – The Chief Executive advised that the new services at Tamworth, Maitland and Interventional Neurology at John Hunter will have impact on budgets.
- Service Planning – Concern was expressed by the Board that the Maitland Hospital project has now been capped at \$450m.  
The Board raised the issue of NSW State Election commitments and it was NOTED that the Chief Executive advised that they will be phased in over the next 4 year period.
- Innovation Scholarship Progress Update
- Research and Innovation Portal
- Changes to Special Purpose and Trust Funds
- Hunter Alliance
- General Medicine for the Older Person" Conference

The report was discussed and NOTED by the Board.

## **COMMUNITY – THE PEOPLE WE SERVE**

### **2.1 Aboriginal and Torres Strait Island Strategic Leadership Committee (SLC) Report**

The minutes from the 16<sup>th</sup> March 2015 had been circulated in the business papers.

The Chair of the Committee spoke to the report and noted the need for the SLC moving into a more strategic phase. The original purpose of the SLC has been served, and there is now stronger governance of Aboriginal health issues, including Closing the Gap performance, The Executive Leadership Team and the Chief Executive now have a wide range of mechanisms for receiving good advice that is informed by Aboriginal people inside and outside the organisation.

The minutes were NOTED by the Board and the Board ENDORSED the proposal for the Strategic Leadership Committee to move to the next phase.

### **2.2 Community and Consumers Partnership Committee Report**

There were no minutes for this meeting.

Board was advised that the next two Community and Consumers Partnership Committee meetings will be held in Maitland on 16<sup>th</sup> June 2015 and Tamworth on 23<sup>rd</sup> June 2015.

### **2.3 Social Determinants of Health Committee Report**

A brief had been circulated in the business papers.

The Brief was NOTED by the Board and the Board ENDORSED the proposal to extend the committee role for another 6 months to 31<sup>st</sup> December 2015. A revised work plan to be provided to the June Board meeting .

The Board NOTED a suggestion from the Chair that the health of the Delungra community might be a good case study for the Social Determinants of Health committee to consider.

### **2.4 New Business**

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

### **2.5 For Information**

There were no information papers relating to COMMUNITY for this meeting.

## **SERVICE – THE SERVICE WE PROVIDE**

### **3.1 District Clinical Council Minutes**

The minutes of the 8<sup>th</sup> April 2015 meeting and a briefing paper had been distributed in the business papers.

It was NOTED that the minutes were to be corrected in item 7.2 with regards to Tomaree Emergency Department.

It was NOTED that Jane Gray would provide information to the next Board Meeting with regards to ACI-LHD Connect Forum.

ACTION: Jane Gray

It was further NOTED that further discussion and a presentation will take place at the November Board meeting with particular focus on the Cerner System to ensure the HNELHD systems are integrated.

The minutes and briefing paper were NOTED by the Board.

### **3.2 Medical Staff Executive Council Report**

Proposed Model for Medical Staff Council Meetings – a brief had been prepared by Chief Executive Officer and was NOTED by the Board.

Tim Stanley provided a verbal report regarding activities of the District Executive Medical Staff Council:

- Improving communication with Networks and Streams and Medical Staff Councils
- Workforce issues, selection and recruitment and sub speciality scope.
- Links with research
- Medical and Dental Appointments Advisory Committee

### **LUNCH WITH CLINICIANS**

The Board and Executive met with staff, and the Chair thanked staff for their work and hospitality. The following were raised and discussed during the meeting:

- Palliative Care - the aging community, end of life resources
- Transport of patients back to the community
- Mental health issues and ambulance transport.

The Chief Executive advised the meeting and staff that he will bring these discussions back to the Executive Leadership Team and will advise the Board and the Health Service Manager of the outcome.

ACTION BY: Chief Executive

### **3.3 New Business**

#### **3.3.1 Hunter New England Health Operational Plan 2015/16**

A paper with the Final Draft of the Operational Plan had been circulated in the business papers.

The following points raised and discussed:-

- Measurement tools
- Aged Care Funding and support for older persons
- Hardwiring Excellence - to remain the focus

The Board ENDORSED the HNE Health Operation Plan 2015/2016 and congratulated all involved in the process.

#### **3.3.2 Communication of Executive Portfolio Changes**

A communications strategy regarding the realignment of the Operations Portfolios of the Executive Leadership Team had been distributed in the business papers.

**ACTION:** It was NOTED that a new Organisational Chart will be developed and made available to the Board.

ACTION by: Chief Executive

The Communications Strategy was NOTED by the Board.

### **3.4 For Information**

#### **3.4.1 Regional Assessment Service**

A brief had been circulated in the business papers and it was NOTED that there needs to be further information provided to the Board as this program progresses.

The Brief was NOTED by the Board.

#### **3.4.2 Cardiology Public/Private Relationship between HNE Health and the Mayo Hospital**

A brief had been circulated in the business papers.

Discussion took place with regards to the proposal put forward by the Mayo Hospital.

The Brief was NOTED by the Board and the Board SUPPORTED the recommendations.

### **SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME**

#### **4.1 Health Care Quality Committee Report**

There were no minutes 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.

It was NOTED that in addition to the agreed actions of the Tamworth Regional Referral Hospital Management that Clinical Governance team was going to take the lead and insure that the three different paediatric guidelines on traction be reviewed and consolidated into one.

#### **4.3 New Business**

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

#### **4.4 For Information**

4.4.1 **Email to Board Chair** – compliments regarding Mercy Hospice at Waratah was NOTED by the Board, and concern regarding patient transport.

A response will be drafted for a reply to be made to the author.

ACTION BY: Chief Executive

4.4.2 Joint Statement of Cooperation by Minister for Health and Minister for Medical Research, Australian Salaried Medical Officers' Federation (NSW) and Australian Medical Association

These items were NOTED by the Board.

## **RESOURCES – MANAGING OUR SERVICES WELL**

### **5.1 Finance and Performance Report**

The Finance Management reports for the month ending April 2015 and Performance Reports to end April 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 14<sup>th</sup> April 2015 meeting and a briefing paper had been distributed in the business papers.

The minutes and briefing paper were NOTED by the Board.

### **5.3 Audit and Risk Management Committee**

The minutes from the 24<sup>th</sup> March 2015 meeting and a briefing paper had been distributed in the business papers.

The minutes and briefing paper 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 Asset Strategic Priorities.**

It was NOTED that Brett Evans will present at next board meeting in Newcastle. Tomaree Paediatric treatment room – is a specific priority

The report was NOTED by the Board and the Board ENDORSED the recommendation.

### **5.6 For Information**

#### **5.6.1 Audit and Risk Management Committee Charter**

A paper was distributed in the business papers.

The Committee Charter was ENDORSED by the Board.

#### **5.6.2 Internal Audit Charter**

A paper was distributed in the business papers.

The Committee Charter was ENDORSED 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**

#### **6.3.1 Media Release - Abbott Government to Deliver a Healthier Medicare**

A paper was distributed in the business papers.

#### **6.3.2 Letter from Cathryn Cox regarding New Maitland Hospital's Construction**

A paper was distributed in the business papers.

These documents were NOTED by the Board.

### **OUR STAFF AND WORKPLACE CULTURE**

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

A late paper was presented and the report NOTED by the Board.

#### **7.2 Workforce Report**

The Workforce Report was distributed with the business papers

#### **7.3 New Business**

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

The Board NOTED the report.

#### **7.4 For Information**

There was no new information relating WORKFORCE for this meeting

### **BOARD DEVELOPMENT**

#### **8.1 Board Performance Report**

There were no papers for this meeting.

It was NOTED that next month the Board should discuss its Annual Performance Review.

ACTION BY: Board

#### **8.2 Board Members Development Report**

The meeting discussed the upcoming State Board members Conference and AGREED to distribute their preferences across the range of workshops options during h afternoon session.

### **MEETING REVIEW AND FEEDBACK**

#### **9.1 Members Issues Not Covered Elsewhere**

There were other matters raised by members.

#### **9.2 Feedback from the February Meeting**

A summary of members and attendees feedback from the April 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 17th June at District Headquarters.