

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

## **Board**

### **Fifth Meeting**

**23<sup>rd</sup> November 2011**

**Venue: Lake Macquarie Yacht Club**

**PRESENT**

Associate Professor Lyn Fragar, Dr Felicity Barr , Dr Bruce Bastian, , Ms Helen Staines, Dr Ian Kamerman, Mr Fergus Fitzsimons, Mr Ken White, Dr Helen Belcher and Mrs Janelle Speed

**IN ATTENDANCE**

Mr Michael DiRienzo, Ms Desiree Chymiak, Mr Todd McEwan, Ms Karen Kelly, Professor Trish Davidson, Dr Anne Duggan, Dr Dinesh Arya, Mr Mark Jeffrey, Mr Scott McLachlan, Mr Kim Nguyen and Mr Warren Laurence

**APOLOGIES**

Mr Paul Henry and Professor Trevor Waring

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Order of business: 1-9; 11; 10; 12

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## **BUSINESS OF THE MEETING**

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

The Chair, Professor Lyn Fragar, opened the Board meeting at 8.00am 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 Mr Paul Henry and Professor Trevor Waring.

### **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.

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

#### **3.1 Adoption of Minutes of Meeting Held on 26<sup>th</sup> October 2011**

The minutes from the meeting held on the 26<sup>th</sup> October 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 action agreed to be taken at previous meetings.

### **5. REPORT FROM THE CHIEF EXECUTIVE**

The Chief Executive report had been circulated to members in the business papers, highlighting the following key issues that the Board CONSIDERED:

#### **6. HNE HEALTH PERFORMANCE**

The HNE Health Performance report had been circulated in business papers to members. NSW Ministry of Health is currently meeting with HNE Health on a quarterly basis to review performance of the HNE Health Service Agreement measures and strategic priorities. The minutes of the meeting held on 7 October were NOTED. The next meeting will be held on 21 December 2011.

### **7. INFORMATION SERVICES AND TELECOMMUNICATIONS**

A new contract for the purchase and support of Microsoft software has been entered into by the Department of Services on behalf of all NSW Government agencies for a 4 year term effective 1<sup>st</sup> July 2011. The estimated total increased cost to Hunter new England Health District is \$10million over the 4 year contract period.

It was AGREED that a letter should be sent from the Board to the Director General alerting her to the cost impact of the Microsoft Contract decision, advising that steps are being taken

by the District to better assess the cost implications and mitigate risks, and requesting that the Minister be advised of the Board's concerns.

ACTION BY: Chair

#### **8. HEALTHSHARE CHARGES**

A brief had been circulated to Board members detailing the increased cost of services provided by HealthShare to the District. The increase cost of services transitioned to HealthShare from Hunter New England was identified to be \$6.2 million in 2010/11. After reviewing the draft charges for 2011/12, this gap will increase by \$2.8 million. This brings the total recurrent gap to \$9.1 million for 2011.12.

It was AGREED that the Chief Executive should discuss concerns with Mike Rillstone, and further action may be needed at the Board level.

ACTION BY: Chief Executive

#### **9. FINANCIAL PERFORMANCE**

Hunter New England has achieved General Fund Budget for the last 2 financial years and 4 out of the last 6 financial years. The result for October 2011 is (\$0.9M) unfavourable, (\$4.3M) unfavourable YTD.

- The LHD's financial position in terms of cash is still reasonable.
- The HNE portion of the TO is \$1.0M favourable Sept YTD, this will be included in HNE's result in the month ending 30<sup>th</sup> November 2011.
- Focus on FTE management remains pivotal in achieving budget in 2011/12.
- HSS backlog of creditors has not been rectified at this stage, although HSS have now re-instated resources to manage this issue.

The financial report was NOTED by the Board, and it was AGREED that a more detailed consideration of financial performance would be included in the December meeting agenda.

ACTION BY: Secretariat

#### **10. CORRESPONDENCE**

Correspondence for period October-November 2011 had been circulated to members.

The correspondence was NOTED by the Board.

The Chair advised of late correspondence from the Ministry of Health, advising of the process whereby the Chair is delegated to appoint a Deputy Chair of the Local Health District Board.

The Chair nominated Dr Felicity Barr to the position of Deputy Chair. The nomination was SUPPORTED by all members.

The Chair will complete the appointment process and advise the Ministry of Dr Barr's Appointment.

ACTION BY: Chair

## **11. Report of workshop regarding relationship with Medicare Locals**

The Chair and Chief executive reported attendance at a workshop that had been co-hosted by NSW Ministry of Health and the Commonwealth Department of Health and Ageing. During the course of the workshop the Board representatives and Chief Executives of Hunter Urban Medicare Local and the New England Medicare Local agreed with the District Health Chair and Chief Executive that the joint governance arrangements during the establishment of the Medicare Locals should be under the oversight of a Joint Committee of Chairs and Chief Executives of the three entities.

Immediate issues for the Medicare Locals include:

- Undertaking primary health services needs assessments
- Provision of after-hours health services
- Consideration of the local Lead Clinician Group

The Board AGREED to the interim governance arrangements and will receive Committee reports as meetings are held.

ACTION by; Chief Executive

## **12. NEXT MEETING**

The next Board meeting is scheduled for the 14<sup>th</sup> December 2011 at Maitland Hospital.

The meeting closed at 8.45am.

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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

**Hunter New England Health Network Governing Council  
Action List as at November 2011**

<b>Date of Meeting</b>	<b>Item Number</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status as at October 2011</b>
09.02.11	9	Review current delegations and report back to the District Board.	Chief Executive	December 2011
28.03.11	9.5	Development of Local Health District strategic plan	Chief Executive and Chair	Pending
06.05.11		Present aged care strategic plan to District Board.	Chief Executive	December 2011
22.06.11	7.3	Presentation to the District Board on the Patient Flow Portal and Patient Flow Strategies	Chief Executive	Karen Kelly to present at the February Board Meeting.
22.06.11	7.1	Planning for Mental Health Inpatient beds in Hunter New England. A final plan for future needs of inpatient mental health beds will be ready for consideration by the District Board.	Chief Executive	Dinesh Arya to present in 2012
22.06.11	7.6	COAG Section 19(2) Exemption Initiative – Better Access to Primary Care Services in Rural Areas. An update will be provided to the September meeting.	Chief Executive	Scott McLachlan to present to the Board in December.
27.07.11	5.2	Performance Management Framework – The Chief Executive to prepare a document that describes the performance management framework for the District, with scheduled timeframes for monthly performance review in association with Board and committee meetings.	Chief Executive	Pending, awaiting final service agreement and performance management timetable.
24.08.11	7.6	Request to be made to NSW Health regarding the status of the current funding for the Geriatric Evaluation Management, Palliative Care, Community Rehabilitation and Psychogeriatric projects/services	Chair and Chief Executive	Date to be determined for 2012
28.09.11	10.3	<b>Risk management</b> A request was made to have the organisation's Risk Management Strategy and processes presented to the Board at a future meeting.	Secretariat	Date to be determined for 2012
28.09.11	10.3	<b>NSW Workplace Health and Safety Act and Regulation</b>	Chief Executive	Date to be determined for 2012

		A request was made for the Chief Executive to contact the relevant Director in the Ministry for Health to receive a copy of the legal advice obtained by the Board of the Childrens' Hospitals Service relating to Board members' liabilities under the Workplace Health and Safety Act and Regulations that will take effect from 1 January 2012.		
23.11.11	7	<b>Information Services and Telecommunications</b> Letter to be sent from the Board to the Director General alerting her to the cost impact of the Microsoft Contract decision, advising that steps are being taken by the District to better assess the cost implications and mitigate risks, and requesting that the Minister be advised of the Board's concerns.	Chair	
23.11.11	8	<b>Healthshare Charges</b> Chief Executive to discuss concerns with Mike Rillstone, and further action may be needed at the Board level.	Chief Executive	