

Minutes of the Hunter New England Local Health District Board

Thirty Ninth Meeting

17th December 2014

Venue: District Headquarters

Present

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

Apologies

Dr Ian Kamerman

In Attendance

Mr Michael DiRienzo, Mr Mark Jeffrey, Ms Karen Kelly, Ms Susan Heyman, Dr Tim Stanley and Ms Desiree Chymiak

Dr Mary Foley (Secretary for Health) was in attendance for portion of Items 1.6 – 2.3

Order of Business: 1.1-9.3

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.

The Chair ACKNOWLEDGED the reappointment of Board members who have been reappointed to the Hunter New England Health Board, and congratulated and thanked them for their commitment to the work of the Board.

1.2 Conflicts of Interest

Mr Ken White reported a conflict of interest with regards to transfer of the Gloucester aged care beds to an aged care provider as he is a member of AngliCare.

Mr Fergus Fitzsimons reported a potential conflict of interest with regards to the tender process for the Primary Health Networks.

The Board NOTED the reported conflicts of interest.

1.3 Adoption of Minutes

The minutes of the meeting held on the 19th November 2014 had been circulated.

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

ACTION BY: Ms Desiree Chymiak

1.4 Action List

Progress on action items was NOTED by the Board.

1.5 Board Chair Report

The Board Chair reported the following:

- She had attended the Capability and Capacity Assessment Project meeting which is a project of the Ministry of Health. The Chair advised that all members of the Board will be invited to participate in a survey regarding the project. The Chair gave the Board a briefing on the project.

1.6 Chief Executive's Report

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

- Announcement of the General Manager at Maitland Hospital.
- Resignation of HealthShare chief Executive
- Update on Manning maternity.
- Update on the New Maitland Hospital.
- Update on the non-emergency patient transport bookings transition.
- Update on Primary Health Networks.
- Update on better end of life care.
- Update on research and innovation.

The report was discussed and NOTED by the Board.

MEETING WITH THE SECRETARY OF HEALTH

The business of the meeting was adjourned upon the arrival of the Secretary for Health, Dr Mary Foley, who had been invited to the meeting. Dr Foley made introductory comments on NSW Ministry of Health matters, and was provided with a presentation on the Hunter New England Health District's *Excellence* approach to organisational transformation. Discussion focussed on the suite of tools provided by the approach, and to the Accountability Framework that links coal-face action and performance to the District Strategic and Operational Plan.

The Secretary thanked the Board, the Chief Executive and Ms Karen Kelly for the presentation and the ensuing discussion.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Aboriginal and Torres Strait Island Strategic Leadership Committee Report

There were no papers for this meeting. The Committee will meet on the following day.

2.2 Community and Consumers Partnership Committee Report

The results of the survey of attendees to the recent Community Partnerships Forum was distributed out of session to the Board by Dr Helen Belcher. More information will be provided once received.

The survey results were NOTED by the Board.

The Board THANKED the Committee for the work in putting the forums together in 2014.

2.3 Social Determinants of Health Committee Report

There were no papers for this meeting. The next meeting of the Committee will be in February 2015.

2.4 New Business

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

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

There were no papers for this meeting.

Dr Bruce Bastian advised that the meeting was held on the previous week. Minutes for this meeting will be provided in the business papers in February 2015.

Dr Bastian provided the Board with a verbal outline of the discussion points from the meeting held last week.

It was AGREED that Dr Tim Stanley, as Chair of the District Medical Staff Executive Council, be appointed as a member for the District Clinical Council.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting. Dr Tim Stanley reported that the next formal meeting is planned for March 2015. Progress is being made with Hospital Medical Staff Council (MSC) meetings arrangements. The MSCs of John Hunter Hospital and the Royal Newcastle Centre will merge.

The Board NOTED the verbal report.

3.3 New Business

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

3.4 For Information

3.4.1 Midwifery and Nursing Senior Clinical Authentication and Role Alignment Project Information Sheet

A paper had been distributed in the Board papers.

The paper was NOTED by the Board.

PRESENTATION

Cancer Institute Performance Report

The Board was joined by Dr Tony Proietto who made a presentation on the findings of the Cancer Institute Performance Report.

The presentation was NOTED by the Board.

The Board thanked Dr Proietto for attending and giving the presentation.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Report

There were no papers for this meeting. It was noted that the meeting had been cancelled due to lack of a quorum.

The Board NOTED that a meeting will be set up between Mr Michael DiRienzo and Dr Helen Belcher to discuss the Health Care Quality Committee.

4.2 Patient Story

The patient story had been circulated in the business papers and was DISCUSSED and NOTED by the Board.

4.3 New Business

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

4.4 For Information

There were no papers for this meeting.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The papers 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 were distributed in the business papers.

The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

There were no papers for this meeting.

The Board NOTED that the meeting had been held during the previous week and minutes will be available in the business papers in February 2015.

5.4 Work, Health and Safety Report

The report for October 2014 had been distributed in the business papers. The report was NOTED by the Board.

There was discussion relating to any potential risk posed by asbestos in facilities in the Hunter New England Local Health District. Michael DiRienzo reported that the Chief Executives Forum had had a presentation on asbestos at its last meeting and that he will provide a report to the Board at the February 2015 meeting.

ACTION BY: Mr Michael DiRienzo

5.5 New Business

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

5.6 For Information

5.6.1 ABF Readiness

A paper had been circulated in the business papers.

The paper was NOTED by the Board.

5.6.2 2015/16 Activity Target Principles

The papers had been circulated in the business papers.

The paper was 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.

6.3 For Information

There were no papers for this meeting.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A report had been distributed in the business papers.

The report was NOTED by the Board.

7.2 Workforce Report

There were no papers for this meeting.

7.3 New Business

There was no new business relating to our staff and workplace culture for this meeting.

7.4 For Information

There were no papers for this meeting.

BOARD DEVELOPMENT

8.1 Board Performance Report

There were no papers for this meeting.

8.2 Board Members Development Report

The meeting noted that the Board meeting had been preceded by Board Education Session 2: *Meeting our obligations as a public sector board.*

Board Education Session 3 will precede the February 2015 meeting and will address: *Excellence in financial governance - meeting our obligations in monitoring financial performance.* Resource people Mr Mark Jeffrey, Mr Michael DiRienzo, Mr Peter Johnston and Dr Felicity Barr.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

There were no papers for this meeting. Dr Bruce Bastian advised that a NSW Health Pathology Board meeting had been held two weeks previously where Dr Bastian discussed Point of Care Testing at that meeting. Dr Bastian provided a verbal report of that meeting.

9.2 Feedback from the November Meeting

A summary of members and attendees feedback from the November 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 18th February 2015 at District Headquarters, and will be preceded by the Board education session.