

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

**Thirty Third Meeting**

**18<sup>th</sup> June 2014**

**Venue: District Headquarters**

**Present**

Associate Professor Lyn Fragar, Mr Fergus Fitzsimons, Mrs Janelle Speed, Professor Trevor Waring, Mr Peter Johnston, Dr Helen Belcher, Dr Felicity Barr, Mr Bradley Webb, Dr Bruce Bastian, Mr Ken White and Dr Ian Kamerman

**Apologies**

Ms Lyn Raines

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman, Mr Kim Nguyen, Mr Todd McEwan, Dr Tim Stanley and Ms Desiree Chymiak

Order of business:

1-5.13; 6.1-6.2; 5.14; 6.3-9.3

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## **BUSINESS OF THE MEETING**

### **1. Welcome and Apologies, Acknowledgement of Country**

The Chair, Associate Professor Lyn Fragar, opened the meeting at 8.30am.

The Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and elders past and present.

### **2. Declarations of Conflict of Interest**

Professor Lyn Fragar and Dr Ian Kamerman declared that they have a potential conflict of interest with item 9.1 as they are members of the GP Synergy Board.

### **3. Minutes of the Previous Meeting**

The minutes of the meeting held on the 21<sup>st</sup> May 2014 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the HNE internet site.

ACTION BY: Secretariat

## **4. Business Arising from Previous Meetings**

### **4.1 Action Sheet – report on actions taken**

Progress on action items were NOTED.

### **4.2 Hunter New England Local Health District By-Laws**

The Board APPROVED the redrafted By-Laws, that had been circulated 21 days prior to the meeting. The By-Laws will be sent to the Secretary of the Ministry of Health.

ACTION BY: Chief Executive

### **4.3 General Counselling Update**

A paper had been circulated in the business papers.

It was requested that a summary description of the process and change action be prepared outlining the change, current service needs and why the changes have occurred. To be provided to the Board for the July meeting.

The Board NOTED the information.

ACTION BY: Ms Susan Heyman

The Board further requested that similar summary be prepared relating to the changed services for Bulahdelah.

ACTION BY: Ms Susan Heyman

### **4.4 Alliance Update**

A paper had been circulated in the business papers.

The Board NOTED the information.

### **4.5 Community Participation Forums May 2014 - Review**

A paper had been circulated in the business papers.

The Board ENDORSED the actions to address the key learnings identified.

## **5 Standing Items**

### **5.1 Board Chair Report (verbal)**

The Board Chair reported the following:

- Annual Board Performance Review – the current method that is being used is appropriate. The Chair will send out an overview out of session to include a review of planned actions from the prior year. A survey of board members and senior executive and the medical staff executive will occur. The Chair will have a discussion with each Board member individually around their performance. It was agreed that a meeting will be held on the 19<sup>th</sup> August with the Board and the Executive to discuss the review and planned actions for the next coming 12 months.

### **5.2 Chief Executive's Report**

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

The report addressed the following:

- NSW Health update
- Update on the statewide HR systems.
- Update on Research and Clinical Innovation Committee.
- An update on patient flow internal review
- An update on the New Maitland Hospital planning.
- An update on the NSW Health Capacity Assessment Project

The report was NOTED by the Board.

### **5.3 Finance and Performance Report**

The Finance and Performance Report had been circulated to the members in the business papers.

The Finance and Performance report was discussed and NOTED by the Board.

### **5.4 Finance and Performance Committee**

The minutes of the meeting had been circulated in the business papers.

The minutes were discussed and NOTED by the Board.

### **5.5 Health Care Quality Committee**

The minutes of the meeting had been circulated in the business papers.

The minutes were discussed and NOTED by the Board.

### **5.6 Audit and Risk Management Committee**

The minutes of the meeting had been circulated in the business papers.

The minutes were discussed and NOTED by the Board.

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

A report of the meeting had been circulated in the business papers.

The report was NOTED by the Board.

### **5.8 Clinical Council**

A paper was distributed to the Board during the meeting by Dr Bruce Bastian.

The paper was discussed and NOTED by the Board.

### **5.9 Medical Staff Executive Council Report**

A report had been provided by Dr Murray Hyde-Page.

The report was discussed and NOTED by the Board.

### **5.10 Strategic Leadership Committee**

A report of the meeting had been circulated in the business papers.

The report was discussed and NOTED by the Board.

### **5.11 Social Determinants of Health Committee**

There were no papers for this meeting.

### **5.12 Work Health and Safety Report**

The Work Health and Safety report for April had been circulated in the business papers.

It was AGREED that future reports should be include evidence to show which recommendations have been acted on.

The report was NOTED by the Board.

ACTION BY: Ms Glenda Dingwall

### **5.13 Members Reports**

- Dr Bruce Bastian attended the second NSW Health Pathology Clinical Council meeting. Papers from this meeting will be forwarded to the Board for their information.
- Dr Helen Belcher has been appointed as a member on the Consumer Advisory Council for the Hunter Medicare Local.

### **5.14 Patient Story**

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

## **6 New Business**

### **6.1 HNE Health Internal Audit Plan 2014/15**

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board.

The Board ADOPTED the HNE Local Health District Internal Audit Plan.

### **6.2 Corporate Governance Attestation Statement for HNE Health 1<sup>st</sup> July 2013-30<sup>th</sup> June 2014**

A paper had been circulated in the business papers.

With noted amendments the Board ENDORSED the signing of the Attestation Statement by the Chair and the Chief Executive.

### **6.3 John Hunter Hospital and Calvary Mater Newcastle Car Park**

A paper had been circulated in the business papers.

The paper was NOTED by the Board. The Board was supportive of the direction.

#### **6.4 Community and Patient Partnership Committee**

A paper had been circulated in the business papers.

The Board reviewed and ADOPTED the Terms of Reference and the suggested annual work plan.

It was AGREED that Dr Helen Belcher, Mrs Janelle Speed and Professor Lyn Fragar will be the Board member representatives on this committee.

#### **6.5 Federal Budget Health Impact Summary**

A paper had been circulated in the business papers.

The paper was NOTED by the Board.

### **7 Presentations**

#### **7.1 Allied Health Workforce Update**

Mr Kim Nguyen gave a presentation to the Board.

The Board thanked Mr Nguyen for his presentation.

### **8 Meeting Feedback**

#### **8.1 Meeting Feedback**

A summary of members and attendees feedback from the May meeting was provided with the business papers.

The Board NOTED the feedback from the May meeting.

### **9 For Information**

#### **9.1 Rural Generalist Local Program Initiative with GP Synergy**

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

#### **9.2 Men's Health Update**

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

#### **9.3 Capacity Assessment Project**

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

### **10 Next meeting**

The next meeting will be held on Wednesday 16<sup>th</sup> July 2014 in Morisset.