

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

### **Seventeenth Meeting**

**19<sup>th</sup> December 2012**

**Venue: District Headquarters**

**Present**

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

**Apologies**

Mr Paul Henry and Mr Michael DiRienzo.

**In Attendance**

Ms Karen Kelly, Mr Todd McEwan, Ms Susan Heyman, Mr Scott McLachlan, Mr Vic Lewis and Ms Maryanne Lynch.

Order of business: 1-2;4.2;4.1;5.1;6.3;5.2-5.4;7.1;5.7-5.9;5.5-5.6;5.10-6.2;6.4-6.5;8.1-10

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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 10.40am and welcomed those present. The meeting commenced following the Board training module delivered by NOUS Group on Performance Management commencing at 8.00am.

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

The Board ACCEPTED apologies from Mr Paul Henry.

The Chair provided a summary of the training session relating to Performance Management, including key highlights; focus areas for the Board and confirmed feedback from session.

It was AGREED that the Health System Performance report from the Ministry should be in a format that was relevant to all, and a letter should be sent from the Board to this effect. Ms Kelly advised that work was being undertaken to review the structure of the report.

ACTION BY: Secretariat

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

The Board NOTED possible a reported conflict of interest by Helen Belcher regarding Hunter Valley Health Services planning and moved that this was not a conflict.

It was AGREED that the Conflict of Interest Register is to be updated and provided to the February meeting.

ACTION BY: Secretariat

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

The minutes of the meeting held on 28<sup>th</sup> November 2012 had been circulated.

The minutes were ADOPTED by the Board as a true and accurate record.

The minutes will be published on the Board section of the Hunter New England Local Health District website.

ACTION BY: Secretariat

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

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

The Board NOTED progress with actions agreed to be taken at previous meetings

#### **4.2 Conflict of Interest Register - revision**

The Board AGREED that any conflicts of interest that should be noted on the Register were to be submitted for review at the February meeting.

ACTION BY: Secretariat

### **5. Standing Items**

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

The Board Chair reported on a meeting of the Council of Chairs on 30 November 2012. The Minister announced changed arrangements for remuneration rates for Board members. Discussion ensued regarding entitlements and it was AGREED that clarification be sought from the Ministry to clarify the revised remuneration and entitlements.

The Annual General Meeting was held in Muswellbrook on 6 December 2012 as well as the Community Partnerships Forum. The Board Chair provided a summary of key issues arising from these meetings, noting the Annual Report was tabled and thanked the involvement of Executive Leadership Team members. It was AGREED that Minutes of the Annual General Meeting be circulated to Members.

The Board NOTED the Report provided by the Board Chair.

ACTION BY: Secretariat

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

The Acting Chief Executive's report had been circulated to the members in the business papers. The Board NOTED the report that summarised key current issues for the District. These included:

- AMC Workplace Based Assessment Project Graduation
- Director Primary and Community Networks
- Bureau of Health Information Hospital Quarterly Report
- National Health Performance Authority Hospital Performance: time patients spent in emergency departments in 2011-2012
- Annual General Meeting
- Community Partnerships Forum
- Hunter New England Training in Psychiatry

The Board NOTED the Acting Chief Executive update.

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

The Finance and Performance Report had been circulated to the members in the business papers. The Board NOTED the report that summarised financial performance to November 2012.

The results for November were NOTED by the Board.

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

The minutes of the meeting held on the 19th November 2012 were provided to the Board for information.

The minutes were NOTED by the Board.

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

The Health Care Quality Committee met on 13 December 2012; papers will be circulated to Board members when available.

ACTION BY: Secretariat

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

There were no minutes provided to the Board as the Committee did not meet between the November and December Board meetings.

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

The Medical and Dental Appointments Advisory Committee met on 27 November 2012. The minutes had been circulated to members in the Business Papers. The Board NOTED several appointments to Armidale and Mental Health.

#### **5.8 Clinical Council**

The minutes from the meeting held on the 5<sup>th</sup> December 2012 will be circulated to members when available.

ACTION: Secretariat

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

No report was available from the Medical Staff Executive Council.

#### **5.10 Members' Reports (verbal)**

It was NOTED that the Minister for Health and Minister for Medical Research mentioned HNE positively in relation to the work undertaken for Telehealth.

#### **5.11 Mental Health Sub-committee**

There were no minutes provided to the Board as the Committee did not meet between the November and December Board meetings.

### **6. New Business**

#### **6.1 Lower Mid North Coast Clinical Services Plan**

A paper had been circulated in the Business papers.

The paper was NOTED by the Board.

#### **6.2 Hunter Valley Health Service planning update**

A paper had been circulated in the Business papers and was NOTED to be underway with a second round of consultation in February 2013. It was AGREED that this be noted as a preliminary report with the final report to be provided to the February meeting prior to the next round of consultation.

The Board AGREED that it is important to ensure that the consultation is robust and engages well with stakeholders.

ACTION BY: Director Nursing and Midwifery Services

#### **6.3 Wallsend Aged Care**

A paper had been circulated in the Business papers.

The Board requested that a Report be provided in April regarding progress of negotiation with Commonwealth.

ACTION BY: A/Director Operations, Primary and Community Care Networks

#### **6.4 Innovation Support Scholarship Recipients 2013**

A paper had been circulated in the Business papers.

The Board NOTED the advice.

#### **6.5 Whole of System Transformation**

A paper had been circulated in the Business papers seeking support on member's nominations.

The Board NOTED the recommended actions.

ACTION BY: Secretariat/Director Innovation Support

## **7 Correspondence**

### **7.1 Correspondence from Karen Crawshaw, Ministry of Health re Work Health and Safety**

The Board Chair reminded members that the obligations under the new legislation are quite explicit. The Board Chair highlighted key points of the document noting that HNE is deemed as a 'Person Conducting Business or Undertaking'. Definitions of a 'worker' were reiterated.

Discussion ensued regarding the content of the correspondence with the Board resolving that the Audit and Risk Management Committee are to have Work Health and Safety on their Agenda.

The Board NOTED the correspondence.

### **7.2 Correspondence from Council of Social Service of NSW**

This correspondence was tabled and discussed with it AGREED that a letter go back outlining work on Social Determinants of Health and indicating interest from Dr Belcher and Ms Heyman.

ACTION BY: Secretariat

### **7.3 Australian Council on Quality and Health Care**

This correspondence outlined Standards; with an electronic version. NOTED

### **7.4 Board appointments and new members**

The Board NOTED this advice. It was AGREED that an Orientation package be developed

## **8 Presentations**

The Board attended the Training Module on *Performance Management* delivered by the NOUS Group.

Mr Vic Lewis, Chair Audit and Risk Management Committee addressed the Board providing a report on the functions of the Audit and Risk Management Committee and noted the key areas arising from those discussed under item 7.1.

Mr Paul Henry, Board Member was contacted via phone to enable the Board to provide thanks and appreciation for his service. Mr Henry thanked the Board and the Executive for the opportunity.

The Board AGREED a certificate of appreciation to be issued.

ACTION BY: Secretariat

## **9 Feedback following November meeting**

The Board NOTED the feedback from the November meeting.

## **10 Next meeting**

The next meeting is scheduled for Wednesday 27<sup>th</sup> February 2013 at District Headquarters commencing at 8.00am.

Meeting close 1420 hours