

Minutes of the Hunter New England Local Health District Board

Twenty-Ninth Meeting

19th February 2014

Venue: District Headquarters

Present

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

Apologies

Dr Bruce Bastian, Professor Nik Bogduk and Dr Ian Kamerman

In Attendance

Mr Michael DiRienzo, Ms Susan Heyman, Ms Lauren Cruz, Ms Jane Gray and Ms Desiree Chymiak

Special Presentations

Mr Vic Lewis, Chair, Audit and Risk management Committee
Dr Martin Cohen, Director Mental Health

Resignation

The Board Chair announced that Professor Nik Bogduk has resigned from Hunter New England Health. The Board thanked Professor Bogduk for his dedication to the Board.

Order of business:

1-5.7;8.1;5.8;5.11-5.14;8.2;6.1;5.9-5.10;9.0

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 8.00am.

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

No conflicts were reported in relation to any agenda items.

3. Minutes of the Previous Meeting

The minutes of the meeting held on the 18th December 2013 meeting 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

Action items were NOTED.

4.2 YourSay Action Plan

A paper had been circulated in the business papers which provided the Board with the District-wide YourSay Action Plan.

NOTED by the Board

4.3 National Disability Insurance Scheme

A paper had been circulated in the business papers.

The Board NOTED the paper and requested further updates as appropriate.

5 Standing Items

5.1 Board Chair Report (verbal)

The Board Chair reported the following:

1. The Chair had attended the second consultation meeting of the Mental Health Commission with Drug and Alcohol leaders. The importance of establishing close teamwork between mental health and drug and alcohol services for provision of services for young people with mental health conditions was NOTED.
2. The Chair circulated summaries of Board members' responses to reading of local Health Service Annual Reports.

It was AGREED that Helen Belcher will assist with proposing relevant action for recommendations made by Board members.

ACTION: Dr Helen Belcher

The Board Chair's verbal report was NOTED by the Board.

5.2 Chief Executive's Report

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

The report addressed the following:

- An update on Non-Emergency Patient Transport
- An update on the Counselling Review
- Welcome to 2014 Interim Doctors
- Welcome of graduate nurses to HNE Health
- An update on Muswellbrook Emergency Department redevelopment.

The Chief Executive 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 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 NOTED by the Board.

5.5 Health Care Quality Committee

The Health Care Quality Committee had met during the previous week, and minutes will be available for the next meeting.

5.6 Audit and Risk Management Committee

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

The minutes were NOTED by the Board, with comment that the minutes were informative and the new format appreciated by the Board.

5.7 Medical and Dental Appointments Advisory Committee

There were no papers to come forward at this meeting.

5.8 Clinical Council

There were no papers to come forward at this meeting. The Committee had met during the previous week.

5.9 Medical Staff Executive Council Report

Professor Nik Bogduk was absent from the meeting at the time this discussion was held and there was no report for this meeting.

5.10 Strategic Leadership Committee

There were no papers to come forward at this meeting.

5.11 Social Determinants of Health Committee

There were no papers available for this meeting.

5.12 Work Health and Safety Report

The Work Health and Safety report for December was circulated in the business papers.

The report was NOTED by the Board.

5.13 Members Reports

Helen Belcher requested Board members to provide advice as to what they are seeking from the Health Care Quality Committee. She will circulate the request to board members.

ACTION: Dr Helen Belcher and all members

5.14 Patient Story

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

The Board NOTED the patient story.

6 New Business

6.1 Mental Health Clinical Services Plan 2014-2018

The Mental Health Clinical Services Plan had been distributed in the business papers.

Dr Martin Cohen – Director Mental Health attended the meeting and presented the Plan.

The Board CONSIDERED the Plan and REQUESTED the following to be included in the Mental Health Clinical Services Plan:

- Social determinants of health
- Recognition of the role of local health committees and how to engage them
- Importance of clinical relationships with Drug and Alcohol services.

ACTION: Dr Martin Cohen

The Board ENDORSED the Mental Health Clinical Services Plan and look forward to progress reports.

6.2 Audit and Risk Management Committee Report

The Chair welcomed the Chair, Mr Vic Lewis, to the meeting. The report had been circulated with the business papers, and was DISCUSSED and NOTED.

Mr Lewis was thanked for his report.

6.3 HNE Health Involvement with Alliances

A paper had been circulated with the business papers.

HNE Health is involved in two Alliance partnerships:

- The Hunter Alliance is a partnership between Hunter Medicare Local, HNE LHD and the Little Company of Mary Health Care Limited
- The Aboriginal Health and Well Being Partnership Alliance is being developed between Aboriginal Community Controlled Health Services, New England Medicare Local, Hunter Medicare Local, Little Company of Mary Health Care and Hunter New England Local Health District.

The official Hunter Alliance agreement was signed by the three Chief Executives on 14 January 2014 and received good coverage in print, TV and social media. This event launched a wide consultation in the community, which primarily involves an online survey. As part of the consultation, a forum will be held on 24 February at Newcastle Town Hall. The forum will involve consumers, clinicians and nonclinical people from public, private, NGO, primary, community, acute and other health settings.

There is also Ministerial interest in the Alliance activities. The District submitted a parliamentary briefing on Friday 7 February 2014.

The Board ENDORSED the recommendations and progress reports will be presented in due course.

6.4 Community Participation Framework

A paper had been circulated with the business papers.

A Community Participation Framework for the District is required to meet the core actions of National Standard 2: Partnering with Consumers.

However, a Community Participation Framework is broader than the requirements of National Standard 2 and is designed to articulate the importance and value to HNE Health of engaging with consumers and our communities. It outlines HNE Health's approach to genuine engagement with patients, carers, families, consumers and our communities. It provides an overview of the legislative and policy imperatives, and defines the principles of community engagement that HNE Health employees should adhere to. It also frames how consumers and the community interact with the District. Excellence sits at the core of the framework.

Following significant research and review of other similar frameworks, the Communication Unit has prepared a final draft of the Hunter New England Health framework. The framework is a living document and will evolve and change as we fine tune our approach to engaging with our communities and consumers.

The Board CONSIDERED the proposed Framework and AGREED:

- That the Framework to be sent to the local committee chairs for feedback
- That levels of engagement and excellence should be brought forward in the document
- That the University of Newcastle be engaged in the process
- That the social determinants of health be included in the Framework.

The Board ENDORSED the Framework as version 1. The Board also AGREED that the endorsed version could be included in accreditation papers for those facilities who are due for an accreditation visit.

6.5 Community and Consumer Partnerships Subcommittee of the Board

A paper had been circulated with the business papers.

The Board NOTED that there are currently two committees in Hunter New England Health that focus on community and consumer partnerships.

- The *Partnering with Consumers Committee* was formed in early 2013 to oversee strategies to help the organisation meet National Accreditation Standard 2: Partnering with Consumers.
- The *Consumer and Community Engagement Board Working Group* supports local Health Committees and Community Partnership Forums.

Currently, there is no official linkage between these groups.

It was recommended that the two committees merge to become a Board subcommittee. Its purpose would be to focus on guiding and monitoring the organisation's progress in meeting *National Standard 2: Partnering with Consumers*, determining priority needs and goals, overseeing the local Health Committees and Partnership Forums, encouraging involvement of health consumers and community representatives in all aspects of the health district's work, and be a strategic link between the communities of Hunter New England Health and the Board.

It was AGREED that a Community and Consumer Partnerships subcommittee of the Board be formed.

It was further AGREED that Dr Helen Belcher would chair the committee and members will include, The Board Chair, Ms Janelle Speed, Mr Todd McEwan, Ms Susan Heyman, Ms Jane Gray and Ms Lauren Cruz.

It was AGREED that the committee would develop a charter, finalise membership and submit for Board approval.

ACTION BY: Dr Helen Belcher and Ms Lauren Cruz

7 Correspondence

The correspondence was NOTED by the Board.

8 Presentations

8.1 Excellence

The Chief Executive gave an educational presentation to the Board on Excellence. The Board was also joined by Jane Gray, Nicole Manning and Kelley Lennon who also contributed to the presentation.

The Board AGREED that it should play a leadership role in supporting the Excellence approach to
The Board thanked those in attendance for the presentation.

The Rounding Tools will be used as appropriate in Board meetings with staff and Local Health Committees.

8.2 Audit and Risk Management Report

A report had been circulated with the business papers.

Mr Vic Lewis – Chair of the Audit and Risk Management Committee attended the meeting for the discussion.

The report was NOTED by the Board and the Board thanked Mr Lewis for his attendance and for providing the report.

9 Feedback following December meeting

This had not been administered following the December 2013 meeting.

10 For Information

10.1 Enterprise Risk Management Report

The Enterprise Risk Management Report had been circulated with the business papers for information. The executive was congratulated on the report, which was DISCUSSED and ENDORSED.

The Board NOTED that a Board might consider risk differently to those within the organisation. For example, reputation risk, which has many facets, many of which are actively addressed, might be a consideration.

The Chief Executive will further consider the risk and report as appropriate.

10.2 A Tribute to Manning Hospital and Staff

A paper had been circulated with the business papers for information.

NOTED by the Board.

11 Next meeting

The next meeting will be held on Wednesday 19th March in Scone.