

Minutes of the Hunter New England Local Health District Board

Sixteenth Meeting

28th November 2012

Venue: District Headquarters

Present

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

Apologies

Mr Paul Henry, Mr Ian Kamerman, Professor Trevor Waring, Professor Nik Bogduk, and Mrs Helen Staines.

In Attendance

Mr Michael Dirienzo, Mr Todd McEwan, Ms Karen Kelly and Ms Maryanne Lynch.

Order of business: 1-5.2;6.1;8.1;5.3-5.9;6.5;5.11;6.2-6.4;6.6-6.8;5.10;9-10

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 8.05am 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 apologies from Professor Trevor Waring, Ms Helen Staines, Professor Nik Bogduk, Mr Ian Kamerman and Mr Paul Henry.

2. Declarations of Conflict of Interest

The Board NOTED that there were no declarations of conflict of interest with respect to the agenda items.

The Chair requested that the Register of Conflict of Interest be brought forward to the December meeting to enable any updates.

ACTION BY: Secretariat

3. Minutes of the Previous Meeting

The minutes of the meeting held on 24th October 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, and NOTED that the final Communication Plan is to be circulated to members.

Dr Belcher provided a brief overview regarding the workshop on Social Determinants of Health. Dr Belcher advised that this was a positive meeting, with an action document currently being drafted with the view for this to be presented to the Executive Leadership Team in December and to be presented to the Board in early 2013.

It was AGREED that an invitation be extended to Ms Sue Newton around the virtual hospice.

ACTION BY: Secretariat

4.2 National Emergency Access Target (NEAT)/Patient Flow Local Health District Plan

A paper and the Plan were discussed. Ms Kelly advised that this plan was the culmination of input from individual units across the District and provided advice regarding performance to date and outlined potential challenges in the coming year.

Discussion by members ensued regarding the targets to be achieved, the importance of communication between staff within facilities and the Ambulance Service of NSW and possibilities around measuring quality of care.

The Board ADOPTED the Plan.

4.3 Critical Care/Intensive Care Unit/High Dependency Unit

Mr McEwan provided a contextual overview, complementing the paper provided to the Board for noting, of where Hunter New England Local Health District is currently positioned with respect to critical care services. Mr McEwan advised that he attended an Intensive Care Unit Planning Day the day prior focussing on how patients enter critical care beds.

The Board NOTED the paper provided.

4.4 Change Management/Voluntary Redundancies

The paper provided to the Board noting progress made towards implementation of the Change Management strategy and Voluntary Redundancies was discussed by the Board.

The Board NOTED the progress to date.

5. Standing Items

5.1 Board Chair Report (verbal)

The Board Chair reported that she recently facilitated a meeting between the Resources (Mining) industry regarding the adoption of a mental health program. Mr John Feneley, the Mental Health Commissioner is very interested in the work of the Local Health District, particularly governance structure.

The Board AGREED to extend an invitation to the Commissioner to attend a future meeting along with Dr Martin Cohen, Acting Director of Mental Health.

ACTION BY: Secretariat

5.2 Chief Executive's Report

The 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:

- An update on the NSW State Plan
- An update on Regional Leadership Groups
- An update on HealthShare
- An update on Pathology NSW
- An update on Non Urgent Patient Transport
- An update on System Purchasing and Performance
- An update on the Joint Medical Program retreat
- An update on the New England Health Alliance
- An update on the Armidale Hospital Redevelopment
- An update on Clinical Networks
- Advice on the Community Partnerships Forum and Annual General Meeting
- Advice on appointments to positions of Mental Health Director and General Manager Peel Cluster
- Advice on the position of Director Operations, Primary and Community Networks

A presentation given at the Junior Medical Program retreat will be circulated to Board members.

The Board NOTED the Chief Executive update.

ACTION: Secretariat

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 October 2012.

Further discussion regarding the Year to Date results and planned action to improve performance for November ensued and reports were NOTED by the Board.

5.4 Finance and Performance Committee

The minutes of the meeting held on the 23rd October 2012 were provided to the Board for information.

The minutes were NOTED by the Board.

5.5 Health Care Quality Committee

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

5.6 Audit and Risk Management Committee

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

5.7 Medical and Dental Appointments Advisory Committee

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

5.8 Clinical Council

The minutes from the meeting held on the 17th October 2012 were tabled at the Board meeting for information. These minutes will be circulated to the Board.

The report was NOTED by the Board.

ACTION: Secretariat

5.9 Medical Staff Executive Council Report

No report was available from the Medical Staff Executive Council.

5.10 Members' Reports (verbal)

There were no additional reports from Members

5.11 Mental Health Sub-committee

The minutes from the meeting held on the 8th November 2012 were provided to the Board for information.

The minutes were NOTED by the Board.

6. New Business

6.1 Armidale Medical Workforce

A paper had been circulated in the Business papers.

The paper was NOTED by the Board.

6.2 Tamworth Respite

A paper had been circulated in the Business papers and discussion ensued regarding ensuring that affected patients had clear pathways and access to other services.

The Board SUPPORTED the proposal with the caveat that clear communication with the Community occurred and that affected persons were assisted in finding other locations.

6.3 Bulahdelah Service change - update

A paper had been circulated in the Business papers with supporting documentation.

The Board NOTED the progress made.

6.4 Rural Health Ministerial Advisory Committee

A paper had been circulated in the Business papers with a summary document.

The Board NOTED the advice provided to inform this Committee.

6.5 District Clinical Council Membership

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

The Board SUPPORTED the nominations.

6.6 Service Agreement between HNE Health and Calvary Mater Newcastle

A paper and draft Agreement were circulated in the Business papers for approval and sign off.

The Board AUTHORISED the Board Chair and Chief Executive to sign the Agreement.

6.7 Meeting Schedule 2013

A paper outlining proposed locations and dates for the Board meetings in 2013 was circulated in the Business papers. Minor amendments were made.

The Board AGREED with the schedule as amended. This will be circulated.

ACTION: Secretariat

6.8 Training Module for Board

A paper outlining the impending training session for the Board was circulated in the Business papers.

The Board NOTED the training module advice.

7 Correspondence

Nil.

8 Presentations

A presentation was provided to the Board by Dr John Wiggers, Director Population Health, Hunter New England Local Health District on the establishment of the Preventative Health Taskforce. The presentation covered a range of Statewide and local strategies and progress towards the implementation and monitoring of outcomes.

The Board NOTED the presentation content and a copy to be disseminated to members.

ACTION: Secretariat

9 Feedback following October meeting

The Board NOTED the feedback from the October meeting.

10 Next meeting

The next meeting is scheduled for Wednesday 19th December 2012 at District Headquarters commencing at 8.00am.