

The Chair paid his respects to Aboriginal Elders, past and present, as the traditional owners of the land, being the Bundjalung Nation and thanked them for their custodianship of the land.

1. In-camera Session

An In-camera session was held to elect a new NNSW LHD Board Deputy-Chair.

2.1 PRESENT AND APOLOGIES:

Dr Brian Pezzutti, Dr Allan Tyson, Mr Michael Carter, Dr John Griffin, Mr Mark Humphries, Ms Carolyn Byrne, Mr Peter Carter, Dr Alasdair Arthur, Ms Naree Hancock, Dr John Moran

In Attendance:

Mr Wayne Jones, Chief Executive,
Mr Ged May, Community Engagement Manager
Ms Jenny Cleaver (Secretariat)
Ms Kate Greenwood (Secretariat)

Via Teleconference:

Professor Susan Nancarrow

Apologies:

Mr Pat Grier
Ms Deb Monaghan

2.2 Declaration of Pecuniary and/or Conflicts of Interest

Dr John Moran and Ms Naree Hancock declared a conflict of interest as Board members of the North Coast Primary Health Network.

Mr Michael Carter declared a conflict of interest relating to his employment with Social Futures.

2.3 Previous Minutes:

2.3.1 The Minutes of the Board Meeting held on 28 November 2018 as circulated were ENDORSED as a true and accurate record.

Moved: Mr Michael Carter

Seconded: Dr John Moran

CARRIED

2.3.1.1 The Minutes of the NNSW LHD Board Annual General Meeting held on 12 December 2018 as circulated were ENDORSED as a true and accurate record.

Moved: Mr Mark Humphries

Seconded: Mr Michael Carter

CARRIED

2.3.2 Business Arising from the Minutes:

2.3.2.1 Mr Jones to submit a report on the number of presentations and re-presentations of patients to NSW LHD Emergency Departments to the 30 January 2019 Board Meeting.

A brief discussion ensued regarding the factors involved in representations to the ED as opposed to presenting to their GP's. Mr Jones advised this brief will be presented to the 27 February 2019 Board meeting for more discussion.

ACTION:

Mr Jones to submit a report on the number of presentations and re-presentations of patients to NSW LHD Emergency Departments to the 27 February 2019 Board meeting.

2.3.2.2 Mr Jones is to provide a brief on clinician-to-clinician transfer of care and the chain of command to escalate concerns during handover to the 27 February 2019 Board meeting.

This will be submitted to the 27 February 2019 Board meeting.

ACTION:

Mr Jones is to provide a brief on clinician-to-clinician transfer of care and the chain of command to escalate concerns during handover to the 27 February 2019 Board meeting.

2.3.2.3 Mr Jones is to provide a report on what Mental Health Services are being provided to the Clarence population to the 30 January 2019 Board meeting.

Mr Jones spoke to the information in the brief acknowledging the dedicated approach of the My Healthy Clarence. General discussion around the need to develop service models that recognise the need for robust community based services that support inpatient bed needs. The discussion also noted the current workforce challenges being experienced in the Richmond and Clarence Valley services.

A Brief is to be provided detailing Mental Health Services across the LHD including services that are provided in conjunction with other organisations.

ACTION:

Mr Jones is to provide a Brief on what Mental Health Services are being provided across the LHD including services that are provided in conjunction with other organisations to the 27 February 2019 Board meeting.

Mr Jones advised the LHD will be engaging a recruitment firm that specialises in medical appointments to assist in sourcing a Psychiatrist for the Clarence and LHD Mental Health Clinical Director.

Mr Jones responded to a query advising that there has been a number of Mental Health First Aid programs implemented across the LHD for staff members.

ACTION:

Mr Jones is to provide a report on feedback on the number of Mental Health First Aid Programs currently undertaken across NSW LHD to the 27 February 2019 Board meeting.

The Board agreed that Mr Ged May, Community Engagement Manager will follow-up with with CEAC on the value of Mental Health First Aid programs

- 2.3.2.4 Mr Jones is to provide an update report on the implementation of the People Matters Survey Local Action Plans and Mr Dennis Pfitzner, Culture and Wellbeing Manager is to attend the 27 February 2019 Board meeting.
This will be submitted to the 27 February 2019 Board meeting.**

ACTION:

Mr Jones is to provide an update report on the implementation of the People Matters Survey Local Action Plans and Mr Dennis Pfitzner, Culture and Wellbeing Manager is to attend the 27 February 2019 Board meeting.

- 2.3.2.5 Mr Jones to verify the variances of data in the NSW LHD Risk Management Key Performance Indicator report including more narrative around the results to be submitted to 30 January 2019 Board meeting.**

Mr Jones gave a brief overview of the information in the report outlining the five ratings for the Hospital Acquired Complications (HAC) for pressure injuries and the financial implications associated with this. Several practices have changed across the LHD with a higher vigilance on the data entry and sustained improvement in the data collection.

Mr Jones will raise the HAC data issue during the Performance Review meeting scheduled on 11 February 2019.

- 2.3.2.6 Mr Jones to draft a letter for the Board Chair's signature for Mr Sam Sangster, Health Infrastructure thanking him for his service to the NSW LHD during his time as the Chief Executive, Health Infrastructure.**

The Board noted the letter of thanks to Mr Sam Sangster Health Infrastructure 11 December 2018.

- 2.3.2.7 Mr Jones is to provide an update report on the progress of the SERCO jail in relation to the NSW LHD to the 27 March 2019 Board meeting.
This will be submitted to the 27 March 2019 Board meeting.**

ACTION:

Mr Jones is to provide an update report on the progress of the SERCO jail in relation to the NSW LHD to the 27 March 2019 Board meeting.

- 2.3.2.8 Mr Jones is to provide a brief on areas of demand risk and unmet need based on geographical consideration across the LHD to the 27 March 2019 Board meeting.**

This will be submitted to the 27 March 2019 Board meeting.

ACTION:

Mr Jones is to provide a brief on areas of demand risk and unmet need based on geographical consideration across the LHD to the 27 March 2019 Board meeting.

2.3.2.9 Mr Jones is to correspond with Ministry of Health requesting that the next NSW Health Aboriginal Dashboard should include how the identification of aboriginality is determined (page 26) and what the life expectancy is for aboriginal people on the North Coast.

Mr Jones advised that an LHD Aboriginal Health dashboard is being developed by Kirsty Glanville, Associate Director Aboriginal Health.

The Board noted the letter from Ms Robyn Martin, A/Executive Director, Centre for Aboriginal Health dated 14 January 2019.

2.3.2.10 The latest pregnancy and ante-natal figures across the LHD to be circulated to all NNSW LHD Board members.

The Board noted the information in the report developed by Dr David Hutton, Director Clinical Governance.

2.3.2.11 Mr Jones to provide a brief regarding the Executive Director Medical Services (EDMS) role to 30 January 2019 Board meeting.

Mr Jones spoke to the information in the brief outlining the shortage in EDMS. The LHD will engage a recruitment firm to search both nationally or internationally for EDMA candidates.

The Board endorsed the process of engaging an Executive Director Medical Services for the NNSW LHD.

2.3.3 Other Matters Arising from the Minutes

- **2.3.2.7** Mr Jones advised that with the recent appointment of a consultant, the next meeting for the NNSW LHD Health Care Services Plan Steering Committee will be scheduled soon.
- SERCO has now appointed a Manager for Health Services who will be the NNSW LHD contact moving forward. Mr Dan Madden, Manager Grafton Hospital will arrange a meeting with SERCO Manager in due course.
- Extensive measures are still underway to secure a General Practitioner for the Bonalbo MPS however, alternate options are also being considered.
- A brief discussion was held regarding the new Board member appointments to the Board sub-committees. The Board noted the Chief Executive will circulate a survey for Board members to indicate what Sub-Committee they wish to be nominated for.

3. Matters for Decision

3.1 Generic Template Service Agreement 2019/20

Mr Jones gave a brief overview of the Generic Template Service Agreement 2019/20 indicating nine changes around the Key Performance Indicators with further clarification being sort on three of these. The Board noted that an updated 2019/20 Service Agreement will be submitted to the May 2019 Board Meeting for consideration.

3.2 NNSW LHD Strategic Plan 2019-2024

The Board **ENDORSED** the draft NNSWLHD Strategic Plan 2019 – 2024 noting the following items require clarification:

- Page 6 the number of doctors
- Page 6 possible inclusion of Westpac Helicopter Service, as appropriate
- Page 9 inclusion of northern borders to identify Queensland patients treated in NNSWLHD,
- Page 13 inclusion of improve patient and carer experience.

The Chair spoke of the excellent work of Ms Katharine Duffy, Director Nursing, Midwifery and Aboriginal Health on the development of the Strategic Plan for Nursing and Midwifery.

3.3 NNSW LHD 2019 – 2024 Research Strategic Plan

Professor Nancarrow spoke to the NNSW Research Strategic Plan indicating its close alliance with the Strategic Plan. The document is in the first stages of building capacity and capability of research within the LHD and workforce, including staff skills and research infrastructure.

While the Research Strategic Plan does not preclude clinical trials at this stage, it was recognised that the focus is about building a culture of research and skills so staff can engage in research.

The Board Chair requested Mr Humphries undertake work with Mr Brett Skinner, Director of Finance to include information on research funding in the Finance and Performance Committee papers.

The Board **ENDORSED** the NNSW LHD 2019 – 2024 Research Strategic Plan with the addition of Coraki HealthOne to be included in the LHD Map.

4. Chairman's Update

4.1 Chairman's Calendar

The Board noted the Chairman's Calendar with several changes to his locum commitments.

5. Matters for Discussion

5.1 Chief Executive's Report

Mr Jones referred to the issues that were covered in the Chief Executive's Report including:

5.1.1 Current and Significant Issues

- Clinician Engagement
- Tweed Valley Hospital Consultation
- Premier of NSW visit to TTH on 19 January 2019.

5.1.2 Update on Strategic Issues

Nil for this meeting

5.1.3 Update on Strategic Plan Implementation

Refer to Item 3.2 Draft 2019-2024 NNSW LHD Strategic Plan.

5.1.4 Matters for Approval

Nil for this meeting.

5.1.5 Major Key Performance Indicators

- Emergency Treatment Performance (ETP) during December 2018 was 80% against the target of 81%.
- Elective Surgery Access Performance - During December 2018, NNSW LHD did not meet the Category 3 target. The results were as follows: Category 1, 100% Category 2, 97% against a target of 97% and Category 3 was 93% against a target of 97%.
- NNSW LHD met all Triage targets.
- Transfer of Care result for December 2018 was 89% against a target of 90%.

5.1.6 Risk and Compliance Update

The 4th Quarter 2018 Top 10 LHD Risks report will be provided to the February 2019 Board meeting.

5.1.7 Governance Update

Performance Audit

5.1.8 Capital Works/Planning Projects

- Campbell Hospital Coraki
- Lismore Base Redevelopment
- Tweed Hospital holding works
- Bonalbo MPS
- Grafton Ambulatory Care Unit

5.1.9 Matters for Noting

- Coraki Community First Responders
- New Board Members Orientation
- Shared Investment on North Coast
- Big Ideas – 74 submissions from staff

5.1.10 Important Meetings/ Diary Commitments

- 2019 NNSW LHD Strategic Risk Forum is being held on 4th February 2019

- NNSW LHD Performance Review meeting with the Ministry of Health is scheduled for 11 February 2019.
- NNSW LHD Purchasing Model Roadshow is scheduled for the 26 February 2019.

5.1.11 Questions for the Chief Executive without Notice

- Mr Jones responded to a query regarding the allocation of funding on the Shared Investment with the NCPHN and advised he will circulate the Shared Investment Strategy paper to the Board members for information.
- Mr Jones responded to a query on the surgery and rehabilitation services available at the Murwillumbah Hospital following the completion of the Tweed Valley Hospital

ACTION:

Mr Jones to circulate the Shared Investment Strategy paper to the Board via email.

- A query was raised regarding security services across our hospitals and services. Mr Jones noted the importance of ensuring a safe workplace for staff, patients and visitors. Mr Jones spoke to the current Anderson Review into security across NSW Public Hospitals and the NNSW LHD Security Review and when both are completed an action plan will be developed to guide security management and investment across the LHD.
- It is expected that the former Byron Bay Hospital site will be handed over to the community in the next few months.

The Board **ENDORSED** the Chief Executive's Report.

5.2 Committee Minutes (discussed on exception basis otherwise noted)

5.2.1 Health Care Quality Committee (HCQC) – 11 December 2018.

Ms Byrne gave a brief overview of the HCQC meeting and acknowledged the dedicated leadership of Dr Ogg as the former HCQC Chair.

Conversation followed around the importance of discharge discussion for inpatients.

Mr Jones advised that over the last two months the number of mental health patients waiting in ED over 24 hours has dropped considerably. The Chair requested Mr Jones to provide an update on these latest figures including an update on how the LHD is tracking with the seclusion and restraint review recommendations.

ACTION:

Mr Jones to provide an update on the latest results for mental health patients in Emergency Departments over 24 hours, and a brief on how the LHD is tracking with the seclusion and restraint review recommendations to the 27 February 2019 Board meeting.

The Board noted the unconfirmed the HCQC minutes.

5.2.2 Finance and Performance Committee (F&PC) – next meeting 20 February 2019.

The Board noted the next F&PC meeting will be held on 20 February 2019.

Mr Humphries spoke to the end of December report that was provided in the meeting papers..

General Funds December YTD \$0.150M unfavourable with several significant factors impacting the expense result including emergency attendance and occupied bed days.

Own Source Revenue continues to be a concern with direction still being sought from the Ministry of Health.

Mr Jones noted the increased activity is placing significant pressure on the expenditure budget.

The Board noted the end of December 2018 report.

5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 13 December 2018.

Dr Tyson gave a verbal update of the MDAAC meeting advising of the appointment of several new clinicians across the LHD.

A formal Director of Emergency has now been appointed at Grafton Base Hospital and a Director of Trauma has been appointed to Lismore Base Hospital.

The Board noted the unconfirmed MDAAC minutes.

5.2.4 Health Services Development Committee (HSDC) –13 December 2018.

Dr Griffin gave a brief overview of the HSDC advising a number of presenters failed to attend and these will be held over to next meeting.

The Board noted the HSDC unconfirmed minutes.

5.2.5 Audit and Risk Committee (ARC) – 5 December 2018

Mr Jones advised the Audit and Risk Committee Charter has processed through the committee and requires noting by the Board.

The Board noted the Audit and Risk Committee Charter.

The Board noted the ARC unconfirmed minutes.

5.2.6 Clinical Council (CC) – 4 December 2018.

Mr Jones gave a brief overview of the CC meeting.

A brief discussion followed around HealthDirect, the processes involved with this procedure and the difficulties that can be incurred with diagnosis via phone.

The Board noted the CC unconfirmed minutes.

5.2.7 Community Engagement Advisory Council (CEAC) – next meeting 18 March 2019.

The Board noted the next CEAC meeting will be held on 18 March 2019.

5.2.8 Medical Staff Executive Council (MSEC) – date to be advised

The Board noted the next MSEC meeting date is yet to be advised.

5.2.9 Aboriginal Partnership Meeting (APM) – next meeting 4 February 2019.

The Board noted the next APM will be held on 4 February 2019.

5.2.10 Mental Health Forum (MHF) - 3 December 2018.

The Board noted the MHF minutes dated 3 December 2018.

5.2.11 Research Strategic Advisory Committee (RSAC) –20 November 2018.

The Board noted the RSAC minutes dated 20 November 2018.

5.2.12 Drug and Alcohol Community Advisory Committee (DACAC) –13 December 2018.

The Board noted the DACAC Minutes of 13 December 2018.

It was noted that positive feedback has been received on keeping Riverlands Drug and Alcohol Unit open over the Christmas period.

5.2.13 NNSW LHD Health Emergency Management Committee (HEMC) –19 November 2018.

The Board noted the HEMC Minutes of 19 November 2018.

A brief discussion was held on the recent increase in deaths associated with Music Festivals. The volume and complexity of these cases presenting to the medical hubs has caused concern leading to NSW Health being approached to provide a team of senior experienced medical and nursing teams at festivals. Mr Jones advised further work will be undertaken around this as local music festivals approach.

6. Matters for Noting/Information (discussed only on exception basis)

6.1 Major correspondence

Nil major correspondence

6.2 NNSW LHD Seal

There were no items requiring the NNSWLHD Seal to be applied.

6.3 Updated Board Calendar

The Board noted the updated Board Calendar.

6.4 Other matters for noting

Nil matters for noting

7. Meeting Finalisation

7.1 Next Meeting

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 30 JANUARY 2019 AT EDUCATION ROOM 1 & 2, GRAFTON BASE HOSPITAL, ARTHUR STREET, GRAFTON, COMMENCING AT 9.15am.

27 February 2019

9:00am – 1.00pm at Bryon Central Hospital Ewingsdale Road, Ewingsdale

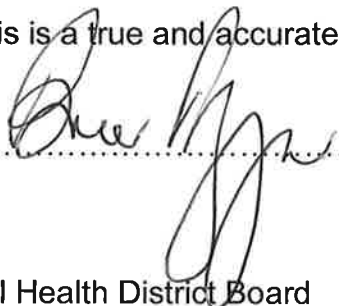
Dr Tyson gave a brief critique of the meeting.

7.2 Meeting closed

There being no further official business, the Chair declared the meeting closed at 1.35pm .

I declare that this is a true and accurate meeting record.

Signed



Date

28/2/19

Dr Brian Pezzutti

Chair

Northern NSW Local Health District Board