

1. PRESENT AND APOLOGIES:

Dr Brian Pezzutti, (Chair), Mr Malcolm Marshall, Dr Joe Ogg, Ms Rosie Kew, Ms Hazel Bridgett, Dr Sue Page, Mr David Frazer and Mr Mark Humphries.

Via Videoconference Grafton: Ms Deb Monaghan, Dr Allan Tyson

Via Videoconference Tweed : Ms Leonie Crayden

In Attendance : Mr Chris Crawford, Mr Murray Spriggs, Ms Alison Renwick (Secretariat)
Dr David Hutton, Executive Director Clinical Governance (for Items 4.5 and 4.8)
Ms Katie Willey, Manager Workforce Change and Sustainability and Mr Malcolm Brown, Manager Workplace Culture and Equity (for the presentation to the Board on the next YourSay Survey).

Apologies: Nil

The Chair provided thanks to Ms Bridgett for the work she had undertaken during her time in the role of Chair, in particular in the area of ensuring the Community was involved in and informed of the Board's objectives and expressed a hope that this work would continue.

Dr Pezzutti welcomed Board Members and attendees to the first meeting of 2013 and indicated that this year would be both a busy and rewarding time with challenges ahead for the Board and District Management in terms of maintaining services, financial management and new service developments.

The Chair encouraged any Board Member who wishes to attend any of the sub-groups and be more involved to do so and referred to the suggested appointments list to be discussed during General Business. He requested that any Board Members who are required to attend consultations or meetings with the Minister for Health and Medical Research or other Ministers, apart from official visits to NNSW LHD, should contact him as Chair to ensure appropriate information is provided to he/she by the Management about the relevant subject matter, and to make clear that the Member is speaking on their own behalf, rather than on behalf of the Board. Dr Pezzutti further requested that on return from such consultations or meetings, contact should be made with the Chief Executive to advise of the outcome, so that a Brief can be prepared for the information of the Board.

Presentation:

Ms Katie Willey, Manager Workforce Change and Sustainability Service and Mr Malcolm Brown, Manager Workplace Culture and Equity will present to the Board on the next YourSay Survey

2 Declaration of Pecuniary and/or Conflicts of Interest

No Declarations of Pecuniary or Conflicts of Interest were made.

3. Previous Minutes:

a) The Minutes of the Board Meeting held on 19 December 2012 were **ENDORSED** with the following amendments:

Dr Pezzutti referred to Page 1 – Fifth Paragraph – Fifth line - should read “Mr Crawford noted the suggestion that more clinician engagement ...”

Moved: Mr Marshall

Seconded: Ms Bridgett

CARRIED

b) The minutes of the 11 December 2012 NNSW LHD Board Annual Community Meeting were **ENDORSED** with the following amendments:

Ms Bridgett referred to Page 1 – 5.50pm – should read “for accepting her invitation to address the second NNSW LHD Community Meeting”.

Ms Bridgett referred to Page 5 – it should read “Parking Issues at the Tweed Hospital, Mr Bill McKennarley”.

Ms Kew referred to Page 1 – Present and Apologies – Ms Kew was an apology for this meeting.

Moved: Ms Bridgett

Seconded: Mr Frazer

CARRIED

c) Abridged Minutes of 28 November 2012 for placing on NNSW LHD Internet Site were noted.

4. Business Arising from the Minutes:

4.1 A copy of the NNSW LHD Press Release advising of the good results that have been achieved for Colorectal Surgery and for Breast Cancer Screening rates on the North Coast is to be included in the 19 December 2012 Board Meeting papers for information.

Mr Crawford advised that this Media Release, “North Coast Cancer Patients getting good results” gained Media coverage and also generated an additional article to be published in the “The Land” Newspaper about the development of a comprehensive Cancer Service in Lismore, including an accommodation facility to be utilised by those patients, who require it.

4.2 Mr Crawford is to submit a report to the 3 April 2013 Board Meeting or an earlier Board Meeting, if received earlier, on historical and current data on the NNSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from when the advertisement is approved to when the

interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.

Dr Pezzutti asked that Mr Crawford submit a report to the 3 April 2013 Board Meeting or an earlier Board Meeting, if received earlier, on historical and current data on the NNSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from the time the advertisement is approved, to when the interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.

Action: Mr Crawford is to submit a report to the 3 April 2013 Board Meeting or an earlier Board Meeting, if received earlier, on historical and current data on the NNSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from the time the advertisement is approved, to when the interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.

4.3 Ms Leone Crayden is to obtain a copy of the Mental Health PowerPoint presentation from the Board Members Conference and forward it to the Board Secretariat for circulation to Board Members for their information

Ms Crayden advised that numerous attempts had been made to obtain a copy of the Mental Health PowerPoint presentation with no response received to date.

Action: Ms Crayden is to obtain a copy of the Mental Health PowerPoint presentation from the Board Members Conference and forward it to the Board Secretariat for circulation to Board Members for their information.

4.4 Mr Crawford is to submit a Brief to a future Board Meeting outlining what progress that has been made in relation to stroke management across the NNSW LHD.

Mr Crawford submitted a Brief on the NNSW LHD practice of Medical Retrieval of young people who require care following a stroke for noting.

Action: Mr Crawford is to provide feedback to Ms Rose about the Richmond Clarence Health Service Group Stroke Coordinator role and to make sure that she is operating within the duties set out in her position description.

4.5 The Brief from Dr Hutton outlining the follow-up actions identified from the Patient Based Care Challenge following the meeting with Ms Karen Luxford from the CEC is to be included on the 30 January 2013 Board Meeting Agenda for consideration.

Mr Crawford asked Dr Hutton to attend the meeting to speak to this item. Ms Bridgett advised that this Brief is in response to a document circulated by the Clinical Excellence Commission (CEC). Mr Crawford advised that the Board had decided to

choose three items to commence its utilisation of the CEC Patient Based Care Challenge (PBCC).

Dr Pezzutti has discussed with Mr Crawford about having the Meeting start with a patient story, and Mr Crawford said that he is working with Mrs Hathaway, Consumer Relations Manager and Mr Spriggs, LHD Manager Community Participation to work out how this can best occur. Dr Hutton will also be consulted about the Patient Story, which will commence the Board Meeting.

Dr Hutton attended to provide input on the Board CEC PBCC and noted that a broader approach has been taken in his paper, given that there are a number of other initiatives of relevance, such as Accreditation. Dr Hutton discussed the NSW Health Patient Survey, which provides significant feedback from Consumers. Dr Hutton expanded on each of these areas and made recommendations to improve patient based care.

Dr Hutton's recommendations to Board were as follows:

- Facilitate accreditation of health services under the new National Safety and Quality in Health Standards (NSQHS) – this is going to be an LHD Service Agreement requirement in any event.
- Encourage local consumers and not-for-profit organisations to become Associate Members of Health Consumer NSW – this would give local consumers a voice at the State-wide level.
- Maintain the NNSW LHD Community Engagement Council and consumer engagement in clinical service planning - to ensure that a strong focus is maintained on patient based care.
- Continue implementation of the Clinical Handover Project, with emphasis upon all nursing shift-to-shift clinical handovers being conducted at the bedside with the involvement of patients and their carers in this care handover.
- Request the NSW Health Education and Training Institute to develop a training package for organisation State-wide training in patient based care values and associated communication skills techniques.
- As part of NSQHS Key actions regarding medication safety, particular relating to patient involvement in their medication management, and with their being discharged with appropriate information about their medications.
- Continue implementation of TOP5 projects at Kyogle, Nimbin and Urbenville Multi-purpose Services, this is a patient centred initiative for older patients with cognitive impairment and engages with the carers of the patient, which has been previously implemented at Murwillumbah and Ballina Hospitals and involves the CEC patient care program, which will ensure that it is well evaluated and implemented within the LHD.
- Develop action plans to follow up on the outcomes of the NSW Health Patient Survey.
- Develop action plans to implement the Carers (Recognition) Act 2010 (NSW).
- Provision of appropriate governance oversight for the LHD by the HCQC. This oversight is to occur through appropriate governance structures throughout the organisation.

Ms Bridgett thanked Dr Hutton for the recommendations and asked him to translate them into a single page document, which should include actions and timelines. This would enable a progress report on follow up to be provided to the CEAC. Implementation progress on this matter could be monitored by the HCQC.

Dr Pezzutti indicated that the term "Patients, Carers and Families" should be utilised in this document and the term "Consumer" should not be utilised. Dr Hutton agreed with the notion of referring to "Patient, Carers and their Families", but noted that the terminology applied in this document responds to the CEC document, which uses the word "Consumer", as it is based on input received from the Health Consumers NSW Organisation.

Dr Sue Page joined the meeting at 2.22pm

The Board moved to adopt the recommendations contained in the brief.

**Moved: Ms Bridgett
Seconded: Mr Marshall
Carried**

Action: Mr Crawford will arrange for a paper to be provided to the next Board Meeting, which sets out how the Patient Journey stories that will commence each Board Meeting should be implemented.

Dr Hutton is to translate the recommendations contained in his briefing document responding to the Clinical Excellence Commission Patient Based Care Challenge into a single page document, which is to include action timelines.

Dr Page raised her concerns that all admissions had to occur to Hospital Wards through Emergency Departments (ED). Mr Crawford advised the Board that he would investigate this matter and would then report back to the Board.

Action: Mr Crawford is to seek clarification regarding direct admissions to Hospital Wards and report back on this matter to the 6 March 2013 Meeting of the Board.

4.6 A copy of the twelve month Official Visitors Report will be submitted to the January 2013 Finance and Performance Committee Meeting and to the 30 January 2013 Board Meeting for information.

Dr Pezzutti commented that the NSW Official Visitors Program Report for NNSW LHD is submitted to the Board for its information. He said he found the Report was very interesting. Mr Crawford indicated that this was the first time that this type of Report has been produced by the Official Visitors. Mr Crawford stated that the issues raised in the Report will be followed up by Mr Buss, Executive Director Mental Health and Drug and Alcohol Service.

- 4.7 The next quarterly Risk Register is due for completion on 31 December 2012 and is to be submitted to both the Finance and Performance Committee and Health Care Quality Committee for their information.**

Mr Crawford advised that the next quarterly Risk Register will be submitted, when finalised, to the Finance and Performance Committee (F&PC) and the HCQC for information. The Chair reported that the minutes of the Audit and Risk Committee discuss the Risk Register undergoing a major revamp. Mr Crawford advised that every twelve months a special Meeting, including Executive Members and other relevant Managers is held to undertake a thorough review of the Register to ensure that is a current document, that includes the most up-to-date pro-active mitigation strategies. Mr Crawford further indicated that changes made to the quarterly Risk Registers are more incremental.

- 4.8a Mr Crawford is to discuss with Dr David Hutton, how the outcome of the RCA Recommendations implementation should be made part of the feedback process to Clinicians.**

Dr Hutton provided background information and sought endorsement by the Board of the process for providing feedback on RCAs. The notion of providing feedback is built into the Policy, and is clearly stated, David said. Results have been received from the Quality Systems Assessment, which was conducted in October 2012, that indicated inconsistent feedback was being provided back to the NNSW LHD Hospitals by the RCA teams, as noted in the graph provided.

Dr Hutton sought Board endorsement of this Brief, also noting that the implementation of RCA recommendations will be addressed in a separate Brief to be submitted to the next Board Meeting.

The Brief, including the recommendations put forward by Dr Hutton was endorsed by the Board.

Moved: Mr Marshall
Seconded: Ms Kew
Carried

Action: David Hutton is to provide a Brief on the implementation of RCA recommendations, including the communication of their implementation to RCA team members and interested Clinicians, to the 6 March 2013 NNSW LHD Board Meeting.

Dr Hutton will ask the CGU to work with the Information Communications and Technology (ICT) Service to determine how RCA Reports from Category 1 Clinical Incidents can be placed on the NNSW LHD Intranet Site, after they are completed and endorsed by the Chief Executive. This process of investigation will also determine whether a subject matter index of the RCAs can also be put on the same intranet site, so that information contained within the RCA Reports on the Intranet can be more easily accessed by Clinicians.

Ms Kew raised concern that the discussion was centred around Medical Officers only and needs to be broadened to include Nursing and Allied Health. Ms Kew indicated a further concern that most M&M processes are not multidisciplinary and if they are it generally includes a Clinical Nurse Specialist and does not include the whole healthcare team. Mr Crawford suggested this matter should be referred to the HCQC for discussion.

Action: Dr Hutton will list on the next Health Care Quality Committee Meeting Agenda, for discussion, the topic of whether M&M processes should be multi-disciplinary and if so how multi-disciplinary M&M processes should be implemented.

Dr Ogg raised the issue of M&M Meetings not being held by all Departments and indicated that as a Board that this issue should be addressed. Mr Crawford suggested that this matter should also be referred to the HCQC for discussion and action.

Action: Mr Crawford is to refer the issue of ensuring all Clinical Units hold M&M Meetings to the Health Care Quality Committee for further discussion and any necessary action.

Action: David Hutton is to take the issue of RCA feedback and how this is managed by other NSW Local Health Districts to the next Directors of Clinical Governance Meeting for advice and to provide the input received to a future Health Care Quality Committee Meeting for consideration.

4.8b Mr Crawford is to again contact the Clinical Excellence Commission to obtain the latest State-wide report on the implementation of RCA Recommendations. Mr Crawford referred to the Brief provided by David Hutton advising that enquiries have been made with CEC and the latest State-wide RCA Recommendations Report published was the January to June 2010 Report, which indicates that the CEC is quite behind with its publishing of these Reports. Mr Crawford further reported that since the time this enquiry was made the July to December 2010 Report has been internally released within NSW Health.

4.9 Mr Murray Spriggs is to provide a Brief that summarises all Award processes currently in place across the LHD and provide a recommendation on a Board Awards process for the Board's consideration to the 30 January 2013 Board Meeting.

Mr Spriggs reported that this report is a work in progress. Mr Spriggs advised that in addition to the system LBH has introduced, The Tweed, Byron and Mullumbimby Hospitals have awards systems, all of which are sponsored by the Summerland Credit Union. Mr Spriggs further advised that a Brief will be presented to the next Board Meeting, outlining a suggested format for Board Staff Achievement Awards, to be presented at Annual Community Meeting. Mr Spriggs said there may also be an

opportunity at the Annual Community Meeting to also acknowledge Staff and Volunteers Long Service to NNSW LHD and its predecessor organisations.

Action: Mr Murray Spriggs is to provide a Brief to the Board that summarises all of the Award processes currently in place across the LHD and to provide a recommendation on a Board Awards process for the Board's consideration at the 6 March 2013 Board Meeting.

Action: Mr Crawford is to ask Ms Sue Walker, Public Relations Officer, to arrange a framed Certificate for presentation to a Long Serving Murwillumbah Hospital Medical Officer by the Board Chair at the next Board Meeting to be held at The Tweed Hospital on 1 May, 2013.

- 4.10 Mr Wayne Jones is to update the evaluation of the Coraki Urgent Care Centre (UCC) and provide advice to a future Board Meeting on whether the UCC should continue and if so, in what form.**

Mr Crawford reported that Mr Jones has been away on extended leave and will be asked to follow up to provide a comprehensive report to the 6 March 2013 Board Meeting about the Coraki Urgent Care Centre.

Action: Mr Crawford is to request that Mr Jones to meet with Mr Marshall and Ms Bridgett prior to the next Board Meeting to brief them on the Coraki Urgent Care Centre (UCC) and to submit a Brief assessing the effectiveness of the Coraki UCC and make a recommendation about its future to the 6 March 2013 Board Meeting.

- 4.11 Mr Crawford is to undertake an analysis of the letter of response from Mr Hannigan, Board Chair St Vincent's Hospital (Lismore) about the items discussed at the meeting of the representatives of both Boards held on 26 October 2012 with a Brief on this matter to be provided to the 30 January 2013 Board Meeting for consideration.**

Mr Crawford indicated that the response Brief has been submitted for the information of the Board and he was happy to take questions about the document.

- 4.12 Mr Crawford is to provide comment on the Work Health and Safety Draft Guidelines, including where the NNSW LHD is currently placed in relation to the Work Health and Safety Legislation, some practical matters that the Board should consider, when it is developing its response to the draft Guidelines and that the Manager Work Health and Safety to be made available to provide input to the Board Working Group.**

Mr Crawford reported that Ms Bowen, Work Health and Safety Manager, was not able to provide a Briefing for this Working Group Meeting, due to being prevented from returning to work from holidays on time by the recent Queensland floods, and indicated that an interim Briefing was provided by Mr Button, who was acting for Ms Bowen, for the information of Board Members. A more detailed Briefing will be provided on Ms Bowen's return, Mr Crawford said. Mr Crawford further reported that Mr Spriggs convened a Meeting earlier today with Mr Frazer, Ms Kew, and Mr

Marshall and upon receipt of the more detailed Brief a further meeting will be required to formulate a recommendation for the next Board Meeting in order to provide a response by the end of February to the MOH.

Action: Mr Spriggs is to arrange a further Meeting of the Work Health and Safety Working Group to develop a recommendation document, which is to be presented to the next Board Meeting in the form of a response to the draft Work Health and Safety Guidelines by the end of February, 2013.

Mr Spriggs reported that a request was made that the Health Service Functional Area Coordinator, Ms Symes attend a Board Meeting to brief the Board on what occurs in response to a major disaster event or an infectious disease break out.

Action: Mr Crawford is to arrange for Ms Symes, Health Service Functional Area Coordinator, to attend the 1 May 2013 Board Meeting scheduled to be held at The Tweed Hospital to provide a Briefing on major disaster and disease events preparedness for the information of Board Members.

Action: Mr Crawford is to refer the issue of Work Health and Safety reporting and risk updates to the NSW LHD Executive and the Work Health and Safety team for consultation with a recommendation document to be presented to a future Finance and Performance Committee Meeting.

4.13 Mr Spriggs is to co-ordinate a meeting of the Members of the Working Group to consider the Work Health and Safety Draft Guidelines, prior to the end of January 2013.

Discussed at item 4.13.

4.14 The letter from Dr Mary Foley, Director-General, MOH concerning the Health Professional Workforce Plan 2012-2022 is to be included on the first Agenda of the Health Education and Research Workforce Forum.

Ms Bridgett advised that the Health Professional Workforce Plan 2012-2022 be included on the Agenda of the first Health Education and Research Workforce Forum for further consideration. Dr Pezzutti agreed that this was a good proposal.

4.15 The issue of consideration of the renaming of District and Base Hospitals be included on the NSW LHD Clinical Council and CEAC Agendas for consultation with their feedback on these matters being reported to the Board
Mr Crawford reported that the issue of renaming of District and Base Hospitals has been included on the next Clinical Council Meeting Agenda and feedback will be provided to the Board following that Meeting.

4.16 The letter from Ms Tracey McCosker, Acting Chief Executive, NSW Health Pathology re Nominations to the NSW Health Pathology Board be referred to

the NNSW LHD Clinical Council for a potential nominee to the NSW Health Pathology Board to be discussed.

Mr Crawford reported that the request for a nomination to the NSW Health Pathology Board has been included on the next Clinical Council Agenda and feedback will be provided back to the Board following that Meeting.

4.17 The nomination of a Board Member to replace Dr Curtin on the Finance and Performance is to be considered at the 30 January 2013 Board Meeting.

Discussed at item 7.2.

5. NNSW LHD Board Resolution & Decision Register

The updated Resolution and Decision Register from the 19 December 2012 Board Meeting was noted.

The Chair referred to item 121 on page 2 of the Register regarding the proposed workshop between the Medicare Local and the NNSW LHD Board, which refers to Lead Clinicians and good relationships and communication channels between the two organisations. Dr Pezzutti advised that following discussions with the Chief Executive, a suggestion was put forward to hold a meeting between the NNSW LHD Board and the Medicare Local NSW North Coast Board, including the two Chief Executives, who would provide a presentation on current health service developments and relationships between the two organisations and how Board Members can contribute to strengthening that relationship.

Dr Page suggested that representatives of the National Medicare Local be invited to attend, as the National Medicare Local (NML) has access to different Federal funding in order for it to work with States to assist Medicare Locals. Dr Page advised that she is a Member of the NML Board and will most likely be the delegated representative to attend, however a formal invitation should be issued to the NML Board.

Action: Mr Crawford is to write a letter to the Chair of the National Medicare Local Board and the Chair of the North Coast Medicare Local Board, Dr Tony Lembke to invite Members from the Medicare Local Board to meet with Members of the NNSW LHD Board, which meeting will include a presentation from the two Chief Executives.

The Chair referred to item 96 regarding a Meeting between the NNSW LHD and Gold Coast District (GCD) Boards to discuss alignment of the strategic objectives of LHDs. Mr Spriggs advised that this is able to be progressed now the GCD Board has been appointed. Mr Spriggs was asked to refresh this invitation by drafting a letter for the Chief Executive's signature suggesting The Tweed Hospital as a possible location for the proposed joint Board Meeting.

Action: Mr Spriggs is to refresh the invitation by writing a letter for the Chief Executive's signature to arrange a Meeting between the NNSW LHD Board and the Gold Coast District Board to discuss alignment of the strategic objectives of the LHDs with a suggestion to hold the Meeting at The Tweed Hospital.

5.1 Additions to Register Item 85, 113, 148, 169, 170, 175, 181 and 185 in Item 4 Business Arising.

Noted

5.2 New Register Items 191 to 193 covered in Item 4 Business Arising.

Noted

6. Minutes – Governance Committee:

6.1 Finance & Performance Committee

The Board moved that the F&PC Report be received and noted.

Moved: Dr Page

Seconded: Mr Marshall

CARRIED

6.2 Health Care Quality Committee

Ms Kew reported that an extraordinary meeting of the HCQC was held 29 January 2013 to review and endorse 24 Clinical Procedures and Policies required for Accreditation purposes across the LHD.

Ms Bridgett asked whether a final decision has been made with regards to Accreditation arrangements. Ms Kew indicated that a report would be provided to the next Board Meeting, as this was an extraordinary HCQC Meeting, which did not deal with that issue. The next routine HCQC Meeting is scheduled to be held 12 February 2013 and it will deal with the matter of future Accreditation arrangements.

Action: Ms Rosie Kew is to provide feedback in relation to future Accreditation processes to the 6 March 2013 Board Meeting.

6.3 Medical and Dental Advisory Appointments Committee (MDAAC)

The next Meeting of the MDAAC is scheduled to be held 14 February 2013.

6.4 Health Services Development Committee

The Minutes of the Health Services Development Committee Meeting held on 18 December 2012 were noted by the Board.

Ms Bridgett advised that the Lismore Women's Health Centre has raised concerns that termination procedures are not undertaken at LBH, only at Grafton Base (GBH) and The Tweed Hospitals.

Action: Concerns from the NSW LHD Board are to be referred to the Clinical Council for discussion about the lack of termination procedures being provided at Lismore Base and Coffs Harbour Base Hospitals.

6.5 Audit and Risk Committee

The minutes of the Audit and Risk Committee Meeting held on 13 December 2012 were noted by the Board.

6.6 NNSW LHD Clinical Council

Ms Kew reported being an apology for the last Clinical Council meeting, therefore was not able to provide a report.

The minutes of the NNSW LHD Clinical Council meeting held on 26 November 2013 were noted by the Board.

6.7 Community Engagement Advisory Council (CEAC)

Mr Spriggs advised that the minutes of the December CEAC Meeting are yet to be finalised and will be available at the next Board Meeting and noted that the next Community Engagement Advisory Council Meeting is scheduled to be held in April 2013.

6.8 Medical Staff Executive Council (MSEC)

The minutes of the NNSW LHD Medical Staff Executive Council Meeting held 8 November 2013 were noted by the Board.

7. General Business:

7.1 Nomination of Deputy Board Chair

Dr Pezzutti called for nominations of a Deputy Board Chair.
Mr Marshall nominated - Ms Bridgett
Seconded – Mr Frazer

Dr Pezzutti asked for any further nominations, there were none. Dr Pezzutti declared Mr Marshall elected as the Deputy Board Chair.

7.2 Nomination of Board Members including Chairs, for Membership of Board Governance Committees

Dr Pezzutti discussed a proposal put forward for the consideration of the Board regarding membership of the various Committees.

Dr Pezzutti suggested Mr Frazer as Chair and Mr Humphries as a Member for the F&PC.

Moved – Mr Marshall
Seconded – Ms Bridgett

Dr Pezzutti asked for any further nominations for the F&PC, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti suggested Ms Kew as Chair and Dr Barclay as a Member of the HCQC.

Moved – Mr Marshall
Seconded – Ms Monaghan

Dr Pezzutti asked for any further nominations for the HCQC, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti suggested Ms Bridgett as Chair and Dr Tyson as a Member of the Medical and Dental Appointments Advisory Committee.

Moved – Dr Pezzutti
Seconded – Ms Kew

Dr Pezzutti asked for any further nominations for the Medical and Dental Appointments Advisory Committee, there were none. Dr Pezzutti declared those positions filled.

Mr Marshall nominated Dr Pezzutti as Chair, Ms Monaghan as a Member and Dr Page as a Member of the Health Services Development Committee.

Moved – Mr Marshall
Seconded – Ms Kew

Dr Pezzutti asked for any further nominations for the Health Services Development Committee, there were none. Ms Bridgett advised that she would attend for part of each meeting to report on progress with the development of the Health Care Services Plan. Dr Pezzutti declared those positions filled.

Dr Pezzutti nominated Mr Marshall as a Member of the Audit and Risk Committee.

Moved – Dr Pezzutti
Seconded – Mr Frazer

Dr Pezzutti asked for any further nominations for the Audit and Risk Committee, there were none. Dr Pezzutti declared that position filled.

Dr Pezzutti advised that there were additional Committees that require Board representation and put forward proposed Membership.

Dr Pezzutti nominated Dr Ogg as either the Chair or as a Member of the new Education Workforce and Research Forum, depending on how the group is established.

Moved – Dr Pezzutti
Seconded – Mr Frazer

Dr Pezzutti asked for any further nominations for the Education Workforce and Research Forum. Ms Bridgett suggested waiting until the briefing document is available prior to deciding on any further Membership. Agreed that appointment of further Members be deferred. Dr Pezzutti declared that position filled.

Dr Pezzutti nominated Ms Kew as an Attendee for the NNSW LHD Clinical Council.

Moved – Dr Pezzutti
Seconded – Mr Frazer

Dr Pezzutti asked for any further nominations for attendee at the NSW LHD Clinical Council. Ms Kew indicated that it would be preferable if an alternate representative could be appointed. Dr Page agreed to participate as an alternate attendee. Dr Pezzutti declared those positions filled.

Moved – Dr Pezzutti
Seconded – Mr Frazer

Dr Pezzutti nominated Ms Crayden as an attendee, Ms Monaghan as an attendee and Dr Page as an attendee at the Aboriginal Health Council.

Moved – Dr Pezzutti
Seconded – Dr Tyson

Dr Pezzutti asked for any further nominations for on an attendee at the Aboriginal Health Council, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti nominated Ms Bridgett as Chair, Mr Frazer as a Member and Ms Monaghan as a Member of the Mental Health Council.

Moved – Dr Pezzutti
Seconded – Mr Marshall

Dr Pezzutti asked for any further nominations for the Mental Health Council, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti nominated Ms Crayden as a Member and Dr Page as a Member of the Disaster Planning Committee.

Moved – Dr Pezzutti
Seconded – Dr Ogg

Dr Pezzutti asked for any further nominations for the Disaster Planning Committee, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti nominated Ms Bridgett as an attendee of the CEAC.

Moved – Dr Pezzutti
Seconded – Dr Page

Dr Pezzutti asked for any further nominations for an attendee the CEAC, there were none. Dr Pezzutti declared that position filled.

Dr Pezzutti nominated Ms Bridgett as the Chair and Mr Marshall as a Member of the Former Campbell Hospital Master Planning Committee.

Moved – Dr Pezzutti
Seconded – Mr Frazer

Dr Pezzutti asked for any further nominations for the Former Campbell Hospital Master Planning Committee, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti nominated Ms Crayden as a Member, Mr Humphries as a Member and Dr Ogg as an attendee of The Tweed Hospital Master Planning Committee.

Moved – Dr Pezzutti

Seconded – Ms Bridgett

Dr Pezzutti asked for any further nominations for The Tweed Hospital Master Planning Committee, there were none. Dr Pezzutti declared those positions filled.

Dr Pezzutti nominated Mr Marshall as a Member of the Bonalbo Multipurpose Service Feasibility Study Steering Committee.

Moved – Dr Pezzutti

Seconded – Ms Kew

Dr Pezzutti asked for any further nominations for Bonalbo Multipurpose Service Feasibility Study Steering Committee, there were none. Dr Pezzutti declared those positions filled.

7.3 Brief on Funding and Management Arrangements for Gurgun Bulahnggelah Health Service (GBHS)

Mr Crawford advised that agreement has been reached to cap the NNSW LHD contribution to GBHS at \$46K per annum in discussions with the MLNC and indicated that supporting this service is more the role of the MLNC now, but has agreed to continue a contribution to GBHS.

Mr Crawford has cautioned the MLNC regarding the opening of the new Lismore GP Super Clinic, which is expected to have a major indigenous focus and asked the MLNC to monitor the impact of the new service on GBHS in terms of utilisation of GBHS services by indigenous people.

7.4 Letter from Stuart Riley, Chief Executive, Far West Local Health District concerning nominations for the Rural Health Network

The Board noted the Rural Health Network letter from Stuart Riley.

Mr Crawford advised that a reply to Mr Riley's letter has been received from Nigel Lyons and this will be included in the papers for the next Board Meeting.

Action: Mr Crawford is to provide a copy of the response to Stuart Riley's letter received from Nigel Lyons, Chief Executive, Agency for Clinical Innovation regarding the Rural Health Network to the 6 March Board Meeting for information.

7.5 "Your Say" 2013 Questionnaire

This matter was discussed during the discussion, which followed on from the presentation by Katie Willey and Malcolm Brown, at the commencement of this Meeting.

8. Chief Executive's Report

Mr Crawford reported that there has been some damage sustained by The Tweed, Murwillumbah and Ballina Hospitals as a result of the recent very high winds and violent storms, which occurred over the Australia Day long weekend. Mr Crawford reported that The Tweed Hospital was the worst affected, with a buckling of its roof, Murwillumbah and Ballina Hospitals both had water leaking into buildings. Mr Crawford reported that Management responded very quickly, supported by the LHD Capital Works Team to assess the damage and to commence rectification works and currently has a contracted Engineer to assess the situation at Ballina Hospital. Mr Crawford commented favourably on the support provided by the State Emergency Service (SES), which had provided prompt and valuable assistance.

Dr Pezzutti referred to the National Disability Strategy (NDS) document attached to the Chief Executive's Report and indicated that NSW Health has a significant leadership role in this regard and asked for a report to a future Board Meeting outlining what the impact of the National Disability Strategy NSW Implementation Plan is likely to be. Mr Crawford advised that this matter will be raised with the MOH to seek more detailed information on what are likely to be the LHD's responsibilities, under the NDS.

Action: Mr Crawford is to make contact with the Ministry of Health to seek more detailed information on the impact on LHDs of the National Disability Strategy NSW Implementation Plan and provide feedback on this matter to a future Board Meeting.

Ms Bridgett suggested to Dr Pezzutti that the National Disability Strategy NSW Implementation Plan issue be raised with Dr Creagan for inclusion on the Council of Board Chairs Meeting Agenda.

Action: Dr Pezzutti is to raise the issue of the National Disability Strategy NSW Implementation Plan and its likely impact on Local Health Districts with Dr Creagan for inclusion on the Agenda of the next Council of Board Chairs Meeting Agenda for consideration.

The Board endorsed the Chief Executive's Report.

9. For Information:

9.1 Letter from Mr Saberi, Chief Executive, Medicare Local North Coast NSW dated 21 December 2012 advising of Nomination of Sharyn White to Health Services Development Committee

The correspondence from Mr Saberi was noted by the Board.

9.2 Article "At Last, A Measure of Health" by Diane Watson

Mr Crawford provided advice to the Chair that the NHPA would be publishing quality and activity data similar to the information published by the Bureau of Health Information and the CEC on a regular basis.

9.3 Letter from Mr Hoskins, Regional Chairperson, Uniting Care Ageing dated 2 January 2013

The correspondence from Mr Hoskins was noted by the Board.

9.4 Schedule of NNSW LHD 2013 Board Meetings

The schedule of NNSW LHD 2013 Board Meeting dates was noted and endorsed.

9.5 Letter from Ms Janelle Saffin, MP

Dr Pezzutti referred to the correspondence from the Chief Executive to Ms Saffin MP regarding the provision of Mental Health Services as part of the Yamba Community Health Centre, which has previously been discussed by the Board. Mr Crawford advised that the intention is to have a strong Mental Health presence at the Yamba Community Health Centre.

9.6 Letter from Dr Richard Lucas

Dr Pezzutti referred to the letter from Dr Lucas regarding Physician Services at Ballina Hospital.

9.7 Letter from Bill Miller

The letter from Mr Miller was noted by the Board.

10. Business Without Notice

Dr Ogg raised concern regarding the resignation of Mr Tim Free from the position of Executive Director Tweed Byron Health Service Group and noted the high turnover of Managers in this position in the past decade. Dr Ogg asked whether any exit interviews are undertaken given that Richmond Clarence has also experienced similar issues?

Mr Crawford reported on the reasons provided by Mr Free for his resignation being a promotional and professional development opportunity to manage a large Metropolitan Hospital, being Gosford Hospital. Mr Crawford also pointed out that Ms Hogan had previously held a similar position for around seven years, so not all recent appointees have been short term ones.

11. Correspondence In:

11.1 Schedule of correspondence received by the Board Chair for noting – documents to be tabled.

Noted.

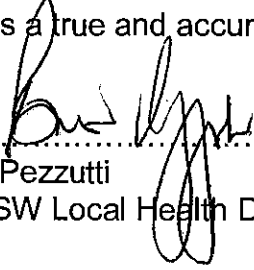
12. Correspondence Out:

12.1 Nil.

13. Next Meeting: Wednesday 6 March 2013 1.30 – 5.00 pm Grafton Conference Centre, Grafton Base Hospital

There being no further business, the Chair declared the meeting closed at 5.25pm

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

Signed  Date 9.5.13

The Hon Dr Brian Pezzutti
Chair, Northern NSW Local Health District