

**ABRIDGED MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 31 JULY 2013 IN THE MENTAL HEALTH VIDEOCONFERENCE ROOM. THE TWEED HOSPITAL, TWEED HEADS, COMMENCING AT 10.00AM**

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**1. PRESENT AND APOLOGIES:**

Dr Brian Pezzutti (Chair), Mr Malcolm Marshall, Mr David Frazer, Ms Deb Monaghan, Dr Alan Tyson, Ms Rosie Kew, Ms Hazel Bridgett, Professor Lesley Barclay, Mr Mark Humphries, Dr Sue Page, Dr Joe Ogg (for part of meeting)

**In Attendance :** Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver (Secretariat)  
Mr Chris Hanna, Physiotherapist, Tweed Community Health Centre (for Patient Story)  
Dr David Hutton, Executive Director Clinical Governance (for part of meeting)  
Mr James McGuigan, Executive Director of Finance (for part of meeting)

**Apologies:** Ms Leone Crayden

**2 Declaration of Pecuniary and/or Conflicts of Interest**

Nil

**PRESENTATION OF PATIENT JOURNEY STORY**

Patient Story – A story of the transition from Hospital to Primary Health Services was presented by Mr Chris Hanna, Physiotherapist, Tweed Community Health Service.

Mr Hanna attended the Board Meeting and presented on the Patient Story about the journey of the transition from Hospital to Primary Health Services for a specific Patient of the Tweed Community Health Service.

There was discussion and comments on aspects of the Patient Story with Mr Hanna.

The Board thanked Mr Hanna for attending the Board Meeting and sharing this Patient Story.

**3. Previous Minutes:**

a) The Minutes of the Board Meeting held on 3 July 2013 were ENDORSED.

Mr Frazer referred to Page 17 of the Minutes and advised that he would like placed on record the circumstances of his resignation from the Finance and Performance Committee (F&PC). Mr Frazer advised that following a Board Meeting where the Risk Register had been discussed, Mr Marshall had approached him with a suggestion that due to his background and the concerns that he had raised about the Risk Register, he may be a better "fit" to be on the membership of the NSW LHD Audit and Risk Committee (A&RC) and therefore Mr Marshall had proposed that he take over the role of Chair of the F&PC and Mr Frazer take on the role of the Board Member on the A&RC.

Mr Crawford advised that he would ensure that this matter is included in the Business Arising items from the Minutes.

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Moved: Dr Alan Tyson  
Seconded: Ms Rosie Kew  
CARRIED

b) The Abridged Minutes of 29 May 2013 for placing on the NNSW LHD Internet Site were ENDORSED.

Moved: Mr David Frazer  
Seconded: Ms Rosie Kew  
CARRIED

c) The Minutes of the 17 July 2013 Special Board Meeting were ENDORSED.

Moved: Mr Malcolm Marshall  
Seconded: Dr Alan Tyson  
CARRIED

**4. Business Arising from the Minutes:**

**3 July 2013 Board Meeting**

**4.1 Mr Crawford is to provide information to the 31 July 2013 Board Meeting on the number of "hits" that have been made to the NNSW LHD Internet Board Minutes Site.**

The Board noted the information that was provided by Mr Michael Moriarty, Information Systems Development Manager that indicated the number of hits on the NNSW LHD Board website since 6 July 2013 was 253 page view and Board Minutes have been downloaded 30 times over this period. The Board also noted that there had been 21,334 hits on the NNSW LHD public website from 6 July 2013.

**4.2 Mr Crawford is to forward a letter to Mr Vahid Saberi, Chief Executive Officer, NCML advising that the NNSW LHD agreed in principle with the pilot for integrating General Practice with Allied and Community Health Services, however noted that there is more work to be undertaken including consultation with the Allied and Community Health Staff, prior to implementing the pilot program.**

The Board noted the letter to Mr Vahid Saberi, Chief Executive Officer, North Coast Medicare Local (NCML) dated 11 July 2013 advising that the NNSW LHD agreed in principle with the undertaking of a pilot for integrating Allied and Community Health Services with General Practices, however it noted that there is more work to be undertaken, including consultation with the Allied and Community Health Staff prior to commencing the pilot.

**Mr Crawford is to request that Ms Vicki Rose, Acting Executive Director Allied Health is to undertake an analysis of the Health Care Home Project and this should address Mr Frazer's concerns and a paper can be provided to a future Board Meeting for the Board's consideration.**

Mr Crawford advised that Mr Frazer's concerns about the Health Care Home Project Program have been submitted to the Executive and a small Working Group is now working to address these issues and a paper will be developed for the Board's consideration on how these issues should be approached. This paper will also include information on the outcome of the consultation, which will be held with the Allied and Community Health Staff on this matter.

**Action:**

**Mr Crawford is to submit a Brief addressing the Board's concerns about the Health Care Home Project following consultation with Allied and Community Health Staff to the 2 October 2013 NNSW LHD Board Meeting for consideration.**

- 4.3 Mr Crawford is to forward a letter to Mr Vahid Saberi, Chief Executive Office, NCML advising that the NNSW LHD Board supported the North Coast Alliance to Improve Provision of Services to the Vulnerable Members of the Community Proposal Refer Item 4.2**
- 4.4 Mr Crawford is to forward a letter to Mr Stewart Dowrick, Chief Executive, Mid North Coast Local Health District (MNC LHD) advising that NNSW LHD Board has endorsed the establishment of a joint Working Party of NNSW LHD and MNC LHD Staff to work through the issues and practicalities associated with splitting the ICT Service.**  
The Board noted the letter to Mr Stewart Dowrick, Chief Executive, MNC LHD dated 5 July 2013 advising that the NNSW LHD Board has endorsed the establishment of a joint Working Party of NNSW LHD and MNC LHD Staff to work through the issues and practicalities associated with splitting the ICT Service.
- Mr Crawford reported that a reply has now been received from Mr Dowrick agreeing to the establishment of the joint Working Party to work through the issues associated with the splitting of the ICT Service. Mr Crawford advised that the NNSW LHD representatives on the Working Party are Wayne Jones, James McGuigan, Executive Director of Finance and Tony Beashel, Manager Corporate Services.
- 4.5 Ms Hazel Bridgett, Board Member and Ms Lynne Weir, Executive Director Richmond Clarence Health Service Group (HSG) are to meet with the Coraki Reference Group to brief them on why the Board has made its decision on the CCC. Ms Weir is to then discuss the proposed closure of the CCC with the Staff and General Practitioner prior to any announcement being made about its proposed closure.**  
Ms Bridgett reported that the consultation with the Coraki Reference Group to brief them on why the Board had made its decision on the CCC was well received. Ms Bridgett

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advised that the Reference Group Members understand the level of services that will be provided by the Community Health Staff at the Coraki Conference Centre Clinic. Ms Bridgett indicated that provision of Dental Services in the HealthOne Service will be important and Dr Greg Davies, Manager, Oral Health Services, is currently working with the Aboriginal Medical Service to prepare a joint proposal for the provision of this service.

- 4.6 An additional Board Meeting is to be held on 17 July 2013 to discuss the 2013/14 Service Agreement and the Board Meeting scheduled on 31 July 2013 is to be extended from 10am – 5.00pm to include both the routine Board Meeting Matters and discussion of the 2013/14 NSW LHD Budget.**

The Board noted that a meeting to discuss the 2013/14 Service Agreement was held on 17 July 2013.

**The proposed NSW LHD Board Governance Training Program scheduled to commence on 31 July 2013 is now to commence on 4 September 2013.**

The Board noted that the NSW LHD Board Governance Training Program is to commence on 4 September 2013.

- 4.7 Mr Crawford is to submit a document setting out a level of comfort for the Board in relation to its Work Health and Safety (WHS) obligations to the 31 July 2013 Board Meeting.**

Mr Crawford tabled a Memorandum to the Board that set out information on the WHS obligations of the Board, following consideration of the Governance Statement and advice from Ms Yvette Bowen, Manager Work Health and Safety and Mr Wayne Jones and consultation with Mr David Frazer.

Mr Crawford advised that the Memorandum outlines that the Board will receive quarterly WHS reports via the F&PC and Health Care Quality Committee (HCQC) on WHS matters. The Memorandum also provides assurance to the Board that it is meeting its WHS obligations and that systems are in place across the LHD to ensure that the Board continues to meet the required WHS obligations.

The Chair suggested that the WHS Reports are forwarded to the A&RC also.

**Action:**

**Mr Crawford is to seek approval from Mr Barry Shepherd, Independent Chair of the A&RC and Ms Gail Farrar, Manager Internal Audit Unit for the WHS Quarterly Reports to be submitted to the A&RC Meetings for information.**

- 4.8 Mr Crawford is to request that Mr John Tranter from Pathology North attend the 9 July 2013 Grafton Base Hospital (GBH) Medical Quality Meeting to discuss the recent service change to the GBH Pathology Service.**

The Board noted the letter to Mr John Tranter, Operations Manager, Pathology North dated 4 July 2013 requesting that he attend the GBH Medical Quality Meeting to discuss the recent service change to the GBH Pathology Service.

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Mr Crawford also advised that Pathology North has now introduced a new Protocol which needs to be adhered to when service changes are being made. Following a request from the Chair for the Pathology North Protocol to be submitted to the NNSW LHD Clinical Council, Mr Crawford advised that he will contact Pathology North to obtain a copy of its Service Change Protocol.

**Action:**

**Mr Crawford is to contact Pathology North to obtain a copy of the Pathology North Service Change Protocol and submit a copy of that document to the NNSW LHD Clinical Council for consideration.**

- 4.9 Mr Crawford is to include a copy of Mr Frazer's email response providing feedback on the content of the NNSW LHD Risk Register on the 31 July 2013 Board Meeting Agenda papers for information.**  
Refer Item 8.4

- 4.10 Dr Pezzutti is to forward a letter to the Hon. Jillian Skinner, MP, Minister for Health and Medical Research providing a list of future NNSW LHD Board Meeting Dates and inviting the Minister to attend a NNSW LHD Board Meeting, including the Board Meeting of 17 July 2013, which will consider the 2013/14 Service Agreement**  
The Board noted the letter to the Hon. Jillian Skinner, MP, Minister for Health and Medical Research dated 10 July 2013 providing a list of future NNSW LHD Board Meeting Dates and inviting the Minister to attend a NNSW LHD Board Meeting. The Board also noted the email response from the Minister for Health and Medical Research's Office advising that the Minister is not able to attend a NNSW LHD Board Meetings on any of the dates provided.

**Action:**

**Mr Crawford is to consult with the Minister for Health and Medical Research's Office to find a mutually convenient date from the Minister's and the Board's perspective for the Minister to attend a NNSW LHD Board meeting in 2014.**

- 4.11 Mr Crawford is to request Mr John Lambert, Manager Assets and Capital Works to provide advice to the Board on what strategies can be pursued to reduce the LHD Energy Costs, and whether Commonwealth Grants can be accessed for this purpose.**

The Board noted the information the was provided in the Brief from John Lambert, Manager Assets and Capital Works, concerning the scope of the proposed Energy Performance Contract for NNSW LHD.

Mr Crawford indicated that he has been advised that as solar panels only provide power on sunny days, solar panels on roofs of LHD facilities is not an especially attractive option for reducing LHD energy costs. However, consideration is being given to including solar panels on the roof of the Yamba Community Health Centre, if there is available funding to do this, as this facility will operate almost entirely during daylight hours. This would be one

opportunity for the NNSW LHD to pilot the benefits/detriments of installing solar panels on the roof of one of its facilities.

**4.12 Mr Crawford is to provide an assurance to the 31 July 2013 Board Meeting that excessive leave balances are being addressed.**

Mr Crawford advised that Katie Willey, Manager, Workforce Change and Sustainability Service is continuing to work on addressing the excessive leave balances of some NNSW LHD Staff. Mr Crawford indicated that following the Christmas/New Year holiday break, he expects to be able to report to the Board in February 2014, that excessive leave balances have been significantly reduced.

**Action:**

**Mr Crawford is to make enquiries with Ms Katie Willey, Manager Workforce Change and Sustainability Service on how much notice needs to be given to Staff, when they are being requested to proceed on Long Service Leave.**

**4.13 Mr Crawford is to submit a Brief on the consequential By-Law change that is required to implement the proposal that had been put forward by Dr Tyson concerning the number of Clinical Council Meetings that are required to be held each year.**

The Board ENDORSED the two recommendations contained in the Brief submitted to the Board by Murray Spriggs, Manager Community and Clinical Engagement dated 23 July 2013, which set out the required by-law changes to ensure that the by-laws are consistent with the number of District and Hospital Clinical Council Meetings that are being held each year.

Moved: Mr David Frazer  
Seconded: Dr Alan Tyson  
CARRIED

Mr Frazer referred to the content of the Brief "Making and Amendment of By-Laws" (i) The Board is to approve the making of or amendment to the By-Laws for the local health district by the Chief Executive and suggested that as had been approved previously by the Board, this should read "The Board will consider any proposal by the Chief Executive for the making of or amendment to the By-Laws for the local health district".

The Board agreed with Mr Frazer's observation and Mr Crawford advised that he would request Mr Spriggs to update the brief in line with the previously amended By-Laws.

**4.14 The letter from Jane Walsh, Director BreastScreen concerning the sending of reminder letters to all women aged over 70 years of age to have a two yearly mammogram is to be submitted to the 12 August 2013 CEAC Meeting for noting.**

Mr Crawford advised that the letter from Jane Walsh, Director BreastScreen concerning the sending of reminder letters to all women aged over 70 years of age to have a two yearly mammogram has been submitted to the 12 August 2013 CEAC Meeting for noting.

CEAC will be advised that BreastScreen North Coast will be extending the breast screening notification to women up to 74 years of age, as recently decided by the Commonwealth Government.

- 4.15 Mr Murray Spriggs is to provide the collated information that is obtained from the LHD Board's Portal on the Minister for Health and Medical Research's Website concerning all of the LHD Boards responses to the Minister's request for information on key issues that are being addressed by LHDs, which is to be included on the 31 July 2013 Board Meeting Agenda for consideration.**

The Chair advised that one of the proposals contained in the information, that was obtained from the LHD Board's Portal on the Minister for Health and Medical Research's Website related to the establishment of a Sub-Committee of the Board to discuss what information is required for the Board's consideration and, to simplify some of the reports that are currently being received by the Board.

The Chair indicated that as part of the review process for Board Members, he will discuss with each Board Member, who would be interested in being on this Sub-Committee and he will provide feedback on this matter to the 4 September 2013 Board Meeting.

The Board agreed with the approach outlined by the Board Chair on the need to establish a Board Sub-Committee to consider and recommend how the Board's approach can be lifted to a more strategic level.

Mr Crawford stated that he and Mr Spriggs would review the information from the LHD Board's Portal on the Minister for Health and Medical Research's Website and provide a summary document of the most pertinent matters for the Board's consideration at its 4 September 2013 Board Meeting.

**Action:**

**The Board Chair is to provide feedback on the establishment of a Board Sub-Committee that will consider the level and type of information that is to be submitted the Board, with a view to lifting the Board's approach to a more strategic level, following his undertaking of the individual Board Member Performance Reviews.**

**Mr Crawford and Mr Spriggs are to review the information from the LHD Board's Portal on the Minister for Health and Medical Research's Website and provide a summary document of the most pertinent matters for the Board's consideration at the 4 September 2013 Board Meeting**

**17 July 2013 Special Board Meeting**

- 4.16 Mr James McGuigan, Executive Director of Finance is to follow-up on whether surgical activity undertaken at Casino District Memorial Hospital (CDMH) can be counted under the umbrella of the LBH Surgical Service**

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Mr Crawford indicated that Mr James McGuigan, Executive Director of Finance would provide verbal advice to the Board as part of the Budget presentation at today's Board Meeting on whether surgical activity undertaken at CDMH can be counted under the umbrella of the LBH Surgical Service.

**4.17 Mr Crawford is to provide advice to the 31 July 2013 Board Meeting on the whether the LHD has sufficient new graduate and pre-registration trainee positions in the Allied Health Professions to meet future workforce needs.**

Professor Barclay indicated that there is the potential for new Graduates in Dentistry. Professor Barclay added that there is a good system of vertical integration and in medicine there are Interns and Registrars and in the future it may be possible to have Intern and Staff Specialist training through the Universities in Dentistry.

Ms Kew noted that there are new Graduate positions developed in Nursing and Medicine, however new Graduate positions for Allied Health do not receive investment. Ms Kew also noted that there is now Allied Health training taking place at local Universities, and training of these students is being undertaken at the large NNSW LHD Facilities.

**Action:**

**Mr Crawford is to request Ms Katie Willey, Manager Workforce Change and Sustainability Service to make enquiries with the MOH and the Health Education and Training Institute about programs and processes for new graduates and about trainee Allied Health positions for the LHD and provide information to the 4 September 2013 Board Meeting for consideration.**

**4.18 Relevant issues raised by the Board relating to the 2013/14 Service Agreement are to be itemised in a letter of response to the Director-General.**

The Chair advised that a letter to the Director-General is being prepared by Ms Maureen Lane, Manager Planning and Performance setting out the feedback that was provided by the Board on the 2013/14 Service Agreement. A copy of the signed letter will be submitted to the 4 September 2013 Board Meeting for noting, the Chair said.

**Action:**

**A copy of the letter to the Director-General on the feedback from the Board on the 2013/14 Service Agreement is to be submitted to the 4 September 2013 Board Meeting for noting.**

**5. NNSW LHD Board Resolution & Decision Register.**

The Updated NNSW LHD Board Resolution and Decision Register from the 3 July 2013 Board Meeting was noted.

The Chair requested the addition of the Clinician Engagement Plan to the NNSW LHD Board Resolution and Decision Register.

**Action:**



**Mr Murray Spriggs is to include the Clinician Engagement Plan on the NNSW LHD Board Resolution and Decision Register.**

**5.1 Changes to Register Items 218, 221, 225, 226, 229 and 231 covered in Item 4 Business Arising.**

Noted

**5.2 New Register items 232 to 243 covered in Item 4 Business Arising.**

Noted

**6. Chief Executive's Report**

Mr Crawford referred to the issues that were covered in his report to the Board, which included the 2012/13 Activity Levels, Quarterly Performance Review, NEAT, NEST and Triage Results, Whole of Hospital Program, 2012/13 Budget Result, Clinical Service Planning, Bonalbo Medical Officer Recruitment Campaign Launched, Chief Executive Performance Review, Executive Performance Reviews and 2013/14 Performance Agreements, 2013/14 Business Plan, Collaboration with the Agency for Clinical Innovation (ACI), Transfer of Richmond Network Ophthalmology Service to LBH, LBH Endoscopy Service, LBH Stroke Unit, NSW Nurses Association Industrial Claim, Federal Minister's Visit, Closure of Coraki Community Care Centre, NSW Minister for Health and Medical Research Attending a Board Meeting, Yamba Community Health Centre Tender Awarded, Visiting Medical Officer Contract Renewals, LBH Car Parking, Transition to Disability Care, Meeting with NSW Ambulance Service (AS) Representatives to discuss Services available at GBH and Critical Patient Transfers from GBH, Small Hospitals as Learning Centres, Buy Local Project, Health Needs Index, Tweed Valley Headspace, Information Communications and Technology (ICT) Service Developments, NSW Health Pathology, Quarterly Risk Register, North Coast Integrated Clinical Training Network Projects, Chief Executive's Third Activity Based Funding Roadshow, Whooping Cough Vaccination Change, V-Money System Change, Request that the name of the "Our Kids Management Committee" be changed to "Our Kids Board", Community Engagement Advisory Council Vacancies, Letter to the Cross Border Commissioner, Work Health and Safety Profile Review, Suspension of Casino Hospital Birthing Service, Aeromedical Service Reforms and Chief Executive Leave.

The Board ENDORSED the name change from the Our Kids Management Committee to Our Kids Board.

Moved: Professor Lesley Barclay

Seconded: Mr Malcolm Marshall

CARRIED

The Board endorsed the Chief Executive's Report.

**7. Minutes – Governance Committees**

**7.1 F&PC**

Mr Frazer provided a verbal report on the F&PC Meeting held on 24 July 2013.

The unconfirmed minutes of the NNSW LHD F&PC Meeting held on 24 July 2013 were noted.

**7.2 HCQC**

Ms Bridgett provided a verbal report arising from the HCQC Meeting held on 9 July 2013.

The unconfirmed Minutes of the HCQC held on 9 July 2013 were noted.

**Action:**

**Mr Crawford is to provide advice to a future Board Meeting on what would be involved in NNSW LHD introducing a unique identifier for its Patients.**

**7.3 Medical and Dental Advisory Appointments Committee (MDAAC)**

Ms Bridgett provided a verbal report on the MDAAC Meeting held on the 11 July 2013.

The unconfirmed Minutes of the MDAAC Meeting held on 11 July 2013 were noted.

**7.4 Health Services Development Committee (HSDC)**

The Minutes of the 25 June 2013 HSDC Meeting are to be submitted to the 4 September 2013 Board Meeting for noting.

**7.5 Audit and Risk Committee (ARC)**

The unconfirmed Minutes of the ARC Meeting held on 18 July 2013 are to be submitted to the 4 September 2013 Board Meeting for noting.

**7.6 NNSW LHD Clinical Council**

Ms Kew provided a verbal report on the NNSW LHD Clinical Council Meeting held on 18 June 2013.

The confirmed Minutes of the NNSW LHD Clinical Council Meeting held on 18 June 2013 were noted.

**7.6.1 Brief on processes for the future membership and recruitment to the NNSW  
LHD Clinical Council**

The Chair requested that the Brief on future membership and processes for recruitment to the NNSW LHD Clinical Council be held over to the 4 September 2013 Board Meeting, for consideration, to enable the Board Members to closely consider the information contained in the Brief.

**Action:**

**The Brief on future membership and processes for recruitment to the NNSW**

**LHD Clinical Council be resubmitted to the 4 September 2013 Board Meeting for consideration.**

**7.7 Community Engagement Advisory Council (CEAC)**

The Board noted that the next Meeting of the CEAC is scheduled to be held on 12 August 2013

**7.8 Medical Staff Executive Council (MSEC)**

The Board noted that the next Meeting of the MSEC is scheduled to be held on 8 August 2013.

**8. General Business:**

**8.1 Email from Mr David Frazer, Board Member dated 9 July 2013 providing comments regarding the "Health Care Home Pilot"**

Refer Item 4.2

**8.2 Brief from Dr David Hutton, Executive Director Clinical Governance responding to the concerns raised by Mr Frazer on some of the content of the NSW LHD Strategic Risk Register**

Mr Frazer advised that he has discussed his concerns on some of the wording of the NSW LHD Strategic Risk Register with the Chief Executive and he has suggested that the difference in how the rating of risks are reported seems to relate to a question of the different perspectives, of himself and Dr David Hutton. Mr Frazer advised that he will contact Dr Hutton to arrange a meeting to discuss the wording of the Risk Register Ratings in the NSW LHD Strategic Risk Register for the 1 April – 30 June 2013 and a report will be provided to the 4 September 2012 Board Meeting on the outcome of that meeting.

The Chair noted that the two differing perspectives on level and wording of the Risk Rating relate to the NSW MOH Risk Matrix that Dr Hutton refers to when undertaking the rating. Mr Frazer is taking account of the business and operational liability of Board members in relation to the Risk Register Ratings. The Chair advised the updated Risk Register has now taken account of both approaches, with both Board and Management perspectives, being listed.

**Action:**

**Dr Hutton, Executive Director Clinical Governance and Mr David Frazer are to arrange a Meeting to discuss the wording of the Risk Register Ratings in the NSW LHD Strategic Risk Register for the 1 April – 30 June 2013 and a report on the outcome of the meeting is to be submitted to the 4 September 2012 Board Meeting for consideration.**

**8.3 NSW LHD Strategic Risk Register for the 1 April – 30 June 2013 period to be submitted to the Ministry for Health.**

Refer Item 8.4

The Board ENDORSED the NSW LHD Strategic Risk Register for the 1 April – 30 June 2013 period to be submitted to the MOH based on the customary Practice with the letter to the MOH identifying that the NSW LHD Board has some difficulties with the Risk Matrix design and requirements.

**8.4 Brief setting out potential collaborations with the Agency for Clinical Innovation (ACI) that NSW LHD proposes to undertake in 2013/14, including information that the ACI has provided about these initiatives.**

The Board noted the Brief setting out the proposed collaborations with the ACI that NSW LHD proposes to undertake in 2013/14.

The Board ENDORSED the recommendation of the NSW LHD Executive on the four initiatives that should be undertaken with the ACI as collaborations in 2013/14. The Board also ENDORSED the proposed four initiatives that would be given a high priority consideration for collaboration with the ACI in 2014/15.

**Action:**

**Mr Crawford is to forward a letter to Dr Nigel Lyons, Chief Executive, ACI advising of the four initiatives that should be undertaken with the ACI as collaborations in 2013/14 and the proposed four initiatives that would be given a high priority consideration for collaboration with the ACI in 2014/15.**

**8.5 Brief from David Hutton, Executive Director of Clinical Governance – Structure and protocols for the inclusion of a Patient Story at the commencement of the NSW LHD HCQC.**

Ms Kew indicated that the bank of stories that are referred to in the Brief submitted by Dr Hutton, mainly relate to the Essentials of Care Program, which are Nursing focussed.

The Chair asked that Dr Hutton or Mr Spriggs contact the Clinical Excellence Commission (CEC) to determine the level of patient stories that are required to meet the CEC Patient Care Challenge, for the presenting of Patient Stories, to Board and Board Sub-Committee Meetings.

**Action:**

**Mr Spriggs is to contact the Clinical Excellence Commission (CEC) to determine the level of patient stories that are required to meet the CEC Patient Care Challenge, for the presenting of Patient Stories, to Board and Board Sub-Committee Meetings. An updated Brief is to be provided to the 4 September 2013 Board Meeting, which includes this additional information.**

**8.6 2014 NSW LHD Board Meeting Dates**

The Board noted the 2014 NSW LHD Board Meeting Dates.

**9. For Information:**

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- 9.1 Letter to Gail Farrar, Manager Internal Audit dated 17 July 2013 advising of the endorsed Board changes to the F&PC and ARC Membership.**

Noted

- 9.2 Letter to Barry Shepherd, Chair, NNSW LHD ARC dated 17 July 2013 advising of the endorsed Board changes to the F&PC and ARC Membership.**

Noted

**10. Business Without Notice:**

**11. Correspondence In:**

- 11.1 Letter from Ernie Bennett, Mayor, Richmond Valley Council dated 11 July 2013, concerning the cessation of the Birthing Services at CDMH.**

The Chair noted that there has been additional surgery lists transferred to CDMH.

The Board requested that the Chair and Chief Executive arrange a meeting with Councillor Bennett to brief him on the more recent service changes at CDMH.

**Action:**

**The Board Chair and Chief Executive are to arrange a meeting with Councillor Ernie Bennett, Mayor, Richmond Valley Council to brief him on the more recent service changes at Casino District Memorial Hospital.**

- 11.2 Letter from Ms Janelle Saffin, MP, Member for Page concerning the establishment of a Mental Health Unit at Grafton Base Hospital (GBH)**

The Board noted the letter from Ms Janelle Saffin, MP, Member for Page dated 3 May 2013 concerning the establishment of a Mental Health Unit at GBH.

- 11.3 Letter from Judith Terkelsen, OAM, Director, Tweed Valley Early Childhood Intervention Service Inc, concerning The Tweed Hospital Master Planning**

Mr Crawford advised that the letter from Ms Terkelsen, Director, Tweed Valley Early Childhood Intervention Service Inc., was discussed at the July 2013 TTH Master Planning Steering Committee Meeting. Mr Crawford indicated that the Architects advised that every option that is being considered in TTH Master Plan, the Tweed Valley Early Childhood Intervention Service Inc. will be provided with substitute premises. Mr Crawford advised that a letter will be forward to Ms Terkelsen advising of the implications for the Tweed Valley Early Childhood Intervention Service Inc. of TTH Master Planning and offer that a briefing be provided to the Service on TTH Master Planning.

**Action:**

**Mr Crawford is to send a letter to Ms Terkelsen, Director, Tweed Valley Early Childhood Intervention Service Inc. advising of the implications of TTH Master**

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**Planning for the Tweed Valley Early Childhood Intervention Service Inc. and offer a briefing to the Service on TTH Master Planning.**

**12. Correspondence Out:**

**12.1 Letter to Cr Ernie Bennett, Mayor, Richmond Valley Council dated 16 July 2013 acknowledging his letter of 11 July 2013 concerning the cessation of Birthing Services at Casino District Memorial Hospital.**

Noted

**12.2 Letter to Ms Janelle Saffin, MP, Member for Page responding to her letter concerning the establishment of a Mental Health Unit at Grafton Base Hospital**

Noted

**12.3 Letter to Ms Judith Terkelsen, OAM, Director, Tweed Valley Early Childhood Intervention Service acknowledging her letter concerning The Tweed Hospital Master Planning**

Noted

**12.4 Letter to Dr Ian McPhee, Chair, Medical Staff Council, The Tweed Hospital acknowledging his letter of 17 July 2013**

Noted

**13. Power Point Presentation**

**Overview of Budget and Strategies by Mr Chris Crawford, Chief Executive and Mr James McGuigan, Executive Director of Finance**

**Mr Crawford provided an overview of the 2013/14 budget prior to Mr McGuigan giving more detailed information on the Activity Based Funding aspects of the 2013/14 budget.**

Mr Crawford provided a high level budget presentation to the Board that covered the key features of the 2013/14 budget, including detail on enhancement and patient growth funding recommendations, initiatives recommended to be funded from reserves, Labour Expense Cap savings proposed, required budget efficiencies, cash based efficiencies needed to address underlying budget deficits, revenue strategies and budget risks and mitigation strategies.

**Action:**

**Mr Crawford is to raise with the CEAC the strategy to reduce cost/usage of NSW Ambulance Service transports by better management in particular to inform and provide an account to Privately Insured Patients, who request to be transferred to a Private Hospital, when such a transfer is not clinically required.**

**Action:**

**Mr Crawford is to request Ms Maureen Lane, Manager Planning and Performance to review the 2013/14 Budget to ascertain if it is aligned with the existing NSW LHD Strategic Plan and provide advice on this matter to the Board.**

Mr James McGuigan, Executive Director of Finance referred to the Chief Executive's high level presentation and advised that his presentation supplements the information that was provided in the Chief Executive's presentation and gives more detail about the content of the 2013/14 Budget.

Mr McGuigan advised that the information contained in his presentation includes the final 2012/13 budget result, information on the State price, Transitional Grants, ABF issues and then information on 2013/14 Budget for each of the NSW LHD Facilities.

**14. ACTIVITY BASED FUNDING**

Mr McGuigan reported that the State NWAU price is \$4,671 for 2013/14 and the NSW LHD NWAU price is \$4,857 and the Mental Health NWAU price is \$5,148.

A motion was put forward that the 2013/14 NSW LHD Budget and associated Activity Targets and Surgery Plan be recommended for APPROVAL by the Board.

Moved: Ms Hazel Bridgett

Seconded: Dr Alan Tyson

**CARRIED**

**15. ACTIVITIES:**

❖ **SURGERY SUMMARY**

Mr McGuigan advised that NSW LHD undertook 13,846 Elective Surgery procedures in 2012/13 and the 2013/14 Elective Surgery Activity Target is 13,805.

The Chair queried the number of Elective procedures that had been undertaken at LBH, especially in relation to the procedures that are being undertaken in Medical Imaging that are costly. Mr Crawford advised that he will follow-up on this matter to ascertain where these procedures are being undertaken, in terms of the data that identifies these procedures.

**Action:**

**Mr Crawford is to follow-up on the number of Elective procedures that had been undertaken in LBH Medical Imaging Department and where the data for these procedures is gathered and provide feedback to the 4 September 2013 Board Meeting.**

The Board received and APPROVED the Surgery Summary reports contained in the detailed documentation that was tabled and presented at the Board Meeting.

**ABRIDGED MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 31 JULY 2013 IN THE MENTAL HEALTH VIDEOCONFERENCE ROOM. THE TWEED HOSPITAL, TWEED HEADS, COMMENCING AT 10.00AM**

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❖ **STRATEGIES**

The Board received and APPROVED the activity targets that included Activity Based Funding information contained in the detailed Budget documentation tabled and presented at the Board Meeting.

❖ **SITE ANALYSIS**

The NNSWLHD 2013/14 Net Cost of Service Budget Summary setting out the Budget for each Site and the other Entities of NNSW LHD was ENDORSED.

The Board thanked Mr McGuigan for the work that he had undertaken in presenting this 2013/14 Budget information to the Board.

**16. BOARD EVALUATION**

Ms Monaghan provided an evaluation of the chairing of the Board Meeting.

The Agenda items were balanced in relation to their relative importance and this was rated at 4 out of 5.

The meeting structure lead to open and frank discussion. The strength of the meeting lead to alternative avenues being pursued to address some issues. There was good feedback from the Chair and the Chief Executive, especially in relation to the LHD's relationship with the MOH and other Departments.

In relation to a suggested improvement, for future Board Meetings, a tour/walkaround of the facility where the Board Meeting is being held in lieu of a Patient Story may be beneficial, as often issues are raised by Staff that may provide useful input to the Board, Ms Monaghan said.

**17. Next Meeting: Wednesday 4 September 2013, Ground Floor Meeting Room, Crawford House, Hunter Street, Lismore commencing at 1.30pm**

**There being no further official business, the Chair declared the meeting closed at 5.02 pm**

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

Signed .....  
Dr Brian Pezzutti  
Chair, Northern NSW Local Health District

Date 16/10/13