

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 27 JUNE 2018 AT THE GRAFTON BASE HOSPITAL, CONFERENCE CENTRE ROOMS 1 & 2, ARTHUR STREET GRAFTON, COMMENCING AT 10.15AM.

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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

No In camera session was required.

2.1 PRESENT AND APOLOGIES:

Mr David Frazer (Acting Chair), Mr Mark Humphries, Dr Joe Ogg, Dr Allan Tyson, Ms Carolyn Byrne, Dr John Moran, Ms Deb Monaghan, Mr Michael Carter

In Attendance:

Mr Wayne Jones (Chief Executive)
Dr David Hutton, Director Clinical Governance
Dr Richard Buss, Director Workforce
Mr Matt Long, Director Corporate Services
Ms Lynne Weir, Director Clinical Operations
Mr Brett Skinner, Director Finance
Ms Vicki Rose, Director Integrated Care and Allied Health
Ms Katharine Duffy, Director Nursing, Midwifery and Aboriginal Health
Ms Deidre Robinson, General Manager Mental Health, Drug and Alcohol and Stream Services
Ms Jenny Cleaver (Secretariat)
Ms Kate Greenwood (Secretariat)
Ms Corinne Martin (Acting Community Engagement Manager)

Part of meeting:

Mr Murray Spriggs (Community Engagement Manager)

Via Teleconference:

Nil

Apologies:

Dr Brian Pezzutti, (Chair)
Professor Susan Nancarrow
Dr John Griffin
Mr Pat Grier

2.2 Declaration of Pecuniary and/or Conflicts of Interest

Nil Conflicts and/or Pecuniary declared in this meeting.

2.3 Previous Minutes:

2.3.1 The Minutes of the Board Meeting held on 30 May 2018 as circulated were ENDORSED as a true and accurate record of the meeting.

Moved: Ms Carolyn Byrne
Seconded: Dr John Moran
CARRIED

2.3.2 Business Arising from the Minutes:

2.3.2.1 Mr Jones is to submit a brief to the Board on a pilot program for Models of Care for the management of aged care beds in NSW LHD acute facilities.

The Board noted Mr Jones is to submit a brief on a pilot program for Models of Care for the management of aged care beds in NSW LHD acute facilities to the 29 August 2018 Board meeting.

ACTION:

Mr Jones is to submit a brief on a pilot program for Models of Care for the management of aged care beds in NSW LHD acute facilities to the 29 August 2018 Board meeting.

2.3.2.2 Mr Jones to provide Mr David Frazer, Deputy Chair multiple copies of the 'Keeping them Warm' research paper to be circulated at the 18 June 2018 Council of Board Chairs meeting.

The Board noted copies of the 'Keeping them Warm' research paper was circulated at the 18 June 2018 Council of Board Chairs meeting.

2.3.2.3 Mr Jones is to correspond with the Ministry of Health on behalf of the Rural Chief Executives requesting that they take the lead in development of a policy on the payment of volunteers.

The Board noted the letter dated 4 June 2018 to the Ministry of Health (MOH) requesting that it consider the development of a policy or a procedure concerning the payment of volunteers and community representatives.

2.3.2.4 Mr Jones to write to NSW Health expressing the Board Chair's concern on the lack of plain English language and format of the Deloitte Report.

The Board noted the letter dated 4 June 2018 to NSW Health expressing the Board Chair's concern on the lack of plain English language and format of the Deloitte Report.

2.3.2.5 Mr Jones is to request Ms Vicki Rose, Director Integrated Services to undertake work with the North Coast Primary Health Network on additional General Practitioners receiving Admission Discharge Notifications especially for sentinel patients through the winter season and provide feedback to the Board in due course.

The Board noted that Ms Rose will provide information to 25 July 2018 Board meeting on work undertaken with the North Coast Primary Health Network on additional General Practitioners receiving Admission Discharge Notifications especially for sentinel patients through the winter season.

ACTION:

Ms Vicki Rose, Director Integrated Services to undertake work with the North Coast Primary Health Network on additional General Practitioners receiving Admission

Discharge Notifications especially for sentinel patients through the winter season and provide feedback to the 25 July Board meeting.

2.3.2.6 Mr Jones to arrange for a meeting with Dr Tyson, Dr Ogg and Mr Skinner, Director Finance to discuss the equitable distribution of services across the LHD following release of the NSW State budget.

The Board noted a meeting with Dr Tyson, Dr Ogg, Mr Jones and Mr Skinner has been scheduled following the 25 July 2018 Board meeting to discuss equitable distribution of services across the LHD.

2.3.2.7 Mr Jones is to contact the NOUS Group to obtain comparative information similar to that provided by the Australian Institute of Company Directors and to provide it to the Board for consideration.

Mr Jones advised the NOUS Group has indicated it can tailor a Governance program package that meets the Board's request to provide an update on Board obligations including in relation to Governance and Fiduciary responsibility.

The Board requested it receive a further brief that outlines a Governance program that would include a review of the operation of Board sub-committees, content and form of the Board meeting papers.

ACTION:

Mr Jones is to contact the NOUS Group to discuss the additional request from the Board for a tailored Governance program and provide a further brief to the 25 July 2018 Board meeting.

2.3.2.8 Mr Jones is to forward a copy of the update on immunisation strategies report from Mr Paul Corben, Director Public Health to Ms Elizabeth Koff, Secretary and Dr Kerry Chant, Deputy Secretary NSW Health.

The Board noted the copy of the letter to Dr Kerry Chant, Chief Health Officer and Deputy Secretary Population and Public Health providing an update on the immunisation strategies by Mr Paul Corben, Director Public Health North Coast.

General discussion followed regarding the cost of accessing the whooping cough immunisation booster available by General Practitioners. The Board was concerned that the cost may be prohibitive for concession card-holders and pensioners and therefore requested to receive a brief on the cost of whooping cough immunisation.

ACTION:

Mr Jones is to provide a brief outlining the cost of whooping cough immunisation booster including the availability of any Government subsidies to the 25 July 2018.

2.3.2.9 Mr Jones is to provide advice in his June report on the definitions on surgical separations as indicated in the recent MOH surgical dashboard report.

Mr Jones provided the competing definitions and advised the Board that the more relevant indicator for activity is the surgical separations data.

2.3.2.10 Ms Vicki Rose, Director of Integrated Care and Allied Health is to provide advice on whether the data in the report on the number of separations for falls in NNSW LHD is correct.

The Board noted Ms Rose will provide advice on whether the data in the report on the number of separations for falls in NNSW LHD is correct to the 25 July 2018 Board meeting.

ACTION:

Ms Vicki Rose, Director of Integrated Care and Allied Health is to provide advice on whether the data in the report on the number of separations for falls in NNSW LHD is correct 25 July 2018 Board meeting.

2.3.3 Other Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. Matters for Decision

3.1 Completion of NNSW LHD Model By-Laws

Mr Murray Spriggs gave a brief overview of the final changes to Parts 6 to 9 of the NNSW LHD By-Laws following consultation with NNSW LHD Medical Staff Executive Council and Clinical Council.

The Board **ENDORSED** changes to Parts 6 to 9 NNSW LHD By-Laws to be forwarded to Ms Elizabeth Koff, Secretary NSW Health for approval.

Moved: Dr Allan Tyson

Seconded: Dr John Moran

CARRIED

The Chair made a presentation to Mr Spriggs acknowledging his retirement from NNSW LHD and thanked him for his contribution to the LHD and the Board over many years.

3.2 Extension of Audit and Risk Committee Independent Member

Mr Jones informed of the need to allow sufficient time to source a replacement Independent Committee member for the NNSW LHD Audit and Risk Committee. Mr Barry Shepherd's current appointment will expire on 19 July 2018.

The Board **ENDORSED** Mr Shepherd's extension of the term of appointment as the Independent member of the NNSW LHD Audit and Risk Committee until 31 December 2018.

Moved: Ms Carolyn Byrne

Seconded: Mr Mark Humphries

CARRIED

4. Chairman's Update

4.1 Chairman's Calendar

The Board noted the Chairman's Calendar.

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 to the Board, that included:

5.1.1 Current and Significant Issues

- Clinician Engagement – staff culture workshop at TTH and LBH, informal rounding at LBH and Ballina Hospital, formal rounding at TTH with Ms Jill Ludford, (Chief Executive Murrumbidgee LHD), meetings with TTH Medical Heads of Departments, Dr Tien Khoo, Hospitalist at Ballina Hospital, Urbenville MPS and Ballina Hospital site managers.
- 2018-2019 Service Agreement – provided as information at this stage and due diligence is still underway around Key Performance Indicators (KPI's) and data.
- Tweed Valley Hospital site selection - 6-week extension of the Expression of Interest closed on 14 June 2018. A community meeting was held on 18 June 2018 for feedback to the community from various panel members including Mr Brad Hazzard, MP, Minister for Health and Minister for Medical Research
- Legislative Inquiry – NNSW LHD has been requested to be a witness at the Inquiry into the provision of drug rehabilitation services in regional, rural and remote New South Wales with an additional public hearing in Lismore on 26 June 2018. Mr Jones, Ms Deidre Robinson Mr Mitch Dobbie and Ms Corinne Maynard attended the meeting in Grafton.
- Mr Ian Hatton has been appointed as the General Manager for Lismore Base Hospital. Mr Hatton has previous senior management experience and will commence in the role on 16 July 2018.
- North Coast Primary Health Network (NCPHN) – Ms Julie Sturgess has been appointed as the NCPHN Chief Executive and will commence on 1 August 2018. Mr Jones indicated that he will arrange an informal dinner with Ms Sturgess and Mr Stewart Dowrick, Chief Executive Mid-North Coast LHD to commence a collaborative working arrangement.
- 2018 NNSW LHD Quality Awards – held on 15 June 2018 were a great success with a range of staff and services being celebrated for their outstanding contributions.

5.1.2 Update on Strategic Issues

Nil update for this meeting.

5.1.3 Update on Strategic Plan Implementation

Nil for this meeting

5.1.4 Matters for Approval

Nil for this meeting.

5.1.5 Major Key Performance Indicators

- The Board noted that the result for Emergency Treatment Performance (ETP) during May 2018 was 79% against the target of 81%.
- Elective Surgery Access Performance (ESAP) During May 2018, Category 1 & 2 targets were met. The results were as follows: Category 1, 100% against a target of 100%, Category 2, 97% against a target of 97%. Category 3 was 92% against a target of 97%
- NNSW LHD met all triage targets. All Triage categories were equal to or greater than the May 2017 results with the exception of Triage 2 (87%) which was -1% below the May 2017 result.
- The Transfer of Care result for May 2018 was 93% against a target of 90%.

5.1.6 Risk and Compliance Update

Mr Jones advised that the attached Risk Management KPI report was provided for information and will be submitted to the MOH as per normal processes.

5.1.7 Governance Update

Nil for this meeting

5.1.8 Capital Works/Planning Projects

Building Cladding Materials - Mr Jones advised that no NNSW LHD sites were identified as high risk following a review in late 2017. Following further review of GBH in March 2018 by Health Infrastructure (HI) the risk was rated as moderate. Following completion of initial remediation work, the risk was downgraded to acceptable. HI has identified several further remediation strategies that are currently under consideration.

- Former Byron Bay Hospital Site Remediation Options - still strong interest from the local community to develop a submission for future community use of the old site.
- SERCO Grafton Correctional Centre – meeting held 27 June 2018. Detailed discussions continue on the operational impact of staffing, policies and pathways to the NNSW LHD. SERCO Health Manager will be appointed before the end of 2018 who will make contact with Mr Dan Madden, General Manager GBH to discuss workflows, patterns and billing procedures. General discussion followed around the importance of a secure area within GBH for prisoners and that operational guidelines and pathways will need to be developed to enable patients from the correctional facility to receive urgent care as required.
- Ballina Hospital Emergency Department (ED) - funding has been provided to refurbish the ED including flooring, painting and the creation of an expanded and improved waiting area
- Urbenville MPS Emergency Department - due to funding being provided, the ED will have a complete fit-out with the creation of new/contemporary patient and staff areas.

5.1.9 Matters for Noting

- His Excellency General The Honourable David Hurley NSW Governor attended the official launch of the “Make the invisible visible” Women and Heart Disease program in

the Tweed region on the 20 June 2018.

5.1.10 Important Meetings/ Diary Commitments

Nil for this meeting.

5.1.11 Questions for the Chief Executive without Notice

- Mr Jones responded to a query on Elective Surgery Access Performance Category 3 Results for the May 2018 and explained how they are calculated.
- Mr Jones responded to a query regarding the small increase in mental health in the 2018/19 NNSW LHD Service Agreement and advised that this relates to an under-spend in 2017/18 and is a base level.

Following discussion concerning the difficulty in filling Mental Health vacancies in the Clarence Network, the Board asked to receive a brief on the vacancy rate of Mental Health workforce within the Clarence Network to meet these challenges.

ACTION :

Mr Jones to request Ms Deidre Robinson, Manager Mental Health Drug and Alcohol Stream Services to prepare a brief on the vacancy rate of Mental Health workforce within the Clarence Network and the strategies going forward.

- Mr Jones introduced and welcomed Ms Deidre Robinson as the new General Manager Mental Health Drug and Alcohol Services.
- Mr Jones advised the VMO reappointment process is rapidly drawing to a conclusion with only 71 contracts not yet returned across the LHD at close of business 26th June 2018.

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) – 12 June 2018

Dr Ogg, Chair, HCQC provided a verbal report of the HCQC Meeting held on 12 June 2018 2018.

Dr Ogg referred to a presentation by Ms Di Goldie and Ms Sandy O'Brien on the work undertaken over the last six months to improve the quality and quantity of Discharge Summaries and the importance of handover of care.

Mr Jones agreed that while there is improvement needed across the Discharge Summary procedures, he acknowledged how far the LHD has progressed considering the base starting point.

A request was made for the presentation from Ms Di Goldie and Ms Sandy O'Brien on the achievements and status of the 'eMR and Transfer of Care Project' on the 12 June 2018 HCQC meeting to be circulated to Board members.

Discussion ensued on the possibility of extending the 'eMR and Transfer of Care Project'.

Ms Rose informed the Board of the work being undertaken on discharge summaries across the LHD being a very good news story. The appointment of Mr Tim Marsh, Senior Project Co-ordinator, Integrated Care Program has brought a fresh and energetic approach to how we look at data and IT systems. Ms Rose advised that she and members of her team recently met with Dr Zoran Bolevich, Chief Executive e-Health NSW to discuss the progress on a range of Integrated Care eHealth initiatives across NNSW LHD including the Admissions Discharge Notification program developed in partnership with the NCPHN.

Ms Rose indicated that a survey is currently underway with General Practitioners to ensure the quality of discharge summaries continues to improve.

The Board moved that further work is to be continued on the improvement and expansion of discharge summaries and to include further collaboration of NCPHN as part of this work.

ACTION:

Mr Jones is to provide a brief that outlines the steps to be undertaken to expand the discharge summaries work to the 25 July 2018 Board meeting.

Moved: Dr Joe Ogg
Seconded: Ms Carolyn Byrne
CARRIED

The Board noted the HCQC Meeting Minutes of 12 June 2018.

5.2.2 Finance and Performance Committee (F&PC) – 20 June 2018.

Mr Humphries provided a verbal report of the F&PC meeting held 20 June 2018.

Mr Humphries informed the Board that the financial results at present are showing a continued improvement across the LHD with an improved favourability expense position for the end of the financial year. However, concerns continue around deteriorating results for Own Source Revenue.

A query was raised on why medical costs have risen at a greater rate than activity? Mr Jones responded that whilst activity and acuity accounted for the majority of medical cost increases, there was a clear need for a focussed piece of work regarding disparities between activity and cost.

Concerns surrounding the changes in the Private Health Insurance sector were raised. Mr Jones is to submit information concerning implications for the LHD in relation to the proposed changes to Private Health Insurance to the 25 July 2018 Board meeting.

ACTION:

Mr Jones to include in his report July 2018 information on the changes in Private Health Insurance and the impact it will have on the LHD.

The Board noted the F&PC Meeting Minutes of 20 June 2018.

5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 14 June 2018.

Dr Tyson provided a verbal report of the MDAAC meeting held on the 14 June 2018.

It was noted that Drs Stephen Prince and Kantilal Raikundalia, VMO ENT Surgeons are retiring on 30 June 2018. Letters of appreciation from the Board will be forwarded to Drs Prince and Raikundalia.

ACTION:

Letters of appreciation from the Board are to be forwarded to Dr Stephen Prince and Dr Kantilal Raikundalia VMO ENT Surgeons on their retirement.

The Board noted the MDAAC Meeting Minutes of the 10 May 2018.

5.2.4 Health Services Development Committee (HSDC) – 7 June 2018

The Board noted the HSDC minutes of 7 June 2018 will be submitted to the 25 July 2018 Board meeting.

5.2.5 Audit and Risk Committee (ARC)– 22 June 2018.

The Chair raised the issue of the new Government insurance arrangements that no longer provide data of patterns of various WorkCover injuries that will allow the LHD to mitigate these risks.

Following discussion, it was agreed that representation to ICARE would not occur until further advice is received. However, the Board requested the Chief Executive provide an update on this matter to the 29 August 2018 meeting.

ACTION:

Mr Jones to provide an update on the progression of receiving relevant and appropriate information regarding patterns of various WorkCover injuries to the 29 August 2018.

5.2.6 Clinical Council (CC) – 12 June 2018.

The Board noted the Clinical Council Minutes dated 12 June 2018.

Ms Weir advised that attendance at the Clinical Council meetings has been good and Clinical Engagement Forums have commenced at Tweed Heads, Murwillumbah, Byron Bay and Lismore with meetings to be held in the Clarence Network to commence in September.

The Board noted the Clinical Council meeting Minutes dated 12 June 2018.

5.2.7 Community Engagement Advisory Council (CEAC) – 18 June 2018.

The Board noted the CEAC minutes of 18 June 2018 will be submitted to the 25 July 2018 Board meeting.

Mr Jones reported that the CEAC framework and structure is currently under review. Mr Jones also indicated that he will arrange a meeting with Ms Julie Sturgess, the new Chief Executive NCPHN and Ms Anne O'Donoghue, CEAC Chair to look at new models of engagement across the NCPHN and LHD.

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 6 August 2018.

The Board noted the next APM meeting will be held on the 6 August 2018.

5.2.10 Mental Health Forum (MHF) – 4 June 2018.

The Board noted the MHF meeting minutes on the 4 June 2018.

The Chair thanked Ms Weir and noted the forum members' appreciation on the work Ms Weir had undertaken on the 'Warm Rooms'.

The Board noted the MHF meeting minutes dated 4 June 2018.

5.2.11 Research Strategic Advisory Committee (RSAC) – 7 August 2018.

The Board noted the next RSAC meeting will be held on 7 August 2018.

5.2.12 Drug and Alcohol Community Advisory Committee (DACAC) – 14 June 2018.

The Board noted the DACAC meeting minutes dated 14 June 2018 will be submitted to the 25 July 2018 Board meeting.

5.2.13 NNSW LHD Health Emergency Management Committee (HEMC) – 14 May 2018.

The HEMC Minutes of the 14 May 2018 Board meeting are to be resubmitted to the 25 July 2018 Board meeting due to Dr John Griffin's absence.

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

6.1 Major correspondence

There was no major correspondence for noting.

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 2018 Board Calendar.

6.4 Other matters for noting

Nil matter for noting

7. Meeting Finalisation

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 27 JUNE 2018 AT THE GRAFTON BASE HOSPITAL, CONFERENCE CENTRE ROOMS 1 & 2, ARTHUR STREET GRAFTON, COMMENCING AT 10.15AM.

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7.1 Next Meeting


25 July 2018

Pottsville HealthOne – 9.00am – 1.00pm

7.2 Meeting closed

There being no further official business, the Chair declared the meeting closed 11.48am.

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

Signed  Date 8/8/18

Mr David Frazer
Acting Chair
Northern NSW Local Health District Board