

1. PRESENT AND APOLOGIES:

Ms Hazel Bridgett, (Chair), Mr Malcolm Marshall, Mr David Frazer, Dr Joe Ogg, Dr Austin Curtin and Ms Deb Monaghan

Via Teleconference: Ms Leone Craydon

Via Videoconference: Dr Sue Page (The Tweed Hospital), Professor Lesley Barclay and Ms Rosie Kew (UCRH Lismore)

In Attendance : Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver (Secretariat)

Apologies: Dr Brian Pezzutti (Military Leave)

Ms Yvette Bowen, Workplace Health and Safety Manager and Ms Lyn Harris, Workplace Health and Safety Co-ordinator attended the NNSW LHD Board Meeting and provided a presentation on new Legislation on the Work Health and Safety Act and Regulations and approved Codes of Practice.

Action:

Ms Yvette Bowen, Manager Workplace Health and Safety is to provide advice to the 1 August 2012 Board Meeting on the Board's responsibilities as set out in the Work Health and Safety Act on the potential for penalties to be applied to Board Members, where non compliance with the Act is proven and whether Board Members, who are paid a sitting fee will be open to individual penalties being applied them.

Ms Craydon is to email Ms Yvette Bowen, concerning the issue of Deeds of Indemnity being issued for the Board Members against any liability arising from a prosecution in relation to the Work Health and Safety Legislation and Ms Bowen will provide advice to the 1 August 2012 Board Meeting on this matter.

Ms Bowen is to provide Board Members with the QBE internet link to information on the Work Health and Safety Legislation requirements.

The Chair thanked Ms Bowen and Ms Harris for attending the Board Meeting and presenting to the Board on the new Work Health and Safety Legislation requirements.

2 Declaration of Interest

Nil

3. Previous Minutes:

The Minutes of the Board Meeting held on 30 May 2012 were **ENDORSED** with an amendment to Item 10 to read "Business Without Notice".

Moved: Mr Malcolm Marshall

Seconded: Dr Joe Ogg

CARRIED

4. Business Arising from the Minutes:

4.1 Mr Crawford is to submit a report to a future Board Meeting that provides information on the NSW 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 respectively and prospectively.

Mr Crawford advised that information will be provided to a future Board Meeting once the devolved recruitment function is settled in and has had time to collect this information.

The Chair advised this item will remain on future Board Agendas, until the information becomes available

Action:

Mr Crawford is to submit a report to a future Board Meeting that provides information on the NSW 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 respectively and prospectively.

4.2 Mr Crawford is to request Dr David Hutton, Director Clinical Governance is to review a National Health Performance Authority Indicators document and provide a presentation on and summary of it to the July 2012 Board Meeting. Mr Crawford referred to the memorandum sent to Dr David Hutton, Director Clinical Governance requesting that he review the National Health Performance Authority Indicators and noted that he will provide a presentation on these indicators to the July 2012 Board Meeting.

Action:

Dr David Hutton is to provide a presentation on and summary of the National Health Performance Authority Indicators to the July 2012 Board Meeting, which will be held on 1 August 2012.

4.3 Mr Crawford advised that James McGuigan is to provide information about data confidence intervals that can easily be provided for some of the LHD data to the June 2012 Finance and Performance Committee Meeting.

Mr Crawford referred to the article provided in the Agenda papers on "Constructing Confidence Intervals for Flexible Budget Cost Estimates" from the Journal of Business and Economics Research, October 2007 Edition, that was provided by James McGuigan, Director of Finance. Mr Crawford reported that following this matter being discussed at the Finance and Performance Committee, given the main recipient of NSW LHD data is the Ministry of Health, which does not use confidence intervals, beneficial application of confidence intervals may only be relevant in some narrow circumstances and not generally across most NSW LHD data.

The Chair suggested that on a national basis the use of confidence intervals could be quite useful but not on an LHD only basis.

Dr Ogg agreed that the use of confidence levels has limited application in the current circumstances of the NNSW LHD.

4.4 Mr Spriggs is to provide a copy of the proposed prototype NNSW LHD Board Minutes to be placed on the NNSW LHD internet site to the Chair and Deputy-Chair of the CEAC for their feedback.

Following discussion, the Board agreed that a Summary of the NNSW LHD Board Minutes be developed and published on the NNSW LHD Internet Site over a trial six month period.

Moved: Dr A Curtin
Seconded: Mr M Marshall
CARRIED

4.5 Mr Spriggs is to forward the Board Member Review Proforma to each Board Member who is to Individually make contact with the Board Chair to schedule a mutually convenient time to meet with the Board Chair to discuss his/her performance.

The Chair reported that some Board Member self-appraisals have been submitted. The Chair requested that all Board Member self-appraisals be submitted to her by the 6 July 2012.

Action:

All Board Members are to submit their self-appraisals to the Board Chair by 6 July 2012.

4.6 A copy of the draft response to the Minister for Mental Health on the Towards an Aboriginal Health Plan for NSW Discussion Paper is to be submitted to the June 2012 Board Meeting for consideration.

The Chair reported that a meeting of the working group which is developing a response to the Towards an Aboriginal Health Plan for NSW Discussion Paper was held to consider the draft response to the Minister for Mental Health on this Discussion Paper. Mr Spriggs advised that responses to the template questions are being provided by Lyndall and Jenny Smith. The Chair noted that the NNSW LHD has been given an extension of time to submit its response to the Discussion Paper.

The Chair advised that a copy of the response to the Minister for Mental Health on the Towards an Aboriginal Health Plan for NSW Discussion Paper will be submitted to the July 2012 Board Meeting, which will be held on 1 August 2012.

Action:

A copy of the response to the Minister for Mental Health on the Towards an Aboriginal Health Plan for NSW Discussion Paper is to be submitted to the 1 August 2012 Board Meeting.

- 4.7 Mr McGuigan is to provide an analysis of the financial situation relating to Goods and Services expenditure for the remainder of the 2011/12 year in relation to the year to date Goods and Services budget overrun to the June Finance and Performance Committee Meeting.**

Mr Frazer advised that an analysis of the financial situation relating to Goods and Services expenditure for the remainder of the 2011/12 year in relation to the year to date Goods and Services budget overrun was provided in the June 2012 Finance and Performance Committee Meeting.

- 4.8 Mr Crawford is to raise with the Clinical Council the issue of identification of impending workforce shortages, that may be able to be addressed in a more timely fashion, such as recruiting to positions earlier.**

Mr Crawford advised this matter was flagged with the Clinical Council for discussion at the next Clinical Council meeting and feedback will be provided to the Board following the discussion of this matter by the Clinical Council.

Action:

Mr Crawford is to provide feedback from the Clinical Council meeting following discussion of the issue of identification of impending workforce shortages, that may be able to be addressed in a more timely fashion, such as recruiting to positions earlier, after this matter has been discussed by the Clinical Council.

- 4.9 Mr Crawford is to submit a Brief from Mr James McGuigan, Director of Finance outlining the management of Auxiliary equipment purchase processes.**

The Brief from James McGuigan, Director of Finance in relation to the current process and problems associated with Hospital Auxiliary equipment purchases and the development of a more streamlined and timely approach to support these purchases was noted.

- 4.10 The Board is to consider representations from the North Coast NSW Medicare Local on the NNSW LHD Board at the June 2012 Board Meeting.**

Mr Crawford reported that he has had informal discussions with Mr Vahid Saberi, Chief Executive, North Coast Medicare Local (NCML) concerning cross representation on the NCML and NNSW LHD Boards and he has been advised that the NCML Board is to be a skills based Board and therefore the NCML requires Board Members with relevant skills and that nominations are currently open for membership of the NCML Board.

The Board AGREED that a letter be forwarded to the NCML Board requesting its formally written nomination of a nominee from its Board to the NNSW LHD Board. Following receipt of a reply to that correspondence from the NCML, a letter will be

forwarded to the Minister for Health and Medical Research seeking her appointment of the NCML nominee to the NNSW LHD Board.

Action:

The Board Chair is to forward a letter to the North Coast Medicare Local Interim Board Chair requesting a nominee from its Board to the NNSW LHD Board be provided. Following receipt of a reply to that correspondence from the NCML a letter is to be forwarded to the Minister for Health and Medical Research seeking appointment of the NCML nominee to the NNSW LHD Board.

- 4.11 The Chair is to send a letter of response to Mr Brett Holmes, General Secretary, NSW Nurses Association advising that the Board had agreed that the Nurse Manager of Campbell Hospital is to be included on the Coraki and Surrounds Clinical Services Plan Steering Committee and noted that the Executive Officer/Director of Nursing Campbell Hospital is already a member of the Steering Committee.**

The Board noted the letter to Mr Brett Holmes, General Secretary, NSW Nurses Associated dated 5 June 2012 from the Board Chair.

- 4.12 Response from MOH concerning request for additional funding to cover additional costs associated with Leap Year**

The Chair advised that a response has now been received from Mr John Roach, MOH to the NNSW LHD request for additional funding to cover expenses associated with the Leap Year and a copy of this letter will be included on the 1 August 2012 Board Meeting Agenda for noting.

Action:

A copy of the letter from Mr John Roach, MOH to the NNSW LHD request for additional funding to cover expenses associated with the Leap Year will be included on the 1 August 2012 Board Meeting Agenda for noting.

- 4.13 Board Members Conference held on 22 June 2012 in Sydney**

The Chair advised the several NNSW LHD Board Members attended the Board Members Conference held in Sydney. The Chair requested that all Board Members who had attended the Conference provide a brief written overview of the Breakout Groups that they had attended, as well as their overall observations on the Conference to her for inclusion in the 1 August 2012 Board Meeting Agenda Papers.

Action:

All Board Members who attended the Board Members Conference are to provide a brief written overview of the Breakout Groups that they had attended, as well as their overall observations on the Conference for inclusion in the 1 August 2012 Board Meeting Agenda papers for noting.

5. Minutes – Governance Committee:

5.1 Finance & Performance Committee

Mr Frazer gave a verbal report arising from the Finance and Performance Committee (F&PC) meeting held on 20 June 2012.

The unconfirmed Finance and Performance Committee Minutes from 20 June 2012 were noted.

5.2 Health Care Quality Committee

Ms Rosie Kew provided a verbal report arising from the Health Care Quality Committee held on 8 June 2012

The unconfirmed Health Care Quality Committee Minutes from 8 June 2012 were noted.

5.3 Medical and Dental Advisory Appointments Committee (MDAAC)

The Board Chair gave a verbal report arising from the MDAAC Meeting held on 14 June 2012.

Mr Crawford advised that he has written to the Health Education and Training Institute (HETI) suggesting that if other LHDs that have been provided with GP Proceduralist positions that they are not able to utilise, that consideration be given to the NNSW LHD being offered these Generalist and Proceduralist positions as these may be able to be accommodated within the NNSW LHD. A copy of the letter to HETI will be included in the 1 August 2012 Board Meeting Agenda Papers for noting.

Action:

A copy of the letter to the Health Education and Training Institute (HETI) from the Chief Executive suggesting that if other LHDs that have been provided with GP Proceduralist and Generalist positions are not able to utilise them then they should become available to other LHDs such as the NNSW LHD be included in the 1 August 2012 Board Meeting Agenda Papers for noting.

The unconfirmed MDAAC Minutes from 14 June 2012 were noted.

5.4 Health Services Development Committee

The Minutes of the Health Services Development Committee Meeting held on 26 June 2012 will be circulated to the 1 August 2012 Board Meeting for noting.

5.5 Audit and Risk Committee (ARC)

Mr Crawford gave a verbal report arising from the ARC Meeting held on 7 June 2012.

The unconfirmed Audit and Risk Committee Minutes of 7 June 2012 were noted.

5.6 NSW LHD Clinical Council

The Minutes of the 19 June 2012 Clinical Council meeting will be submitted to the 1 August 2012 Board Meeting for noting.

5.7 Community Engagement Advisory Council (CEAC)

It was noted that the next meeting of CEAC is scheduled on 27 August 2012.

5.8 Medical Staff Executive Council (MSEC)

The Minutes of the MSEC held on 15 March 2012 were noted.

6. General Business:

6.1 Approval for using NSW LHD Seal on Deed Between the Cancer Institute NSW and NSW LHD for Infoed Clinical Trials Module : A System to support grant funded Clinical Trials Units

The Board ENDORSED the use of the NSW LHD Seal on the Deed Between the Cancer Institute NSW and NSW LHD for Infoed Clinical Trials Module : A System to support grant funded Clinical Trials Units Agreement.

Moved: Mr M Marshall

Seconded: Dr J Ogg

CARRIED

6.2 Letter from Robert Rust, Chief Executive, Health Infrastructure, concerning LBH Stage 3 Redevelopment and Yamba

The letter from Mr Robert Rust, Chief Executive, Health Infrastructure, concerning the LBH Stage 3 Redevelopment and Yamba Community Health Project dated 1 June 2012 was noted.

6.3 Updated Audit and Risk Committee (ARC) Terms of Reference for consideration

Mr Crawford advised that since the Board endorsed the ARC Terms of Reference, the ARC Chair had made some minor changes to the Terms of Reference which require endorsement by the Board.

Moved: Mr D Frazer

Seconded: Ms D Monaghan

CARRIED

6.4 Letter from Lynne Cone, Secretary of the Bonalbo Branch of the NSW Nurses Association concerning Bonalbo Hospital

The letter from Lynne Cone, Secretary of the Bonalbo Branch of the NSW Nurses Association dated 29 May 2012 was noted.

6.5 Letter from Barbara Kirkpatrick, Secretary, Bonalbo and District Development Association concerning Bonalbo Hospital Medical Cover

Mr Crawford advised that he will be scheduling a meeting with Ms Kirkpatrick, Secretary, Bonalbo and District Development Association and Ms Nancy Martin, Executive Officer/Director of Nursing Kyogle Multipurpose Service, to discuss an MPS Model that may be able to be implemented in Bonalbo.

The letter from Ms Barbara Kirkpatrick, dated 28 May 2102 was noted.

6.6 2012/13 Service Agreement Acute Inpatient and ED Activity Levels

The Chair referred to the 2012/13 draft Service Agreement Acute Inpatient and ED Activity Levels noting that some Key Performance Indicators have changed from last year and requested that Board Members review the draft Service Agreement. The Chair advised that a Special Board Meeting will be scheduled to discuss and approve the 2012/13 Budget later in July 2012.

6.7 Letter from Thomas George MP, Member for Lismore, concerning Play Therapist position at LBH

Mr Crawford noted that he has addressed the issue of the LBH Play Therapist position in his Board Report at Item 8.

Mr Crawford advised that no other North Coast Hospital Children's Ward has a Play Therapist position nor do similar sized Hospitals in other rural parts of NSW. Mr Crawford also stated the Craft Room is not currently available for use by the Child Patients admitted to the LBH Children's Ward, however the Children's Ward Playroom is available. Mr Crawford indicated that LBH will be looking to identify more volunteers to provide assistance in the Children's Ward Playroom and Craftroom, or alternatively Early Childhood Students from Southern Cross University could provide assistance, as part of their placement requirements.

7. Chief Executive's Report

Mr Crawford referred to the issues that were covered in his Report to the Board, which included NEAT and NEST Performance, Aboriginal Health Partnership Agreement, Aboriginal Patent Access to NNSW LHD Services, 2012/13 NSW Health Budget, Yamba Community Health Centre, Lismore Base Hospital Stage Three development, Coroner's Findings/Recommendations in two cases that have been recently decided, Business Plan Development, TTH Clinical Services Plan, Prioritisation of Capital Works Projects, Board Members Conference, Regional Plan which Relates to the State Plan 2021, "Connecting Care" Severe Chronic Disease Program, Casino Hospital Nursing Review, Activity Based Funding, developments relating to Mullumbimby, Campbell and Bonalbo Hospitals, University Centre for Rural Health (UCRH) Projects, Future Health Patient Surveys, LBH Play Therapist, Relationship with the North Coast NSW Medicare Local and Chief Executive Leave.

The Board ENDORSED the NNSW LHD Capital Works priority list as submitted.

The Chief Executive's Report was noted.

8. For Information:

8.1 Signed Deed of Variation and Restatement No 1 Health Workforce Australia and NNSW LHD following Rotating Board Minute

Noted

8.2 Email from UCRH NC concerning Simulated Learning Environments Distributed Funding Round Success

Noted

8.3 Letter from Dr Tony Lembke, Chairperson, Medicare Local North Coast NSW in response to proposal to hold a joint Workshop

Mr Crawford advised that the workshop with NNSW LHD and NCMLD Boards, will be scheduled following the appointment of the permanent NCML Board Members to NCML Board.

8.4 Email from HHF Co-ordination dated 23 May 2012 concerning LBH HHF application

Noted

9. Business Without Notice

- Mr Crawford advised that following the Draft NNSW LHD By-Laws being considered by the EMSC, thirty days notice is required to be given to the Board of the draft By-Laws before it can consider and formally adopt them.
- The Board congratulated Ms Anne Farrell, Nurse Manager, Maclean Hospital on her Award as the Clarence Valley Woman of the Year and Ms Susanne Weir, Midwife at Mullumbimby & District War Memorial Hospital for being awarded the Johnson and Johnson NSW Midwife of the Year title. The Board Chair will write to these NNSW LHD Staff to formally congratulate them on behalf of the Board.

10. Correspondence In:

10.1 Schedule of correspondence received by the Board Chair for noting

Noted

11. Correspondence Out:


Nil

12. Next Meeting:

Wednesday 1 August, 1.30 – 5.00 pm

There being no further business, the Chair declared the meeting closed at 4.41pm.

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

Signed  Date 12 9 2012

Ms Hazel Bridgett

Chair, Northern NSW Local Health District