

Presentation from David Hutton relating to Item 12.6 of the Agenda – Strategic Risk Register

Dr David Hutton provided a detailed presentation on the Strategic Risk Register to the Board and noted that the Northern NSW Local Health District (NNSW LHD) Strategic Risk Register was provided to the Board with the meeting papers, noting that the Register is designed to be at a strategic level for the Organisation and captures the big picture risks for NNSW LHD and includes the remedial actions to be taken to manage these risks at the LHD level.

Dr Hutton advised that the Risk Register includes risks relating to external sources, for example of the Ministry of Health relating to funding, however noted that most of the risks included are internal in nature. Dr Hutton advised that the Register also includes risk to achievement of strategic objectives and in that regard the key document considered in developing the Register is the Service Agreement with the Ministry of Health (MOH). The Register includes risks escalated within the NNSW LHD, Dr Hutton said, which is an important component to consider. Dr Hutton also indicated the importance of utilising the Strategic Risk Register to support strategic planning and decision-making.

Dr Hutton advised that the Strategic Risk Register establishes the context and is the section of the Register, which has grown over the past year. Dr Hutton advised that in terms of risk rating context, there is the nature of health care, indicating that there is often debate regarding the number of serious incidents and what that means in terms of risk. Dr Hutton indicated that the reality is that providing health care is a risky business, particularly for those more vulnerable Patients, such as the elderly or people with serious illnesses or injury. The process that Clinicians follow in offering health care is to create an environment where the benefits outweigh the risks, Dr Hutton said.

Dr Hutton referred to the Risk Matrix and advised that risks are measured in terms of the level of consequence by the probability of the risk occurring and its potential frequency. Having two processes for working through the likelihood has caused great debate and was worked through at length during the Risk Forum held in December 2013, Dr Hutton said. Dr Hutton advised that the document is a Strategic Risk Register for the NNSW LHD, therefore it is the Board and the Chief Executive who ultimately decide the level of risk which is deemed acceptable and the rating each risk is assigned. Dr Hutton reported that at the Risk Forum there was Board representation in attendance and clear direction was provided regarding the rating of some risks.

Dr Hutton discussed the dilemma of assessing whether a risk will impact achievement of the strategic objectives, or of following the Risk Matrix, when determining the rating to give to a risk.

Dr Hutton provided additional background information to the Board, advising that there are issues with the term “equitably and transparently funded” and noted that there have been changes in terms of transparency of funding, for example there is now visibility of all Service Agreements, which enables comparisons of the funding between LHDs to be undertaken. Dr Hutton further advised that there has been little apparent movement on

the equity component, for example, an exercise was undertaken last year to access the Service Agreements from other LHDs to examine the National Weighted Activity Units allocated for Acute Emergency Department (ED), Non-Admitted, Sub-Acute, Mental Health and Block funded services and the area which stood out in regards to variation between LHDs was the area of Non-Admitted services. Dr Hutton advised that he has completed comparison work between LHDs and tabled a diagram, which identifies NSW LHD as having the second lowest funding in the State allocated to Non-Admitted services and noted that a rough estimation of the additional funding required to increase NSW LHD funding to a level equivalent to the other LHDs would be approximately \$60 million.

Dr Hutton commented in relation to a report generated by the Bureau of Health Information regarding the mortality for five conditions with high admission rates, released in December 2013 which included data for Murwillumbah, Ballina, Maclean, Grafton Base and Casino Hospitals, as well as for LBH and TTH. Dr Hutton advised that the report showed only one high outlier for stroke being a Patient at LBH, noting that all other Patients were inliers within the data provided, therefore NSW LHD does not stand out as an LHD with high mortality in terms of standardised mortality ratios for those five conditions.

1. PRESENT AND APOLOGIES:

Dr Brian Pezzutti (Chair), Mr Malcolm Marshall, Dr Allan Tyson, Ms Deb Monaghan, Mr David Frazer, Dr Joe Ogg, Ms Hazel Bridgett, Ms Rosie Kew, Mr Mark Humphries

Teleconference: Dr Sue Page, Ms Lesley Barclay

Videoconference: Ms Leonie Craydon

In Attendance : Mr Chris Crawford, Mr Murray Spriggs, Ms Alison Renwick
(Secretariat)

2. Apologies: Nil

3. Declaration of Pecuniary and/or Conflicts of Interest

Nil

4. Board Members to asterisk non-asterisked items that they wish to discuss.

The Board Members identified additional Agenda Items 7.8, 11.6, 11.9, 7.4, 7.17, 14.1 and 14.4.

The Chair offered formal congratulations on behalf of the Board to the Chief Executive for his Australia Day Public Service Award, noting that the Director-General had initiated this process, which would be widely applauded throughout NSW Health. The Chair indicated that Mr Crawford has been noted as an exemplary Manager and as a person who has dedicated a tremendous effort to Health Services on the NSW North Coast through difficult times, for a number of years and it is wonderful to see Mr Crawford recognised in this way.

5. PRESENTATION OF PATIENT JOURNEY STORY

Lily Fenech, Essentials of Care Leader, Grafton Base Hospital

Ms Fenech advised that the Patient Story forms a part of the State-wide program, Essentials of Care (EOC), which aims to improve Patient outcomes and workplace culture. The Staff are involved in evaluating their clinical practice and environment and one of the ways this is done is by collecting data, which includes clinical audits, observations of care and Patient stories, Ms Fenech said. Ms Fenech further advised that each Ward which is involved in the EOC Program undertakes interviews of four Patients in that Ward area in relation to their journey, which interviews are undertaken by Staff trained in interview techniques.

Ms Fenech indicated that interviews often include the Patient and his/her Carers and they are asked about their overall experiences on the Ward, in terms of what they see, what they heard and what they feel during their journey. Ms Fenech further indicated that the Patient stories have a significant impact on Staff and provide a good insight into the care provided. Ms Fenech discussed a story from a Patient interviewed in 2009, who was a 50 year old female, admitted to a Sydney Hospital following a fall, sustaining a hip and head injury and who was then transferred back to Grafton Base Hospital (GBH) for Rehabilitation.

The Chair thanked Ms Fenech for her time and attendance.

6. Previous Minutes:

a) The Minutes of the Board Meeting held on 4 December 2013 were ENDORSED as a true and accurate record of the meeting.

Moved: Mr Malcolm Marshall
Seconded: Dr Allan Tyson
CARRIED

b) The Abridged Minutes of 30 October 2013 Board Meeting were APPROVED for placing on the NNSW LHD Internet Site.

Moved: Ms Hazel Bridgett
Seconded: Mr David Frazer
CARRIED

c) The Minutes of the NNSW LHD Annual Community and Stakeholder Meeting of 4 December 2014 were ENDORSED as a true and accurate record of the meeting.

Moved: Mr Deborah Monaghan
Seconded: Dr Allan Tyson
CARRIED

7. Business Arising from the Minutes:

7.1 Mr Crawford is to request Ms Maureen Lane, Manager Planning and Performance to prepare a report on how many Patients are being thrombolised outside of the LBH

Cardiac Catheter Laboratory's hours of operation and submit it to the 5 March 2014 Board Meeting for consideration prior to forwarding it to the NNSW LHD Clinical Council for consideration.

The Board noted that this item relates to a report, which is to be provided to the 5 March 2014 Board Meeting.

- 7.2 Mr Crawford is to request Dr David Hutton, Executive Director Clinical Governance to provide a report to the 29 January 2014 Board Meeting on what is the process to introduce a unique number identifier for NNSW LHD Patients.**

The Board noted the Memorandum provided by Dr David Hutton in relation to unique identifier numbers for NNSW LHD Patients.

- 7.3 Mr Crawford is to request Dr David Hutton, Executive Director Clinical Governance undertake additional work to revise his Paper dealing with the MCCC investigation process, which is to be resubmitted to the 29 January 2014 Board Meeting for consideration, together with a cover Briefing Note which outlines how the Paper has been modified.**

The Board noted the Brief provided by Dr David Hutton in relation to the MCCC investigation process.

- 7.4 Ms Maureen Lane, Manager Planning and Performance and Ms Moira Waters, Planning Officer, are to review the 2013/14 Budget to ascertain if it is aligned with the existing NNSW LHD Strategic Plan and provide advice to the 29 January 2014 Board Meeting.**

Mr Crawford advised that Maureen Lane has responded to the request from the Chair to ascertain if the 2013/14 Budget aligns with the NNSW LHD Strategic Plan, and advised that she has indicated that the Budget reasonably aligns to the Strategic Plan.

- 7.5 The Chief Executive is to provide the Board with a Report on how the changed Chief of Staff position and the more autonomous Health Service Group Executive Director roles are progressing and how this has impacted on the role of the Chief Executive to the 28 May 2014 Board Meeting.**

This Report will be provided to the Board Meeting in May 2014.

- 7.6 Mr Crawford is to provide a comprehensive report on the implications of the Microsoft Licensing changes for the LHD to the 29 January 2014 Board Meeting for consideration.**

The Board noted the Brief provided by Mr Crawford in relation to the NNSW LHD Personal Computer and Laptop readiness to be migrated to the Windows 7 Operating System.

- 7.7 Mr Frazer is to provide a Brief to the 29 January 2014 Board Meeting advising of the outcome of the 12 December 2013 Risk Management Workshop to consider the wording of the NNSW LHD Risk Register.**

The Board noted the information provided by Mr David Frazer in relation the NNSW LHD Risk Register.

- 7.8 Mr Crawford is to investigate whether a 10% increase in emergency surgery above target as at the end of October 2013 is the correct figure and then report back to the 29 January 2014 Board Meeting.**

Mr Crawford provided verbal advice indicating that a thorough analysis has been undertaken which uncovered that last year's emergency surgery figure was understated, causing the 2014/15 increase to appear greater than it actually is and noted that there were also other discrepancies with the figures discovered. Mr Crawford advised that once these factors were taken into account the Emergency Surgery increase reduced to a more acceptable level of 4%. The Board noted the verbal report provided by Mr Crawford.

- 7.9 The Chief Executive is to provide data that becomes available in future years to the Board Chair on the difference in the cost of treating children in Lismore and Grafton and compare this to the cost of the treatment provided to children in the Byron Shire, as cost factors need to be taken into account when a Council makes a decision to introduce or not introduce Fluoride into its water supply.**

This matter will be discussed under Item 9 of the Agenda during discussion of the Chief Executive's Report.

- 7.10 The Board Chair is to write to the relevant Staff who assisted in the preparation of the Bonalbo Multipurpose Service Feasibility Study Report thanking them for the work they undertook in preparing such a comprehensive document.**

The Board noted the correspondence from the Chair to the Staff who assisted in the preparation of the Bonalbo Multipurpose Service Feasibility Study Report.

- 7.11 The Board Chair is to write to the relevant Staff who assisted in the preparation of The Tweed Hospital Master Plan thanking them for the work they undertook in preparing such a comprehensive document**

The Board noted the correspondence from the Chair to the Staff who assisted in the preparation of The Tweed Hospital Master Plan.

- 7.12 The Chief Executive is to forward a copy of the Improving Clinician Engagement Paper to the Minister for Health and Medical Research for her information.**

The Chair advised that the Board Paper on Improving Clinician Engagement has been forwarded to the Minister for Health and Medical Research and he noted that the Minister's Chief of Staff contacted him by phone to provide positive feedback about the Paper and thank him for providing it to the Minister.

The Board noted the correspondence from the Chair to the Minister for Health and Medical Research regarding the Improving Clinician Engagement Paper.

- 7.13 Mr Crawford is to forward a letter to Mr Sam Sangster, Chief Executive, Health Infrastructure and Dr Mary Foley, Director-General, NSW Ministry of Health advising of the NNSW LHD Board's endorsement of the Lismore Base Hospital (LBH) Multistorey Carpark Business Case to proceed to a Gateway Review. The letters are to also advise of the Board's concern about the expected timeframe for bringing on**

any additional carparking that is being developed. Should funding be received from NSW Treasury as part of the 2014/15 Budget approval, then Health Infrastructure (HI) is requested to speed up the development of the LBH Multistorey Carpark, so that it is commissioned in mid-2015, rather than at the end of 2015, as it is a Priority Project for the LHD.

Mr Crawford should also include in the two letters that he writes to the Director-General and the HI Chief Executive, that consideration will be given to being able to utilise generally the same process that was followed for the LBH Carpark Project, to support the development of a similar Multistorey Carpark on The Tweed Hospital (TTH) Campus, as the first stage of the TTH Stage 4 Redevelopment, for which a Master Plan has recently been completed, should the LBH Multistorey Carpark Project successfully pass through the Gateway Review process.

The Board noted the correspondence from Mr Crawford to Mr Sam Sangster, Chief Executive, Health Infrastructure and Dr Mary Foley, Director-General, NSW Ministry of Health regarding the Lismore Base Hospital Multistorey Carpark Business Case and the Board's desire to also develop a Multistorey Carpark on TTH Campus.

- 7.14 Mr Crawford is to make enquiries with Dr Hutton, Executive Director Clinical Governance on whether Board Members are able to attend the Clinical Excellence Commission Partnering with Patients presentation on 18 February 2014 in the Richmond Clarence Health Service Group and provide feedback to Ms Bridgett.**
The Clinical Excellence Commission will be conducting a Patient Based Care Workshop for the Richmond Clarence Health Service Group at UCRH on Thursday 27 March 2014. Ms Hazel Bridget will be opening the Workshop. Board members are welcome to attend. Reservations can be made by contacting Pam Mitchell. LHD Clinical Quality Manager (66202494 or Pamela.Mitchell@ncahs.health.nsw.gov.au).

- 7.15 The Chief Executive is to request Ms Bernadette Loughnane, Executive Director, Tweed Byron Health Service Group submit a report to the 29 January 2014 Board Meeting on how TTH has implemented a ABF check lists(s) to facilitate more accurate Patient coding.**

The Chair requested that the Health Service Group Executive Directors write to the Medical Officers and Registrars requesting that they ensure that they enter information clearly into the Medical Record to ensure that the Coders are able to more easily identify and understand the information that has been included in the Medical Record to facilitate more accurate Patient coding.

The Board noted the Brief provided by Ms Bernadette Loughnane in relation to the strategies being implemented to assist Medical Officers at TTH to improve Medical Record documentation to support more accurate coding.

- 7.16 Mr Crawford is to raise with the North Coast NSW Medicare Local Chief Executive why the Lismore GP Super Clinic is not opening "after hours".**
This matter will be discussed at Item 9 of the Agenda as part of the discussion of the Chief Executive's Report.

- 7.17 Mr Crawford is to provide an update to the 29 January 2014 Board Meeting on the status of the development of a “one stop” place for recruitment documentation where there is access to all the required information and forms in one repository.** Dr Tyson commented in relation to delays in recruitment processes which could potentially result in the loss of successful applicants and in particular referenced a recruitment process for a Staff Specialist Obstetrician approved at the December MDAAC meeting, who for a number of reasons has not ever received a letter of appointment. Dr Tyson advised that this issue was raised with the Recruitment Unit Staff and the letter has now been actioned, however this process has taken six weeks to complete. Dr Tyson advised that this had occurred due to the position being for a Staff Specialist and the requirement for the recruitment to be managed through the Mercury System, which requires completion of the full complement of steps before an offer can be made. The delay was caused by all steps not being finalised. Dr Tyson indicated that this is unacceptable and risked the LHD losing good applicants on a consistent basis.

The Chair commented in relation to the difference in Senior Medical Officer appointment processes between Visiting Medical Officers being generally engaged under a five year Contract arrangement and a Staff Specialist being employed on a permanent basis. The Chair referred to the Memorandum dated 27 March 2013 from Ms Katie Willey, in particular the third dot point and commented in regards to Medical Officer recruitment averaging 77 days to finalise, noting that this length of time is most definitely why applicants are lost. The Chair further commented on the Memorandum, indicating that he hoped Junior Medical Officer recruitment processes did not take 77 days to complete. Mr Crawford advised that Junior Medical Officer recruitment is usually undertaken on a State-wide basis, where positions are advertised in August for appointment the following January, therefore they would take a longer period but this is a very different process.

Ms Kew identified concerns in relation to the lack of a centralised access point on the NNSW LHD Intranet where a full suite of the required forms is available and suggested that this be included on the Work Support Centre part of the Intranet. Ms Kew raised a further concern in relation to the duplication of the occupational vaccination requirements, noting that once the necessary evidence is provided a certificate of compliance is issued to the Staff Member and should that Staff Member undertake a recruitment process three months later, that certificate is not deemed acceptable and the process is then repeated.

Ms Kew also raised concern in relation to a previous request for a recruitment process map to be included on the centralised recruitment site, which has not been actioned to date. The Chair noted further concern referring to Table 1: Recruitment Timeframes regarding Nursing recruitment and the length of time taken to cull, interview and then finalise appointments indicating that the timeframes were unsatisfactory and need to be sharpened. Mr Crawford advised that this information related to processes and timeframes from 2011 and 2012, noting that significant improvements have been made since that time.

Action: Mr Crawford is to bring a further Brief to the 5 March 2014 Board Meeting addressing the issues raised in terms of recruitment processing timeframes, delays in Medical Officer recruitment, developing a centralised point for recruitment forms and the need for a process map on the Work Support Centre of the NNSW LHD Intranet and that occupational vaccination compliance duplication should be avoided.

7.18 Mr Crawford is to make enquiries as to why NSW Kids and Families is managing the Policy Directive 2005_587 Pregnancy Framework for Termination in NSW Public Health Organisations and provide feedback to the 29 January 2014 Board Meeting. Mr Crawford advised that this item is addressed at item 54 of the Chief Executive's Report, noting that attached to his Report is a copy of latest Women's Health eBulletin. Mr Crawford indicated that NSW Kids and Families manages Women's Health issues and therefore also manages pregnancy and termination issues. The Board noted the information provided by the Chief Executive.

7.19 ***Any other Matters Arising from the Board Minutes**

Ms Bridgett made a clarification to Item 9, Page 17, paragraph 7 of the 4 December 2014 minutes indicating that further detail was required on this matter as follows:

Ms Bridgett noted that in 2014 licences will no longer be separated into high care or low care. All residents, other than concessional residents, will be required to pay either an accommodation bond or an accommodation charge, Ms Bridgett said. Ms Bridgett also indicated that the beds in Bonalbo Caroon RACF are all currently classified as low care and licences may in future not be worth anything as the LHD does not charge bonds to its aged care residents in Multipurpose Services as the Government provides the capital for Multipurpose Services.

8. *** Action Table - NNSW LHD Board Resolution & Decision Register.**

The Updated NNSW LHD Board Resolution and Decision Register from the 4 December 2013 Board Meeting was noted.

8.1 Changes to Register Items 246, 250, 252, 255, 258, 260 and 271 covered in Item 4 Business Arising.

Noted

8.2 New Register items 272 to 282 covered in Item 4 Business Arising.

Noted

9. ***Chief Executive's Report**

Mr Crawford referred to the issues that were covered in the first part of the Chief Executive report to the Board, which included NEAT, NEST and Triage Results, Dental National Partnership Target, Executive Planning Meeting, North Coast Medicare Local, Budget and Cash issues, Medical and Dental Appointments Advisory Committee Extraordinary Minute,

Federal Government Policy Changes and Reviews, Lismore Base Hospital Precinct, Clinician Engagement, Professor of Midwifery, 2014/15 Service Agreement, North Coast General Practice Training Engagement, LBH Stage 3B, Visit by Senior Representatives of Health Infrastructure, Visit by the Minister for Health and Medical Research, Holiday Period issues, Disability Care Developments, LBH Stage 3A, Ministerial Media Releases, Flouride Debate, Salary Packaging Tender, Ministerial Rural Health Advisory Committee, Licence for TTH MRI, Blueprint for eHealth in NSW, Offer of HealthShare Acting Chief Executive to address the Board, More Coverage for Board Budget Media Statement, Ballina District Hospital Upgrade, Casino District Hospital Upgrade, Quarterly Performance Review Meeting, Pre-Packaged Meal Trial, Child Dental Benefit Schedule, Shared Services, Gurgun Name Change, Shadow Minister for the North Coast, TTH Radiology Review, Byron Shire Central Hospital – Response to Gateway Review, Previous SCU Tweed Campus, NSW Health Retrieval Network – Helicopter Tender, Bonalbo Multipurpose Service Feasibility Study Follow Up and Posting of Approved Plans to NNSW LHD Internet Site.

The Chair indicated that he had previously requested a report outlining the cost difference for people from fluoridated areas versus non fluoridated areas with a view to writing to the Byron Shire Council. The Chair indicated that his view is that there has been a difference between Grafton and Lismore in terms of children's Oral Health and if this can be quantified, he would like to present this information to the Bryon Shire Council and then after the fluoridation of the Lismore Shire water supply he would like to provide comparative information on the differences between the Oral Health of the Lismore and Bryon Shire populations. Mr Crawford referred to page 21 of the previous Board Minutes which indicate that the Chief Executive is to provide data that becomes available in future years to the Board Chair on the difference in the cost of treating children in Lismore and Grafton and compare this to the treatment provided to children in the Bryon Shire, as the cost factors need to be taken into account when a Council makes a decision on introducing or not introducing Fluoride to its water supply. The Chair clarified to advise he is also requesting the difference between the cost data for Lismore and Grafton for the current period as an additional request.

Action: The Chief Executive is to provide a report to the Chair which contains comparative cost data in relation to dental costs of treating children in Lismore and Grafton for the current period, which will be provided to the Byron Shire Council to demonstrate that its decision to not introduce Fluoride will generate extra Dental Care costs.

The Board ENDORSED the Chief Executive's Report.

Moved: Dr Brian Pezzutti
Seconded: Mr Malcolm Marshall
CARRIED

10. * Strategic and Planning Items
Nil

11. Minutes – Governance Committees

11.1 *Finance and Performance Committee Meeting (F&PC)

The Board ENDORSED the summary report provided by Mr Malcolm Marshall from the F&PC Meetings held on 20 December 2013 and 22 January 2013.

Ms Kew asked about the Brief regarding the strategies and management of VMO costs, which had been requested previously. Mr Crawford advised that this Brief was provided to the December Finance and Performance Committee meeting. Mr Marshall indicated that due to the significant VMO budget overrun, regular updates will be provided to the Board about how this matter is being addressed.

Action: Mr Crawford is to seek a further update from James McGuigan in relation to the management of VMO costs and the strategies being implemented to address the VMO budget variance, which is to be submitted to the February 2014 Finance and Performance Committee meeting.

Ms Bridgett raised the issue of General Practitioners wanting to refer paediatric fracture cases directly to the LBH Medical Imaging Department. Dr Page provided information in relation to X-Ray referral processes. Mr Crawford advised that he is currently holding fortnightly meetings with Denys Wynn, Manager Medical Imaging at LBH to discuss the utilisation of the PET/CT and MRI Machines and advised that he would follow up about this matter with Mr Wynn and report back to the next meeting.

Action: Mr Crawford is to follow up with Denys Wynn to seek advice regarding the issue of General Practitioners wanting to refer paediatric fracture Patients directly to the Lismore Base Hospital Medical Imaging Department and will provide feedback on this matter to the 5 March 2014 Board meeting.

The unconfirmed Minutes of the FPC Meetings, held on 20 December 2013 and 22 January 2014 were noted.

Moved: Mr Malcolm Marshall
Seconded: Mark Humphries
CARRIED

11.2 *Health Care Quality Committee (HCQC)

The Board ENDORSED the written report tabled by Ms Kew arising from the HCQC Meeting held on 10 December 2013.

Moved: Ms Rosie Kew
Seconded: Dr Brian Pezzutti
CARRIED

The unconfirmed Minutes of the HCQC held on 10 December 2013 were noted.

11.3 *Medical and Dental Advisory Appointments Committee (MDAAC)

Ms Bridgett provided a verbal report on the MDAAC Meeting held on the 12 December 2013.

The unconfirmed Minutes of the MDAAC Meeting held on 12 December 2013 were noted.

11.4 *Health Services Development Committee (HSDC)

The Board Chair provided a verbal report on the HSDC Meeting that was held on 17 December 2013.

The unconfirmed Minutes of the HSDC Meeting held on 17 December 2013 were noted.

11.5 *Audit and Risk Committee (ARC)

Mr David Frazer provided a verbal report in relation to the December Audit and Risk Committee meeting.

The Board noted the Minutes of the NNSW LHD ARC Meeting held on 11 December 2013.

11.6 *NNSW LHD Clinical Council

Ms Rosie Kew provided a verbal report on the 3 December 2014 Clinical Council meeting, noting that she had been noted as an apology, when she was actually present at the meeting.

The Board noted the Minutes of the NNSW LHD Clinical Council Meeting held on 3 December 2013.

11.7 *Community Engagement Advisory Council (CEAC)

Ms Hazel Bridgett provided a verbal report from the December meeting of the Community Engagement Advisory Council.

The Board noted the Minutes of the CEAC Meeting held on 2 December 2013.

11.8 Medical Staff Executive Council (MSEC)

The Board noted that the next Medical Staff Executive Council meeting is scheduled to be held 13 February 2014.

11.9 NNSW Aboriginal Interim Partnership Meeting

Mr Crawford provided a verbal report from the 16 October 2013 meeting of the Northern NSW Interim Aboriginal Partnership meeting.

Mr Spriggs stated that an issue raised at the Partnership Meeting related to the request by NCML for access to NNSW LHD Cultural Awareness Training and the point made by Ms Kylie Coldwell, Chair, Bullinah AMS Board was that by using Cultural Awareness Training

developed for specific in-house use for State Government Agencies, the opportunity for provision of training by local Indigenous groups is diminished.

Ms Barclay advised that if this group is to go ahead, it should be done with the support of the Chief Executive and should the Chief Executive agree the meeting should be arranged via his Office. Mr Spriggs suggested taking this suggestion to the next Aboriginal Partnership Meeting for further consideration. Mr Crawford agreed. The Chair advised that the next meeting is scheduled to be held on Monday 10 February 2014, in the Casino Hospital Conference Centre.

Action: Mr Murray Spriggs is to refer the suggestion of a dedicated Working Group to discuss Aboriginal Cultural Awareness Training to the Aboriginal Partnership meeting for consideration and seek an invitation from Partnership members for Lesley Barclay to attend and present the research material to inform the discussion and decision-making process.

12. * Items for Decision/Resolution

12.1 NSW Health Model By-Laws Review

Mr Crawford referred to the Brief provided with the meeting papers, which includes recommendations and a template. Mr Crawford suggested that the template be circulated for consultation to key NNSW LHD Forums seeking input for development of a proposal, which will come back to the March Board meeting.

Action: Mr Spriggs is to include the suggestions made by Mr David Frazer in relation to the By-Laws, into the response submitted to the Ministry, circulate the Draft Consultation Template to key NNSW LHD Forums seeking input and based on the feedback provided develop a draft response for submission to the 5 March 2014 Board Meeting for endorsement.

The Board ENDORSED the recommendations contained in the Brief relating to the NSW Health Model By-Laws.

12.2 Letter from Gerard Hayes, Secretary, Health Services Union dated 27 November 2013 concerning the proposed outsourcing of the bundled Corporate and Support Services

Mr Crawford put forward a recommendation that this matter be left with NNSW LHD Management to action with the Health Services Union and that updates will be provided to the Board via the Chief Executive's Report as required. The Board ENDORSED the recommendation of the Chief Executive.

12.3 Brief concerning a proposal to split the Internal Audit Hosting arrangements with Mid North Coast LHD effective from 30 June 2014

The Chair noted that this item was included as part of the Chief Executive's Report and ENDORSED by the Board.

12.4 Review of 2013 VMO Re-appointment Process

The Chair referred to the Report provided by Mr John Wickham which includes recommendations for the 2018-2023 VMO reappointment process.

Mr Crawford advised that the recommendations put forward in the Report are supported by the NNSW LHD Executive.

The Board ENDORSED the recommendations contained in the Brief and the additional recommendation put forward by Dr Tyson.

Moved: Ms Hazel Bridgett
Seconded: Mr Malcolm Marshall
CARRIED

12.5 Letter from Dr Glenn A Taylor, Medical Director, Lismore Private Day Surgery, requesting a copy of the NNSW LHD Chief Executive's Performance Appraisal and acknowledgement letter from the Board Chair

Action: Dr Pezzutti is to write a letter of response to Dr Taylor advising of the decision of the Board not to provide him with a copy of the Chief Executive's Performance Appraisal, noting that the Chief Executive's Performance Appraisal is a matter between the NNSW LHD Board and the Director-General and is confidential.

12.6 NNSW LHD Updated Strategic Risk Register December 2013

Mr Crawford referred to discussion at the commencement of the Board meeting and indicated that the updated Strategic Risk Register requires the Board's endorsement prior to its submission to the MOH as the Quarterly Report.

Risk 1 Page 10, relating to Patient Safety is to be deleted.

Risk 8 Page 15, relating to equitable funding has been downgraded to a J. The Chair indicated a personal view that this Risk should be rated as a D.

The Board ENDORSED the Strategic Risk Register with the inclusion of the amendments made at this meeting, which are to be included prior to its submission to the MOH.

Moved: Dr Allan Tyson
Seconded: Mr David Frazer
CARRIED

12.7 Approval to apply Seal to Deed between NNSW LHD and Smartsalary Pty Limited for provision of Salary Packaging Services

The Chair referred to the Brief seeking Board approval to affix the seal to the Deed between Health Administration Corporation and Smartsalary Pty Limited for the provision of Salary Packaging Services to NNSW LHD.

The Board ENDORSED the recommendation to affix the seal to the Deed.

Moved: Mr David Frazer
Seconded: Dr Allan Tyson
CARRIED

13. * Items without Notice/Late Business

13.1 HSU eNewsletter highlighting issues with HSU locking out of WHS

Ms Kew discussed receiving a HSU eNewsletter via email which outlined issues relating to Work Health and Safety Inspections and HSU Officials not being allowed access to NNSW LHD Sites and noted that the HSU has lodged a dispute with the Industrial Relations Commission. Ms Kew asked whether the Chief Executive was aware of this issue. Mr Crawford indicated that he was aware of this issue and advised that the HSU have tried to access Sites without providing appropriate notice regarding proposed Site visits. Mr Crawford indicated that the HSU have written to the Director-General seeking access to Sites with 24 hours notice and not giving notice to Local Management. Mr Crawford indicated the HSU then commenced turning up unannounced at Sites to undertake WHS reviews. Mr Crawford reported that advice was sought from the NSW WorkCover Authority, which advised that in circumstances where no immediate threat or problem existed, that appropriate notice of the intended visit was required to be provided to the Site Management.

Mr Crawford advised that a detailed letter was written to the General Secretary of the HSU, indicating that there was no issue with the HSU undertaking Site visits, however they should be undertaken in an orderly fashion.

Mr Crawford advised that a complaint was then lodged by the HSU with the Industrial Relations Commission, which was heard yesterday and the feedback received is that the Commissioner understood the NNSW LHD position and asked that the parties meet to reach agreement on how the Site visits should be undertaken. Mr Crawford advised that a meeting was held this morning and agreement on a way forward has been reached.

Mr Crawford indicated that there was only one Site visit stopped, which was at Urbenville Multipurpose Service and the reasoning for the visit given was the results of the Staff Survey, which the HSU indicated provided evidence of bullying. The Staff Survey results had been available for at least four months. Mr Crawford indicated that he would circulate the letter he sent to the HSU General Secretary with the next Board Meeting Papers.

Action: Mr Crawford will circulate a copy of the letter he sent to the General Secretary of the Health Services Union relating to Work Health and Safety Hospital Inspections to the Board with the next Board Meeting Papers.

14. Items for Noting

14.1 *Letter from John Walker, General Manager, Richmond Valley Council dated 27 November 2013 concerning CEAC Membership

The Chair referred to the letter from John Walker, General Manager, Richmond Valley Council, who has suggested that the Board meet with each Local Council annually. The Chair advised that given the number of Local Councils within the NNSW LHD geographical area that this would mean a significant extra workload for the Board and suggested that the Board meet with the Northern Rivers Regional Organisation of Councils as an alternate approach. Mr Crawford suggested extending the invitation to meet with the Board to the Mayors from within the Networks, where the Board Meeting is scheduled to be held.

Action: Mr Murray Spriggs is to extend an invitation to local Mayors from within the Network where the Board Meeting is being held to attend the Board Meeting at 4.30 pm to raise any issues, which they may wish to discuss with the Board.

14.2 Letter from the Hon Jillian Skinner, MP, Minister for Health and Medical Research to Mayor Richie Williamson, Mayor Clarence Valley Council dated 11 December 2013 supporting the use of the Name Yamba Community Health Centre – Jim Agnew Building for the new Yamba Community Health Centre

The Board noted the correspondence from the Hon. Jillian Skinner, MP, Minister for Health and Medical Research regarding the name of the new Yamba Community Health Centre.

14.3 Letter of response from the Hon Jillian Skinner, MP, Minister for Health and Medical Research dated 23 December 2013 concerning Privately Referred Non-InPatient Services

The Board noted the correspondence from the Hon. Jillian Skinner, MP, Minister for Health and Medical Research regarding Privately Referred Non Inpatient Services. The Chair advised his intention to follow this matter up with the Minister prior to the next Board Chairs meeting.

14.4 *Letter of response from the Hon Jillian Skinner, MP Minister for Health and Medical Research dated 19 December 2013 concerning needs based funding models within the context of NSW Health budgeting.

The Board noted the correspondence from the Hon. Jillian Skinner, MP, Minister for Health and Medical Research regarding needs based funding models.

-
- 14.5 Letter to the Hon Peter Dutton, MP, Federal Minister for Health and Minister for Sport inviting him to participate in the opening of the Tweed Dental Clinic**
The Board noted the correspondence to the Hon Peter Dutton, MP, Federal Minister for Health regarding the invitation to him to attend opening of the Tweed Dental Clinic.
- 14.6 Letter to the Hon Kevin Humphries, MP, Minister for Mental Health, Minister for Healthy Lifestyles, Minister for Western NSW inviting him to attend the opening of the Tweed Dental Clinic.**
The Board noted the correspondence to the Hon. Kevin Humphries, MP, Minister for Mental Health regarding the invitation to attend the opening of the Tweed Dental Clinic.
- 14.7 Letter from Dr Robert Simon, General Surgeon, dated 7 December 2013 concerning the operation of LBH Operating Theatres on Saturdays and acknowledgement letter from the Board Chair dated 16 December 2013.**
The Chair referred to the correspondence from Dr Robert Simon regarding the operation of the LBH Operating Theatres on Saturdays and advised that the NNSW LHD Executive is developing a response to this letter, which will be presented to a future Board meeting.
- The Board noted the correspondence from Dr Robert Simon.
- 14.8 Letter to Mayor Jenny Dowell, Lismore City Council dated 16 January 2014 thanking her for being the Guest Speaker at the NNSW LHD Board Annual Community and Stakeholder Meeting in December 2013 and seeking a nomination to replace Ms Christine Minkov, LCC representative on the CEAC.**
The Board noted the correspondence to Mayor Jenny Dowell regarding her attendance at the NNSW LHD Board Annual Community and Stakeholder Meeting.
- 14.9 Thankyou note from Louise Muir, Volunteer, thanking the Board for her Nomination for a Volunteer Award.**
The Board noted correspondence from Ms Louise Muir thanking the Board for her nomination for a Volunteer Award.
- The Chair made presentations of a Certificate of Completion of the NSW Statutory Governing Board Training Program to the following Board Members:
- Mr Mark Humphries,
 - Ms Rosie Kew, and
 - Dr Joseph Ogg.
- 15. Items for Information:**
- 15.1 Copy of NSW Rural Doctors Network Signed Standard Funding Agreement**
Noted
- 15.2 Letter of thanks to Maureen Lane, Manager Planning and Performance from Board Chair dated 11 December 2013**

Noted

15.3 Letters of thanks to Grafton Base and Maclean District Hospital Staff for their work that lead to the very good Clarence Network Accreditation Survey result
Noted

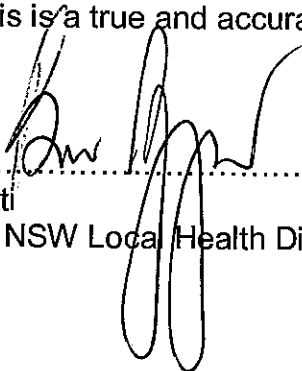
16. Date and Time of next Board Meeting:

Wednesday 5 March 2014 Ground Floor Meeting Room, Crawford House, Hunter Street, Lismore

There being no further official business, the Chair declared the meeting closed at 4.55pm.

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

Signed
Dr Brian Pezzutti
Chair, Northern NSW Local Health District



Date 22/5/14.....