

**1. \*PRESENT AND APOLOGIES:**

Dr Brian Pezzutti (Chair), Mr David Frazer, Mr Malcolm Marshall, Dr Joe Ogg, Dr Allan Tyson, Mr Mark Humphries, Dr Jean Collie, Ms Leone Crayden, Ms Rosie Kew

**Via Videoconference:** Dr John Moran

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

**2. \*Apologies:** Professor Lesley Barclay, Ms Deb Monaghan, Dr Sue Page

**3. \*Declaration of Pecuniary and/or Conflicts of Interest**

There were no Declarations of Pecuniary and/or Conflicts of Interest made.

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.

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

The Board Members asterisked Agenda Items: 6.1, 6.6, 6.9, 6.15 and 6.23,

**5. \*Previous Minutes:**

a) The Minutes of the Board Meeting held on 29 April 2015, which were circulated were ENDORSED as a true and accurate record of the meeting including amendments.

Mr Crawford advised that Mr Frazer emailed some minor typographical and grammatical corrections to Ms Jenny Cleaver, who has made these amendments and Ms Renwick tabled updated copies of the Minutes including these amendments, which were provided to the Board Members in attendance at the meeting.

**Moved:** David Frazer

**Seconded:** Allan Tyson

**CARRIED**

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

**\*6.1 Mr Crawford is to submit to the 27 May 2015 Board Meeting a Briefing Note to the NSW Ministry of Health (MOH) setting out the various options, including a benefit and detriment analysis of each option, relating to the establishment of a Private Day Surgery Facility co-located next to the Byron Central Hospital (BCH), to seek advice from the MOH on how the LHD and Health Infrastructure (HI) should progress this matter.**

Dr Tyson moved that the Board endorse the submission of the proposed In-Brief to the NSW MOH relating to the establishment of a PDSU co-located with the BCH.

**Moved:** Dr Allan Tyson

**Seconded:** Dr Joe Ogg

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**CARRIED**

- 6.2 Mr Crawford is to provide written feedback to the 27 May 2015 Board Meeting on the information received from both Health Service Groups, Mental Health and Drug and Alcohol Service and Chief Executive Unit on the identification of appropriate rooms in all LHD Facilities for Staff and Visitors to be made available as a breastfeeding room.**  
The Board noted the advice provided regarding available breastfeeding rooms at NNSW LHD Sites/Services.
- The Chair provided an update regarding crèche facilities being included in plans for new buildings, particularly Lismore Base Hospital (LBH) Stage 3B and indicated that it will be considered as part of the Planning for this project. Mr Crawford advised that this matter has been raised with HI, but is not in the scope of current proposed works, however the plans will be reviewed to assess if a crèche could be created as part of the Stage 3B Redevelopment.
- 6.3 Mr Spriggs is to work with Ms Suzanne Weir, Acting Clinical Midwifery Consultant, on the development of a positive news story on breastfeeding in the workplace for inclusion in the local media and to work with Mr Mark Humphries on improving the CEAC Communique.**  
The Board noted that Mr Spriggs will work with Ms Suzanne Weir, Acting Clinical Midwifery Consultant, to develop a positive news story on breastfeeding in the workplace for release to the local media during Breastfeeding Week in August 2015.
- 6.4 Mr Crawford is to make enquiries in relation to the timeline for Staff being migrated to Windows 8.1 or 8.2 and what the situation is in relation to the allocation of Dongles for all Staff who require them and provide feedback on these matters to the 27 May 2015 Board Meeting.**  
The Board noted the information provided at Item 14.1 of the Agenda Papers.
- 6.5 Mr Crawford is to provide advice to a future Board Meeting on how NNSW LHD rates its Extreme and High risks compared to how other Rural LHDs rate their Extreme and High Risks, when the requested information is received from the other Rural LHD Chief Executives.**  
This item is to be relisted for the next meeting.
- \*6.6 Mr Crawford is to obtain a report on the number of Staff in acting positions and provide feedback on this matter to the 27 May 2015 Board Meeting for consideration.**  
Mr Crawford reported that some responses have been received from the operational entities, however not all responses provided the requested information, so the information required will be provided to the next meeting.

**Action:**

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**Mr Crawford is to obtain a report on the number of Staff in acting positions and provide feedback on this matter to the 1 July 2015 Board Meeting for consideration.**

- 6.7 Mr Crawford is to provide feedback to Ms Lynne Weir, Executive Director RCHSG advising that future Locum Medical Officer Reports for the NSW LHD Board are to utilise the same methodology and format as utilised by the TBHSG in providing its recent Locum Medical Officer Report to the Board.**

The Board noted the feedback provided to Ms Lynne Weir, Executive Director RCHSG advising that future Locum Medical Officer Reports for the NSW LHD Board are to utilise the same methodology and format as utilised by the TBHSG in providing its recent Locum Medical Officer Report to the Board.

- 6.8 Mr Frazer is to provide the amended NSW LHD Charter for the Audit and Risk Committee (ARC), which Charter is to then be submitted to the 27 May 2015 Board Meeting for endorsement following an amendment to page two to indicate that the ARC is a Sub-Committee of the LHD Board.**

Mr Frazer advised that the amended NSW LHD Charter for the ARC will be finalised and available for the Board's consideration at its 1 July 2015 meeting.

**Action:**

**Mr Frazer is to provide the amended NSW LHD Charter for the Audit and Risk Committee (ARC), which Charter is to then be submitted to the 1 July 2015 Board Meeting for endorsement following an amendment to page two to indicate that the ARC is a Sub-Committee of the LHD Board.**

- \*6.9 Dr Ogg is to provide a Powerpoint presentation on Confidence Intervals to the 27 May 2015 Board Meeting.**

Dr Ogg provided a presentation to the Board on Confidence Intervals as requested at its previous meeting.

The key points of the presentation included:

- An explanation of confidence intervals,
- The effect of sample size,
- Tables vs graphs, with graphs providing a greater ability to interpret results, and
- Using temporal trends as an alternate to monthly reports.

Dr Ogg advised that he has met with Mr James McGuigan, Executive Director Finance to discuss the introduction of confidence intervals in future reports presented to the Board and noted that his suggestion was well received. Mr Marshall indicated that the primary issue relates to the volume of data currently being presented and noted that Mr McGuigan and the Finance Directorate have already made some improvements to the Reports being provided to the NSW LHD Finance & Performance Committee and will continue to refine this reporting over the coming months.

The Board noted the presentation from Dr Ogg.

- 6.10 Mr Spriggs is to make the necessary arrangements for Ms Deb Monaghan, Dr Allan Tyson and Dr Sue Page to attend Board Training on 26 and 27 May 2015.**  
The Board noted that this item has been actioned and that Dr Sue Page was the only Board Member able to attend the training on these dates.
- 6.11 The Board Chair is to forward a letter of thanks to Ms Vicki Rose, Executive Director Allied Health and Manager Chronic and Primary Care Services and to Mr Kevin Hogan, MP, Member for Page for their efforts in getting the Commonwealth Dementia Outreach Service funding extended until 30 June 2017.**  
The Board noted the letters of thanks sent by the Board Chair to Ms Vicki Rose, Executive Director Allied Health and Manager Chronic and Primary Care Services and to Mr Kevin Hogan, MP Member for Page.
- 6.12 The Board Chair is to forward a letter to Ms Lynne Weir, Executive Director, Richmond Clarence Health Service Group congratulating the Richmond Network on its being granted full Accreditation status.**  
The Board noted the letter of congratulations sent by the Board Chair to Ms Lynne Weir, Executive Director Richmond Clarence Health Service Group.
- 6.13 The Board Chair is to forward a letter to Dr David Hutton, Executive Director Clinical Governance and Ms Pam Mitchell, Clinical Quality Manager thanking them for their providing assistance and guidance to the Richmond Clarence Health Service Group in the lead up to and during its recent Accreditation Survey.**  
The Board noted the letter of thanks from the Board Chair to Ms Pam Mitchell, Clinical Quality Manager and Dr David Hutton, Executive Director Clinical Governance.
- 6.14 Mr Crawford is to request Mr John Lambert, Manager Assets and Capital Works to develop a ten year Asset Strategic Plan for Minor Works for NNSW LHD.**  
The Board noted that a draft NNSW LHD five year Asset Strategic Plan for Minor Work is to be submitted to the 1 September 2015 Executive Meeting, as the Asset Strategic Plans in the NSW Health System are developed over a five year rather than a ten year time horizon.
- \*6.15 Mr Crawford is to request Mr McGuigan provide information to the Board on how the LHD will fund the over target activity it needs to undertake to achieve NEAT and NEST.**  
Mr Marshall advised that the Brief provided by Mr James McGuigan, Executive Director Finance is a reflection of the current situation in terms of the cost of the activity that must be undertaken to meet NEAT and NEST.

The Chair commented that the Brief provides information relating to the additional activity undertaken across the LHD and the associated costs and indicated that consideration needs to be given to identifying how this additional activity is being funded. The Chair advised that a case has been put forward to the MOH that since the LHD has undertaken an additional 2.1% in activity, Treasury should pay NNSW LHD for undertaking this extra

activity at a marginal cost using funds obtained from the Commonwealth due to this additional activity being undertaken. The Chair further advised that planned surgical activity in 2015/16 may have to be drawn back to levels consistent with the available budget. Mr Frazer asked about the expected impact of drawing back activity levels. The Chair indicated that waiting times for some patients may exceed the targeted timeframes and some Patients may seek services elsewhere. Dr Tyson indicated that this issue may compound for this LHD more than it might in a metropolitan LHD, given there are fewer service alternatives for Northern Rivers residents.

The Board noted the Brief provided by Mr James McGuigan.

- 6.16 Mr Crawford is to ensure that a Junior Medical Officer and a General Practitioner are appointed to the Discharge Planning Committee, as part of its Membership.**  
Mr Crawford indicated that a Junior Medical Officer and a General Practitioner have been added to the Membership of the Discharge Planning Committee.
- 6.17 Mr Crawford is to identify an appropriate Senior Manager as the point of contact for the process of recruitment to the additional Grafton Base Hospital (GBH) Orthopaedic Surgeon position, once the Board has decided to fund the appointment of a third GBH Orthopaedic Surgeon as part of the Budget setting process.**  
The Board noted that Mr Crawford will identify an appropriate Senior Manager as the point of contact for the process of recruitment to the additional GBH Orthopaedic Surgeon position, once the Board has decided to fund the appointment of a third GBH Orthopaedic Surgeon as part of the Budget setting process.
- 6.18 Mr Crawford is to request Ms Yvette Bowen, Manager Work Health and Safety and Rehabilitation and Injury Management develop a Dashboard Report on Work Health and Safety (WHS) KPIs for submission to the Board on a quarterly basis.**  
The Board noted that Ms Yvette Bowen, Manager WHS and Rehabilitation and Injury Management has been requested to develop a Dashboard Report on WHS KPIs for submission to the Board on a quarterly basis, commencing with the submission of a report to the 2 September 2015 Board Meeting.
- 6.19 Mr Chris Crawford and Mr Malcolm Marshall are to meet to consider how the content of the Chief Executive's Report can be circulated more widely within the LHD to inform Clinicians about what is occurring within the LHD, as part of the process of Management and the Board more actively engaging with Clinicians.**  
This item is to be relisted for the next meeting.
- 6.20 Mr Crawford is to correspond with the General Manager, Tweed Shire Council requesting that the street signage directions to The Tweed Hospital (TTH) be improved.**  
The Board noted the correspondence from the Chief Executive to Mr Troy Green, General Manager, Tweed Shire Council regarding signage directions to TTH.

**6.21 Mr Crawford is to request Mr Tony Beashel, Manager, Corporate Services ensure that all NNSW LHD Facility signage is up-to-date.**

The Board noted that Mr Tony Beashel, Manager, Corporate Services has been requested to ensure that all NNSW LHD Facility signage is up-to-date and is to provide a costed plan about how to update all signage to the 21 July 2015 Executive Meeting for consideration.

**6.22 Mr Crawford is to invite Dr Buss, Executive Director Mental Health and Drug and Alcohol Service to the 27 May 2015 Board Meeting to present to the Board on how the MHS are being managed, especially in relation to Mental Health SAC 1 Critical Incidents that have occurred in the last year and how subsequent RCAs have been handled, including where Staff are identified during the RCA process as needing to undergo the Complaint or Concern about a Clinician process.**

Dr Richard Buss, Director Mental Health and Drug and Alcohol Services provided a presentation to the Board at the commencement of the meeting in which he addressed the concerns raised by the Board about MHS Critical Incidents.

**\*6.23 Any other Matters Arising from the Board Minutes**

The Chair noted the letter from Dr Nigel Lyons, Chief Executive, Agency of Clinical Innovation, regarding the matter of Tweed Pain Management Services advising that this service can be provided with some support but not with extra funding.

The Chair advised that he has discussed issues relating to NNSW LHD patients accessing Chronic Pain Services from QLD Health Service providers at his recent meeting with Ms Elizabeth Koff, Acting Deputy Secretary, Strategy and Resources, MOH. The Chair further advised that he has requested that Ms Koff visit NNSW LHD to meet with Mr Wayne Jones, Ms Bernadette Loughnane, Mr James McGuigan and Mr Chris Crawford to discuss the significant issue of tourism and cross border flows being experienced by NNSW LHD.

The Chair referred to Page 7 of the previous minutes and provided an update in relation to the letter written to the MOH Secretary concerning the implications of no decision being made on the allocation of Bed Licences for the Bonalbo Multipurpose Service (MPS), indicating that no response has been received to that correspondence. The Chair advised that he and Mr Crawford have also received correspondence from Mr Thomas George MP, Member for Lismore, about the urgency of resolving this matter. The Chair advised that he has arranged a meeting with the MOH Secretary on 15 June 2015 to discuss various matters with her. Mr Crawford advised that he has spoken to Mr Steve Teulan, Chief Executive, UnitingCare Ageing (UCA) who has reiterated the need for an urgent response to be provided by NNSW LHD, as to whether the fifteen Caroono Bonalbo Residential Aged Care bed licences will be purchased from UCA and the price that will be offered for them.

The Chair referred to Page 8 of the previous minutes and provided an update on the LHD results for the surgery undertaken within 48 hours on fractured neck of femurs. He

advised that the 100% target has been achieved according to advice he has received from Dr David Hutton.

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

The Updated NNSW LHD Board Resolution and Decision Register from the 29 April 2015 Board Meeting was noted.

**7.1 Changes to Register Items 407, 410, 411, 412, 415, 420, 421 and 422 covered in Item 6 Business Arising.**

Noted

**7.2 New Register items 424 to 438 were covered in Item 6 Business Arising.**

Noted

**8. \*Chief Executive's Report**

Mr Crawford referred to the issues that were covered in the Chief Executive's Report to the Board, which included the Upcoming Visit by the NSW Minister for Health, NNSW LHD Disability Services Verified, Receipt/Withdrawal of Commonwealth Funding, Commonwealth Budget, ICE Meetings, Capacity Assessment Project (CAP) Verification Visit, Third 'Your Say' Staff Survey, Health on a Page, 2015/16 Budget, 2014/15 Budget, NEST, NEAT and Triage Results, Capital Works Projects – LBH Stages 3A and 3B, BCH, Casino District Hospital (CDH) Emergency Department (ED) Upgrade, TTH Junior Medical Officer Lounge, Planning Projects – BDH Operating Theatre Suite and Medical Imaging Upgrade, TTH Stage 4, Bonalbo Multipurpose Service, Coraki HealthOne Project, LBH Multistorey Carpark, Grafton Base Hospital Ambulatory Care Centre, Regional Aboriginal and Torres Strait Islander Health and Wellbeing Plan, Regional Mental Health Plan, Mental Health Service Reorganisation, Third Aboriginal and Torres Strait Islander Cultural Awareness Bus Trip, MDH Maternity Services, Family Violence and Child Protection, Contestability Not Privatisation, Introduction of Fluoride to Rous Water Catchment, Aboriginal Health, New Website to give Aboriginal People a Step Up with Their Careers, End of Life Seminar, Cross Border Report, Parliamentary Debate, Patient Experience Symposium, Winter Strategies, Relations with the NCML, Three Months to go until Smoke-Free Outdoor Dining Commences, Integrated Care, Complex Cancer Surgery, Privacy Awareness Week, 2015/16 Business Plan, Bureau of Health Information and National Health Performance Authority Reports, Engagement with Sydney LHD, NNSW LHD/Southern Cross University School of Nursing and Midwifery Conference, Feedback on Board Request for Ten Year Asset Strategic Plan for Minor Works, Queensland Health Neonatal ICU Bed Restrictions, Funding Agreement for Disability Services, Social Impact Investment, Northern Rivers Family Care Centre, NSW Ambulance Service Management Changes, Retirement of Professor Clifford Hughes, Changes in Office of NSW Minister for Health, Deputy Secretary System Purchasing and Performance, NNSW LHD Online Service Directory, Lismore City Council Wins Award for its Partnership with NNSW LHD, Providing Feedback/Input, Hidden Treasures, New HealthShare Chief Executive, New On Track Community Programs Chief Executive, New Geographic Training Regions for General Practice Training, Helping U 2 Quit – Yamba Health Towns, Aboriginal Identification Project Leads to Display of Aboriginal Artworks at GBH and Chief Executive Leave.

Mr Crawford reported on the recent visit by the Hon Jillian Skinner, NSW Minister for Health and Medical Research to Lismore and Tweed Hospitals. Mr Crawford indicated that it was a very successful visit where a wide range of issues were discussed.

Mr Crawford reported regarding a number of recent meetings held to discuss the escalating issue of the drug Ice and its impact on the local community and how the LHD can work with the Aboriginal Medical Services and the North Coast Medicare Local (NCML) to develop strategies to address the emerging Ice related issues.

Mr Crawford commented on the Capacity Assessment Project verification visit attended by members of the Board, the Executive and other Managers. Mr Crawford advised that the outcome of the assessment highlighted the need for greater communication with Middle Managers, who may not have sufficient exposure to or understanding of the key issues raised in the survey tool. Mr Frazer noted that he and Leone Crayden were not included as attendees on the Capacity Assessment Project Verification Visit Agenda attachment, despite their attending the verification meeting.

Mr Crawford reported that the LHD is still tracking towards the anticipated 2014/15 Budget result of a \$3.6 million deficit and indicated that a further presentation about the 2015/16 Budget, including costed prioritisation of enhancements, would be provided to the Board later this meeting.

Mr Crawford provided an overview of the NEAT, NEST and Triage results, noting that all targets were met in April 2015 and in the case of two Triage categories the results were better than those achieved for these triage categories in 2014.

Mr Crawford reported that the NCML has changed the Manager responsible for the Regional Mental Health Plan and with Mr Gavin Dart in charge it is now moving forward much more actively than before with the development of this Plan.

Mr Crawford provided an overview of the Mental Health reorganisation. Ms Kew asked whether the reorganisation will require changes in staffing requirements. Mr Crawford responded that there would be a different staffing mix required for an Older Persons Mental Health Service Unit compared to a similar size acute section of the existing Adult Acute Mental Health Unit.

Mr Crawford provided an update in relation to Obstetric Services at MDH advising that a press release was issued yesterday announcing that the Neonatal roster will not be able to be sustained beyond Friday 29 May 2015 due to the withdrawal of two GP/VMOs from the roster. Mr Crawford advised that contact has been made with other GP/VMOs and Anaesthetists with appointments at MDH, none of whom are interested in joining this roster. Mr Crawford advised that the announcement has been made that caseload birthing services booked in at MDH have been placed on by-pass to TTH, however ante-natal and post-natal care services and Caesarian births will continue at MDH. Mr Crawford indicated that the additional births at TTH will amount to approximately seven/eight per month and



pregnant mothers will be supported by case-load Midwives from MDH, who will attend the births at TTH to maintain continuity of care. Mr Crawford advised that a formal review will be undertaken of the MDH Maternity Services, noting that draft Terms of Reference have been developed for the review. Dr Moran advised that the VMOs at MDH strongly support this position. Mr Crawford advised that he has briefed Mr Thomas George MP, about this matter.

Mr Crawford reported that the End of Life Seminar held in early May at TTH and videoconferenced to LBH and GBH was a success. Mr Crawford advised that a Working Party is to be established to work through the outcomes from the Seminar and a further Seminar will be held at LBH (with videoconferencing to TTH and GBH) in November 2015 to develop concrete recommendations to be presented to the NNSW LHD Executive and Board for endorsement. Ms Kew asked whether there are any future plans regarding the introduction of Hospice Services within NNSW LHD. Mr Crawford advised that there are no such plans at present as MOH has asked LHDs to focus their energies on increasing home palliation services.

Dr Collie commented that she would like to see a focus on supporting Nursing Homes to allow patients who are residents of Nursing Homes to die within their Nursing Homes. Dr Ogg noted that there is a Legal Aid funded end of life legal service operated at TTH in collaboration with the Social Work Department to assist Patients to attend to personal business matters at the end of their lives. Dr Ogg advised that the contact person for this service is Joan Gore. Dr Moran advised regarding a pilot study developed at the MDH to upskill Nurses from local Nursing Homes to support the palliation of residents in their Nursing Homes. Dr Moran indicated that funding is required to progress this study which is being arranged through the University Centre for Rural Health (UCRH).

**Action:**

**Mr Crawford is to refer the topics of end of life legal services offered by Legal Aid free of charge and providing end of life support in Nursing Homes for residents to the End of Life Working Party for discussion and consideration at the second End of Life Seminar planned to be held in November 2015.**

Mr Crawford reported that Mr Wayne Jones is liaising with Ms Lou-Ann Blunden, Sydney LHD (SLHD) regarding a proposed visit by NNSW LHD representatives to SLHD in June 2015.

Mr Crawford reported regarding the Patient Experience Symposium, hosted by the Agency for Clinical Innovation in Sydney, indicating that five or six NNSW LHD representatives attended this Symposium. Mr Crawford advised that originally the Symposium was to be more low-key, then due to the high level of interest expressed in it, the size of the venue changed, more registrations were accepted and it was opened by the Minister for Health, the Hon Jillian Skinner. Mr Crawford advised that he has apologised to those Medical Officers and Senior Managers who would have liked to have had the opportunity to attend this Symposium but who were unaware of it. He has explained that this occurred due to its originally being "billed" as being a low key event.

Mr Crawford advised that negotiations are underway regarding the transfer of the Northern Rivers Family Care Centre (FCC) to be auspiced by Tresillian, which Service specialises in early childhood care and therefore should add value to the FCC. Mr Crawford advised that the FCC is located in Lismore and it is at present jointly funded by NNSW LHD and NCML.

Mr Crawford reported that Ms Leone Crayden has resigned as Chief Executive of On Track Community Programs. He congratulated her on the very good work she had done as its Chief Executive over an extended period and he said that NNSW LHD will endeavour to maintain its productive relationship with On Track under the leadership of its new Chief Executive, Ms Elaine de Vos.

#### **Chris Crawford Presentation on 2015/16 Budget**

Mr Crawford advised that he would be presenting information to the Board about the 2015/16 Budget and added a caveat that the Budget is not yet in final form due to ongoing negotiations with MOH. Until the final Budget figures are signed off by Mr John Roach, MOH Chief Finance Officer, after the receipt of final advice from the NSW Treasury, the information being provided to the Board remains a best estimate, Mr Crawford said.

Dr Collie asked about the long term plans for the transfer of Patients to access a Cardiac Interventional Service from Grafton Base Hospital and whether Patients are to be referred to LBH or Coffs Harbour Base Hospital to access this service? Mr Crawford advised that the process would be for these patients to be transferred to LBH.

The Chair referred to the April 2015 coding result for TTH, which is reported to have increased to 98% completed. The Chair commented that the improvement should be acknowledged in a letter from the Chair to the Executive Director of the Tweed Byron Health Service Group. Mr Crawford advised that the improved result is definitely a step in the right direction.

#### **Action:**

**The Board Chair is to forward a letter of acknowledgement to Ms Bernadette Loughnane, Executive Director Tweed Byron Health Service Group in relation the improved coding completion rate achieved by The Tweed Hospital.**

The Chair referred to the Workers Compensation Deposit Premium and asked how this is expected to impact the LHD in the future? Mr Crawford advised that the number of Workers Compensation claims is trending in a downward direction compared to the year that will drop out for the purposes of the next Deposit Premium Workers Compensation calculation. He noted that in the first four months of 2015 there have been around twenty less claims made compared to the same period in 2013. Mr Crawford reported that if the LHD achieves a good result in 2015, noting that all the indications are that it will, this will combine with the good result of 2014 and should produce a significant reduction in the Deposit Premium Deficit result.

The Chair referred to the Surgical Dashboard Report at Page 19 of the Chief Executive Report attachments and the result for Operating Theatre cases that commenced on time, where NNSW LHD achieved the lowest result across the State at 24%. The Chair highlighted the NNSW LHD figures for surgical separations and theatre attendances, noting how well this LHD compares to some of the larger LHDs with regard to these KPIs. The Chair discussed the Operating Theatre utilisation figures and advised that a new way has been introduced for measuring this KPI.

The Chair asked for an update on the BCH Black Water sewerage solution. Mr Crawford advised that Mr Sam Sangster, HI Chief Executive, has held a further meeting with Byron Shire Council advising that Council is now much more willing to be reasonable in relation to the development of a sewerage line to connect the BCH to the West Byron Sewerage Plant at a reasonable cost.

The Chair referred to the Regional Mental Health Plan under development by Mr Gavin Dart, Manager Reporting, NCML. The Chair stated that a Regional Workshop is scheduled to be held on 3 June 2015 to further progress the development of this Regional Mental Health Plan.

The Board ENDORSED the Chief Executive's Report.

**\*9. Strategic and Planning Items**

There were no Strategic and Planning Items for consideration.

**\*10. Minutes – Governance Committees**

**10.1 \*Finance and Performance Committee Meeting (F&PC)**

Mr Marshall reported on an increase in Patient activity across the LHD.

Mr Marshall reported that the operating budget result at the end of April 2015 was \$2.3M unfavourable. Mr Marshall advised that the key factors contributing to the unfavourable result related to Salaries and Wages and VMO expenditure.

Mr Marshall advised that there had been an increase of 77.9 FTE year to date, compared to the FTE figure at the same time in the previous year.

Mr Marshall reported that the Redevelopment of the BDH Operating Theatres is on hold, while additional funding is sought to support this project. Mr Marshall advised regarding the CDH ED and MDH Palliative Care beds that both projects are now complete. Mr Marshall reported regarding the clinical priority options consultation scheduled to be held on 29 May 2015 to prioritise the Clinical Services to be upgraded as part of TTH Stage 4 Phase 2 Redevelopment.

The unconfirmed Minutes of the FPC Meeting held on 20 May 2015 were noted.

**10.2 \*Health Care Quality Committee (HCQC)**

Ms Kew provided a verbal update on the most recent HCQC Meeting, including audit results from the Patient Assessment and Screening tool for Adults (PASTA), the Nursing Assessment, Care Plan and Handover of Shifts (NACHOS) and the Transfer of Care Plan and Audit (TOCPAC). Ms Kew advised that the results were 61% for PASTA, 90% for NACHOS and 28% for TOCPAC for the LHD, noting that the smaller Sites compliance was higher than that of the large Sites and there is significant room for improvement. Ms Kew advised that the Nursing and Midwifery Directorate is undertaking a research project to identify the reasons for the Nursing non-compliance. Ms Kew indicated that implementation of eMR2 should improve completion rates. Dr Tyson commented that the PASTA form consists of five pages of small print content and noted that there are a number of questions which are duplicated.

Ms Kew reported regarding the Clinical Policy that was endorsed by the Committee.

Ms Kew reported that the NNSW LHD Clinical Governance Framework is currently under review and is available for consideration on the Z Drive. Ms Kew asked that the Framework be emailed to the Board Members and suggested that once the consultation period is complete, the Framework should be reviewed by a small sub-group of the Board, including the Chair, Ms Kew, Dr Ogg and Dr Collie.

**Action:**

**Mr Chris Crawford is to arrange for the Clinical Governance Framework to be circulated to all Board Members via email.**

Ms Kew reported that Ms Gina Francis attended the Patient Experience Symposium on 30 April 2015 and advised that it was excellent, although there was feedback received regarding the small number of Regional attendees.

Ms Kew advised that there were two RCA reports discussed, no root causes identified and recommendations made relating to improved communication, observation and documentation. Dr Ogg commented with regard to extending the MHS "Look Back" initiative and suggested the Board ask Dr David Hutton, Executive Director Clinical Governance to assess whether there is merit in doing this. Dr Collie commented that NSW Health already undertakes a process of reviewing RCAs and suggested asking Dr Hutton to raise this matter at the next Directors of Clinical Governance meeting to see if there is a mechanism whereby NSW MOH can review RCAs and provide feedback to the LHD, after analysing its RCA results.

**Action:**

**Mr Chris Crawford is to seek advice from Dr David Hutton, Executive Director Clinical Governance on whether there is a mechanism whereby NSW Health could provide feedback to LHDs on their RCA results, after undertaking an analysis of them.**

The unconfirmed Minutes of the HCQC Meeting held on 12 May 2015 were noted.

**10.3 \*Medical and Dental Advisory Appointments Committee (MDAAC)**

Dr Tyson reported regarding the appointment of Dr Jane Cross as a VMO/Staff Specialist General Surgeon at GBH and Maclean Hospital to the end of the quinquennium. Dr Tyson advised that Dr Cross will initially be appointed as a Staff Specialist, however she intends to become a VMO in the longer term. Dr Tyson advised that there are Australian Health Practitioner Regulation Agency conditions that will apply to Dr Cross's appointment, which relate to Specialist Registration and once resolved her commencement date at GBH will be advised.

The Chair asked that Dr Collie discuss the possibility of Dr Cross being included in the proposed visit to Sydney LHD with Mr Wayne Jones, Chief of Staff.

The unconfirmed Minutes of the MDAAC Meeting held on 14 May 2015 were noted.

**10.4 \*Health Services Development Committee (HSDC)**

Ms Kew provided a verbal update on the Patient Journey provided to the Health Services Development Committee relating to an Allied Health professional, who has been co-located with a General Practice in Casino.

Ms Kew advised that the Committee asked the Chief Executive for an update regarding the Geriatric Evaluation Management (GEM) Unit. Ms Kew advised that Mr Crawford informed the Committee that a temporary GEM would be established at BDH during 2015/16.

Ms Kew advised that reports were given about Women's Health Key Priorities by Ms Ellie Saberi and the Children's Health Service Priorities by Mr Tomas Ratoní.

The unconfirmed Minutes of the HSDC Meeting held on 9 April 2015 were noted.

**10.5 \*Audit and Risk Committee (ARC)**

The unconfirmed Minutes of the ARC Meeting held on 17 April 2015 were noted

**10.6 \*NNSW LHD Clinical Council (CC)**

The unconfirmed Minutes of the CC Meeting held on 5 May 2015 were noted.

**10.7 \*Community Engagement Advisory Council (CEAC)**

The Board noted that the next CEAC Meeting is scheduled to be held on 22 June 2015.

**10.8 \*Medical Staff Executive Council (MSEC)**

Dr Tyson reported that Dr David Sare, VMO Hospitalist BDH, has been elected as the new Chair of the Medical Staff Executive Council.

The unconfirmed Minutes of the MSEC Meeting held on 16 April 2015 were noted.

**10.9 NNSW LHD Interim Aboriginal Partnership Meeting (APM)**

The unconfirmed Minutes of the APM Meeting held on 1 April 2015 were noted.

**10.10 \*NNSW LHD Mental Health Forum (MHF)**

Mr Frazer reported that information was conveyed to the Members of the MHF but no issues were raised of relevance to the Board. The Chair noted the lack of a NSW Mental Health Strategic Plan and indicated his intention to raise this matter with the MOH Secretary.

The unconfirmed Minutes of the MHF Meeting held on 27 April 2015 were noted.

**10.11 Health Education Workforce Research Forum**

The Board noted that the unconfirmed Minutes of the Health Education Workforce Research Forum held on 12 February 2015 will be submitted to the 1 July 2015 Board Meeting for noting.

**\*11. Items for Decision/Resolution**

**11.1 Revised Community and Stakeholder Framework and draft two page "Be Involved" Flyer for endorsement**

Mr Spriggs advised that he is seeking the endorsement by the Board of the revised Community and Stakeholder Framework and the Be Involved Flyer. The Chair advised that further changes are required to the Community and Stakeholder Framework in terms of the use of the word "consumer". Mr Spriggs indicated that the reference to "consumer" was taken directly from the Standards pursuant to which NNSW LHD is Accredited, therefore it is not able to be changed. Ms Kew raised the need for the Board to come to an agreement as to what will be the accepted term for people who utilise health services and whether the Board is happy to accept "patient" / "consumer" / "client" as the standard nomenclature. Mr Crawford suggested that the Community and Stakeholder Framework be relisted under Business Arising on the next Board Meeting Agenda. Mr Crawford further suggested that Board Members who are seeking changes to the Framework should forward the suggested changes to Mr Spriggs within the next two weeks to ensure a final draft is able to be presented for the Board's consideration at its next meeting.

**Action:**

**Mr Chris Crawford is to ensure that the Community and Stakeholder Framework is relisted as Business Arising on the next Board Meeting Agenda for further consideration. Board Members who are seeking changes to the Framework should forward their suggested changes to Mr Murray Spriggs in the next two weeks to ensure a final draft is presented for the Board's consideration at its next meeting.**

Dr Tyson moved that the Board endorse the 'Be Involved' flyer for use at the local Facility and Service level.

Moved: Dr Allan Tyson  
Seconded: Ms Rosie Kew  
CARRIED

The Board ENDORSED the 'Be Involved' flyer.

**11.2 Briefing Note on the Options for funding the gap amount by which the estimated cost of the preferred Option for the BDH Operating Theatre Suite and Medical Imaging Department Redevelopment Project exceeds the Project Budget.**

Mr Marshall moved that the Board ENDORSE the Recommendations contained in the Brief to pursue Option 1 as the first preferred option and if not supported by the Commonwealth, to pursue Option 4 as the second preferred Option.

Moved: Mr Malcolm Marshall  
Seconded: Mr Mark Humphries  
CARRIED

**11.3 Deed of Variation No. 1 and Deed of Variation No. 2 Department of Social Services for Commonwealth HACC Program – Service Delivery Activities for approving under Seal.**

Dr Tyson moved that the Seal be applied and document signed by the Chair.

Moved: Dr Allan Tyson  
Seconded: Ms Leone Crayden  
CARRIED

**12. \*Items Without Notice/Late Business**

- The Chair presented a Certificate of Completion of NSW Health Statutory Governed Boards Training Program signed by Ms Jillian Skinner, Minister for Health to Board Member, Dr Jean Collie and indicated that a similar Certificate will also be presented to Dr John Moran at a later time, as they have both recently completed the Board Training Program.
- Dr Tyson raised a concern relating to acute on-call services temporarily ceasing where unusual situations arise such as an unexpected illness of a Medical Specialist, when there is no back up Medical Specialist available locally and asked whether a LHD Policy or Procedure should be developed to identify service continuity strategies in such circumstances? The Chair asked that this matter be referred to the Clinical Council for consideration as a priority matter.

**Action:**

**Mr Chris Crawford is to refer the development of a Policy or Procedure for Medical Service Business Continuity Plans to the NNSW LHD Clinical Council for its consideration.**

**13. Items for Noting**

- 13.1 Letter from Warren Tozer, Chairman, Westpac Life Saver Rescue Helicopter dated 2 April 2015 responding to Dr Pezzutti's letter of 24 March 2015.**  
Noted

**MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 27 MAY 2015 IN THE GROUND FLOOR MEETING ROOM, CRAWFORD HOUSE, HUNTER STREET, LISMORE COMMENCING AT 1.00PM**

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- 13.2 Letter to Dr Chris Ingall, Chair, Lismore Base Hospital Medical Staff Council (MSC) seeking his agreement for a copy of the Board Chair's letter to Dr Ingall dated 13 April 2015 to be forwarded to all NSW LHD MSCs.**

Noted

**14. Items for Information:**

- 14.1 Monthly Reports on progress on the mitigating of High Level Risks.**

The Board noted the Monthly Reports on the progress being made towards the mitigating of High Level Risks.

- 14.2 Email from Louise Cuskelly, Cognitive Institute concerning a Promoting Professional Accountability Program**

The Board noted the email from Louise Cuskelly regarding a Promoting Professional Accountability Program.

- 14.3 Letter from the Hon Sussan Ley MP Minister for Health concerning a suggestion made by Ms Anne Moehead, Nurse Practitioner Psychogeriatric Services, concerning Medicare.**

The Board noted the correspondence from the Hon Sussan Ley MP.

**15. Close of Meeting**

There being no further official business, the Chair declared the meeting closed at 5.16pm.

**17. Date and Time of next Board Meeting**

**An extraordinary Board Meeting will be held on Wednesday 24 June 2015 in the Ground Floor Meeting Room, Crawford House, Hunter Street, Lismore commencing at 1.00pm.**

**The next ordinary Board Meeting will be held on 1 July 2015 in the Conference Centre, Grafton Base Hospital, Arthur Street, Grafton commencing at 1.00pm.**

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

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

Date 11/8/15