

1. PRESENT AND APOLOGIES:

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

In Attendance : Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver
(Secretariat)
Ms Michelle Daly, Clinical Nurse Consultant, Drug and Alcohol
Service (for part of the meeting).

Apologies: Dr Sue Page and Professor Lesley Barclay

2 Declaration of Pecuniary and/or Conflicts of Interest

No Pecuniary or Conflicts of Interest were declared.

PRESENTATION OF PATIENT JOURNEY STORY

Ms Michelle Daly, Clinical Nurse Consultant Drug and Alcohol Service attended the Board Meeting and presented a Patient Story about the experiences of a Patient referred by the Lismore Court into the Magistrates Early Referral Into Treatment (MERIT) Program.

The Board thanked Ms Daly for attending the Board Meeting and sharing this Patient Story with the Board.

3. Previous Minutes:

a) The Minutes of the Board Meeting held on 3 April 2013 were **ENDORSED** with amendments.

b) The Minutes of the 20 March 2013 Strategic Budget Board Meeting were endorsed with amendments.

c) The Abridged Minutes of the 6 March 2013 Board Meeting were approved for placing on the Internet Site.

4. Business Arising from the Minutes:

3 April 2013 Board Meeting

4.1 Mr Crawford is to request Mr James McGuigan, Executive Director of Finance to prepare a report on the current levels of FTEs across the LHD and the level required by the LHD.

The Board discussed the number of positions, where recruitment is currently not proceeding, due to the need to align Staffing levels with the targeted FTE levels.

The Chair advised that he will be discussing with the Minister for Health and Medical Research the level of funding that the NNSW LHD currently has available for employing Staff compared to the level of Staffing that is required to operate the amount of services currently being provided.

Action:

Mr Crawford is to provide advice to the 29 May 2013 Board Meeting on the number of positions that are not currently being recruited to where specific funding has been provided for the position and a breakdown of the type of positions that are currently vacant and awaiting recruitment.

Mr Crawford is to request Katie Willey, Manager Workforce Change and Sustainability Service to provide a report to the Board setting out how a forty or fifty day benchmark for the recruitment process from time of advertisement to the issuing an appointment letter to the successful applicant can be achieved.

The Chair noted that there is a different recruitment process for Junior Medical Officers (JMOs) and Senior Medical Officers, compared to other Staff positions. Mr Crawford noted the JMOs are generally recruited via a statewide process. This makes it more difficult for the LHD to influence and to measure the time taken for recruitment to these JMO positions, according to Mr Crawford. Mr Crawford also indicated that for Visiting Medical Officers (VMOs) as they are not employees but are contractors, they also have a different recruitment process. However, Mr Crawford added that Ms Willey is considering how the information about recruitment times for VMOs can be obtained so they can be more closely monitored.

Mr Crawford advised that the Ms Willey is undertaking work to reorganise the recruitment flowchart to introduce a recruitment benchmark of fifty days from time of advertisement to the dispatch of the letter of appointment, which will be provided to the 29 May 2013 Board Meeting.

Action:

Mr Crawford is to request Ms Katie Willey, Manager Workforce, Change and Sustainability Services to provide information on the volumes that was used to determine the average recruitment times for all disciplines in the Table previously provided to the Board, to the 29 May 2013 Board Meeting.

Mr Crawford is to request that Ms Katie Willey provide an updated recruitment flowchart with a benchmark recruitment timeframe of fifty days from the position being advertised to the appointment letter being dispatched to the 29 May 2013 Board Meeting.

4.2 Mr Crawford is to submit a report to the 3 July 2013 Board Meeting on the evaluation of the three month trial of the Coraki Community Care Centre (CCCC) for the Board's consideration

Mr Crawford advised that the three month trial of the CCCC is being monitored closely and an evaluation report on this trial will be provided to the 3 July 2013 Board Meeting.

Action:

Mr Crawford is to submit a report to the 3 July 2013 Board Meeting on an evaluation of the three month trial of the Coraki Community Care Centre for the Board's consideration.

- 4.3 Mr Spriggs is to follow-up with the North Coast NSW Medicare Care Local (NCML) to firm up on a mutually convenient date for the NCML Board to meet with the NNSW LHD Board as soon as possible and provide advice on this date to the 1 May 2013 NNSW LHD Board Meeting**

Mr Spriggs advised that the joint Board Meeting of the NNSW LHD and NCML Board is scheduled for 29 May 2013 with the commencement time and venue to be advised following consultation with the NCML.

Mr Spriggs referred to Item 11.4 noting the letter from Dr Tony Lembke, Chair NCML advising that the NCML has agreed to hold a joint meeting with the NNSW LHD Board.

- 4.4 Mr Murray Spriggs is to contact Dr Page to discuss the date for the May 2013 NNSW LHD Health, Education, Workforce and Research Forum**

Mr Spriggs advised that he has contacted Dr Page and the first meeting of the NNSW LHD Health, Education, Workforce and Research Forum is scheduled to be held on 23 May 2013 at Southern Cross University.

- 4.5 Mr Crawford is to consider the logistics of collecting information over a two or three month period on presentations to TTH, LBH and GBH EDs, which could be undertaken retrospectively on the potential health impacts that relate to Coal Seam Gas exploration and production and provide advice to the 1 May 2013 Board Meeting.**

Mr Crawford reported that he has contacted Mr Paul Corben, Director Public Health North Coast who advised that to collect this type of data is complex and time and resource intensive, as most Patient information is recorded in terms of Patient condition, not the circumstances that generate the condition. Therefore, Mr Corben would not be recommending this work be undertaken at this time.

The Board agreed that Mr Crawford should not undertake any further work on this matter.

- 4.6 The Minutes of the Health Services Development Committee held on 26 February 2013 are resubmitted to the 1 May 2013 Board Meeting for consideration. (Refer Item 6.4)**

The Chair noted that the Minutes of the Health Service Development Committee held on 26 February 2013 are resubmitted and are listed as Item 6.4 of the Board Agenda.

- 4.7 Mr Murray Spriggs is to draft a letter for the Board Chair's signature to the NOUS Group advising that the NNSW LHD Board has selected the modules of Strategy, Performance and Risk and Service Provision and Commissioning for the 2013**

Board Training. The letter is to also request that if possible this training is to be undertaken on the morning prior to a Board Meeting.

The Chair suggested that apart from the new Board Members, the training required to be undertaken by the Board, could be provided in-house by NNSW LHD Staff, rather than by employing the NOUS Facilitators, which would assist in avoiding considerable expenditure.

The Chair suggested that the training modules which could be provided in-house should be provided as follows:

Module 1	In-House to be determined
Module 2	In-House by Mr James McGuigan, Executive Director of Finance
Module 3	In-House by Mr James McGuigan, Executive Director of Finance
Module 4	In-House by Ms Maureen Lane, Manager Planning and Performance
Module 5	In-House to be determined
Module 6	In-House by Dr David Hutton, Executive Director Clinical Governance
Module 7	In-House by Mr Chris Crawford, Chief Executive.

The Chair indicated that new Board Members and Board Members who wish to attend the specific NOUS Training days on 19 and 20 June 2013 should identify themselves. The Board Members who requested to undertake the NOUS Sydney training were: Dr Joe Ogg, Ms Rosie Kew, Mr Mark Humphries, Ms Leone Crayden and Mr Malcolm Marshall (for Strategic Module only).

The Chair requested that Mr Spriggs develop a program for Board Members to undertake all of the Board training modules delivered by In-House NNSW LHD Staff with a one hour training session to be provided on each Module. Mr Spriggs is to submit a draft Board Training Program to the 29 May 2013 Board Meeting for consideration.

Action:

Mr Spriggs is to develop a draft program for Board Members to undertake all of the Board training modules delivered by In-House NNSW LHD Staff with a one hour training session to be provided on each Module and submit it to the 29 May 2013 Board Meeting for consideration.

- 4.8 Ms Yvette Bowen to provide a Report to the Work Health and Safety Working Group on how the NNSW LHD is meeting its obligations as identified in the Work Health and Safety Guidelines to the Workforce Development Committee, Health Care Quality Committee and the Finance and Performance Committee and the ad hoc Board Work Health and Safety Working Group. The Report is to then be submitted to the 29 May 2013 Board Meeting for consideration.**

Mr Crawford advised that a Report on how the NNSW LHD is meeting its obligations as identified in the Work Health and Safety Guidelines has been submitted to Workforce Development Committee and the document will now be updated to take account of the feedback from the Workforce Development Committee. The Report will then be submitted to the Health Care Quality Committee (HCQC), Finance and Performance

Committee (F&PC) and the ad hoc Board Work Health and Safety Working Group for consideration. Mr Crawford advised the feedback will be provided to the Board via the HCQC and P&FC Minutes to the 29 May 2013 Board Meeting.

Action:

Ms Yvette Bowen is to provide a Report on how the NNSW LHD is meeting its obligations as identified in the Work Health and Safety Guidelines to the Health Care Quality Committee, the Finance and Performance Committee and the ad hoc Board Work Health and Safety Working Group. The Report is to then be submitted to the 29 May 2013 Board Meeting for consideration

20 March 2013 Board Strategic Budget Meeting

- 4.9 Mr Crawford is to follow-up with Ms Vicki Rose, Acting Executive Director Allied Health and Manager Chronic and Primary Care on the issue of Compacs packages not being taken up due to some support services not being available from the new Compacs Provider.**

Mr Crawford advised that information has been received from Ms Vicki Rose, Acting Executive Director Allied Health and Manager Chronic and Primary Care that indicate that the number of Compacs packages being utilised is increasing and the initial problems with the new Provider are being resolved. Mr Crawford also noted that the MOH has agreed that more Compacs packages (including some of the previously un-utilised Compacs packages) can be utilised by NNSW LHD over the Winter period.

- 4.10 Mr McGuigan is to follow up and provide advice to the Board on whether NNSW LHD receives the Salary Packaging benefit of Residents Medical Officers (RMOs) who rotate through LBH.**

Mr Crawford advised that NNSW LHD is receiving the Salary Packaging benefit of some RMOs who rotate through the LBH. Whether the benefit is received by NNSW LHD depends upon when they commenced duties and at which Hospital their first placement occurred.

Mr Crawford noted that Queensland Registrars, who are employed by NNSW LHD, are able to double Salary Package as they are employed by two different organisations, where they have rotational appointments. This opportunity is being followed up by NNSW LHD to ensure that the potential to be derived from it is optimised.

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

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

- 5.1 New Register Items 216 to 221 covered in Item 4 Business Arising.**
Noted

- 6. Minutes – Governance Committee:**

6.1 Finance & Performance Committee (F&PC)

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

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

6.2 Health Care Quality Committee

The Chair provided a verbal report arising from the HCQC Meeting held on 9 April 2013.

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

6.3 Medical and Dental Advisory Appointments Committee (MDAAC)

Dr Tyson provided a verbal report on the MDAAC Meeting held on 11 April 2013.

The unconfirmed Minutes of the MDAAC Meeting held on Health Care Quality Committee held on 11 April 2013 were noted.

6.4 Health Services Development Committee

The Chair provided a verbal report on the Health Services Development Committee Meeting held on 26 February 2013.

The confirmed Minutes of the Health Services Development Committee held on 26 February 2013 were noted.

6.5 Audit and Risk Committee

The unconfirmed Audit and Risk Meeting Minutes of the 23 April 2013 are to be submitted to the 29 May 2013 Board Meeting for consideration.

6.6 NNSW LHD Clinical Council

Mr Crawford advised that he had provided a verbal report on the Clinical Council Meeting held on 26 March 2013 to the 3 April 2013 Board Meeting.

The unconfirmed Minutes of the Clinical Council Meeting held on 26 March 2013 were noted.

6.7 Community Engagement Advisory Council (CEAC)

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

Mr Spriggs advised the issue of naming of Hospitals was discussed at the 8 April 2013 CEAC Meeting. Mr Crawford stated that the NNSW LHD Clinical Council also recommended that consultation occur with a wider audience about the renaming of Hospitals.

Mr Crawford indicated that it may be necessary to write to the MOH advising that the Board is wanting to hold a consultation about changing the names of the NNSW LHD Hospitals and seek its input and advice on whether it would be prepared to facilitate such name changes, if they were recommended by the Board, through any required administrative and legal processes.

The Board requested that the Chief Executive write to the MOH Director-General seeking input on its proposal to undertake consultation with the Community about changing the names of some NNSW LHD Hospitals.

Action:

The Chief Executive is to forward a letter to the MOH Director-General advising that the Board is wanting to undertake a consultation with the Community about changing the names of some NNSW LHD Hospitals and seeking its input on whether it would be prepared to facilitate the undertaking of the necessary administrative and legal processes to change some Hospital names, if this is recommended by the NNSW LHD Board.

Mr Spriggs advised that the issue of an evaluation of the CEAC Meetings in relation to its role of providing advice to the Board has been requested by CEAC Members. Mr Crawford indicated that a self-evaluation form will be provided to the CEAC Members at their next Meeting. Mr Crawford also advised that CEAC Members are also wanting feedback from the Board on whether CEAC is operating as expected and if the Board is satisfied with the CEAC performance.

The Chair suggested that CEAC is considering the issues the Board would expect them to discuss, it has raised concerns in some areas that the Board was not aware of and it is also providing valuable feedback for the Board's consideration. The Chair also noted the CEAC Minutes reflect the discussion that takes place at CEAC Meetings.

The Board endorsed the Chair's comments concerning the performance of CEAC and the valuable advice it is providing to the Board.

Action:

Mr Crawford is to prepare a letter to Ms Mollie Strong, CEAC Chair, for the Board Chair's signature that provides feedback from the Board indicating that the Board is pleased with how CEAC is performing and indicating that the Board values the advice that it has received from the CEAC.

Ms Bridgett advised that the CEAC Minutes did not include the report she had provided on the Medication Management Workshop that she had attended. Mr Crawford advised that as the CEAC Minutes are unconfirmed, Mr Spriggs will

revise the CEAC Minutes to include the report from Ms Bridgett in the Minutes, prior to their being considered at the next CEAC Meeting.

The unconfirmed CEAC Minutes of the 8 April 2013 Meeting were noted.

Action:

Mr Spriggs is to revise the unconfirmed CEAC Meeting Minutes of 8 April 2013 to include a report that was provided by Ms Hazel Bridgett on the Medication Management Workshop that she had attended.

6.8 Medical Staff Executive Council (MSEC)

The Board noted the next Meeting of the MSEC Meeting is scheduled on 9 May 2013.

7. Chief Executive's Report

Mr Crawford referred to the issues that were covered in his report to the Board, which included the Ministerial Visit, NSW State Health Plan Consultation, Director-General Visit, Draft 2013/14 Service Agreement Template, Richmond Valley Ophthalmology Change, Change in Remuneration Arrangements for Some Specialists Providing Services at Richmond Valley Hospitals, Healthcare Services Plan, Coraki HealthOne Service Development, The Tweed Hospital (TTH) Master Planning, Bonalbo Hospital, YourSay Survey, NNSW LHD Quality Awards, Executive Appointments, Board Briefing on Disaster Preparedness, National Disability Insurance Scheme (NDIS), Lismore Base Hospital Stage Three Redevelopment, Allied Health Council, Budget Position, NEST, NEAT and Triage Results, NSW Mental Health Commission Community Advisory Council, Staff Vaccination Rates, Workers Compensation Result, Second Anniversary of NSW Government, Board Remuneration Arrangements, Grafton Base Hospital Special Medical Remuneration Arrangements, Audit of Information and Communications Technology Function 2011/12 Budget Performance, North Coast NSW Medicare Local (NCML), Byron Shire Central Hospital and Chief Executive Leave.

The Board endorsed the Chief Executive's Report.

8. General Business:

There were no General Business Items.

9. For Information:

9.1 Letter from John Feneley, Commissioner, Mental Health Commissioner of NSW dated 22 April 2013 advising of the developments at the Mental Health Commission and advising that representatives of the Commission will be visiting LHDs to consult on planning principles for the reform program.

Noted

10. Business Without Notice

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- The Chair advised that Dr Tyson has suggested that the Chief Executive's Report is further advanced up the Board Agenda Item to Item 6, indicating that many of the matters raised by the Chief Executive are drawn from the Meeting Minute Report Items.

The Board endorsed the proposal to move the Chief Executive's Report up the Agenda to just prior to the Governance Committee Meeting Reports.

- Ms Kew advised that at recent training session, she had attended on the National Quality and Safety Standards, she received several questions in relation to governance. During the discussions that followed on from these questions, the Staff who were at the training session indicated that they would like to receive a monthly newsletter outlining the discussions that occur at the Board Meetings.

Ms Kew indicated that these Staff were very interested in and pleased to hear about the range of issues that are discussed at the Board Meetings and would like to receive more information about these discussions.

Ms Kew asked for suggestions on what type of promotional activity the Board could undertake to respond to this type of request.

Mr Spriggs advised that the regular Community and Clinician insert on Board activities will be published as an inclusion within the June 2013 edition of Northern Exposure, and he suggested that this could cover some of the activities of the Board, that the Staff are interesting in reading about.

Mr Crawford suggested that there could be an informative Board Page included in each edition of the Northern Exposure monthly newsletter.

The Chair stated that a concentration on matters that impact on Patient Safety, such as Hand Hygiene, could be covered in such a publication.

Mr Crawford indicated that he will discuss a format for the one Page insert with Mr Spriggs and Ms Susan Walker, Media Co-ordinator and provide feedback to the 29 May 2013 Board Meeting.

Action:

Mr Crawford is to discuss a format for a one Board Page within the monthly Northern Exposure newsletter with Mr Spriggs and Ms Susan Walker, Media Co-ordinator and provide feedback to the 29 May 2013 Board Meeting.

- Mr Frazer indicated that he had concerns in relation the personal liability issue of Board Members in relation to the matters raised in the NSW LHD Risk Register.

Mr Crawford advised that he has raised this matter with the MOH General Counsel and he has been advised that a similar concern has been raised by some other LHDs. In response the Chief Counsel has provided reassurance to Board Members that their

exposure is limited as spelt out in the relevant legislation. Mr Crawford said he would circulate the correspondence he had requested from the General Counsel providing this reassurance, when it is received.

Mr Frazer suggested that the items on the Risk Register should not have a target unless wording has been added to explain why the particular target had been selected.

Mr Crawford suggested that Mr Frazer may like to attend the meeting held each year where the Risk Register is comprehensively reviewed and where each item is considered in terms of its current and targeted level of risk. Mr Frazer advised that he would like to attend the major meeting held each year to review the Risk Register.

Mr Crawford also noted that Risk Registers have been submitted to the MOH by all LHDs for many years and there had never been any feedback received in response to the content of these Risk Registers. Mr Crawford advised that he has suggested to the MOH that there is a need for a standardised process to be undertaken by each LHD in developing their Risk Registers with feedback provided by the MOH to each LHD on the content of the Registers. This proposal is now being considered by a newly formed MOH Enterprise Risk Management Committee, of which he is a Member.

11. Correspondence In:

- 11.1 Letter from Tony Lembke, Chair, Medicare Local North Coast dated 15 March 2013 concerning the proposed joint Meeting of the NCML and NSW LHD Boards.**
Noted
- 11.2 Letter from Janelle Saffin, MP, Member for Page making representations on behalf of her Constituent, Ms Christine McNamara**
Noted
- 11.3 Email from Dr Rosemary Craig dated 1 March 2013 concerning the Coraki Urgency Care Centre**
Noted
- 11.4 Letter from Tony Lembke, Chair, Medicare Local North Coast NSW dated 24 April 2013 advising that the NCML Board agree to meet with the NNNSW LHD Board on 29 May 2013.**
Noted

12. Correspondence Out:

- 12.1 Letter to Janelle Saffin, MP, Member for Page concerning a response to her representations on behalf of her Constituent, Ms Christine McNamara**

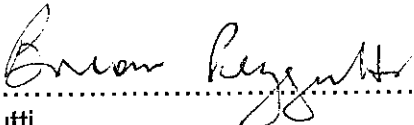
Noted

- 12.2 Letter to Dr Rosemary Craig from Dr Brian Pezzutti dated 9 April 2013 in response to her email of 1 March 2013 concerning the Coraki Urgency Care Centre
Noted

13. Next Meeting: Wednesday 29 May 2013, Ground Floor Meeting Room, Crawford House, Hunter Street, Lismore commencing at 1.30m

There being no further official business, the Chair declared the meeting closed at 5.05 pm

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

Signed  Date 17.7.13
Dr Brian Pezzutti
Chair, Northern NSW Local Health District