

12.30pm – 1.30pm

Presentation on Lismore Base Hospital (LBH) Carpark Project by Health Infrastructure (HI) representatives

Mr Crawford referred to Item 10.4 HI LBH Multistorey Carpark Business Case on the Board Meeting Agenda and explained that the presentation by HI representatives is to inform the Board on the content of the Business Case to assist its discussion of Item 10.4 on the Board Meeting Agenda.

The presentation to the Board on the LBH Carpark Project was provided by Troy Harvey, HI Senior Project Director, Rebecca Wark, HI Program Director Carparking and Gavin Thompson, HI Project Manager.

The issues discussed included the review and endorsement process, context of the NSW Hospital Carpark Strategy, LBH Risk including health building and financial risk, Budget and funding. Mr Harvey advised that following the Board's consideration of the Business Case the recommendation is for the NNSW LHD Board to endorse the LBH Carpark Project Business Case and the introduction of car parking fees prior to seeking NSW Treasury's project and funding approval and before undertaking a Gateway Review of the Project.

Ms Bridgett suggested that HI consider having two crossings of Uralba Street, one opposite the new LBH ED and one opposite the LBH Main Entrance. Mr Harvey responded that he will look into the viability of this suggestion.

The Chair thanked Mr Harvey, Ms Wark and Mr Thompson for presenting to the Board Meeting on the LBH Carpark Project Business Case.

1. PRESENT AND APOLOGIES:

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

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

2. Apologies: Professor Lesley Barclay, Ms Leone Crayden

3. Declaration of Pecuniary and/or Conflicts of Interest

Nil

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

The Board Members asterisked Agenda Items 7.2, 7.5, 7.11, 7.18 and 7.21 as additional items for discussion.

5. PRESENTATION OF PATIENT JOURNEY STORY

Patient Story – A story of an Acute Cardiac Patient Journey including Cardiac Catheter Laboratory (CCL) treatment was provided by Ms Lynn Hopkinson, Deputy Director of Nursing Lismore Base Hospital and Mr Peter Kwan, Nurse Unit Manager, LBH CCL.

A Patient Story about the journey of an Acute Cardiac Patient, which involved treatment in CCL, through LBH provided valuable information to the Board.

6. Previous Minutes:

a) The Minutes of the Board Meeting held on 30 October 2013 Board Meeting were ENDORSED as a true and accurate record of the meeting.

Moved: Mr David Frazer
Seconded: Dr Joe Ogg
CARRIED

b) The Abridged Minutes of 2 October 2013 Board Meeting were APPROVED for placing on the NNSW LHD Internet Site.

Moved: Dr Allan Tyson
Seconded: Dr Sue Page
CARRIED

7. Business Arising from the Minutes:

7.1 Mr Crawford is to provide written advice from Dr David Hutton, Executive Director Clinical Governance to the 4 December 2013 Board Meeting on what is the process to introduce a unique number identifier for NNSW LHD patients.

Mr Crawford advised that Dr David Hutton, Executive Director Clinical Governance will 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.

Action:

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.

7.2 Dr David Hutton, Executive Director Clinical Governance is to review the current Management of a Complaint or Concern about a Clinician (MCCC) investigative process with a view to ensuring adequate oversight of the process and that evaluation of the process and outcomes is occurring and provide a Brief to the 4 December 2013 Board Meeting for consideration.

Mr Crawford referred to the brief provided by Dr David Hutton, Executive Director Clinical Governance that provides a response to the Board's request that the MCCC Policy is reviewed with specific reference to governance oversight and evaluation processes.

The Board requested that Dr Hutton revise the Paper to take account of the comments made by Board Members in relation to the inclusion of the complainant as part of the investigation process, to also include a second opinion process, where applicable in the

MCCC investigation processes and ensure that the Human Resource function is connected with the MCCC investigation process.

Mr Crawford advised that he would discuss the Board's request with Dr Hutton, who he would ask to revise his Paper and provide an amended Paper to the 29 January 2014 Board Meeting, together with a cover Briefing Note which outlines how the Paper has been modified.

Action:

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.

7.3 Mr Crawford is to provide feedback on the outcome of the meeting of 7 November 2013 with the Richmond Valley Mayor and General Manager to the 4 December 2013 Board Meeting.

Mr Crawford referred to Item 9 in the Chief Executive's Report and advised that following the meeting between the NSW LHD Board Chair and Chief Executive and the Richmond Valley Council Mayor and General Manager, it is unlikely to be necessary for the full Board and whole Richmond Valley Council to hold a joint meeting in the first few months of 2014.

7.4 Ms Maureen Lane, Manager Planning and Performance is to review the 2013/14 NSW LHD Budget to ascertain if it is aligned with the existing NSW LHD Strategic Plan and provide advice to the 4 December 2013 Board Meeting

Mr Crawford advised that Ms Maureen Lane, Manager Planning and Performance apologises to the Board that the information on the review of the 2013/14 Budget to ascertain if it is aligned with the existing NSW LHD Strategic Plan is not yet ready to be submitted to the Board for consideration. Mr Crawford advised that upon Ms Waters return from leave, Ms Lane will collaborate with Ms Waters, to prepare and submit a document addressing the Board's request for its consideration to the 29 January 2014 Board Meeting.

Action:

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 NSW LHD Strategic Plan and provide advice to the 29 January 2014 Board Meeting.

7.5 Mr Crawford is to forward a letter to Mr Chris Gulaptis, MP, Member for Clarence that provides information on Nursing Hours Per Patient Day ratios for Grafton Base Hospital (GBH) and the classification of GBH that impacts on the funding provided to regional and rural Hospitals. A copy of the letter to Mr Gulaptis is to be submitted to the 4 December 2013 Board Meeting for information.

The Board noted the letter to Mr Chris Gulaptis, MP, Member for Clarence dated 12 November 2013 providing information on the Nursing Hours Per Patient Day ratios for GBH.

- 7.6 Mr Chris Crawford is to write to Mr Chris Gulaptis, MP, Member for Clarence to encourage him to discuss with his regional colleagues the issues raised with him by the LHD concerning the meeting of targets and funding for community based services for rural and regional LHDs.**

The Board noted the letter to Mr Chris Gulaptis, MP, Member for Clarence dated 12 November 2013 encouraging Mr Gulaptis to discuss with his regional colleagues the issues raised by the LHD concerning the meeting of targets and funding for community based services for rural and regional LHDs.

- 7.7 A copy of Mr Chris Gulaptis, MP, Member for Clarence regular Community Newsletter encouraging community members to use their Private Health Insurance when attending a Public Hospital is to be obtained and provided to the Board for its information.**

The Board noted the copy of Mr Chris Gulaptis, MP, Member for Clarence regular Community Newsletter encouraging community members to use their Private Health Insurance when attending a Public Hospital.

- 7.8 Dr Allan Tyson is to provide the names of the GBH Staff who are to be forwarded letters of thanks from the Board Chair and Chief Executive, thanking them for their work in achieving an excellent Accreditation result for the Clarence Network.**
- Dr Tyson advised that he has now provided the names of the GBH Staff who it is suggested are forwarded letters of thanks from the Board Chair and Chief Executive, thanking them for their work in achieving an excellent Accreditation result for the Clarence Network.

Mr Crawford advised that thank you letters will now be prepared for the Board Chair's signature to the relevant GBH Staff.

- 7.9 The Board Chair is to review the draft response to the Editor of the Northern Star Newspaper following a newspaper article about the NNSW LHD Board.**

The Board noted the response to the Editor of the Northern Star Newspaper from the Board Chair responding to a newspaper article about the NNSW LHD Board.

- 7.10 *Mr Crawford is to request Mr James McGuigan, Executive Director of Finance to provide a Brief to the 4 December 2013 Board Meeting on how the unfavourable result in VMO payments is being addressed against the specific strategies that have been identified to bring VMO costs back in line with the budget.**

Mr Frazer noted that the information concerning the unfavourable result in VMO payments and the specific strategies that have been identified to bring VMO costs back in line with the budget is to be discussed at the next Finance and Performance Committee (FPC) Meeting.

Mr Crawford advised that these matters will be raised and discussed at the FPC Meeting on 20 December 2013 and the discussion will be reported to the Board via the FPC Meeting Minutes.

The Board noted the information contained in the Brief and that this matter will be discussed at the FPC Meeting on 20 December 2013.

7.11 Mr Crawford is to draft a follow up letter to the MOH to the letter forwarded by the Board Chair concerning Privately Referred Non Inpatient Clinics and seeking its urgent response.

The Board noted a further letter to the Hon Jillian Skinner, MP, Minister for Health and Medical Research dated 27 November 2013 concerning Privately Referred Non Inpatient Clinics.

7.12 Mr Crawford is to forward a Memorandum to the Health Service Group Directors of Medical Services reminding them to ensure that the NSW Health Wrong Procedure Site Policy is adhered to.

The Board noted a memorandum to the two Health Service Group Executive Directors concerning the need to ensure that Clinicians are adhering to the NSW Health Wrong Procedure Site Policy.

7.13 Mr Crawford is to forward a letter of response to the Minister for Health and Medical Research advising that the NNSW LHD Board has ENDORSED two options for consideration for the naming of the Yamba Community Health Centre: "Yamba Community Health Centre" with a plaque placed in the building acknowledging the work of Mr Jim Agnew or "The Yamba Community Health Centre – The Jim Agnew Building".

The Board noted the draft Ministerial response to M13/5926 concerning the naming of the new Yamba Community Health Centre and proposing two naming options for consideration.

7.14 Mr Crawford is to provide a comprehensive report on the implications of the Microsoft Licensing changes for the LHD to the 4 December 2013 Board Meeting for consideration.

Mr Crawford advised that more work is being undertaken concerning the implications of the Microsoft Licensing changes for the LHD, which will be submitted to the 29 January 2014 Board Meeting for consideration.

Action:

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.

- 7.15 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 NSW LHD Risk Register.**

Mr Crawford advised that the Risk Management Workshop is scheduled on 12 December 2013 and a report will be provided to the 29 January 2014 Board Meeting advising of the outcome of the Risk Management Workshop in relation to the wording of the NSW LHD Risk Register.

Action:

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 NSW LHD Risk Register.

Dr David Hutton, Executive Director Clinical Governance is to be invited to attend a discussion on the wording of the NSW LHD Risk Register with the Board prior to the 29 January 2014 or 5 March 2014 Board Meeting.

Mr Crawford advised that Dr David Hutton, Executive Director Clinical Governance has been invited to attend the Board Meeting on 29 January 2014, to discuss the wording of the NSW LHD Risk Register.

- 7.16 Mr Crawford is to draft a letter for the Board Chair's signature to Mr Aladin Niazmand, Consultant Architect, thanking him for his work in undertaking all three projects that he was involved in, being the Coraki HealthOne Project, The Tweed Hospital Master Plan and the Bonalbo Multipurpose Feasibility Study.**

The Board noted the letter to Mr Aladin Niazmand, Consultant Architect, from the Board Chair, thanking him for his work in undertaking all three projects that he was involved in, being the Coraki HealthOne Project, The Tweed Hospital Master Plan and the Bonalbo Multipurpose Feasibility Study.

- 7.17 *Mr Crawford is to request Mr Wayne Jones, Chief of Staff to provide a Brief to the 4 December 2013 Board Meeting on whether the LHD Policy relating to the funding of Ophthalmology Lens needs to be reviewed and whether a consistent and rigorous procedure can be developed for assessing the circumstances in which non-standard Ophthalmology Lens are required to be utilised.**

The Board ENDORSED the recommendations outlined in the Brief to commence consultation with Ophthalmic Surgeons across NSW LHD with the goal of developing a LHD wide Policy in relation to provision of non-standard Lens for Public Patients in Public Hospitals and that part of this process be consideration of the option of stocking only one non-standard Lens.

- 7.18 The letter from Chris Puplick, AM, Chair, Justice Health and Forensic Mental Health Network dated 4 October 2013 concerning a proposed Workshop for the Chairs of LHD/SN FPCs is to be resubmitted to the 26 November 2013 FPC for consideration.**

The Board noted the letter from Mr Chris Puplick, AM, Chair, Justice Health and Forensic Mental Health concerning a proposed Workshop for Chairs of LHD/SN FPCs, was resubmitted to the FPC Meeting held on 26 November 2013.

- 7.19 The Chief Executive is to write to the North Coast Medicare Local advising that NNSW LHD does not support provision of NNSW LHD funds towards a funding pool for provision of Governance training for Aboriginal Board Members or potential Board Members but would support investigating the provision of locally delivered Governance training and is referring this proposal to the first Aboriginal Partnership Meeting in 2014 for its consideration and feedback.**

The Board noted the letter to Dr Tony Lembke, Chair, North Coast Medicare Local dated 26 November 2013 advising that NNSW LHD does not support provision of NNSW LHD funds towards a funding pool for provision of Governance training for Aboriginal Board Members or potential Board Members but would support investigating the provision of locally delivered Governance training and that this proposal is being referred to the first Aboriginal Partnership Meeting in 2014 for its consideration and feedback.

- 7.20 *Any other Matters Arising from the Board Minutes**

Update on Casino Hospital

Mr Crawford advised that as outlined in the Chief Executive's Report, a Brief has been provided to Mr Kevin Hogan, MP, Member for Page, concerning the required funding for a Casino District Hospital (CDH) Emergency Department (ED) upgrade to enable Mr Hogan to make representations to the Federal Government on behalf of the LHD to have this \$3.0 million of funding retained. Mr Hogan has provided advice that he is "optimistic but not confident" concerning the retention of this funding to upgrade the CDH ED, Mr Crawford said. Mr Crawford also advised that Mr Hogan has visited CDH ED and met with the Nurses in order to obtain a better understanding of why the additional funding is required and he has issued a Media Release, concerning this matter.

Update on Ballina Hospital

Mr Crawford also reported that the \$4.5 million promised by the Federal Government for the upgrade of the Ballina District Hospital has been confirmed as being available.

Regional Development Funding (RDF)

The Chair advised that he has forwarded two letters to the Minister for Health and Medical Research concerning the need to equitably allocate funding between LHDs.

Health Needs Indices Paper

The Chair advised that he has corresponded with Dr Mary Foley, Director-General Ministry of Health (MOH) concerning the Health Needs Indices paper. The Chair also noted that Wayne Jones, Chief of Staff, Chief Executive Unit has been nominated as the NNSW LHD representative on the Health Needs Indices Working Group.

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

The Updated NNSW LHD Board Resolution and Decision Register from the 30 October 2013 Board Meeting was noted.

5.1 Changes to Register Items 246, 250, 252, 247, 255, 258, 260 and 271 covered in Item 4 Business Arising.

Noted

5.2 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 Chief Executive report to the Board, which included the 2013/14 NNSW LHD Chief Executive Agreement, 2013/14 NNSW LHD Business Plan, NEAT, NEST and Triage Results, Clinical Service Planning – Healthcare Services Plan, Coraki HealthOne Centre Master Plan, The Tweed Hospital Master Plan, Bonalbo Multipurpose Service Feasibility Study and the Byron Shire Central Hospital Business Case, Casino District Hospital Emergency Department Upgrade, GBH Pharmacy and Pathology Upgrades, Occurrence of “Disasters”, Inter-action with the North Coast NSW Medicare Local, Meeting with the Richmond Valley Council Mayor and General Manager, LBH Proposed Multistorey Carpark, Budget Position, Health on a Page, Cross-Border Executive Steering Committee Meeting, Cancer Institute Performance Review, HealthShare Developments, Workcover Inspection Program for NSW Health Mental Health Workplaces, LBH Stage 3A Redevelopment, NSW Kids and Families, Energy Usage, Incidence of Dementia to increase on the North Coast, Richmond Network Ophthalmology Service Relocation, North Coast GP Training Consultation, Fluoride Debate Continues, Visiting Medical Officer Contracts, Next Patient Survey, Improving Clinician Engagement, Minor Works Upgrades, Annual Community and Stakeholder Meeting, Northern Rivers University Centre for Rural Health, Hidden Treasures, Lismore GP Super Clinic, ACHS Accreditation, Bundled Services, Nursing boost, Boost for Psychiatry Training on the North Coast, Outbreak of Measles, Medical Research Governance, Get Healthy Information Service, Aboriginal Health, Security Audits, Activity Levels, Rural Health Plan and Chief Executive Leave.

Mr Frazer queried the increase of 10% in emergency surgery and Mr Crawford responded that he will investigate whether 10% is the correct result for emergency surgery, as it does appear quite a large increase. He indicated that he will report back on this matter to the next Board Meeting.

Action:

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.

The Chair referred to a meeting scheduled to be held between Dr Ian McPhee, Chair TTH Medical Staff Council and a representative from the North Coast Medicare Local and he suggested that a Community champion such as a Community Nurse or a Manager of Community Health Services should also be invited to attend this meeting. Mr Crawford advised that he will follow up on this suggestion with Dr McPhee.

The Chair referred to the item on Fluoride and suggested in future years that there is a need to consider undertaking a costing cost study on the difference in costs of treating children in Lismore and Grafton and compare this to the cost of treatment provided to children in the Byron Shire, as the cost factors need to be taken into account, when a decision is made on implementing Fluoride. The Chair advised that he has requested the Chief Executive to obtain data on this difference in costs to support a letter that he will write to the Minister for Health and Medical Research to support the introduction of Fluoride into the Byron Shire water supply.

Action:

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

The Chair noted the Media Release concerning Flexible Services, which are a necessity for people with Dementia in Regional NSW and the data indicates that the Tweed Shire will have around 5,000 people with Dementia in 2050 and also by that time the Clarence will have around 4,200 residents with Dementia.

Dr Ogg queried the status of the issues raised in the Report relating to cross border funding being arranged directly between the two LHDs. Mr Crawford advised that work is continuing on this strategy and an ad hoc Committee has been established between the NNSW and Gold Coast Local Health Districts, which will report back to the overarching Cross Border Executive Steering Committee on how quicker progress can be made to implement this strategy. Mr Crawford advised that "Trauma" will be the first service to be addressed by the ad hoc Committee. Mr Crawford also indicated that there has been an overarching Cross Border Service Agreement signed off between the two States, which will provide a foundation for the work being undertaken by the Cross Border Executive Steering Committee on a direct funding arrangement between the two Local Health Districts.

The Board endorsed the Chief Executive's Report.

10. * Strategic and Planning Items

10.1 The Tweed Hospital Master Plan

The Board ENDORSED The Tweed Hospital Master Plan.

Moved: Dr Joe Ogg
Seconded: Mr Mark Humphries
CARRIED

The Board requested that the Board Chair 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.

Action:

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 raised the issue of renewable energy for TTH and asked that when the next stage of planning is undertaken that renewable energy is considered as part of TTH Stage Four Redevelopment Planning.

10.2 *Improving Clinician Engagement Paper

Mr Crawford reported the feedback received on the draft Improving Clinician Engagement Paper was generally positive and that no substantive amendments to the Paper were put forward, as part of the consultation process.

The Chair noted that he has submitted some suggested grammatical changes to the draft Improving Clinician Engagement Paper.

The Board ENDORSED the Improving Clinician Engagement Paper following additional grammatical changes being made to it, as put forward by the Board Chair. Further, the Board Chair requested that the Executive develop an Implementation Plan, which will guide the progressive implementation of the Recommendations contained within the Paper.

Moved: Ms Rosie Kew
Seconded: Mr David Frazer
CARRIED

The Board Chair requested that the Improving Clinician Engagement Paper be forwarded to the Minister for Health and Medical Research for her information.

Action:

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.

10.3 *Health Infrastructure LBH Multistorey Carpark Business Case

10.3.1 RESOLUTION

That the NNSWLHD Board:

(i) endorses the introduction of fees for public and staff car parking facilities at Lismore Base Hospital, and

(ii) provides in principle support for the draft Business Case for the Lismore Base Hospital Carpark Project to proceed to Gateway Review.

The Board ENDORSED the introduction of fees for public and staff car parking facilities at Lismore Base Hospital, and provided in principle support for the draft Business Case for the Lismore Base Hospital Carpark Project to proceed to Gateway Review

Moved: Mr Malcolm Marshall

Seconded: Ms Deb Monaghan

CARRIED

Action:

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 and if funding is received from NSW Treasury as part of the 2014/15 Budget approval, that 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 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.

11. Minutes – Governance Committees

11.1 F&PC

Mr Marshall referred to the written summary report that was circulated to the Board and provided a verbal report on the F&PC Meeting held on 26 November 2013.

The unconfirmed Minutes of the FPC Meeting held on 26 November 2013 were noted.

11.2 Health Care Quality Committee (HCQC)

The Board noted the written report that was tabled by Ms Kew arising from the HCQC Meeting held on 12 November 2013.

Action:

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 unconfirmed Minutes of the HCQC held on 12 November 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 14 November 2013.

Ms Bridgett referred to the request made by the Board on whether letters of thanks should be forwarded to long term Medical Officers who resign and advised the MDAAC Committee agreed that criteria need to be developed for Medical Officers who provide good service not just length of service, to be recognised for their contributions. Ms Bridgett advised that MDAAC Members have been requested to provide advice on appropriate criteria that will determine which resigning Medical Officers should receive a letter of thanks to recognise their contributions.

The unconfirmed Minutes of the MDAAC Meeting held on 14 November 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 29 October 2013.

The unconfirmed Minutes of the HSDC Meeting held on 29 October 2013 were noted.

11.5 Audit and Risk Committee (ARC)

The Board noted that the next meeting of the ARC is to be held on 11 December 2013.

11.6 NNSW LHD Clinical Council

The Board noted the Minutes of the NNSW LHD Clinical Council Meeting held on 22 October 2013.

11.7 Community Engagement Advisory Council (CEAC)

The Board noted the most recent CEAC Meeting was held on 2 December 2013 and the Minutes of that Meeting will be submitted to the 29 January 2014 Board Meeting.

11.8 Medical Staff Executive Council (MSEC)

Dr Tyson provided a verbal report on the MSEC Meeting held on 14 November 2013.

The unconfirmed Minutes of the MSEC Meeting held on 14 November 2013 were noted.

12. * Item for Decision/Resolution

12.1 2013/14 Chief Executive Performance Agreement

The Board ENDORSED the 2013/14 Chief Executive Performance Agreement.

Moved: Dr Allan Tyson
Seconded: Mr Malcolm Marshall
CARRIED

Ms Kew noted that the "Vision" should be amended so that it states "Better Health and Excellence in Health Care" in the Performance Agreement.

12.2 Rural Doctors Network Revised Standard Funding Agreement Schedule for Signing

The Board ENDORSED the Rural Doctors Network Revised Standard Funding Agreement Schedule for signing under Seal.

Moved: Ms Hazel Bridgett
Seconded: Mr David Frazer
CARRIED

13. * Items without Notice/Late Business

- **Letter from Mark Booth, Primary and Ambulatory Care Division, Australian Government Department of Health concerning Review of Medicare Locals**
Mr Crawford tabled a letter from Mark Booth, Primary and Ambulatory Care Division, Australian Government Department of Health which enclosed the Terms of Reference for the Review of Medicare Locals.

The Chair also suggested that the Chief Executive query with the NCML Chief Executive why the local Lismore GP Super Clinic is not opening "after hours".

Action:

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".

- Ms Kew requested an update on the implementation of the actions that had been requested by the Board to make available a "one stop" place for recruitment documentation where there is access to all the required information and forms in one repository.

Mr Crawford advised that he will seek advice on where the implementation of this request is up to and provide an update about it to the 29 January 2014 Board Meeting.

Action:

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

• **Bonalbo MPS Service Proposal**

Mr Crawford tabled a letter from Mr Steve Tulan, Director, Uniting Care Ageing concerning the Bonalbo Multi-Purpose Service Proposal, for information of the Board and noted that this matter had been discussed under Item 9.

The Board noted the letter from Mr Tulan, concerning the Bonalbo Multi-Purpose Service Proposal.

14. Items for Noting

14.1 Letter from the Board Chair to the Hon Jillian Skinner, MP, Minister for Health and Medical Research inviting the Minister to participate in the opening of the Tweed Dental Clinic in 2014

Noted

14.2 Letter from Joanna Holt, Chief Executive, NSW Kids and Families Concerning Policy Directive 2005_587 Pregnancy Framework for Termination in NSW Public Health Organisations

Noted

The Chair suggested that this matter should be progressed by the NSW MOH Women's Health function and asked the Chief Executive to make enquiries as to why this matter is being managed by NSW Kids and Families.

Action:

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.

15. Items for Information:

15.1 2013/14 NNSW LHD Business Plan

Noted

16. Date and Time of next Board Meeting

Wednesday 29 January 2014 Grafton Base Hospital, Arthur Street, Grafton

17. Evaluation of Board Meeting

The Board Meeting evaluation was provided by Ms Kew who suggested that the new Agenda asterisk system is working well. However, Board Members need to be mindful that when a Report or Minutes have been provided that raise issues of concern, these issues should be raised with the Chair of the relevant Committee, prior to the Board Meeting. If the

**ABRIDGED MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES
LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 4 DECEMBER 2013 IN THE
GROUND FLOOR MEETING ROOM, CRAWFORD HOUSE, HUNTER STREET, LISMORE,
COMMENCING AT 1.00PM**

Page 15 of 15

issue is not able to be addressed through this mechanism then the matter can be raised at the Board Meeting.

The Board agreed with this suggestion.

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 *28/3/14*