

1. *PRESENT AND APOLOGIES:

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

Via Teleconference: Professor Lesley Barclay, Ms Leone Crayden

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

2. *Apologies: Dr Sue Page, Ms Hazel Bridgett, Mr Mark Humphries

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

Nil

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

The Board Members asterisked Agenda Items 6.1, 6.3, 6.4, 6.5, 6.8, 6.9, 6.10, 6.11 and 12.1.

(a) Patient Story

The Patient Story presented was on a Patient journey through the Transitional Aged Care Service (TACS) in the Clarence Network and was provided by Jenny Corkett, RN Coordinator, Angelica Bueno, Occupational Therapist and Brenton Sahlqvist, Physiotherapist.

Each of the Presenters referred to the particular Case Study "Linda" who was undertaking the Patient Journey with each Presenter giving an overview of his/her role within the TACS to support "Linda".

Mr Sahlqvist suggested that the TACS referral had been organised from an Inpatient setting just prior to discharge and it may be beneficial to both the Patient and the Health Service if a pathway was developed for placing Patients onto the TACS Program without them having to be admitted or readmitted to an acute facility.

The Chair thanked the Ms Corkett, Ms Bueno and Mr Sahlqvist for the time that they had taken to present the Patient Story and suggested that it showed that the Clarence Valley TACS Program has a cohesive team that is Patient focused.

5. *Previous Minutes:

a) The Minutes of the Board Meeting held on 30 April 2014 were ENDORSED as a true and accurate record of the meeting.

Moved: Mr David Frazer

Seconded: Mr Malcolm Marshall

CARRIED

b) The Abridged Minutes of the 2 April 2014 Board Meeting were APPROVED for placing on the NNSW LHD Internet Site.

Moved: Ms Rosie Kew
Seconded: Mr David Frazer
CARRIED

6. Business Arising from the Minutes:

- *6.1 Mr Murray Spriggs is to work with Mr Malcolm Marshall, Deputy Board Chair to develop a paper for the 28 May 2014 Board Meeting that captures the discussion on Non-Clinician Clinician engagement by Board Members and include a proforma that can be used by Board Members when undertaking Clinician engagement.**

Mr Marshall advised that the paper included in the Board Papers captured the discussion from the previous Board meeting and the way forward for Clinician engagement by non-Clinician Board Members.

The Board ENDORSED the Recommendations identified in the Brief and the Board Member Visit to Health Facility Proforma with the addition of a sentence to indicate that Board Member Clinicians are to also engage with Clinicians outside of their own workplaces and the Summary of Visit, Board Members reflections/observations is to be amended to indicate that any operational issues are to be referred to the NSW LHD Chief Executive.

Moved: Mr Malcolm Marshall
Seconded: Ms Rosie Kew
CARRIED

- 6.2 The Secretariat is to review the tape of the 4 April 2014 to identify the discussion that took place on Social Media at the 4 April 2014 Board Meeting and include the discussion in the 4 April 2014 Board Meeting Minutes. The updated 4 April 2014 Board Meeting Minutes are to be submitted to the 28 May 2014 Board Meeting for endorsement.**

Mr Crawford advised that as requested the Board Secretariat had listened to the Board's discussion during the eHealth presentation by Mr Andrew Young however there was no discussion on social media. Mr Crawford reminded the Board that the Board Minutes are not Hansard transcripts and are only a summary of the Board's decisions and the key matters discussed during the Board Meeting.

Ms Kew stated that following the Board Meeting she had remembered that the discussion on social media had taken place at the dinner with the Minister for Health and Medical Research and not during the Board Meeting. Ms Kew advised that she had apologised to the Secretariat for this oversight but felt that it was an important topical issue as it had been mentioned in the Chief Executive's Report as NSW LHD is considering having input into social media with a Facebook page".

- *6.3 Mr Matt Long, Acting Chief Information Officer is to undertake work to investigate how a single identifier could be implemented and utilised for NSW LHD Patients and a Brief on how a single identifier can be implemented across NSW LHD is to be submitted to the 28 May 2014 Board Meeting.**

The Board noted the very comprehensive and detailed Brief that was prepared by Mr Matt Long, Interim Chief Information Officer, especially the flowchart that showed the relationship between Cerner PAS/EMS integrated environment with systems receiving Medical Record Numbers (MRNs) via electronic interfaces.

The Chair indicated that at some future time, the Commonwealth's Personally Controlled Electronic Health Record (PCEHR) will be the formal patient record nationally and advised that the Aged Care Sector is heavily involved in the PCEHR development.

The Board thanked Mr Long for the excellent work that he had undertaken and the way in which it was presented to the Board.

***6.4 Mr Crawford is to provide an updated Brief on the total number and categories of positions that are awaiting approval for recruitment on the Mercury system showing the numbers of FTE versus how many FTE the LHD should have in total, as a percentage as well as the number of FTE for each discipline, be provided to the 2 July 2014 Board Meeting.**

Mr Crawford advised that an updated Brief on the total number and categories of positions that are awaiting approval for recruitment on the Mercury system showing the numbers of FTE versus how many FTE the LHD should have in total, as a percentage as well as the number of FTE for each discipline, will be provided to the 2 July 2014 Board Meeting.

Action:

Mr Crawford is to provide an updated Brief on the total number and categories of positions that are awaiting approval for recruitment on the Mercury system showing the numbers of FTE versus how many FTE the LHD should have in total, as a percentage as well as the number of FTE for each discipline, to the 2 July 2014 Board Meeting.

Mr Jones is to provide a Brief to the 28 May 2014 on the total number of Allied Health vacancies by Site and sub-speciality and advice on the potential for the buying in of Allied Health Services for peripheral Facilities including demand data.

Mr Crawford advised that Mr Wayne Jones, Chief of Staff, Chief Executive Unit, has requested that the Brief on the total number of Allied Health vacancies by Site and sub-speciality, advice on the potential for the buying in of Allied Health Services for peripheral Facilities including demand data is held over to the 2 July 2014 Board Meeting as there is more work to be undertaken with James McGuigan, Executive Director of Finance on this matter. Mr Crawford advised that this Brief will be submitted to the 2 July 2014 Board Meeting for consideration.

Mr Marshall suggested that the Board needs to consider that requesting the additional information in relation to vacancies may be encroaching on operational matters. Mr Marshall stated that the Board does need to consider issues associated with underfunding and additional activity and how this may relate to vacancies in particular areas of the organisation, but not if it relates to operational matters.

Action:

Mr Wayne Jones, Chief of Staff, Chief Executive Unit, is to provide a Brief on the total number of Allied Health vacancies by Site and sub-speciality, advice on the potential for the buying in of Allied Health Services for peripheral Facilities, including demand data to the 2 July 2014 Board Meeting.

- *6.5 Mr Jones is to provide a Brief to the 28 May 2014 Board Meeting that provides a list of Staff who are in temporary positions, their locations, how long they have been in these positions and the rationale for them being on temporary contracts.**

The Board noted the Brief that was provided in the Agenda papers that indicated that at the time of the development of the Brief there were 640 employees classified as being on temporary contracts and the associated breakdown of these Staff was provided.

Following discussion Dr Tyson referred to the 319 employees who are currently on temporary contracts but who are not Junior Medical Officers and suggested that additional information be provided to the Board that sets out the Workforce Group of these positions, what the position is, where is it located, whether the position is vacant with a temporary contract being utilised to temporarily fill it and how long the temporary contract is for.

Action:

Mr Jones is to provide a report that identifies the 319 employees on temporary contracts that require review, information on each temporary contact that sets out the Workforce Group for these positions, what the position is, where is it located, whether the position is vacant and for how long the temporary contract/s is offered and any information about rollover contracts being offered to the 2 July 2014 Board Meeting.

- 6.6 A quarterly update is to be provided to the Board on the strategies being used to address Visiting Medical Officer (VMO) cost overruns and strategies every quarter by the two Health Service Groups (HSGs) and Dr Richard Buss, Executive Director Mental Health and Drug and Alcohol Services, with the next report due to be submitted to the 2 July 2014 Board Meeting.**

Mr Crawford advised that the Board will be provided with an updated Brief on the strategies that are being used to address VMO cost overruns by the two HSGs and the Mental Health and Drug and Alcohol Service, to the 2 July 2014 Board Meeting.

Action:

A quarterly update is to be provided to the Board on the strategies being used to address Visiting Medical Officer (VMO) cost overruns every quarter by the two Health Service Groups and the Mental Health and Drug and Alcohol Service, with the next report due to be submitted to the 2 July 2014 Board Meeting.

- 6.7 Dr Pezzutti will provide further information to a future Board Meeting following discussions with Mr Wayne Jones, Chief of Staff, Chief Executive Unit to gain a**

better understanding of the issues involved concerning the consultations with the relevant Agencies in an endeavour to accommodate Northern NSW residents on the Queensland Health Renal Cadaveric Transplant recipient list and if there is a benefit for NNSW LHD should this occur.

The Chair advised that Mr Wayne Jones, Chief of Staff, Chief Executive Unit is to follow-up with Ministry of Health (MOH) in an endeavour to accommodate Northern NSW residents on the Queensland Health Renal Cadaveric Transplant recipient list and is to determine if there is a benefit for NNSW LHD should this occur and feedback will be provided to the Board Meeting following receipt of this advice from Mr Jones.

Action:

Dr Pezzutti is to update the Board following his receipt of advice from Mr Wayne Jones, Chief of Staff, Chief Executive Unit on feedback from the MOH on the accommodating of Northern NSW residents on the Queensland Health Renal Cadaveric Transplant recipient list and whether there is a benefit for NNSW LHD should this occur.

***6.8 Mr Crawford is to submit information on the number of Medical Officer Locums being engaged by the LBH ED and the associated costs of the Locum Medical Officers to the 28 May 2014 Board Meeting.**

Mr Crawford referred to the information provided in the Brief prepared by Lynne Weir, Executive Director Richmond Clarence Health Service Group on VMO costs incurred by the LBH Emergency Department.

Mr Crawford reported that he has established a special Executive Sub-Committee to monitor the high use of Locum Medical Officers across the LHD. Mr Crawford advised that the Sub-Committee has met with the Directors of Medical Services from each Health Service Group and their teams to discuss the high use of Locum Medical Officers at their Sites. Strategies have been developed that are being implemented for both Health Service Groups and the Executive Sub-Committee is taking a direct involvement in ensuring that the high use of Locum Medical Officers is being addressed by the Hospitals, Mr Crawford said.

Mr Crawford noted that while the Tweed Byron Health Service Group used a number of Locum Medical Officers they were not provided via Agencies and therefore they did not incur such high costs for the LHD as they reside locally.

Mr Crawford also reported that recruitment of a permanent FACEM for the LBH ED will commence on 2 June 2014.

***6.9 The Secretariat is to transcribe the Statement made by Dr McPhee to the Board on 2 April 2014 and submit it to the Board for its consideration.**

Mr Crawford tabled a Confidential document that provided the transcription of a statement that had been made by Dr McPhee to the Board on 2 April 2014 concerning Murwillumbah District Hospital (MDH) Paediatric Services with the copies of the statement being returned to the Chief Executive following their consideration by the Board.

The Board discussed the content of Dr McPhee's statement and asked the Chief Executive to follow up with Dr McPhee to find out, if Dr McPhee is willing to provide additional information that would enable formal follow-up of the issues he raised to be undertaken.

Dr Tyson noted that Dr McPhee has now resigned at Chair of The Tweed Hospital Medical Staff Council.

The Chair requested that a letter be drafted for his signature thanking Dr McPhee for the work that he has undertaken in recent years in successfully engaging with Clinicians to participate within the Health Service Group and for his involvement in the development of TTH Clinical Services Plan and Master Plan.

Action:

Mr Crawford is to speak to Dr McPhee seeking further information on the issues he raised in his statement to the Board to enable the Chief Executive to determine whether further follow up of these matters is warranted.

Mr Crawford is to draft a letter for the Board Chair's signature to Dr McPhee thanking him for the work that he has undertaken in recent years in encouraging Clinicians to engage with the Tweed Byron Health Service Group and for his involvement in the development of TTH Clinical Services Plan and Master Plan.

***6.10 Mr Jones is to submit a Brief to the Board on 28 May 2014 on the work required to assist the LHD to move toward implementing ABF for Sub-acute Services, which will commence from 1 July 2015.**

Mr Crawford advised that there is more work to be undertaken in relation to moving towards implementing ABF for Sub-acute Services by 1 July 2015. A full paper will be submitted to the NNSW LHD Executive and Board on this matter in due course for consideration, Mr Crawford said.

Mr Crawford indicated that Mr Richard Buss, Executive Director Mental Health and Drug and Alcohol Service and Mr Jones, Chief of Staff, Chief Executive Unit, have been working with Mr James McGuigan, Executive Director of Finance, on the Mental Health Service ABF arrangements.

Mr Crawford advised that in moving toward ABF for Sub-Acute Services by 1 July 2015, the Board will need to consider whether to continue to support the provision of Sub-Acute Services as Inpatient Services at Facilities that do not currently have available the appropriate Information Technology (IT) needed to supply the required information.

The Chair noted that there were some errors in Appendix B under Code 9 and 10 which have been raised with Mr Jones who will be following up with the MOH on these items.

***6.11 Mr Spriggs is to contact Dr Richard Buss, Executive Director Mental Health and**

Drug and Alcohol Service and discuss the most appropriate reporting line for the NNSW LHD Drug and Alcohol Forum Minutes which will assist in determining the body to which its Minutes are submitted.

The Board determined that the NNSW LHD Drug and Alcohol Forum Meeting Minutes will be submitted to the NNSW LHD Health Services Development Committee.

Dr Ogg referred to the proposal for an annual report/presentation from the NNSW LHD Drug and Alcohol Forum to be made to the NNSW LHD Community Engagement Advisory Council (CEAC) and suggested that other such bodies may also wish to provide an annual overview of their work to the CEAC.

The Board AGREED that an annual presentation should be made to the CEAC by all of the relevant bodies on the key highlights of their work that had been undertaken during the preceding twelve months.

The Chair referred to the email comments from Ms Hazel Bridgett, concerning the uncertainty with the contracting process for Non-Government Organisations (NGOs) and that many of the NGOs may lose Staff in the lead up to the tendering process which is to be undertaken, due to the uncertainty around whether they will retain their existing level of funding. The Chair indicated that the current NGO contracts are to be extended for twelve months until 30 June 2015 and from then on whether their funding continues will be dependent on the outcome of the tendering process.

Mr Crawford suggested that the Board could pass a motion that the tendering process for NGOs be delayed so that they retain their existing funding until 30 June 2016 and a letter proposing this could be signed and forwarded to the Minister for Health and Medical Research by the Board Chair.

The Board AGREED that the NGO tendering process be delayed until 2015/16 and the NGO funding be extended until 30 June 2016 and that the Board Chair forward a letter to the Minister for Health and Medical Research proposing this delay to the tender process and the extension of the NGO funding.

Moved: Mr David Frazer
Seconded: Dr Allan Tyson
CARRIED

Action:

Mr Crawford is to draft a letter for the Board Chair's signature to the Minister for Health and Medical Research suggesting that the tendering process for NGOs be delayed so that they retain their existing funding until 30 June 2016.

- 6.12 Mr Murray Spriggs is to draft a letter for the Chief Executive's signature to the Vice Chancellor, Southern Cross University advising that the NNSW LHD Board has endorsed that TAFE North Coast is invited to become a member of the Health Education Workforce Research Forum and that Ms Victoria LeQuesne,**

SEO/Discipline Leader, Health, Aged Care and Nursing, is invited to become the TAFE North Coast representative on the Forum.

The Board noted the letter dated 20 May 2014 to the Vice Chancellor, Southern Cross University advising that the NSW LHD Board has endorsed that TAFE North Coast is invited to become a member of the Health Education Workforce Research Forum and that Ms Victoria LeQuesne, SEO/Discipline Leader, Health, Aged Care and Nursing, is invited to become the TAFE North Coast representative on the Forum.

- 6.13 The Chief Executive is to write to Ms Deborah Oong, Associate Director, Corporate Governance And Risk Management, Legal and Regulatory, MOH advising that the NSW LHD Board supports her request for a Staff Member to attend a NSW LHD Board Meeting as an Observer**

The Board noted the letter dated 20 May 2014 to Ms Deborah Oong, Associate Director, Corporate Governance And Risk Management, Legal and Regulatory, MOH advising that the NSW LHD Board supports her request for a Staff Member to attend a NSW LHD Board Meeting as an Observer.

- 6.14 Mr Spriggs is to amend the Schedule of Revised Arrangements for Patient Stories and Facility Tours for the NSW LHD Board taking into account the request of the Board to hold a morning tea with Clinicians prior to undertaking a tour of a Facility before the scheduled Board Meeting commences at 1.30pm and submit the revised document to the 28 May 2014 Board Meeting for consideration.**

The Board APPROVED the Revised Schedule of Arrangements for Patient Stories and Facility Tours for the NSW LHD Board.

- 6.15 Mr Malcolm Marshall is to request Mr James McGuigan, Executive Director of Finance to include the breakdown of YTD Salaries and Wages Costs for each relevant period in the monthly Operating Statements.**

Ms Kew noted that the inclusion of the breakdown of YTD Salaries and Wages Costs for each relevant period and by Speciality in the end April 2014 monthly Operating Statement has not occurred. Mr Marshall responded that this information is available and he will ensure that he requests Mr McGuigan to include this breakdown in the next monthly Operating Statement report.

Action:

Mr Malcolm Marshall is to request Mr James McGuigan, Executive Director of Finance include the breakdown of YTD Salaries and Wages Costs for each relevant period and Speciality in the monthly Operating Statements.

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

- Ms Kew requested that a clarification is made to the 30 April 2014 Board Meeting Minutes Item 6.3 Page 6 advising that the NSW Health Policy Directive states that it is forty days to undertake recruitment from the date of notification of the Manager of a resignation, not fifty days.

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

The Updated NNSW LHD Board Resolution and Decision Register from the 28 May 2014 Board Meeting was noted.

7.1 Changes to Register Items 294, 304, 307 and 317 were covered in Item 4 Business Arising.

Noted

7.2 New Register items 318 to 327 were covered in Item 4 Business Arising.

Noted

8. *Chief Executive's Report

Mr Crawford referred to the issues that were covered in the Chief Executive Report to the Board, which included 2014/15 Commonwealth Budget, Review of Medicare Locals, Commission of Audit, NEST, NEAT and Triage Results, Capital Works Projects – Yamba Community Health Centre, LBH Stage 3A, LBH Emergency Medicine Unit, GBH Pathology Service and Pharmacy Department Upgrade, Planning Projects – Ballina District Hospital Operating Theatre and Medical Imaging Upgrade, Casino District Hospital ED, Byron Shire Central Hospital, LBH Stage 3B, The Tweed Hospital (TTH) Stage 4, Bonalbo Multipurpose Service (MPS), Coraki HealthOne Service, Murwillumbah District Hospital (MDH) ED Upgrade Stage 3 and LBH Multistorey Carpark, Further Consultation about the Provision of Paediatric Services at MDH, Bundled Services, Chief Operating Officer Position, Clinician Engagement, Discharge Summaries, Board Re-appointment, Rural Health Plan, Nurses and Midwives Week, Quality Systems Assessment, Richmond HSG Palliative Care Services, NNSW LHD Budget Position, NNSW LHD/NCML Joint Executive Meeting, Replacing Locum Medical Officers, Complex Cancer Surgery, Workers Compensation Performance, Air-conditioning Problems, Blood and Blood Products Governance, Long Stay Mental Health Patients, Radiotherapy Services, Hosted Services, Draft 2014/15 MOH/NNSW Service Agreement, Draft MOH Consumer and Community Engagement Framework, Vulnerable Communities, Master Class Series 2014, Rural E-Health Monitoring and Evaluation Indicators, Visits to NNSW LHD By ACI Representatives, Lismore Radiation Oncologist Wins Prestigious Award, Don Page, State Member for Ballina Retires, Buy Local Project is a Finalist in the Northern Rivers Business Awards, Sister City Relationship, Baird Government Ministry, NSW Leads Way on Hospital Performance, Praise for LBH, New HealthShare Chief Executive, Inaugural Chief Executive and Chief Information Officer of EHealth NSW, Director NRUCRH and Humpty Dumpty Foundation Visit.

The Board supported the forwarding of the letter from the Board Chair to the Federal Member for Page concerning the boundaries of the organisations that will replace Medicare Locals being aligned to those of the LHDs.

Moved: Mr David Frazer

Seconded: Dr Allan Tyson

CARRIED

Mr Crawford is to request Ms Maureen Lane, Manager Planning and Performance to draft a letter of response for the Board Chair's signature about the Draft Rural Health Plan, which should include expressing concern about the lack of attention paid to the provision of Mental Health and Drug and Alcohol Services and the low percentage of people with Private Insurance cover residing in Rural LHDs. Comments made by Ms Bridgett and Professor Barclay are to also be included in the Board Chair's letter of response.

Action:

Mr Crawford is to request Ms Maureen Lane, Manager Planning and Performance to draft a letter of response for the Board Chair's signature to the MOH on the Draft Rural Health Plan outlining the LHD's concern about the lack of attention paid to the provision of Mental Health and Drug and Alcohol Services, the low percentage of Rural Residents with Private Insurance cover and the comments made by Ms Bridgett and Professor Barclay.

Dr Ogg referred to Page 29 of the draft Rural Health Plan concerning the number of females self-harming who are located in NNSW LHD and he asked if a Brief can be provided to the Board about this matter.

Mr Crawford responded that he will request Mr Buss to provide a Brief to the 2 July 2014 Board Meeting analysing the data on the number of females self-harming in NNSW LHD.

Action:

Mr Crawford is to request Dr Buss to provide a Brief to the 2 July 2014 Board Meeting analysing the data on the number of females self-harming in NNSW LHD as indicated in the draft Rural Health Plan.

The Board ENDORSED the Chief Executive's Report.

9. * Strategic and Planning Items

9.1 Paper advising on the outcome of the further consultation on the proposed reorganisation of Paediatric Services at Murwillumbah District Hospital, including recommendations as submitted for the consideration of the Board.

Mr Crawford advised that a facilitated further consultation with Community and Clinicians was undertaken by NNSW LHD Board Members Mr Mark Humphries and Ms Leone Crayden and the details of the consultation process are set out in the Options Papers that is submitted for the Board's consideration.

Mr Crawford stated that the Options Paper sets out the key issues that have been identified as part of the further consultation and it also proposes six Options for the Board's consideration.

Mr Crawford reported that the NNSW LHD Executive has considered the information from the further consultation process and has voted by a majority to recommend Option Six to the Board. However, some of the Members of the Executive indicated that they

would be prepared to change their views and support Option Five if more re-assurance could be given that the Paediatric Ward Service would be made a safe and high quality service and if a definition is provided on what "contemporary Paediatric skills" means. Mr Crawford tabled a Motion that had been put to the NSW LHD Executive supporting the adoption of Option Five, for consideration.

The Board ENDORSED Option Five with the amendment to further investigate undertaking more Paediatric Surgery at MDH and to ensure that the General Practitioners/Visiting Medical Officers have contemporary Paediatric skills and that proper Paediatric Service governance processes are put into place with regard to the provision of Paediatric Services at MDH.

Mr Crawford advised that he will draft a short media release advising of the Board's decision on the future arrangements for the MDH Paediatric Service, which will be issued in the name of the Board Chair.

Action:

Mr Crawford is to correspond with Professor Les White, Chief Paediatrician, NSW Kids and Families seeking his advice in relation to the potential for the undertaking of more Paediatric Surgery, including on children under the age of ten years, at Murwillumbah District Hospital and to ascertain whether a Level 3 role delineation is sufficient to support undertaking this extra Paediatric Surgery.

Mr Crawford is to also obtain information from Ms Bernadette Loughnane, Executive Director Tweed Byron Health Service Group that provides advice to the Board that there is a process in place for verifying that the General Practitioner/ Visiting Medical Officers have contemporary Paediatric skills and that improved Clinical governance processes will be put into place to support the MDH Paediatric Service.

11.2 Draft Bonalbo Health Services Plan

The Chair advised that any comments on the draft Bonalbo Health Services Plan should be provided to Ms Maureen Lane, Manager Planning and Performance.

Ms Kew advised that she will email to Ms Lane some minor amendments in relation to Allied Health Services with reference to the Bonalbo Services Plan.

Moved: Mr Malcolm Marshall

Seconded: Dr Allan Tyson

CARRIED

11. Minutes – Governance Committees

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

The Board noted the F&PC Meeting Minutes of the 30 April 2014 Meeting about which a verbal report had been given to the 30 April 2014 Board Meeting.

The unconfirmed Minutes of the FPC Meeting, held on 21 May were noted.

11.2 *Health Care Quality Committee (HCQC)

The Board noted the written report provided by Ms Kew arising from the HCQC Meeting held on 13 May 2014.

The unconfirmed Minutes of the HCQC held on 13 May 2014 were noted.

11.3 *Medical and Dental Advisory Appointments Committee (MDAAC)

Dr Tyson advised that the final VMO Specialist Anaesthetist has now been appointed to GBH which provides GBH with a full complement of four Anaesthetists.

The unconfirmed Minutes of the MDAAC Meeting held on 8 May 2014 were noted.

11.4 *Health Services Development Committee (HSDC)

The unconfirmed Minutes of the HSDC Meeting held on 10 April 2014 were noted.

11.5 *Audit and Risk Committee (ARC)

The Board noted the next ARC Meeting is scheduled on 5 June 2014.

11.6 *NNSW LHD Clinical Council

Ms Kew advised that the main focus of the Clinical Council was on Palliative Care including the Amber Care Bundle, Silver Chain Service and Models of Palliative Care, including a Register working with NCML to provide Community Palliative Services.

Ms Kew also reported that an update was provided on the Whole of System Program.

The unconfirmed Minutes of the NNSW LHD Clinical Council Meeting held on 25 March 2014 were noted.

11.7 Community Engagement Advisory Council (CEAC)

The Board noted that the unconfirmed Minutes of the CEAC Meeting held on 24 March 2014.

11.8 Medical Staff Executive Council (MSEC)

Dr Tyson reported that a MSEC Meeting was held on 8 May 2014 and it has been decided to continue to hold four MSEC Meetings per year with a different arrangement being introduced about how the meeting membership is structured, which should assist the MSEC to be a more proactive Sub-Committee of the Board.

The Minutes of the MSEC Meeting held on 8 May 2014 are to be circulated to the 2 July 2014 Board Meeting for noting.

11.9 NNSW Aboriginal Interim Partnership Meeting (AIPM)

The Board noted the next meeting of the AIPM is scheduled to be held on 14 July 2014.

12. * Items for Decision/Resolution

12.1 Brief on the Quarterly review of the NNSW LHD Strategic Risk Register April/May 2014.

The Chair queried the rating of Risk Number 18 as an "O" and suggested that it should be reviewed and updated as part of the next Quarterly NNSW LHD Strategic Risk Register review.

The Board ENDORSED the NNSW LHD Strategic Risk Register April/May 2014 for submission to the NSW MOH.

12.2 Suggestions of women volunteers for nomination for the 2014 Hidden Treasures Honour Roll

Professor Barclay nominated Ms Hazel Bridgett for the 2014 Hidden Treasures Honour Roll in recognition of the vast amount of volunteer work that she has undertaken over a long period, such as her role with Legacy.

The Board ENDORSED Ms Bridgett's nomination for the 2014 Hidden Treasures Honour Roll.

12.3 Brief on issues relating to the Annual NNSW LHD Board Community and Stakeholder Meeting for 2014

The Board ENDORSED the recommendations contained in the Brief on the Annual NNSW LHD Board Community and Stakeholder Meeting for 2014.

The Chair noted that Professor Michael McKay, Radiation Oncologist and Staff Specialist with the North Coast Cancer Institute, Lismore has been recognised for his work and has won the prestigious Rohan Williams Travelling Professorship Award from the Royal College of Radiologists of the United Kingdom. The Chair advised that he would like to write to Professor McKay congratulating him on being awarded this prestigious Award and to present a Certificate of Commendation to him at the Annual NNSW LHD Board Community and Stakeholder Meeting.

Mr Crawford advised that he will make the necessary arrangements to have this Certificate presentation included as part of the Agenda for the Annual Community and Stakeholder Meeting in December 2014.

Action:

Mr Crawford is to draft a letter for the Board Chair's signature to Professor Michael McKay, Radiation Oncologist and Staff Specialist within the North Coast Cancer Institute, Lismore congratulating him on being awarded the prestigious Rohan Williams Travelling Professorship Award from the Royal College of Radiologists of the United Kingdom.

12.4 Approval to place Seal on HACCC Service Agreement 1 July 2014 to 30 June 2015

The Board ENDORSED the placing of the NNSW LHD Seal on the HACC Service Agreement 1 July 2014 to 30 June 2015.

Moved: Mr David Frazer
Seconded: Ms Rosie Kew
CARRIED

13. * Items without Notice/Late Business

Mr Crawford advised that he will make enquiries on the matters raised by Mr Frazer about donations received by the MDH Paediatric Ward from a particular organisation and will provide advice on this matter to the 2 July 2014 Board Meeting.

Action:

Mr Crawford is to make enquiries regarding about donations received by the MDH Paediatric Ward from a particular organisation and will provide advice on this matter to the 2 July 2014 Board Meeting.

14. Items for Noting

14.1 Letter to Ms Heather Gray, HETI dated 15 May 2014 concerning a Scoping Review for Resident Medical Officers at Grafton Base Hospital

Noted

14.2 Letter to the Hon Jai Rowell, MP, Minister for Mental Health Assistant Minister for Health concerning long term Mental Health Patients and inviting him to meet with the NNSW LHD Executive and Board.

Noted

14.3 Letter to Mr Andrew Young, Program Manager, eHealth NSW following up on actions raised during presentation to NNSW LHD Board on 2 April 2014

Noted

15. Items for Information:

15.1 Letters to invitees to attend the NNSW LHD Board Meeting in Grafton on 28 May 2014

Noted

16. Date and Time of next Board Meeting:

Wednesday 2 July 2014 in the Meeting Room, Ballina Hospital Education Centre, Cherry Street, Ballina

The Chair left the meeting.

4.30pm Attendance by Invited Guests

**Councillor Richie Williamson, Mayor, Clarence Valley Council
Ms Debbie Newton, representing Mr Chris Gulaptis, MP Member for Clarence
Ms Alba Linklater, President, GBH Auxiliary
Mr Dan Madden, Executive Officer Clarence Health Service**

Mr Marshall welcomed the invited guests to the Board Meeting and asked each of them to address the Board with any issues they wished to raise.

Councillor Richie Williamson, Mayor, Clarence Valley Council, Ms Alba Linklater, President, GBH Auxiliary, Ms Debbie Newton, representing Mr Chris Gulaptis, MP Member for Clarence and Mr Dab Madden, Executive Officer Clarence Health Service all addressed the Board on a variety of issues.

Mr Malcolm Marshall, Deputy Board Chair and Mr Crawford responded to the various issues raised by the invited guests.

Mr Marshall thanked the invited guests for attending meeting and addressing the Board Members.

There being no further official business, the Acting Chair declared the meeting closed at 5.12pm.

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

Signed
Dr Brian Pezzutti
Chair, Northern NSW Local Health District

Date 7/8/14