

# MEETING MINUTES (CONFIRMED)

Wednesday, 14 December 2016

Commencing 3.00pm

## Coffs Harbour Health Campus: ED025

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.	
<b>A Attendance and Declarations</b>					
<u>Welcome:</u> Warren Grimshaw AM, Chair.					
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Jan Ryan (JRyan), David Kennedy (DK), Jo Sutherland (JS), Gail Whiteford (GW), Janine Reed (JR), Elizabeth Ruthnam (ER), Stephen Begbie (SB), John Barrett (JB)					
Apologies: Neville Parsons (NParsons)					
In Attendance: Ken Barker (KB), Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL), Kathleen Ryan (KR), Alan Tankel					
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions <ul style="list-style-type: none"> <li>No new declarations were made.</li> </ul>					
<b>B Presentations (1 hour)</b>					
<b>Item 1</b>	<b>Presentations/Discussions</b>				
	1.1	<b>Presentation – Rural Health Video</b> <ul style="list-style-type: none"> <li>Lynn Lelean, Manager Media &amp; Corporate Communications</li> <li>Carolyn Guichard, Manager Integrated Multi Media Unit</li> </ul> Video was shown at Annual Public Meeting – noted with appreciation.	Noted	Chair	1.1
	1.2	<b>Audit and Risk Update</b> <ul style="list-style-type: none"> <li>Ken Barker – Audit and Risk Committee Chair</li> <li>KB spoke to the presentation and current situation since commencing as Independent Chair of the Audit and Risk Committee.</li> <li>Issues highlighted particularly with human resource matters relating to leave and accrual. Spoke of issues with the rollover of information to the systems and guarantee by HealthShare that employee information transfer was safe however the resulting conflict with information is evident.</li> <li>KBarker spoke of the financial matters and Special Trust Fund issues.</li> <li>WG – major responsibility of risk and quality rests with clinical governance and that they are being dealt with appropriately.</li> <li>KR confirmed that of all the risks raised by the A&amp;RC / KBarker that the HCQC could demonstrate that all risks had been covered and discussed.</li> <li>KB confirmed to JS question that how are we identifying that the risks identified are the priorities of the Audit and Risk Committee.</li> </ul>	Noted		1..2

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	<ul style="list-style-type: none"> <li>KB confirmed that will be the process for IAU to liaise with CGU to ensure that these are the priorities of the A&amp;R Committee.</li> <li>SD confirmed that is what occurs now.</li> <li>NP – area of major risks is procurement is this on the table or done previously.</li> <li>KB – will follow this up and advise accordingly.</li> <li>Reporting of Top 10 Risks – MoH take their time acknowledging what these are and there a huge variance with what is reported up to MoH by LHDs. What is the purpose of reporting up the top 10, why not the risks that are strategic to the LHD.</li> <li>Discussion occurred around the impact of identifying the risks and reporting up to MoH and how this evolves for the LHD.</li> </ul> <p>Chair noted that the Audit &amp; Risk Committee was now a Sub-Committee of the Governing Board and Board to nominate member/s to the committee.</p> <p><b>ACTION:</b> <b>Nominate Board member to attend the Audit and Risk Committee. This to undertaken (as part of the ‘refresh of Committee Chairs and members to all Sub-Committee and other requiring Board representative) in January 2017.</b></p>				
<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 1 - CONFIRMED					
<b>C Minutes of Governing Board</b>					
<b>Item 2</b>	2.1	Minutes of Meeting 9 November 2016	Endorsed	Chair	<a href="#">2.1</a>
<b>Resolution:</b> The Minutes of the Governing Board’s meeting of 9 November 2016 were confirmed as a true and accurate record - CONFIRMED					
<b>D Business Arising</b>					
<b>Item 3</b>	<b>Action Table and follow up</b>				
	3.1	Action Table	Endorsed	Chair	<a href="#">3.1</a>
	3.2	Brief: Risk Register Update			See Item 5.3
	3.3	<p>Brief: Accreditation Standards Update</p> <ul style="list-style-type: none"> <li>Accreditation Governance &amp; Accountability Structure</li> <li>Accreditation NSQHS Progress Report</li> <li>Accreditation Gap Analysis NSQHS Standards</li> </ul> <p>Discussion occurred regarding process to ensure the District would be well placed to achieve accreditation.</p> <p><b>ACTION:</b> <b>Review update again in February noting progress so far. Two issues mentioned should be focus of February report (include Medication Reconciliation)</b></p>	Noted		<a href="#">3.3</a> <a href="#">3.3a</a> <a href="#">3.3b</a> <a href="#">3.3c</a>
	3.4	<p>Brief: Authorised Research – Non Clinical</p> <ul style="list-style-type: none"> <li>January – November 2016 Authorised Research Projects Non Clinical</li> </ul>	Noted		<a href="#">3.4</a> <a href="#">3.4a</a>
<b>Resolution:</b> The Governing Board noted the update on Action items. Items finalised with no further actions will be removed from the Action Table – CONFIRMED					

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
<b>E Chief Executive's Report</b>				
<b>Item 4</b>	4.1	Chief Executive's Report and Attachments:	Noted	<a href="#">4.1</a>
	4.2	<p>Chief Executive's Key Performance Indicators CE thanked Board members who attended the Arts and Health programme. Noted the outstanding feedback from Board members and others.</p> <p><u>Bowraville Solution Brokerage</u> – CE gave update on this. Chair noted the important process and sensitivity that needs to be applied in this area and the community. DK noted we need some real long term investment to provide solutions to this fragile community. CE agreed we need to be proactive and look at leasing some space to provide GP and sustainable support services.</p> <p><b>ACTION</b> – agree with this recommendation.</p> <p>DK have a service hub and end-to-end source provision. Discussion around the cultural challenges and divisions happening.</p> <p>SB discussed possibilities around the opportunity to funding scholarship with the rural medical school and young people – to establish opportunity in this space.</p> <p><b>ACTION:</b> Look at HealthOne as priority and agree to look at options moving forward.</p> <p><u>Macksville</u> – discussion regarding whether Macksville and Coffs Harbour redevelopment can happen concurrently. Will this be achievable – look at resourcing the project teams appropriately should this happen.</p> <p><u>Tresillian</u> – Will be Macksville with supplying outreach from Kempsey to Bellingen – focussing on outreach service first.</p> <p><u>Christmas Plans</u> – discussed the plans and the issues presented Board agreed for the CE to manage and resolve any concerns within the District.</p> <p><u>Peak Activity Target</u> - Discussion around the committee in this space.</p> <p>BHI – <b>ACTION:</b> it was noted that the Board unable to change the data outcomes but note that further advice regarding discussing further with BHI and actions and strategies moving forward and how they are progressing in resolving the issue.</p> <p><u>Mental Health:</u> CE discussed changes happening in this directorate.</p> <p>Copies of the 5 year Coffs Clinical Service Plan which is out for comment. There will be a summation coming to the next meeting.</p> <ul style="list-style-type: none"> <li>• The Chair took the opportunity to thank the Board for their work and support through 2016.</li> <li>• The Chair also wanted to thank Board member Jan Ryan for her 6-year membership and work with the Community Reference Group, whom is well respected by the members.</li> <li>• Jan Ryan acknowledged the gratitude and thanked the Chair and encouraged the Board to take opportunity to attend Community Reference Group.</li> </ul>	For Discussion	<a href="#">4.2</a>

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<b>Resolution:</b> The Governing Board receive and noted the information provided in Item 4.			
<b>F Strategic Matters for discussion and/or endorsement</b>			
<b>Standing items</b>			
5.1	<b>Budget</b>		Chair
5.2	<b>Premier's Priorities for Health:</b> <ul style="list-style-type: none"> <li>Improving service levels in hospital</li> <li>NEAT</li> <li>Peak Activity Team (PAT)</li> <li>NEST</li> <li>Tackling Childhood Obesity</li> <li>Reducing Domestic Violence</li> </ul>	No items	Chair/CE
5.3	<b>Risk Management Progress</b> KR noted this is update of the work undertaken and including directorate workshop. The District now has an agreed process moving forward. Feedback is being strengthened with the committees and there has been good discussion and ideas in this area.  WG – noted top 10 to be reviewed through SET which CE confirmed.  <b>ACTION:</b> noted top 10 risks to be reviewed by the Senior Executive and KR doing further review into this and further possibilities.  CE sought feedback from Board members and views ER gave feedback that it was well prepared and widely consulted and came forward as good process.  NPorter noted that he felt he was looking at a risk register of another organisation as he felt it didn't truly reflect where the organisation was at.  CE noted appreciated feedback and noted the work the LHD has achieved in this space.  DK supported Neil's comments around Closing the Gap KRI – didn't feel it was interpreted correctly.  WG – two issues – appropriate emphasis on clinical governance as we need further in governance in this area. The other matter was the Top 10 risks for the organisation.  JB confirmed thoughts with David and Neil and felt the language didn't quite reflect the tenor of the organisation.	Noted	Chair
<b>Resolution:</b> That the Governing Board receive and note updates in relation to the Standing Items - CONFIRMED			
<b>Other items</b>			
5.4	<b>Brief: Draft MNCLHD Strategy – Caring for Older People</b> <ul style="list-style-type: none"> <li>Draft Strategy – Caring for Older People</li> </ul> Chair commended the team, this is an excellent document.	Endorsed with recommendations	Chair

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
	<p>Recommendation:</p> <ul style="list-style-type: none"> <li>Document to go to MSC and CRG</li> <li>Authors to present following consultation</li> <li>Provide schedule of actions and have further discussion by having them team presenting to the Board.</li> <li>Something to add here about older people moving away from care base for retirement therefore not having that support base.</li> </ul> <p><b>ACTION – to be distributed for further consultation and presentation scheduled in 2017.</b></p>			
<b>Resolution: That the Governing Board support the recommended changes - CONFIRMED</b>				
5.5	<p><b>Brief: Patient Safety</b> Brief noted however Jo Sutherland noted we need to have standing item as Quality.</p> <p>CE noted agreed and this will be adopted alongside patient centred focus.</p> <ul style="list-style-type: none"> <li>Equitable access to care</li> <li>Patient Centred care</li> <li>Safety</li> <li>Effectiveness – value and outcomes</li> </ul> <p>Agreed for the Board to review 2-3 of the accreditation standards at each meeting in the lead up to accreditation in 2017.</p> <p>Complaints reporting (analysis) to be [provide to the Board on a quarterly basis.</p> <p>Discussion occurred within the forum regarding Health Economics and demonstrating the costs that are incurred by the LHD with tests etc and understanding efficiencies around packaging and bundling of tests etc.</p>	Noted	Chair	<a href="#">5.5</a>
<b>Resolution: The Governing Board noted the information update in the above brief - CONFIRMED</b>				
5.6	<p><b>Health Legislation Amendment Act 2016</b></p> <p>CE provided overview of the changes. This relates to the HES/Contract positions.</p>	Noted	Chair	<a href="#">5.6</a>
<b>Resolution: The Governing Board noted the information update in the above brief.</b>				
5.7	<p><b>Senior Executive Forum Presentations</b></p> <ul style="list-style-type: none"> <li>Rural Health</li> <li>Close the Gap</li> </ul>	Noted	CE	<a href="#">5.7</a> <a href="#">5.7a</a>
<b>Resolution: The Governing Board noted the information update in the above brief – CONFIRMED</b>				
<b>G Directorate Updates</b>				
<b>Item 6</b>	<b>Directorate Updates</b>			
6.1	Mental Health & Drug and Alcohol	Noted		<a href="#">6.1</a>

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.	
6.2	Allied Health & Integrated Care <ul style="list-style-type: none"> <li>HealthPathways Conference Summary</li> <li>Healthy Kids Bus Stop Summary</li> <li>Macksville Garden Gala</li> </ul>	Noted		<a href="#">6.2</a> <a href="#">6.2a</a> <a href="#">6.2b</a> <a href="#">6.2c</a>	
6.3	Public Health	Noted		<a href="#">6.3</a>	
6.4	Aboriginal Health & Primary Partnerships	Noted		<a href="#">6.4</a>	
6.5	Nursing, Midwifery & Workforce	Noted		<a href="#">6.5</a>	
6.6	Clinical Governance & Information Services <ul style="list-style-type: none"> <li>Incident Management Report</li> <li>HCQC Data Report</li> <li>Patient Safety and Quality Report</li> </ul>	Noted		<a href="#">6.6</a> 6.6a 6.6b 6.6c	
6.7	Financial Operations and Asset Management	Noted		<a href="#">6.7</a>	
6.8	Communications & Strategic Relations <ul style="list-style-type: none"> <li>Alignment Board Sub Committees</li> </ul>	Noted		<a href="#">6.8</a>	
6.9	Coffs Clinical Network Report	Noted		<a href="#">6.9</a>	
6.10	Hastings Macleay Clinical Network Report	Noted		<a href="#">6.10</a>	
<b>Resolution: The Governing Board receive and noted the information provided in Item 6 - CONFIRMED</b>					
<b>H Recommendations from Governance Committees</b>					
<b>Item 7</b>	<b>Finance and Performance Committee</b>				
	7.1	Endorsed Minutes of Meeting – 6 December 2016	Noted		<a href="#">7.1</a>
	7.2	Chair – Summary JB noted the level of unfavourability at Base Hospitals. Pressure on Coffs Harbour is significant.	Noted		<a href="#">7.2</a>
	<b>Health Care Quality Committee</b>				
	7.3	Confirmed Minutes of Meeting – 31 October 2016	Noted		<a href="#">7.3</a>
	7.4	Chair – 28 November 2016 Summary JS noted issues highlighted in the summary.	Noted		<a href="#">7.4</a>
	<b>MDAAC</b>				
	7.5	Endorsed Minutes of Meeting –13 October 2016	Noted		<a href="#">7.5</a>
	7.6	CACD & Recommendations	Noted		<a href="#">7.6</a>
	7.7	Chair – Summary JB thanked Stewart for addressing the Quinquennial process with recruiting support to this role. Confident we are well placed to meet the quinquennial process this year.	Noted		<a href="#">7.7</a>
	<b>Workforce, Health &amp; Safety Committee</b>				
	7.8	Confirmed Minutes of Meeting – 21 November 2016	Noted		<a href="#">7.8</a>
	7.9	Chair – Summary NPorter noted the action with Workers Comp claims and appears to be on track.	Noted		<a href="#">7.9</a>
	<b>Health Services Development &amp; Innovation Committee</b>				
7.10	Minutes of Meeting <ul style="list-style-type: none"> <li>5 August 2016</li> </ul>	Noted		<a href="#">7.10a</a> <a href="#">7.10b</a>	

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
	<ul style="list-style-type: none"> <li>7 October 2016</li> </ul>			
7.11	Chair – Summary SB noted that work and research being undertaken as part of this program has the potential to be part of the solution for ongoing pressure on acute care services.	Noted		<a href="#">7.11</a>
<b>Close the Gap Committee</b>				
7.13	Confirmed Minutes of meeting – 18 October 2016	Noted		<a href="#">7.13</a>
7.14	Chair – Summary DK recommend the MNCLHD make the issues with provision of health services to the Bowraville population a priority.	No Items		
<b>Community Engagement Committee</b>				
7.15	Endorsed Minutes of Meeting – next meeting	No Items		
7.16	Community Reference Group Minutes	No Items		
7.17	Community Connections Update	No Items		
7.18	Chair – Summary	For Noting		<a href="#">7.18</a>
<b>Resolution: The Governing Board noted the information provided in Item 7 - CONFIRMED</b>				
<b>J Quality &amp; Safety</b>				
<b>Item 8</b>	<b>Risks identified at Governing Board meeting</b>			
8.1	List of risks identified during the meeting to be forwarded to Clinical Governance for consideration <ul style="list-style-type: none"> <li>Noted this item was covered in the Risk and Accreditation discussion</li> </ul>			
<b>K For Information of the Board (NIL Items)</b>				
<b>L General Business</b>				
<b>Item 10</b>	<b>General Business &amp; Questions on Notice</b>			
10.1	Confidentiality (Standing item)	For Noting	Chair	
<b>Resolution: That the Governing Board receive and note the information provided in Item 10.</b>				
<b>M Upcoming visits and events (NIL Items)</b>				
There being no further business the meeting closed at 6.00pm				