

PRESENTATION AND SITE VISIT CONDUCTED WITH GENERAL MANAGER

WELCOME/ACKNOWLEDGEMENT OF COUNTRY

Board Chair provided an Acknowledgement of Country.

Attendance of Members

Scott Griffiths (Chair), Darren Ah See, Fiona Bennett, Joe Canalese, Jason Cooke, Julie Ann Maher, Colin McClintock, Amanda O'Brien, Joan Treweeke

In Attendance

Mr Scott McLachlan, Chief Executive; Ms Lindsey Gough, Executive Director Operations; Mr Josh Carey, Executive Director Finance (Item 9 only); Ms Lauren Nott, Secretariat.

ITEM 1: Apologies

Mr Paul Mann.

ITEM 2: CONFLICTS OF INTEREST

There were no additional conflicts declared.

ITEM 3: MINUTES OF MEETING HELD 6 DECEMBER 2017

Minutes of the meeting held on 1 November 2017 as tabled were endorsed as a true and accurate record;

Moved: Director Treweeke

Seconded: Director Cooke

It was agreed draft minutes of each meeting are to be circulated prior to the meeting papers being published. It was also agreed this is the format of minutes to be placed on the internet pending further information from the Minister's office.

Chief Executive advised actions from site visits is underway at the Executive level.

ITEM 4: ACTION REGISTER FROM MEETING HELD 6 DECEMBER 2017

Progress on action items was noted by the Board.

ITEM 5: BOARD CHAIR REPORT

The Board Chair reported the following:

- Chair attended initial meeting of MSEC on 06 February 2018.
- Chair attended opening of new ED at Canowindrs along with all local MPs.
- Chief Executive advised of meeting with Paul Giunta (MoH) re possible modifications to Board roles, MSEC, Board tenure. Information will be circulated when available

ITEM 6: CHIEF EXECUTIVE REPORT

In addition to the written report, the Chief Executive advised the Board:

- Accreditation – positive news for Peak Hill; all dental services accredited with a number of commendations given. Refer to Clinical Governance report.
- Appointments to General Manager positions for sectors – Mary Urquhart to Northern Sector; Megan Connors to Central sector.

- Key Health Workers Accommodation (KHWA) discussions have been very positive.
- HIU governance committee meeting ceasing. HNA and market services assessment for HIU to come to next meeting.

ACTION: KHWA Update to be given to HSMs for relaying to health councils via Operations meeting.

Action by: Executive Director Operations Due: 07 March 2018

6.1 Monthly Performance Scorecard

No significant issues to flag.

6.2 PHN Board Bulletin December 2017

Report was noted by the Board.

- After hours Service – EOI released by PHN closed 25 January. Formal advice as to result of EOI has not been received by LHD

ITEM 7: CLINICAL OPERATIONS

In addition to the written report which was noted, the Board received the following information:

- Increase in presentations at Base sites compared to previous year. Targets met for December. Bathurst exceeded targets for November and December.
- Performance meeting with MoH to be held 27 February 2018.

ITEM 8: QUALITY AND SAFETY

Clinical Governance Report was noted by the Board

8.1 The minutes of the Health Care Quality Committee 24 January 2018

The minutes from the meeting of the Health Care Quality Committee were received by the Board.

8.2 Quarterly Complaints Report

The report was noted by the Board

8.3 Health Care Quality Committee Chair comments

In addition to the above reports the Board receive the following information:

- Education will be provided in regard to changes in the National Standards for accreditation. New standards will be distributed to the Board.
- Overdue recommendations from RCA reports are being addressed as a high priority.
- MCCC re clinician involved in an accident. Investigations were completed after each incident; support offered, no further incidents.
- Clinical governance review - Draft report due 14 February 2018.

8.4 Patient Experience

8.4.1 Compliment letter – Dubbo

The compliment was noted by the Board

8.4.2 Complaint letter and response – Dubbo

The complaint letter and response was noted by the Board

ITEM 9: FINANCE AND PERFORMANCE – Executive Director Finance joined the meeting by phone

9.1 Director Finance Report

In addition to the written report the Board receive the following information:

- Submission to MoH to be prepared for the release of funds realised through the sale of “Killara”. Funds to be used to support Mental Health services.
- Potential impact of new private hospital in Orange – LHD will continue to meet and discuss with relevant parties.

9.2 2018-2019 Service Agreement Update

Taken as read, update for Board information

9.3 PMO Evaluation Overview

Taken as read, update for Board information

9.4 Finance & Performance Committee Draft Minutes - 31 January 2018

The minutes from the meeting of the Finance and Performance Committee were received by the Board.

9.5 Finance & Performance Committee Chair comments

Finance and Performance committee meetings moved to last Tuesday each month.

ITEM 10: MEDICAL AND DENTAL APPOINTMENTS (MADAAC)

10.1 Medical and Dental Appointments Advisory Council meeting minutes

The minutes from the meeting of the Medical and Dental Appointments Advisory Committee were received by the Board.

10.2 Medical and Dental Appointments Advisory Council Chair comments

Director Treweeke highlighted Item 4.12 of the minutes and assured the Board due process has been followed

10.3 Changes to Committee Membership – MADAAC

Note: Annexure C has been replaced, refer to new paper
Recommendations were supported by the Board.
Proposed ToR were discussed.

MOTION: TOR accepted with the addition of a paragraph under membership that nominations are to be sent to the Chief Executive for consideration.

Moved by: Director Canalese Seconded: Director McClintock All in agreement

ITEM 11: MAJOR STRATEGIES UPDATE

11.1 Service and Capital Development

Schedule outlined (funded projects) and discussed. Integrated care to be reflected in document noting plans need to be connected to ASP. Proposed priorities will come to board as part of ASP in June

11.2 Living Well Together

Quarterly brief noted by Board

ITEM 12: LUNCH WITH CLINICAL COUNCIL – Apologies noted due to timing of Grand Rounds.

ITEM 13**PRESENTATIONS****13.1 Aboriginal Health Strategy**

Brendon Cutmore, Executive Director Aboriginal Health and Wellbeing joined the meeting. Draft strategy for Board review and endorsement.

- LHD plan aligns with NSW Aboriginal Health plan. Implementation plan has been developed. 22 KPIs to report against. Score card to be developed.
- Appendices to be included for details that can be updated as changes occur without impacting plan.
- Partnership commitment with Bila Muuji and other AMS's outlined.
- It was agreed the overall plan is good, suggested reference to groups and individual programs is removed as the plan is for five years and new groups may come and go.

ACTION: The Aboriginal Health Strategy was not endorsed by the Board at this stage. B Cutmore is to bring back the revised document to the Board in March.

Action by: Executive Director Aboriginal Health and Wellbeing Due: 07 March 2018

Executive Director Aboriginal Health and Wellbeing left the meeting

13.2 Communication and Engagement - Kathy Connell (20 mins)

Kathy Connell, Executive Director Communication and Engagement joined the meeting. Presentation given and paper outlined. Handout distributed.

- Determine what engagement is, then develop the strategies to suit.
- Value of knowledge and enthusiasm of HC acknowledged. Need to be aware that HCs are not the only way to engage.
- Look to develop tool kit with a range of multi-faceted strategies to suit occasions/need.

ACTION: Handouts to be emailed to Board members.

Action by: Board Secretariat Due: 07 March 2018

ACTION: Executive Director, Communication and Engagement to come back to Board with some clarity around what the Ministry and LHD need and want in terms of engagement and suggestions on how we might do this.

Action by: Executive Director, Communication and Engagement Due: 03 May 2018

Executive Director, Communication and Engagement left the meeting

ITEM 14: GENERAL BUSINESS**14.1 Indigenous Scholarship Update**

Briefing for noting.

The Board met a graduate from this program on site visit. Alternative pathway outlined by Director McClintock. Agreed to progress scholarship of one student for three years.

14.2 Oral Health Service Plan (for endorsement)

Brief noted by Board and the Plan was endorsed

Chief Executive advised of roll out of new Titanium software system across LHD.

Update to come back in six months.

The Oral Health Service Plan, Action plan and brochure were endorsed by the Board.

14.3 eAcute Model Implementation (for noting)

L Gough spoke to paper. Contents of brief noted.

- Philips will be in LHD 22 and 23 February for detailed discussions. Stress is on patient quality and safety, deteriorating patient.

- Recruitment for project manager to commence in near future.
- Contract was negotiated between MoH legal and Philips legal.
- Board will be updated as the project develops.

ITEM 15: BUSINESS WITHOUT NOTICE AND MATTERS ARISING FROM PREVIOUS MEETING

15.1 Dubbo redevelopment

Director McClintock questioned overspend and if contingency fund is being used. Chief Executive advised this is HI's responsibility and will seek advice.

ACTION: Advice to be sought from HI regarding possible overspend and use of Dubbo Redevelopment contingency fund.

Action by: Chief Executive Due: 07 March 2018

15.2 Rehabilitation Services Bathurst

Director Maher asked about rehabilitation services on weekends and public holidays by St Vincent's Hospital.

Executive Director, Operations advised the LHD is providing this support. Referral pathways are being rectified in regard to weekend and public holidays.

15.3 Obstetrics Parkes

Chief Executive advised of meeting being held in regard to retiring GP obstetricians from Parkes. May need to develop more sustainable model across Forbes and Parkes. The Board reaffirmed, while supportive, the LHD is not responsible for recruiting to private practices.

15.4 National party state conference in Orange

Being held this weekend with several MPs visiting various facilities.

15.5 Australian Institute Company Directors

Director Bennett distributed an article re workplace culture.

15.6 Accident Newell Highway – Dubbo

The Board noted the pleasing way the hospital preformed with the horrific accident recently. This will be conveyed to the GM.

Acknowledgment from Board, last three years at Dubbo Health Service has been difficult, and next few years will still be disruptive while redevelopment continues.

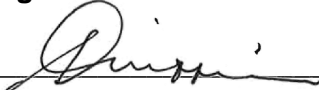
ACTION: Letter to be drafted to staff at Dubbo Health Service.

Action by: Chief Executive Due: 07 March 2018

ITEM 16: REFLECTION OF MEETING

Discussion on meeting held.

There being no further business the meeting closed at 4.00pm.

Signed:  Date: 7 March 2018