Health
Far West
Local Health District

Minutes

Ordinary Meeting of the Board of the Far West Local Health District
Date: Monday 22 August 2016
Time: 4.00pm CST
Venue: Board Room, Kincumber House

Present:

Mr Thomas Hynes	Chairman
Mr Stuart Riley	Chief Executive
Mr John Harris	Board Member
Mr Bradley Clarke	Board Member
Mr Allan Carter	Board Member
Mr Stephen O'Halloran	Board Member
Mr Clyde Thomson	Board Member
Ms Maureen O'Donnell	Board Member
Ms Melissa Welsh	Board Member

Teleconference:

Mr William Johnstone	Board Member

Invitees:

Ms Zandra Corey	Director Clinical Governance
Mr John Leehane	Director Finance and Corporate Services
Ms Diana Ferry	Executive Officer
Mr Branko Licul	Media Officer

In Attendance:

Ms Priya Ponmudi	A/Board and Committees Clerk (minutes)

Meeting Commenced: 4.05pm CST

Item 1. Acknowledgement of Country

The Chairperson made an acknowledgement of Country and paid respects to the traditional owners of the land, the Barkindji, Wilykali and Nyampa People and to elders past and present.

Item 2. Apologies

Ms Dale Sutton	Board Member

Professor David Lyle and Dr Peter Tomlinson were granted a leave of absence.

Item 3. Disclosure of Interest

The Chair disclosed an interest in the SAC1 incident that is currently being undertaken regarding the Chair's mother-in-law. The Chair will exit the meeting if any discussion is to take place around the matter.

Item 4. Order of Business/Urgent Business

Nil.

Item 5. Minutes of Ordinary Board Meeting 25 July 2016

The Board noted an Action, under Item 11.6 LHD Hierarchy of Plans be reworded as "Annual Calendar for Review" instead of "Events Calendar for review".

Resolution: **The minutes of the Ordinary Board meeting held on 25 July 2016 be received as a true and correct record subject to the noted amendments.**
Moved John Harris, seconded Clyde Thomson. Carried.

Item 6. Action List

Resolution: **The Action List and Completed Actions List be received and noted.**
Moved John Harris, seconded Bradley Clarke. Carried.

Item 7. Patient Story

The Board discussed the Patient Story.

The Executive Officer has compiled her own list of acronyms and will distribute to Board members.

Action: **The Executive Officer to circulate her compiled list of acronyms to Board Members.**

All acronyms used for the first time in reports to the Board be defined clearly.

Resolution: **The Patient Story be received and noted.**
Moved John Harris, seconded Melissa Welsh. Carried.

Item 8. Chief Executive Report

The Chief Executive noted in terms of staff we continue to operate within our staff establishment and the number of staff with more than 30 days leave remains stable but the liability is declining slowly.

Workplace incidents increased and reporting declined so that is a matter for concern.

The Chief Executive has spoken with Dr Murray Wright and he is sending through the draft report from his visit.

The Chief Executive answered questions from Board members regarding the specialist nursing staff and recent mental health incidents.

Resolution: **The Board resolved for the Chief Executive to receive the report of Dr. Murray Wright.**
Moved Clyde Thomson, seconded John Harris. Carried

Action: **The report from Dr Murray Wright regarding recent Mental Health Incidents that have occurred across the district will be tabled at the September Board Meeting.**

Item 9. District Performance

9.1 Finance Report

The Director of Finance and Corporate Services discussed the July financials with the Board. He reported the LHD operated marginally over budget for July and excluding depreciation the operating result was favourable.

Further, it was noted that an inclusion related to a Treasury Managed Fund (TMF) insurance hindsight adjustment for 2010/11 and 2012/13 will be included in the 2015/16 financial statements as per MoH advice and FWLHD will receive a refund of $654,215.

Revenue was 1% unfavourable and expenses were 1% favourable.

The Chief Executive answered questions regarding the Fast Track Clinic and how it operates.

The Chair has concerns about the results on the Location Summary, Broken Hill Health Service and asked the Chair of the Finance and Performance Committee to keep a check on this.

The Board reviewed the Terms of Reference of the Finance and Performance Committee.

Resolution: **The FWLHD Board adopts the recommendations for the Finance and Performance Committee Terms of Reference.**
Moved Allan Carter, seconded Clyde Thomson. Carried.

9.2 Risk Dashboard Report

The Risk Dashboard report is largely unchanged since last month, no new significant risks have arisen. Public Works have been engaged to undertake the planning and costing of the demolition of the old Ivanhoe Hospital. Once that work is completed it will be removed from the list. Planning for the redevelopment of Kincumber House continues and that is the mitigation strategy for that.

The Board discussed the format of the Risk Dashboard report. The Chief Executive will amend future versions to have risk mitigation rather than risk description.

Action: **The Chief Executive to amend future versions of the Risk Dashboard to have risk mitigation rather than risk description represented on the dashboard.**

9.3 Work Health Safety Report

It was highlighted there has been a 52% reduction in claim frequency over the last two financial years.

The Board discussed the Staff Incident Reporting table and the major reversal in claims, it was noted the issue of dealing with smaller numbers can mean there seems like big variances. There is no break up of workers compensation claims.

9.4 Clinical Governance Report

The Director of Clinical Governance went through the Clinical Governance report and discussed the key issues with the board.

The health medical gases and chemotherapy reviews were discussed in depth.

There was a question about the process in place to ensure incorrect chemotherapy doses are not given. The Director of Clinical Governance explained there is the Clinical Audit Program which assists in measuring compliance with policies and practices.

The Board was reassured there are several auditing programs and an independent assessment program in place to ensure clinicians do not prescribe outside the Evidence Based Guidelines and clinical practices are within their credentialing.

**Please see the annexed transcript of the discussion.

9.4.1 Quarterly IIMS Analysis Presentation

The Director of Clinical Governance discussed the Quarterly Analysis of Clinical Incident Data Report with the Board and answered questions from Board members.

9.5 Health Performance Report

The Board discussed the Health Performance report and the Chief Executive answered questions from Board members. The emphasis remains on Transfer of Care from Ambulance to the Emergency Department, the Emergency Treatment Performance (ETP) for both admitted and non-admitted patients coming through the Emergency Department and our surgical performance. They remain the three top focuses. The next Performance Meeting with the MoH is on 23 August. The Framework for the performance meeting has changed in line with the change in Schedule A of the Service Agreement so there is a focus now on the Premier's targets and then the targets which are established under the NSW Health Plan.

Resolution: **The Finance Report, Risk Dashboard, Work Health Safety Report, Clinical Governance Report, Quarterly IIMS Analysis Presentation and Health Performance Report be received and noted.**
Moved Allan Carter, seconded John Harris. Carried.

Item 10. Committee Reports

10.1 Finance and Performance Committee

The Chair of the Finance and Performance Committee advised the Board that PowerBudget is now working reliably after taking just over two years to implement. Reports were run parallel to StaffLink for five months to ensure PowerBudget's accuracy.

10.2 Governance Committee

The Governance Committee met prior to this meeting and the following items are recommended to the Board:

Chief Executive Performance Agreement

1. The Chief Executive Performance Agreement template will include the following four key items: Information and Communications Technology (ICT), National Disability Insurance Scheme (NDIS), Service Agreement and Workforce Development Strategy.
2. The Chief Executive will populate the Performance Agreement as required by the NSW Health Policy Directive and re-present to this Committee for their consideration.

Reserved Matters

The Committee recommends the Board refer the Reserved Matters back to the Governance Committee and the Chief Executive will address the analysis of issues and report back to the Governance Committee who will then bring suggestions to the Board

Capacity Assessment Project

The Committee recommends endorsement of the approach for finalising the Capacity Assessment Project with more emphasis on service improvement, review the time frame and correct the transcription errors.

Compliance Review – Workplan

The Committee endorses the Executive Officer undertaking the Compliance Review according to the suggested Work Plan. The work Chart that has been provided is noted that it is an internal document for the use of the Executive Officer. The Chief Executive will revise the time lime for the review, and will have a standing item in the Chief Executive report to the Board each month.

Resolution: **The verbal reports from the Finance and Performance Committee and Governance Committee be accepted.**
Moved Maureen O'Donnell, seconded John Harris. Carried.

Action: **The Chief Executive to review similar arrangements of Governance Committees in other LHDs.**

Item 11. Business on Notice

11.1 Report on Aboriginal Workforce

The purpose of the report is to see how we are tracking given the LHD target of over 10% Aboriginal workforce. There has been an increase of a bit over half a percent of our workforce over the last 12 months from 5.72% to 6.26%.

Resolution: **The Board noted the District employed 44 Aboriginal staff as at 30 June 2015 which equated to 5.72% of the total workforce and increased to 52 Aboriginal staff or 6.26% as at 30 June 2016 which is a mixture of full-time and part-time employees.**
Moved Stephen O'Halloran, seconded John Harris. Carried.

Resolution: **The Board receives and notes the report on Aboriginal Workforce.**
Moved John Harris, seconded Bradley Clarke. Carried.

Action: **Aboriginal workforce data be presented as both FTE and headcount.**

11.2 NSW Kids and Families Site Visit

The Chief Executive advised NSW Kids and Families would like to meet with the Board. The visit will be aligned with a Board meeting.

11.3 Chairman's Report

The Chair and the Chief Executive travelled to Wilcannia and back one day and White Cliffs and back the next day to meet with the Governor. Further issues will be discussed in camera.

11.4 Local Accountability and Clinician Engagement Update

The key issues to note are:

- The Medical Staff Council in Broken Hill is now established given that the quorum has been reduced to five;
- The Clinical Council increasingly is taking the role of broader decision making within Broken Hill which has been assisted by the appointment of a clinical co-chair;
- The review that was undertaken by Max Alexander and Phillip Hoyle of the Junior Medical Officer (JMO) workforce is currently with the Clinical Council. A workshop is scheduled for September with the Clinical Council and consultants to confirm recommendations;
- The position of heads of medical divisions has been advertised and it is about getting some structure to support the management of medical staff rather than relying on the Director of Medical Services; and
- Finally medical staff are being brought into the culture change program, one of the things that has been identified is the JMO's are largely on their own without regular feedback from consultants or opportunities to raise issues.

Resolution: **The Local Accountability and Clinical Engagement Update be received and noted.**
Moved John Harris, seconded Bradley Clarke. Carried.

There was a five minute recess. The meeting re-commenced at 6.30pm.

11.5. Member Attendance Report

Resolution: **The Member Attendance Report be received and noted.**
Moved John Harris, seconded Clyde Thomson. Carried.

11.6 Appropriate Committee to Consider Service Planning

The Board discussed whether another Committee should be established to consider and review high level plans and making recommendations to the Board to guide the development of the LHD.

Resolution: **The Board will establish a Committee with the specific role of reviewing and advising the Board on the range of high level plans required to guide the development of the LHD.**
Moved Stephen O'Halloran, seconded John Harris. Carried.

Resolution: **The Chief Executive consult with other LHD's regarding similar structures and prepare draft Terms of Reference and a name for the Committee to the September Board meeting.**
Moved Stephen O'Halloran, seconded Allan Carter. Carried.

The Motion from the meeting on 27 June 2016 was discussed and a new Motion put forward.

Resolution: **That all reports from Board Committees being presented to the Board should be endorsed by the relevant Committee with a synopsis and recommendation to the Board for appropriate action to be taken.**

However if the Chief Executive has an issue which needs to be dealt with by the Board outside of the relevant Committee cycle the Chief Executive will consult with the Chairman to determine the appropriate course of action and if necessary place it on the Board Agenda with a recommendation to the Board.
Moved Clyde Thomson, seconded John Harris. Carried.

11.7 Emergency Department Assessment

The Chief Executive updated the Board on the audit undertaken of Emergency Departments across the state:

- In Far West it was Balranald, Wilcannia and Broken Hill;
- The issue to note is that the yellow and red areas on the summary need to be addressed in an action plan back to the MoH which is due by 29 August 2016 and is currently being prepared;
- The MoH has provided funding for Broken Hill around some capital works to do with security in the Emergency Department;
- A bid has gone in for some additional funding for Balranald and Wilcannia; and
- The remediation plan will be tabled at the September Board meeting.

Resolution: **The Board received and noted the Emergency Department Self-Assessment Summary for Balranald, Broken Hill and Wilcannia and endorsed the recommendations.**
Moved Clyde Thomson, seconded Stephen O'Halloran. Carried.

Item 12. Items for Discussion

12.1 Use of the Yamirri Nharatji Logo

The Board discussed the issue raised regarding the use of the Yamirri Nharatji logo without the Board's approval which led to a question regarding where the Board sits on branding. The Chief Executive highlighted a finer issue in terms of defining branding. In this case it is the branding of an internal program as opposed to organisational branding. If you look across the system there are a series of logos that appear on emails and other correspondence that relate to programs across the system.

The Board had a lengthy discussion regarding the process to approve the use of logos of a sensitive nature. In hindsight the Yamirri Nharatji logo should have been brought to the Board for approval. However at the time the consultation of Aboriginal staff and the time taken was viewed as adequate to confirm the language was correct.

Maureen O'Donnell noted that a broader consultation process would have been appropriate. Maureen as an elder, noted that as another elder had been consulted the logo should stand provided the translation is part of the logo, and we should move on.

William Johnstone stated in his view there was a breakdown in the communication process for development of the Yamirri Nharatji logo

Resolution: **The Board Endorses the Yamirri Nharatji logo providing it has the words underneath "this way, this direction together" and the logo can continue to be used.**

Consultation with Aboriginal people and the Aboriginal Board members and a proper process will be developed for future programs and logos using Aboriginal terms.
Moved Maureen O'Donnell, seconded John Harris. Carried.

The Chief Executive advised Regional Integrated Marketing have been retained to provide advice to the District on branding and can invite them to attend the next Board meeting as part of their work in developing a Branding Strategy for the LHD.

Action: **The Chief Executive will arrange for Samantha Hain of Regional Integrated Marketing to attend the September Board meeting to discuss branding for the LHD.**

Resolution: **The consultation process for future programs and logos be brought to the Board for approval that the indigenous members of the Board have input into that process.**
Moved Clyde Thomson, seconded Stephen O'Halloran. Carried.

12.2 Reserved Matters

The Reserved Matters were discussed in the Governance Committee's Report above and the Chief Executive will report back to the Governance Committee on clarification of those issues.

Item 13. Calendar of Events

The travel arrangements for the September Board meeting in Tibooburra were briefly discussed.

Action: **Board members to be consulted regarding travel and if required accommodation for the September Board meeting being held in Tibooburra.**

Item 14. Other Business

Item 14.1 Board Meeting Minutes Published on the Internet

The Chair raised an issue of Board Meeting Minutes being published on the internet. All in camera minutes are not to be published on the internet

Resolution: **That In-Camera Board Meeting Minutes will not be published on the internet.**

The Chief Executive can edit Ordinary Board Meeting Minutes as appropriate prior to being published on the internet.
Moved Clyde Thomson, seconded John Harris. Carried.

Item 15. Correspondence

15.1 Letter from Australian Rural Health Research Collaboration attaching 2015 Annual Report

Noted.

Resolution: **The Correspondence be received.**
Moved John Harris, seconded Bradley Clarke. Carried.

Item 16. In Camera

Start time: 8.00pm CST

Meeting Closed

8.50pm CST

Item 17. Next Meeting

Monday 26 September 2016, Tibooburra Health Service

Certified as a correct record.

Thomas Hynes
Name

Signature

10.10.2016
Date