

# HNECC Board Meeting Executive Summary – 13<sup>th</sup> August 2018



<b>Meeting name: HNECC Board of Directors</b>		
<b>Date:</b> 13/08/2018	<b>Time:</b> 10.00am	<b>Venue:</b> PHN Newcastle Office

**Acknowledgement of Country: Jane Schwager delivered the Acknowledgement of Country**

<b>Confirmation of previous Board Meeting Minutes</b>	The minutes of the Meeting held on 18 <sup>th</sup> June 2018 were accepted as a true and accurate record
<b>Chair's Introduction</b>	<ul style="list-style-type: none"> <li>• Feedback from the recent NSW/ACT PHN Council meeting was provided. It was advised that there had been a presentation on branding, emphasising the importance of consistency across the network.</li> <li>• There was discussion in relation to the Chair's recent attendance at the Armidale headspace opening, and participation on the Selection Committee for the Executive Manager – Performance, Integration and Communities position based in Tamworth.</li> </ul>
<b>CEOs Report</b>	<ul style="list-style-type: none"> <li>• The CEO Report was tabled and discussed.</li> <li>• The end of financial year change and impact on workload was noted and it was advised that it has been a challenging period which has been worked through as well as possible. The number of recent events including forums, launches, and support and media requirements for the My HealthRecord roll out were also noted as contributing to the significant recent activity.</li> <li>• A hand out of the PHN's 12 month achievements was provided for Board members.</li> <li>• There was discussion regarding recent Drought Forums and an update was provided on the PHN's current activity in relation to the drought response, it was noted that HNECC is currently:             <ul style="list-style-type: none"> <li>- Attending Drought Forums across the New England region</li> <li>- Working collaboratively with HNELHD on prioritising the updating of HealthPathways with available services for drought affected people and updating the PatientInfo site with current health service availability for drought affected people.</li> <li>- Reviewing GP referral requirements and flexibility around telephone support with commissioned Mental Health service providers.</li> </ul> </li> <li>• There was discussion around the need to access drought affected communities in places where they already attend, in order to raise awareness about available services, and it was advised that Staff will attend the AgQuip Field Day.</li> </ul>
<b>HNECC Strategic Plan</b>	<ul style="list-style-type: none"> <li>• Briefing Paper on the HNECC Strategic Plan Development was tabled and a presentation was provided by the CEO. It was noted that the PHN remains focussed on being a national leader and is building the team and the developing structure to achieve this and deliver on the Strategic Plan.</li> <li>• It was advised that the PHN is continuing with the Three (3) Horizon implementation platform and is in the process of developing</li> </ul>

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	<p>the We Will statements approach, which will include further consultation with the Clinical Councils and Community Advisory Committees.</p> <ul style="list-style-type: none"> <li>The Board endorsed the finalisation of the Strategic Plan and implementation as presented by the CEO.</li> </ul>
<b>Board Evaluation</b>	<ul style="list-style-type: none"> <li>Briefing Paper on Board Review &amp; Evaluation and the Board Review proposal were tabled and a summary and recommendation was provided by the Remuneration &amp; Governance Committee Chair.</li> </ul> <p><b>MOTION:</b> That the HNECC Board approves that Tempo Strategies is engaged to undertake a whole of Board Review as per the proposal provided. <b>Motion unanimously CARRIED</b></p>
<b>HNECC Investment Strategy</b>	<ul style="list-style-type: none"> <li>Briefing Paper on the proposed HNECC Investment Strategy and draft Investment Policy were tabled and discussed.</li> <li>The Board endorsed the Investment Policy for adoption, subject to the updating of the Asset Allocation Range table for clarity.</li> <li>The Board acknowledged the resignation of Melissa Hayes and thanked her for all of her efforts and achievements over the past three (3) years. The Board also expressed their appreciation of the notice period given to allow for recruitment and hand over of her position.</li> </ul>
<b>Finance Report</b>	<ul style="list-style-type: none"> <li>The interim Financials as at 30<sup>th</sup> June 2018 were tabled and noted and a verbal report was provided from the FAR Committee meeting held 10<sup>th</sup> August 2018.</li> </ul> <p><b>MOTION:</b> That the HNECC Board endorses the interim Financials for the period ended 30 June 2018. <b>Motion unanimously CARRIED</b></p>
<b>Letters of Comfort</b>	<ul style="list-style-type: none"> <li>Legal advice requested on letters of comfort to service providers was tabled and reviewed.</li> <li>The Board endorsed the incorporation of the wording provided by Sparke Helmore Lawyers into subsequent letters of comfort issued to service providers as required.</li> </ul>
<b>Risk Report</b>	<ul style="list-style-type: none"> <li>The Risk Report was tabled and noted.</li> </ul>
<b>Management and Mitigation of</b>	<ul style="list-style-type: none"> <li>Briefing Paper on the Management and Mitigation of Performance and Business Key Issues was tabled and noted.</li> </ul>

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<b>Performance &amp; Business</b>	
<b>Key Recommendations – Clinical Councils &amp; Community Advisory Committees</b>	<ul style="list-style-type: none"> <li>• Key Recommendations from the Clinical Councils and Community Advisory Committees were tabled and discussed.</li> <li>• It was agreed that there has been improvement in the communication process between the Councils/CACs and the Board and it was noted that feedback is being provided back to the Councils and CACs on their recommendations via individual written papers.</li> <li>• It was noted that the Board representatives and responsible Executive Managers continue to meet prior to the Council and CAC meetings which has significantly improved the communication process.</li> <li>• The value of the HNECC Clinical Council representative on the CCLHD Clinical Council was noted and acknowledged.</li> </ul>
<b>Board Committee Key Issues</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>
<b>Upcoming Board Decisions and Events</b>	<ul style="list-style-type: none"> <li>• The report from the SQP Committee provided in the meeting appendix was noted.</li> <li>• A verbal summary from the IRSDPH Committee meeting was provided and it was noted that the Board Sub-Committee Minutes are provided in the meeting appendix for the Board's information.</li> </ul>
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>• Summary of upcoming Board Decisions and Events was tabled and noted.</li> </ul>