
**Summary of the key issues discussed and decisions made by the Board
Townsville Hospital and Health Board Meeting
25 August 2014**

The twenty-eighth meeting of the Townsville Hospital and Health Board (THHB) was held on 25 August 2014 at The Townsville Hospital.

The meeting was chaired by Mr John Bearne and the Board members in attendance were:

Mr John Bearne (Chair)

Mrs Michelle Morton (Deputy Chair)

Dr Kevin Arlett

Mr Glen Cerutti

Dr Eric Guazzo OAM

Mrs Lyn McLaughlin

Mrs Susan Phillips

Mr Donald Whaleboat

Prof Ian Wronski AO.

The Board dealt with a number of standing agenda items such as approving the Minutes of the Previous Meeting and Register of Incoming and Outgoing Correspondence. The Board received updates from the Board Chair and the Health Service Chief Executive.

As part of its commitment to exercising good governance, the Board noted and provided feedback on new draft Terms of Reference for the Finance Sub-Committee with the intention that the approved draft be used as a template for revised Terms of Reference for all of the Board's statutory Sub-Committees. The Terms of Reference deal with such things as the Sub-Committee's purpose, authority, membership, decision-making, guiding principles, reporting, and administrative arrangements.

The Board noted an update on the National Emergency Access Target (NEAT). The Service Group Directors for Medicine and Surgery, as the two Service Groups making the biggest impact on NEAT, joined the meeting to present to the Board including on the newly implemented SCDU model which shows early signs of improved patient flow.

The Board noted a progress report from the Accreditation Project Lead as THHS moves towards being assessed by the Australian Council on Healthcare Standards (ACHS) against the EQUIP National Accreditation program from the 13th to the 17th October 2014 including results from the Mock Survey held in July 2014 which identified areas for continued improvement.

The Board provided final feedback on a draft of the 2013-2014 Annual Report in readiness for submission to the Minister on 8 September 2014 and discussed the forum planned for 20 October 2014 which is an opportunity for the Board to present the Annual Report to all staff, including via video conference to rural sites within the THHS.

The Board noted the Minutes of the Executive Sub-Committee meeting held on 20 August 2014 and discussed the feedback from the Chair of that Committee. The Board approved the THHS OHS Report, the THHS Performance Report, and the THHS HR Strategy. The Board noted the December 2013 Workforce Management Report and a report on the transition to THHS becoming a Prescribed Employer.

The Board noted the Minutes of the Finance Sub-Committee meeting held 18 August 2014. The Board approved the July 2014 Chief Finance Officer Report and Financial Information Pack, the Business Improvement Catalogue, and that the Chair sign the Service Agreement with the Department of Health as presented.

The Board noted the Minutes of the Audit Sub-Committee meeting held on 11 August 2014, together with an update on the Risk Transformation Project being developed by Deloitte in response to recommendations made by PWC in its May 2013 Internal Audit, and approved the Internal Audit Reports.

The Board finally noted the Minutes of the second joint meeting of the Audit and Finance Sub-Committees held on 18 August 2014. The joint meeting was held to accept the 2013-2014 THHS Draft Financial Report. The Board approved the Draft Financial Report as presented.

Next Meeting

- The next meeting is proposed to be held on 22 September 2014 at The Townsville Hospital.

This summary of key issues discussed and decisions made is approved for publishing by the Chair of the Townsville Hospital and Health Board and does not form or represent any part of the minutes of the meeting.