

Central Queensland Hospital and Health Board meeting resolutions

23 February 2024

Board meeting minutes

Chairperson	Mr Paul Bell AM	Date and Time	Friday 23 February 2024 at 10.00 am
Venue	Executive Services Boardroom, Administration Building, Emerald Hospital	Contact	Kristy Richardson Board Secretary (07) 49205759
Members	Mr Paul Bell AM (Chair), Dr Poya Sobhanian, Mr Matthew Cooke (by videoconference), Ms Tina Zawila, Ms Leann Wilson (by videoconference), Professor Fiona Coulson (by videoconference), Mr John Abbott AM, Ms Michelle Webster (by videoconference), Dr Lisa Caffery (by videoconference)		
Apologies			
In attendance	Ms Ngaire Buchanan, Mr Jamie Spencer, Ms Shareen McMillan, Dr Pooshan Navathe, Ms Susan Foyle, Mr Srinath Kondapally (by videoconference), Kristy Richardson		
Guest			

Declarations of interest:

The following standing conflicts of interest were noted:

Board Member	Type of interest
Mr Paul Bell AM	For matters concerning the Emerald Super Clinic and appointment as a Local Government Grants Commissioner and involvement in the housing/accommodation of clinical employees of the Central Queensland Hospital and Health Service in the Central Highlands
Mr Matthew Cooke	Chief Executive Officer, Gladstone Region Aboriginal and Islander Community Controlled Health Service Ltd t/a Nhulundu Health Service, A/Chief Executive Officer, Centre for Rural and Regional Aboriginal and Torres Strait Islander Health Ltd t/a Centre for Rural and Regional

Board Member	Type of interest
	<p>Indigenous Health, Chairman, First Nations Bailai, Gurang, Gooreng Gooreng, Taribelang Bunda People Aboriginal Corporation Registered Native Title Body Corporate. (NFP Remunerated role), Director, Bailai Aboriginal Corporation for Land and Culture. (NFP Voluntary role), Director, Yalga Binbi Institute for Community Development Aboriginal and Torres Strait Islander Corporation. (NFP Voluntary role), Director, Risk Response Engage Design Develop (Remunerated role / shareholder), member First Nations Health Improvement Advisory Committee, Chairperson and Director of the Queensland Aboriginal and Islander Health Council (QAIHC).</p>
Dr Lisa Caffery	Chair, Sunwater Ltd
Ms Leann Wilson	<p>Aboriginal and Torres Strait Island Healing Foundation Deputy Chair and Director; Aboriginal Hostels Limited Board, Director; Australian Rugby League Indigenous Council, Director; Queensland Indigenous Business Network, Director; Timber Queensland, Director.</p>

Board meeting resolutions

Meeting opening

The Chair formally opened the meeting at 12.25 pm

1. Closed member's session

A Closed Members Session was held between 11.00 am and 12.25 pm

Resolution from Closed Session:

The Board:

1. **NOTED** the re-alignment of Strategic Plan to focus on people and the importance of providing the employees of the Central Queensland Hospital and Health Service with a safe and rewarding place to work.
2. **REQUESTED** a new standing agenda item be added to the Board agenda focusing on cultural change with the Health Service Chief Executive to present a monthly update on initiatives.

2. Opening Business

2.1. Welcome and Apologies

The Chair acknowledged the traditional owners of the land on which the meeting was being held and respects were paid to elders, past present and emerging. The Chair extended this respect to all Aboriginal and Torres Strait Islander people in attendance.

2.2. Acknowledgement of the Traditional Owners

We respect the collective cultures and traditions of the – recognised Aboriginal Traditional Owners and the Mura Kus Torres Strait Islander Descendants and Mura Kus communities of the Torres Strait Islanders living in Central Queensland – that are represented across the land, sea and river systems that connect and link our health services: Darumbal, Woppaburra, Konomie, Byellee (Bailai), Gurang, Gooreng Gooreng, Taribelang Bunda, Gangulu/Gaangal, Ghungalu, Wulli Wulli, Western Kangoulu, Wadja, Kairi. We respectfully acknowledge our Elders, our communities, and the health workforce past and present, who continue in sharing their cultural knowledge and dedication that supports the healing across our communities and within the provision of health services.

2.3. Patient Story

The HSCE shared a patient story with the Board.

2.4. Declarations and Conflicts of Interest made as noted above.

2.5. Confirmation of Minutes

The Minutes of 22 December 2023 were confirmed as a true and accurate record.

2.6. Confirmation of Circulars

Resolution:

The Board **CONFIRMED:**

1. Circular 59 – Appointment of Acting HSCE
2. Circular 60 – Appointment of Acting COO
3. Circular 61 – Appointment of HSCE

Resolution:

1. **APPOINTS** Ms Ngaire Buchanan to act in the position of Health Service Chief Executive of the Central Queensland Hospital and Health Service between the period 1 April to 21 April 2024 inclusive.
2. **AUTHORISES** the Chair to seek the approval of the Director-General with respect to the proposed remuneration package.
3. **AUTHORISES** the Chair to sign the contract of employment with Ms Buchanan.

2.7. Board Calendar

Resolution:

The Board Calendar was **NOTED**

2.8. Update of Meeting Action Register

Resolution:

The updates to the Meeting Action Register were **NOTED**

3. Key Updates

3.1 Health Service Chief Executive's Report

Resolution:

The Board **NOTED** the Report and information provided in the Health Service Chief Executive's Report to the Board

3.2 Notifiable Incidents Update

Resolution:

The Board **NOTED** the update

3.3 Severity Assessment Code (SAC) 1 Clinical Incident Update

Resolution:

The Board **NOTED** the update

3.4 Communication and Engagement Report – Jan/Feb 2024

Resolution:

The Board **NOTED** the update

4. Matters for Decision

4.1 Terms of Reference – Safety and Quality Committee

Resolution:

The Board **APPROVED** the Terms of Reference as reviewed by the Committee.

5. Matters for Discussion

5.1 January 2024 Finance Report

Resolution:

The Board **NOTED** the Finance Report

5.2 CQHHS Activity Performance

Resolution:

The Board **NOTED** the CQHHS YTD Activity Performance

5.3 Committee Minutes and Recommendations

5.3.1 Executive Committee

Resolution:

The Board **NOTED** the updates provided by the Committee Chair

5.3.2 Audit and Risk Committee

Resolution

The Board **NOTED** the updates provided by the Committee Chair

5.3.3 Safety and Quality Committee

Resolution:

That the Board

1. **NOTED** the updates provided by the Committee Chair
2. **NOTED** the minutes of the meeting of 18 December 2023

5.3.4 Finance and Performance Committee

Resolution:

The Board:

1. **NOTED** the updates provided by the Committee Chair
2. **NOTED** the minutes of the meeting of 24 January 2024

5.3.5 Aboriginal and Torres Strait Islander Health and Wellbeing Committee

Resolution:

The Board **NOTED** the updates provided by the Committee Chair

5.3.6 Investment, Planning and Research Committee

Resolution:

The Board **NOTED** the updates provided by the Committee Chair

6. Matters for Noting

6.1 There were no matters for noting

7. General Business and Meeting finalisation

7.1 Correspondence

Resolution:

The Board **NOTED** the correspondence

7.2 CQShines Update

Resolution:

The Board **NOTED** the update

The Meeting was closed at 2.35 pm

8. Next meeting date

Confirmed Date: Friday 22 March 2024

Confirmed Time: 10:00 am

Confirmed Venue: Executive Services Boardroom, Administration Building,
Rockhampton Hospital Campus