

Metro North Hospital and Health Board Charter

Overview

The Board is responsible for the governance activities of the Metro North Hospital and Health Service (MNHHS), deriving its role, functions and authority from the *Hospital and Health Boards Act 2011* and the *Hospital and Health Boards Regulation 2012*. Specifically, the Board's role is a strategic one and oversees the Service for which it is established, whilst the Chief Executive and leadership team are responsible for implementing the Board's directions and for the day-to-day management of the Service.

Board meetings are held monthly and venues alternate between each of the Metro North facilities, with staff forums and facility tours held to allow the Board Members to meet and hear from staff, patients and consumers.

Functions of MNHHS (Section 19(2) of the *Hospital and Health Boards Act 2011*)

- Ensure the operations of the Service are carried out efficiently, effectively and economically
- Enter into a service agreement with the chief executive
- Comply with the health service directives and health employment directives that apply to the Service
- Contribute to, and implement, Statewide service plans that apply to the Service and undertake further service planning that aligns with the Statewide plans
- Monitor and improve the quality of health services delivered by the Service, including, for example, by implementing national clinical standards for the Service; to develop local clinical governance arrangements for the Service
- Undertake minor capital works, and major capital works approved by the chief executive, in the health service area
- Maintain land, buildings and other assets owned by the Service
- For a prescribed Service, to employ staff under this Act
- Cooperate with other providers of health services, including other Services, the department and providers of primary healthcare, in planning for, and delivering, health services
- Cooperate with local primary healthcare organisations
- Arrange for the provision of health services to public patients in private health facilities
- Manage the performance of the Service against the performance measures stated in the service agreement
- Provide performance data and other data to the chief executive
- Consult with health professionals working in the Service, health consumers and members of the community about the provision of health services
- Other functions approved by the Minister
- Other functions necessary or incidental to the above functions.

Responsibilities of the Board

- Appoint the MNHHS Chief Executive, subject to approval by the Minister
- Develop and approve the strategic direction for the MNHHS, ensuring it reflects a client focus, and monitoring the implementation of that strategy

- Review and approve the annual budgets and financial plans developed by executive management and regularly monitor the financial performance
- Review and approve systems for operational performance and regularly monitor performance
- Review and approve human resource management systems and regularly monitor performance
- Review and approve systems to ensure patient quality and safety and monitor outcomes of these systems
- Engage key stakeholders (e.g. community, clinicians, PHN, relevant partners) in strategic service development and decisions
- Review, ratify and monitor systems of risk management and internal control and legal compliance
- Support the development of research and education opportunities within MNHHS through collaboration with a wide range of stakeholders
- Receive advice and consider recommendations from Board Committees
- Provide timely advice to the Minister’s Office and the Director General, Queensland Health on any issues within the MNHHS likely to have negative political and/or service implications
- Ensure there are processes in place to ensure all staff within the MNHHS work ethically and with a patient/client focus.

Accountability to the Minister for Health and the Department of Health

The Minister can give the Board a written direction about a matter relevant to the performance of its functions under the Act.

The Director-General of the Department of Health is the “health system manager”, with whom the Board enters into a Service Agreement for the delivery of services. In addition to meeting its obligations under the Service Agreement, the Board is required to comply with Health Service Directives issued by the Director-General.

Membership

The Board has ten independent members who reside in the local catchment area, strengthening local decision making and accountability for health policies, programs and services within Metro North. Each of the Board Members brings a wealth of experience and knowledge from the public, private and not-for-profit sectors with a range of clinical, health and business experience.

Board Committees and Advisory Groups

The following legislated committees support the functions of the Board and each operate with a terms of reference describing the purpose, role, responsibilities, composition, structure and membership:

- Executive
- Safety and Quality
- Finance and Performance
- Risk and Audit

Committee meetings are held either bi-monthly or quarterly depending on the Committee, with membership made up of a smaller group of Board Members focused on the oversight and monitoring of the relevant functions.

The Board also receives reports from a Community Board Advisory Group, and the MNHHS Clinical Council comprising representatives from the facility clinical councils.

Board Members Code of Conduct

Board Members are bound by the Code of Conduct for the Queensland Public Service (drawn from the *Public Sector Ethics Act 1994*).

The code is based on the following principles and values:

- Integrity and impartiality
- Promoting the public good
- Commitment to the system of government
- Accountability and transparency

Board Members must at all times act in accordance with their duties of confidence and confidentiality, and individual fiduciary duties including honesty and the exercise of reasonable care and diligence with respect to performance and discharge of official functions.

Duties of Board Members are fulfilled by active participation in Board deliberations and activities.

Evaluation of Performance

The Board will undertake an annual assessment of its performance, and the performance of Board committees.

Contact with the Board

The Metro North Board Office provides support to the Board and may be contacted as follows:

E: metro_north_board@health.qld.gov.au

T: 07 3647 9701 or 07 3647 9702

Information regarding the Board is available from www.health.qld.gov.au/metronorth/about/board.asp

Approved by the Metro North Hospital and Health Board on 2 August 2016

Review date August 2018