



Aboriginal and Torres Strait
Islander health practice
Chinese medicine
Chiropractic
Dental
Medical
Medical radiation practice
Nursing and Midwifery

Occupational therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Agency Management Committee - Decisions and Actions

Meeting number: 2016/04

Meeting date: 26 Apr 2016

Meeting time: 13:30 to 16:00

Meeting venue: AHPRA National Office

Members present

Mr Michael Gorton, AM, Chair

Ms Jenny Taing

Mr David Taylor

Ms Barbara Yeoh

Mr Ian Smith, PSM, via teleconference

Professor Merrilyn Walton AM

Ms Karen Crawshaw, PSM

Dr Peggy Brown

In attendance

Mr Martin Fletcher CEO (not present for item 1)

Mr Chris Robertson, Executive Director, Strategy and Policy (not present for item 1)

Ms Kym Ayscough, Executive Director, Regulatory Operations (not present for item 1)

Ms Sarndrah Horsfall, Executive Director, Business Services (not present for item 1)

Dr Joanna Flynn, AM, Chair, MBA and Co-convenor, Forum of NRAS Chairs (not present for item 1)

Ms Deena Jones, Manager, Executive Secretariat (not present for item 1)

Mr Paul Shinkfield, National Director, Strategy and Research (present for item 6.1 only)

Mr Gilbert Hennequin, National Manager, Strategy (present for item 6.1 only)

Item 1 In Camera meeting

Members met in camera.

Item 2 Welcome and introduction

The Chair welcomed members to the 26 April 2016 Agency Management Committee meeting.

The Chair officially welcomed Dr Peggy Brown as a new member of the Agency Management Committee and Dr Flynn as representative of the Chairs' Forum and the Medical Board of Australia.

Dr Brown has been appointed to a term of three years until February 2019.

Item 2.1 Apologies for absence

Nil

Item 2.2 Disclosure of any conflicts of interest in relation to agenda items

In accordance with Clause 8 of Schedule 2 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), members declared any possible conflict of interest in relation to agenda items for consideration by the Committee.

No conflict of interest was declared.

Item 2.3 Approval of agenda

Members approved the agenda.

Item 2.4 Record of previous meeting minutes – 15 March 2016

Members confirmed Decisions and Actions from the 15 March 2016 meeting as a true and correct record of the meeting.

Item 2.4.1 Record of out of session meeting 2016/03-OOS-1

Members confirmed Decisions and Actions from the 23 March 2016 out of session meeting as a true and correct record of the meeting.

Item 2.5 Actions arising

Members noted the actions summary.

Item 3 Chair's report

Members noted the update provided by Mr Gorton including:

- The Agency Management Committee recently held a Strategy Workshop in Adelaide which was facilitated by Ms Lynette Glendinning of Tempo Strategies.
- The successful stakeholder function hosted by the Agency Management Committee in Adelaide.
- An update on a further review of governance and reporting arrangements for the National Scheme, arising from the Independent Review of NRAS.

Item 3.1 Dr Joanna Flynn AM, Chair Medical Board of Australia and Co-Convenor, Forum of NRAS Chairs

The Chair welcomed Dr Flynn to the meeting.

Dr Flynn provided members with an overview of the reconfigured Forum of NRAS Chairs including that the structure and agenda now allows for members to have a greater collective focus on Scheme performance, direction and improvements.

Dr Flynn provided members with an update of issues facing the Medical Board of Australia including timely management of notifications, work on revalidation, and the planned release of guidelines in relation to cosmetic medical and surgical procedures, including ongoing engagement with the Office of Best Practice Regulation.

Members noted a number of new members, from state and territory Boards of the Medical Board of Australia have been appointed to the Board. This has allowed for greater alignment and improved communication between the Board and its state/territory boards.

The Chair thanked Dr Flynn for her comments.

Item 4 CEO report

Item 4.1 CEO update

Members noted the CEO report and the update provided by Mr Fletcher including:

- Status of the response from the Queensland Health Minister in relation to the funding arrangements for the co-regulatory model and ongoing discussions with the Health Department.
- An update of the Senate inquires on *Lyme Disease* and the *Medical complaints process in Australia*.

Ms Ayscough provided members with a presentation on notifications performance outlining the issues to be addressed, work already underway and the planned strategy, with a particular focus on achieving appropriate closure rates and investigation timelines.

Members noted and discussed the actions taken to date; the immediate priorities to be addressed and the future strategy.

The Committee provided in principle support for the package of measures with the need for clear accountabilities and requested for their next meeting:

- an action plan outlining performance measures, timelines and expected outcomes for the next six months. This should also consider issues of risk.

The Committee also requested an update on the roll out of actions arising from the Bevington Review to improve process efficiency across AHPRA.

The Management Committee indicated that additional resources will be provided for notifications management where this is required.

Item 5 Items for decision

Item 5.1 Performance Committee - revised Terms of Reference

The Chair requested that Performance Committee Chair, Mr Smith and member, Ms Taing along with Mr Fletcher, CEO and Ms Ayscough, Executive Director, Regulatory Operation review the current Performance Committee Terms of Reference in the light of feedback from the Management Committee.

Members approved interim Terms of Reference for a newly commissioned sub group of the Performance Committee, the Notifications Working Group to report monthly to the Agency Management Committee, noting that the Terms of Reference will be reviewed following completion of the Performance Committee ToR review.

Item 5.2 2016/17 budget narrative

Members approved the AHPRA Budget Narrative 2016-17 for submission to National Boards, noting that it needs to take account of budget processes underway with Boards, provide greater flexibility in relation to the 3-5 year budget outlook given the dynamic nature of the operating environment with fees to be considered within the parameters set by the AHWMC, and; amendments to the diagrammatic presentation on the work of the Transformation Project.

Item 5.3 2016/17 National Board fees

Members noted the proposed National Board fees for 2016/17 and approved the consultation process with each National Board on the recommended 2016/17 fee position.

It was agreed that in future financial years there should be an opportunity for the Finance, Audit and Risk Committee to consider fee setting recommendations, in order to provide advice to the Management Committee.

Item 5.4 Psychology Board of Australia 2016/17 fees

Members approved the fees strategy for the Psychology Board of Australia, noting that consultation will now occur with the Australian Health Workforce Ministerial Council.

Item 6 Items for discussion

Item 6.1 Strategy Management Framework

Members noted the presentation about the NRAS strategic planning and development framework provided by AManC member Mr Taylor, Mr Shinkfield, National Director Strategy and Research and Mr Hennequin, National Manager, Strategy.

Members noted consultation with National Boards is still to take place. Mr Robertson, Executive Director, Strategy and Policy invited feedback from members out of session.

There was in principle support for the work, noting that this should not distract from wider work underway to improve notifications management performance.

Item 7 Items for noting

Item 7.1 AHPRA People and Culture Program

Members noted the People and Culture Program. Members provided feedback that a stream of work in relation to strengthening the performance culture of AHPRA also needed to be considered.

Item 8 Other business

Nil items

Next meetings:

Next meetings of the Agency Management Committee:

- 17 May 2016, via teleconference
- 20 June 2016, Darwin, business meeting
- 21 June 2016, Darwin, stakeholder breakfast
- 19 July 2016, via teleconference
- 26 August 2016, Melbourne (NRAS Combined meeting)
- 20 September 2016, via teleconference
- 18 October 2016, Hobart
- 15 November 2016, via teleconference
- 20 December 2016, Melbourne

Close

With no further items to discuss, the Chair called the business meeting to close at 16:10.

References in these papers to the National Law refer to the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

All papers prepared by the Australian Health Practitioner Regulation Agency.