

Endorsed Meeting Minutes

DATE: Wednesday, 12 October 2022
 TIME: 11.00am – 3.30pm
 VENUE: Kempsey District Hospital

Item / Description	
Attendance and Declarations	
Welcome: Prof H. Cavanagh	
Acknowledgement of Country: Ms S. Smith, Aboriginal Health Worker	
Present: Dr J. Beange, Prof H. Cavanagh, Mr M. Coulter (TEAMS), Hon L. Hartsuyker, Mr G. Humphreys, Mrs S. McGinn (TEAMS), Mr N. Porter, Dr A. Seccull, Mrs T. Singleton, Mrs J. Zirkler (TEAMS) In Attendance: Mr S. Dowrick, Ms D. Kruk, Ms B. White	
Apologies: Dr T. Francis	
Observers: P. Connor, Director Finance and Performance V. Edwards, Director Communications S. Joice, A/Director People and Culture (presentation item 1.1) R. McBride, A/District Manager Organisational Learning and Development (presentation item 1.1)	
Declarations of Interest: Dr J. Beange: Healthy North Coast Public Health Network Mrs T. Singleton: Healthy North Coast Public Health Network	
Item 1. Presentation	
1.1	<p>S. Joice, A/Director People and Culture R. McBride, A/District Manager Organisational Learning and Development</p> <ul style="list-style-type: none"> The Governing Board thanked S. Joice and R. McBride for the presentation. The Governing Board discussed the progress on activities and strategies including the Senior Leadership Pathway; Talent and Succession Diversity, Equity and Inclusion and Aboriginal Workforce Development; and the Patient Safety and Quality Pathway. The Governing Board noted the proposed next steps. <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p>
Item 2. Patient Story	
2.1	<p>Patient Story – Health Care Quality Sub-Committee</p> <p>The Governing Board commended the patient story and noted opportunities for improvement.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with strategies to improve patient communication following consumer feedback received.</p>
Item 3. Minutes and Action Table	

3.1	<p>Minutes of Governing Board Meeting 14 September 2022</p> <p>Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting 14 September 2022 with amendment of attendances.</p>
3.2	<p>Action Table October 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted progress against action items.</p>
3.3	<p>Confirmation of Agenda</p> <p>Resolution(s): No amendments to agenda.</p>
Item 4. For Endorsement and/or Discussion	
4.1	<p>Guide for Boards and Management on the Path to Net Zero</p> <p>Director Finance and Performance advised the new MNCLHD Sustainability Implementation Plan is in development and will be provided to the MNCLHD Governing Board in 2023 once finalised. The Board discussed the consideration of including an environmental impact on Business Paper submissions.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Guide for Boards and Management on the Path to Net Zero.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with a monthly update on the MNCLHD Sustainability Implementation plan once finalised.</p>
4.2	<p>Digital Health and ICT Operating Model Business Case (Action Item 4.1a May 2022 meeting)</p> <p>The Chief Executive advised the full business case will be tabled at the December 2022 Governing Board meeting and include detail on funding and resource requirements.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Digital Health and ICT Operating Model Business Case update.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with the final Digital Health and ICT Operating Model business case at the December 2022 Governing Board meeting.</p>
4.3	<p>MNCLHD PARVAN Framework quarterly update</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD PARVAN Framework update.</p>
4.4	<p>Aboriginal Health Engagement Plan (Action Item 2.2a July 2022 meeting)</p> <p>The Governing Board discussed the Plan in detail including the Aboriginal Hospital Advisory Committees, Aboriginal workforce and emergency department attendances.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Aboriginal Health Engagement Plan.</p> <p>Action(s):</p>

	<p>a) Provide the Governing Board with the Aboriginal Hospital Advisory Committee Terms of Reference</p> <p>b) Provide the Governing Board with an analysis of the emergency department attendances and strategies to address results.</p> <p>c) Provide the Governing Board with a 5-year progress report on the Aboriginal Health Dashboard.</p>
4.5	<p>People Matter Employee Survey (PMES) 2021 Action Plan FOAM (Action Item 4.1a July 2022 meeting)</p> <p>The Chief Executive advised the PMES 2022 results were released on 11 October 2022 noting the MNCLHD response rate increased from 40% in 2021 to 52% in 2022. An analysis will be provided to the Governing Board at the December 2022 meeting. The Governing Board discussed the importance of ensuring timely communication of results and development of action plans.</p> <p>Resolution(s): The MNCLHD Governing Board noted the People Matter Employee Survey (PMES) 2021 Action Plan FOAM.</p>
4.6	<p>Oral Health Update (Action Item 1.1 August 2022 meeting)</p> <p>The Governing Board discussed strategies to address Oral Health vacancies and waitlists.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Oral Health update.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with an overview of Oral Health preventative measures.</p>
4.7	<p>Overview of reports made to the Independent Commission Against Corruption 2021-2022 (Action Item 5.4b August 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the report on the Independent Commission Against Corruption 2021-2022.</p>
4.8	<p>Quinquennial VMO Reappointments (Action Item 4.2 September 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Quinquennial VMO Reappointments paper.</p>
4.9	<p>MNCLHD Culture Transformation (Action Item 5.2a September 2022 meeting)</p> <p>The MNCLHD Culture Transformation was discussed in detail noting strategies continue during recruitment to the Director of People and Culture. The Governing Board discussed the need to develop program outcome measurements.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Culture Transformation update.</p>
4.10	<p>MNCLHD Ways of Working (Action Item 5.2a September 2022 meeting)</p> <p>The MNCLHD Ways of Working update was discussed at length and commended the work undertaken.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Ways of Working update.</p> <p>Action(s):</p> <p>a) The Governing Board requested updates include formatting changes e.g. colour coding of new, changed, realigned positions on organisational charts.</p>

4.11	<p>Fighting Cancer Fund</p> <p>The Fighting Cancer Fund was discussed in detail. The MNCLHD is liaising with Public Works regarding costing and timeframes.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Fighting Cancer Fund paper.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with an update at the December 2022 meeting.</p>
4.12	<p>Mid North Coast Rural Health and Medical Research Foundation</p> <p>Resolution(s): The MNCLHD Governing Board noted the Mid North Coast Rural Health and Medical Research Foundation paper.</p>
4.13	<p>MNCLHD Organ and Tissue Donation Committee</p> <p>Resolution(s): The MNCLHD Governing Board endorsed the MNCLHD Organ and Tissue Donation Committee paper.</p>
4.14	<p>Governing Board Review</p> <p>Collation of feedback on the Governing Board Review recommendations is ongoing. An update will be provided at the November 2022 meeting.</p> <p>Resolution(s): The MNCLHD Governing Board noted the progress on the Governing Board Review.</p>
Item 5. Standing Agenda Items	
5.1	<p>Governing Board Chair's Report – verbal update</p> <p>The Governing Board Chair provided an update on:</p> <ul style="list-style-type: none"> • Governing Board Review • MNCLHD Governing Board Strategic Planning Day <p>The Chair congratulated the Chief Executive on his honorary Award of Fellowship of Health Management.</p>
5.2	<p>Chief Executive's Summary</p> <p>The Chief Executive provided an update on:</p> <ul style="list-style-type: none"> • Service providers at the Port Macquarie Base Hospital • Hydrotherapy pools at Kempsey District Hospital and Port Macquarie Base Hospital • Urgent Care Model • Summer planning is underway • Acting CE arrangements during period of leave • COVID-19 reporting changes

	<p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive’s Summary and attachments.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Consider proposed changes to COVID-19 reporting. Clarify biological factors regarding workers’ compensation claims. Provide an update on strategies to address Mental Health readmission rates.
5.3	<p>Board Member Staff Meetings</p> <p>Nil.</p>
5.4	<p>MNCLHD Organisational Performance Report – Year to Date Results for August 2022</p> <p>The Governing Board discussed KPIs of concern including Transfer of Care; ED presentations treated within benchmark times; Emergency Treatment Performance and Elective Surgery waitlists.</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide an update on strategies to address Hospital in the Home KPIs admitted activity and non-admitted services provided through virtual care. Provide an update on allocation of new Alcohol and Other Drugs funding. Provide an update on strategies to address Mental Health readmission rates.
5.5	<p>Enterprise Risk Report (ERM)</p> <p>The Governing Board noted:</p> <ul style="list-style-type: none"> Meeting scheduled with HNELHD regarding risk #1003872. <p>The merging of risks #1002117 and #1002070 was endorsed.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM) and endorsed the merging of risks #1002117 and #1002070.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide the Governing Board an update on risks #1002501 and #1002601. Provide the Governing Board an update on Audit A2021-02.
5.6	<p>Anderson Report Recommendations (Staff Safety)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Anderson Report Recommendations (Staff Safety) update.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide the Governing Board an update on recommendation 20.
5.7	<p>Serious Adverse Event Review (SAER) and Coroner Recommendations Report July 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report June 2022.</p>

	<p>Action(s): a) Provide the Governing Board with lessons learnt from IMHAOD SAER findings.</p>
Item 6. Board Submissions – to be taken as read	
6.1	Directorate Summaries
	<p>6.1.1 Finance and Performance</p> <ul style="list-style-type: none"> The Governing Board thanked P. Connor for the paper The Governing Board discussed current cost impacts including overtime, sick leave, agency/locum costs and recruitment and retention strategies. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Finance and Performance.</p>
	<p>6.1.2 Communications</p> <ul style="list-style-type: none"> The Governing Board thanked V. Edwards for the paper The Governing Board commended the progress of the Communications Review recommendations New social media strategies were discussed including the Coffs Harbour Health Campus Inpatient Mental Health mini Olympics. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Communications.</p> <p>Action(s): a) Consider the development of Communications Review performance measures.</p>
	<p>6.1.3 Clinical Governance and Information Services</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Clinical Governance and Information Services.</p>
	<p>6.1.4 Coffs Clinical Network</p> <p>Recruitment advertising for the Director of Medical Services (DMS) position continues. The Chief Executive advised the appointment of a District DMS may assist to recruiting to Network DMS roles.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Coffs Clinical Network.</p>
6.2	Board Sub-Committees
	<p>6.2.1 Board Sub-Committee: Finance and Performance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary September 2022; Finance and Performance Update August 2022; and Endorsed Minutes August 2022.</p>
	<p>6.2.2 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes August 2022.</p>

	6.2.3 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes August 2022; and Appointment of Visiting Practitioners August 2022.
	6.2.4 Board Sub-Committee: Partnering with Consumers Resolution(s): The MNCLHD Governing Board accept the Chair's Summary October 2022; and Endorsed Minutes July 2022.
	6.2.5 Board Sub-Committee: Research and Innovation Resolution(s): The MNCLHD Governing Board accept the Chair's Summary September 2022 and Endorsed Minutes June 2022.
	6.2.6 Board Sub-Committee: Audit and Risk Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes June 2022.
Item 7. Annual Planner	
7.1	Resolution(s): The MNCLHD Governing Board noted the Annual Planner.
Item 8. General Business without notice and Correspondence (to be taken as read)	
	Correspondence to the Governing Board
8.1	Resolution(s): The MNCLHD Governing Board noted the correspondence.
Item 9. Governing Board Reflections	
9.1	The Governing Board Reflections were noted.
Item 10. Next Meeting	
10.1	9 November Port Macquarie Community Health Centre
Item 12. In-Camera Session for Discussion	
12.1	In-Camera Discussion
Item 13. Close	
13.1	The meeting closed at 3.45 pm.

MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Professor Heather Cavanagh	Chair
Mr Luke Hartsuyker	Deputy Chair
Dr Jennifer Beange	
Michael Coulter	
Dr Tim Francis	
Gary Humphreys	
Susan McGinn OAM	
Neil Porter	
Dr Alison Seccull	
Tracy Singleton	
Jennifer Zirkler	

Secretariat

Brooke White

Right of Audience and Debate

Stewart Dowrick	Chief Executive
Delwyn Kruk	Corporate Governance Manager

DECLARATION OF INTEREST

Governing Board members are responsible for disclosing circumstances that give rise or may give rise to actual, potential or perceived conflicts of interest.

Declarations are to be submitted to the Board Secretary in writing prior to the meeting. The Board will determine the appropriate course of action, which may include the member leaving the meeting for the duration of the item or abstaining from discussion and/or decision.

IT IS NOTED THAT ALL GOVERNING BOARD PAPERS AND DISCUSSION ARE CONFIDENTIAL

ROLES AND RESPONSIBILITIES OF THE GOVERNING BOARD

The Board provides governance oversight for the local health district, not day-to-day management, or operations. The Board is focused on leading, directing and monitoring the activities of the local health district and driving overall performance. The specific functions of the Board are outlined in the Board Charter (available here) and in Section 28 of the Health Services Act 1997. The Board Chair also has an oversight role in respect of the Chief Executive, in relation to appointment, annual performance agreement and annual performance review as provided for under the Health Executive Service Framework.

GOVERNING BOARD REFLECTION

1. Did we spend the most time on the most important things?
2. Did we add value?
3. How could we have done things better?
4. Any feedback for management?