

Endorsed Meeting Minutes

DATE: Wednesday, 13 July 2022
TIME: 11.00am – 3.30pm
VENUE: Port Macquarie Base Hospital

Item / Description	
Attendance and Declarations	
Welcome: Heather Cavanagh Acknowledgement of Country: Heather Cavanagh	
Present: Prof H. Cavanagh, Hon L. Hartsuyker (TEAMS), Dr J. Beange (TEAMS), Mr N. Porter (TEAMS), Mrs S. McGinn, Dr T. Francis, Dr A. Seccull, Mr M. Coulter, Mr G. Humphreys, Mrs T. Singleton, Mrs J. Zirkler In Attendance: Mr S. Dowrick., Ms D. Kruk, Ms B. White	
Apologies:	
Observers: Catharine Death, Hastings Macleay Clinical Network Coordinator (Item 9.1) Vicki Simpson, Director Nursing, Midwifery and Service Reform Vanessa Edwards, Director Communications and Corporate Strategy Dr Nigel Lyons, Deputy Secretary MoH Health System Strategy and Planning Rosemary Milkins, Chair Audit and Risk Sub-Committee (Presentation) Julie Wright, Director Anchor and Co Communications (Presentation)	
Declarations of Interest: nil	
Item 1. Patient Story	
1.1	<p>Integrated Care – Patient Reported Measures</p> <p>The Governing Board commended the patient story. The Governing Board thanked the patient for sharing their story.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Appreciation letter to be sent to patient. b) Consider recording the patient story in a multimedia format.
Item 2. Presentations	
2.1	<p>Dr Nigel Lyons, Deputy Secretary MoH Health System Strategy and Planning</p> <ul style="list-style-type: none"> • The Governing Board thanked Dr Lyons for the presentation. • The Governing Board noted the Future Health Strategic Framework, National Health Priorities and progress of the NSW Government’s Response to the Rural Health Inquiry Report and Regional Health Plan 2022-2032. <p>Resolution(s): The MNCLHD Governing Board noted the Deputy Secretary’s presentation.</p>
2.2	<p>Rosemary Milkins, Audit and Risk Sub-Committee Chair</p> <ul style="list-style-type: none"> • The Governing Board thanked the Ms Milkins for the presentation.

	<ul style="list-style-type: none"> The Governing Board noted the update on audit and risk and focus areas of the NSW Audit Office. <p>Resolution(s): The MNCLHD Governing Board noted the Chair’s presentation.</p> <p>Action(s):</p> <ol style="list-style-type: none"> SET directorates to provide the Audit and Risk Sub-Committee with levels of Aboriginal Health Engagement utilising standardised template.
2.3	<p>Julie Wright, Director Anchor and Co Communications - MNCLHD Communications Review Presentation</p> <ul style="list-style-type: none"> The Governing Board thanked Ms Wright for the presentation. Draft Communication Strategy to be distributed to SET for consultation. <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Communications Review presentation.</p>
Item 3. Minutes and Action Table	
3.1	<p>Minutes of Governing Board Meeting 8 June 2022</p> <p>Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting 8 June 2022.</p>
3.2	<p>Action Table July 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted progress against action items.</p>
3.3	<p>Confirmation of Agenda</p> <p>The Governing Board Chair requested allocated time to discuss Item 9.1.</p> <p>Resolution(s): Time was allocated to discuss Item 9.1.</p>
Item 4. For Endorsement and/or Discussion	
4.1	<p>People Matter Employee Survey (PMES) 2021 Financial Operations and Asset Management Directorate (Action Item 4.8a May 2022 meeting)</p> <p>The People Matter Employee Survey Action Plan paper was discussed in detail.</p> <p>Resolution(s): The MNCLHD Governing Board noted the People Matter Employee Survey Action Plan paper.</p> <p>Action(s):</p> <ol style="list-style-type: none"> The PMES 2021 Financial Operations and Asset Management Directorate Action Plan to be tabled at the October 2022 meeting when the Director of Financial Operations and Asset Management is in attendance.
4.2	<p>Safety Intelligence Dashboards (Action Item 5.1a May 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Aboriginal Health Plan 2019-2023 paper.</p>

4.3	<p>MNCLHD IPARVAN Framework Quarterly Update (Action Item 5.2a May 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD IPARVAN Framework Quarterly Update.</p>
4.4	<p>Virtual Care KPI Update (Action Item 6.3a May and 6.2a June 2022 meetings)</p> <p>Resolution(s): The MNCLHD Governing Board noted Virtual Care KPI Update paper.</p>
4.5	<p>MNCLHD Aboriginal Health Plan 2019-2023 Comparative Data (Action Item 7.1.3a May 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Aboriginal Health Plan 2019-2023 Comparative Data paper.</p>
4.6	<p>Mentoring in Maternity (Action Item 7.2.2a June 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Mentoring in Maternity paper.</p>
4.7	<p>MNCLHD Health Economics Partnership</p> <p>Resolution(s): The MNCLHD Governing Board noted MNCLHD Health Economics Partnership paper.</p>
Item 5. Standing Items	
5.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> The Chair attended the opening of Durri Chronic Care Service at Kempsey District Hospital. LHD Board Chairs and Chief Executives met with the Ministry of Health to discuss the 2022/23 budget. Nous Governing Board Review has commenced. <p>Resolution(s): The MNCLHD Governing Board accepted the Chair's verbal report.</p> <p>Action(s):</p> <p>a) Provide an update on proposed staff and community support options at Kempsey District Hospital.</p>
5.2	<p>Chief Executive's Summary</p> <ul style="list-style-type: none"> The Chief Executive provided an update on COVID-19 and surgical activity. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive's Summary and attachments.</p> <p>Action(s):</p> <p>a) Provide an update to the Governing Board on surgical activity.</p> <p>b) Provide an update on the Kempsey District Hospital cafeteria.</p>

5.3	<p>MNCLHD Organisational Performance Report – Year to Date Results for May 2022</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p>
5.4	<p>Board Member Staff Meetings</p>
	<p>5.4.1 Dr A. Secull meeting with Director Coffs Harbour Emergency Department</p> <p>Resolution(s): The Governing Board discussed and accepted the paper and attachments.</p>
	<p>5.4.1.1 Brief to Minister Taylor</p> <p>Resolution(s): The Governing Board discussed and accepted the paper and attachments.</p>
	<p>5.4.2 Dr J Beange meeting with Hastings Macleay Clinical Network Community and Allied Health Manager regarding Port Macquarie COVID-19 assessment clinic</p> <p>Resolution(s): The Governing Board discussed and accepted the paper.</p>
5.5	<p>Enterprise Risk Report (ERM)</p> <p>The Governing Board discussed the report and the Risk Register in detail.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM).</p> <p>Action(s):</p> <p>a) The Governing Board requests an update on overdue internal audit recommendations.</p>
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>
5.7	<p>Serious Adverse Event Review (SAER) and Coroner Recommendations Report May 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report May 2022.</p> <p>Action(s):</p> <p>a) The Governing Board requests an update on the overdue SAER Reports and recommendations</p>
<p>Item 6. Board Submissions to be taken as read</p>	
6.1	<p>Directorate Summaries</p>
	<p>6.1.1 Nursing, Midwifery and Service Reform</p> <ul style="list-style-type: none"> • The Governing Board thanked V. Simpson for the presentation. <p>Resolution(s): The MNCLHD Governing Board accept the Directorate Summary: Nursing, Midwifery and Service Reform.</p>

	<p>6.1.2 Communications and Corporate Strategy</p> <ul style="list-style-type: none"> The Governing Board thanked V. Edwards for the submission. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Communications and Corporate Strategy.</p>
	<p>6.1.3 North Coast Public Health Unit</p> <ul style="list-style-type: none"> The Governing Board thanked Dr P. Douglas for the submission. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: North Coast Public Health Unit.</p>
	<p>6.1.4 Integrated Mental Health, Alcohol and other Drug Services</p> <ul style="list-style-type: none"> The Governing Board thanked P. Jones for the submission. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Integrated Mental Health, Alcohol and Other Drug Services.</p>
6.2	Board Sub-Committees
	<p>6.2.1 Board Sub-Committee: Finance and Performance</p> <ul style="list-style-type: none"> The Governing Board discussed this report in detail and noted the excess leave. <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary June 2022; Finance and Performance Update May 2022; and Endorsed Minutes May 2022.</p>
	<p>6.2.2 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes May 2022.</p>
	<p>6.2.3 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary May 2022; Endorsed Minutes May 2022.</p>
	<p>6.2.4 Board Sub-Committee: Research and Innovation</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary June 2022.</p>
	<p>6.2.5 Board Sub-Committee: Audit and Risk</p> <p>Resolution(s): The MNCLHD Governing accept the Endorsed Minutes March 2022</p>
	<p>6.2.6 Board Sub-Committee: People and Culture</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes April 2022.</p>

	6.2.7 Board Sub-Committee: Close the Gap Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary June 2022; Endorsed Minutes April 2022.
	6.2.8 Board Sub-Committee: Integrating Care Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary April 2022; Endorsed Minutes May 2022.
	6.2.7 Board Sub-Committee: Partnering with Consumers Resolution(s): The MNCLHD Governing Board noted Close the Gap papers will be tabled in August 2022.
Item 7. Risk Register	
7.1	Risk Register Discussed in Item 2.2 - Rosemary Milkins, Audit and Risk Sub-Committee Chair.
Item 8. Annual Planner	
8.1	Resolution(s): The MNCLHD Governing Board noted the Annual Planner.
Item 9. General Business without notice and Correspondence (to be taken as read)	
9.1	Port Macquarie Base Hospital Update The Governing Board thanked C. Death, Hastings Macleay Clinical Network Coordinator for the update on Port Macquarie Base Hospital.
Item 10. Governing Board Reflections	
10.1	The Governing Board Reflections were noted.
Item 11. Next Meeting	
11.1	10 August Coffs Harbour Health Campus
Item 12. In Camera Session For Discussion	
12.1	Refer to In Camera Session Minutes
Item 13. Close	
13.1	The meeting closed at 3.30 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?