Health
Mid North Coast Local Health District

GOVERNING BOARD MINUTES

Endorsed Meeting Minutes

DATE: Wednesday, 8 June 2022
TIME: 11.00am – 3.30pm
VENUE: Coffs Harbour Health Campus

Item / Description

Attendance and Declarations

Welcome: Heather Cavanagh
Acknowledgement of Country: Tracy Singleton

Present: Prof H. Cavanagh, Hon L. Hartsuyker, Dr J. Beange Mr N. Porter, 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:
Kathleen Ryan, Director Clinical Governance and Information Services
Lydia Dennett, Coffs Clinical Network Coordinator
Ian Richards, Principal Lead, Safety System Capability, Clinical Excellence Commission (CEC Presentation)
Susan Pearce, Secretary NSW Health
Luke Sloane, Acting Coordinator-General Regional Health, NSW Health

Declarations of Interest: A. Seccull, UNSW ILP Research and Projects and Medical Director

Item 1. In-Camera Session for Discussion / Presentations

1.1	In Camera Session – Nil

Item 2. Patient Story

2.1	Organ and Tissue Donation
	The Governing Board commended the patient story and discussed the importance of promoting organ donation to our staff and community. The Governing Board thanked the donor's family for sharing their story.
	Action(s):
	a) Appreciation letter to be sent to donor's family.

Item 3. Presentations

3.1	Patient Safety and Quality Essential Pathway – Clinical Excellence Commission
	• The Governing Board thanked Kathleen Ryan and Ian Richards for the presentation.
	• The Governing Board noted the importance of capacity building, a balanced implementation of the pathway and the lessons learned from other LHDs.
	Resolution(s): The MNCLHD Governing Board noted the Clinical Excellence Commission's Governance of Safety and Quality Essential Pathway presentation.
	Action(s):

	a) The Governing Board to complete the Safety and Quality Essentials Pathway Foundational Workshop.
3.2	Susan Pearce, Secretary, NSW Health • The Governing Board thanked the Secretary for the presentation. • The Governing Board noted the events of the previous 2.5 years and the impact on the NSW Health workforce. **Resolution(s):** The MNCLHD Governing Board noted the Secretary's presentation.
	Luke Sloane A/Coordinator-General Regional Health, NSW Health • The Governing Board thanked the A/Coordinator-General for the presentation. • The Governing Board noted the overview of the portfolio and the priorities of the A/Coordinator-General. **Resolution(s):** The MNCLHD Governing Board noted the A/Coordinator-General's presentation.
Item 4. Minutes and Action Table	
4.1	Minutes of Governing Board Meeting 11 May 2022 **Resolution(s):** The MNCLHD Governing Board endorsed Minutes of the meeting held 11 May 2022 as a true and accurate record subject to the addition of action item 4.2c The Governing Board requested consideration of the inclusion of clinical waste into the plan.
4.2	Action Table June 2022 Action Item 0522 4.4a Governing Board Chair and Director of Research and Knowledge Translation to meet and discuss suggested enhancements. Actions Closed. **Resolution(s):** The MNCLHD Governing Board accepted progress against action items.
4.3	Confirmation of Agenda **Resolution(s):** No amendments to agenda.
Item 5. For Endorsement and/or Discussion	
5.1	Doctors in Training Survey (Action Item 5.6 December 2021) The Doctors in Training Survey paper was discussed in detail. **Resolution(s):** The MNCLHD Governing Board noted the Doctors in Training Survey paper. **Action(s):** a) Provide an update on the discharge pilot at CCN and HMCN. b) Provide an update on the recruitment for HMCN. c) Liaise with Western NSW LHD to discuss intern recruitment and intake.

5.2	MNCLHD Aboriginal Health Plan 2019-2023 (Action Item 5.5a February 2022) The MNCLHD Aboriginal Health Plan 2019-2023 paper was noted. The areas of compliance and initiatives to address was discussed in detail. **Resolution(s):** The MNCLHD Governing Board noted the MNCLHD Aboriginal Health Plan 2019-2023 paper. **Action(s):** a) Comparative data to be shared with the Governing Board.
5.3	Bureau of Health Information (BHI) 2021 Report (Action Item 5.2c March 2022) **Resolution(s):** The MNCLHD Governing Board noted the Bureau of Health Information (BHI) 2021 Report.
5.4	eMR and eMeds Risks (Action Item 5.8 March 2022) **Resolution(s):** The MNCLHD Governing Board noted eMR and eMeds Risks paper.
5.5	Hospital Acquired Neonatal Birth Trauma (Action Item 6.3 April 2022 meeting) **Resolution(s):** The MNCLHD Governing Board noted the Hospital Acquired Neonatal Birth Trauma paper.
5.6	MNCLHD Ways of Working (Action Item 6.2a March 2022 meeting) **Resolution(s):** The MNCLHD Governing Board noted the MNCLHD Ways of Working paper.
5.7	Governance of Public Patients on Surgical Waitlists (Action Item 6.2a April 2022 meeting) The MNCLHD Governance of Public Patients on Surgical Waitlist paper was discussed in detail. **Resolution(s):** The MNCLHD Governing Board noted Governance of Public Patients on Surgical Waitlists paper. **Action(s):** a) Provide the contracted standards of care to the Governing Board.
5.8	Risk Assessment and Staffing Profile (Action Item 5.17.4a April 2022 meeting) **Resolution(s):** The MNCLHD Governing Board noted the Risk Assessment and Staffing Profile.
5.9	Delegations Manual (Action Item 6.2a March 2022 meeting) **Resolution(s):** The Governing Board noted the Delegations Manual was endorsed out of session on 16 May 2022.
5.10	MoH Workforce Initiatives Funding (Action Item 7.2.1 May 2022 meeting)

	Resolution(s): The MNCLHD Governing Board noted the MoH Workforce Initiatives Funding paper.
5.11	Consumer Feedback Report The Report was discussed in detail. **Resolution(s):** The MNCLHD Governing Board noted the Consumer Feedback Report. **Action(s):** a) Provide the Governing Board with an update on the Table E data.
5.12	Capital Works Infrastructure and Asset Management Annual Report **Resolution(s):** The MNCLHD Governing Board noted the Capital Works Infrastructure and Asset Management Annual Report **Action(s):** a) Provide the Governing Board with an update on Macksville Wi-Fi. b) Provide an update on the Kempsey District Hospital cafeteria.
5.13	HASA – Final Progress Report **Resolution(s):** The MNCLHD Governing Board noted the HASA – Final Progress Report
Item 6. Standing Items	
6.1	Governing Board Chair's Report – verbal update • Cyber Security Training is in progress. • Board Review is to commence in July 2022. **Resolution(s):** The MNCLHD Governing Board accepted the Chair's verbal report. **Action(s):** a) Provide the Governing Board with new Cyber Security Training Dates and log in requirements.
6.2	Chief Executive's Summary • Port Macquarie Base Hospital pathology services update. • The Virtual Care Service Level Agreement definition update. • Retirement of V. Simpson, Director Nursing, Midwifery and Service Reform was announced. **Resolution(s):** The MNCLHD Governing Board accepted the Chief Executive's Report and attachments. **Action(s):** a) Provide the Governing Board with an update on Virtual Care key performance indicator progress.
6.3	MNCLHD Organisational Performance Report – Year to Date Results for April 2022 **Resolution(s):** The Governing Board discussed and accepted the Organisational Performance Report.

6.4	Board Member Staff Meetings
	Resolution(s): The Governing Board noted the Board Member Staff Meetings as a new agenda item.
6.5	Enterprise Risk Report (ERM)
	The Governing Board discussed the report and the Risk Register in detail.
	Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM).
	Action(s): a) Discuss the level of risk reporting and access to the Risk Register with the Chair of the Audit and Risk Committee at the July 2022 meeting.
6.6	Anderson Report Recommendations (Staff Safety)
	Resolution(s): The MNCLHD Governing Board accept the Anderson Report Recommendations (Staff Safety) update.
	Action(s): a) People and Culture Sub-Committee to provide the Governing Board with a detailed update on the outstanding and overdue actions.
6.7	Serious Adverse Event Review (SAER) and Coroner Recommendations Report April 2022
	Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report April 2022.

Item 7. Board Submissions to be taken as read

7.1	Directorate Summaries
	7.1.1 Clinical Governance and Information Services • The Governing Board thanked Kathleen Ryan for the presentation. • Accreditation update. • Data analytics and safety intelligence focus. **Resolution(s):** The MNCLHD Governing Board accept the Directorate Summary: Clinical Governance and Information Services.
	7.1.2 Coffs Clinical Network • The Governing Board thanked Lydia Dennett for the submission. • Coffs Harbour Health Campus refurbishment progress. The Governing Board acknowledged the adaptability and resilience of the Coffs Harbour Health Campus staff during the campus refurbishment. **Resolution(s):** The MNCLHD Governing Board accepted the Directorate Summary: Coffs Clinical Network.

	7.1.3 Financial Operations and Asset Management • The Governing Board thanked Paul Connor for the submission. **Resolution(s):** The MNCLHD Governing Board accepted the Directorate Summary: Financial Operations and Asset Management.
7.2	Board Sub-Committees
	7.2.1 Board Sub-Committee: Finance and Performance The Governing Board discussed this Report in detail and noted the excess leave. **Resolution(s):** The MNCLHD Governing Board accept the Chair's Summary May 2022; Finance and Performance Update April 2022; and Endorsed Minutes April 2022.

	7.2.2 Board Sub-Committee: Health Care Quality
	
	Resolution(s): The MNCLHD Governing Board accept the Chair's Summary May 2022; Endorsed Minutes April 2022.
	
	Action(s):
	a) Provide the Governing Board with an overview of the Mentoring in Maternity project.
	b) Provide the Governing Board with an update on the medical staffing:
	   • Port Macquarie Base Hospital and Kempsey District Hospital Emergency Departments
	   • Additional funding impacts on MNCLHD Emergency Departments

	7.2.3 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory **Resolution(s):** The MNCLHD Governing Board accept the Chair's Summary April 2022; Endorsed Minutes April 2022 and Appointment of Visiting Practitioners April 2022. **Action(s):** a) Provide the Governing Board with an update on the GP Refugee Clinic recruitment.
	7.2.4 Board Sub-Committee: Partnering with Consumers **Resolution(s):** The MNCLHD Governing Board accept the Chair's Summary May 2022 and Endorsed Minutes March 2022.
	7.2.5 Board Sub-Committee: Research and Innovation **Resolution(s):** The MNCLHD Governing Board noted Research and Innovation papers will be tabled in July 2022.
	7.2.6 Board Sub-Committee: Audit and Risk **Resolution(s):** The MNCLHD Governing Board noted Audit and Risk papers will be tabled in July 2022.
	7.2.7 Board Sub-Committee: People and Culture **Resolution(s):** The MNCLHD Governing Board noted People and Culture papers will be tabled in July 2022.

	7.2.8 Board Sub-Committee: Integrating Care **Resolution(s):** The MNCLHD Governing Board noted Integrating Care papers will be tabled in July 2022.
	7.2.7 Board Sub-Committee: Close the Gap **Resolution(s):** The MNCLHD Governing Board noted Close the Gap papers will be tabled in July 2022.
Item 8. Risk Register	
8.1	Risk Register - Nil
Item 9. Annual Planner	
9.1	**Resolution(s):** The MNCLHD Governing Board noted the Annual Planner.
Item 10. General Business without notice and Correspondence (to be taken as read)	
10.1	Correspondence to Governing Board **Resolution(s):** The MNCLHD Governing Board noted the correspondence.
10.2	Response to Correspondence to Governing Board **Resolution(s):** The MNCLHD Governing Board noted the correspondence.
Item 11. Governing Board Reflections	
11.1	The Governing Board Reflections were noted.
Item 12. Next Meeting	
12.1	13 July Port Macquarie Base Hospital
Item 13. Close	
13.1	The meeting closed at 4.22pm.

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?