

Endorsed Meeting Minutes

DATE: Wednesday, 9 February 2022
 TIME: 11.00am – 3.30pm
 VENUE: Coffs Harbour Health Campus

Item / Description	
Attendance and Declarations	
Welcome: Professor Heather Cavanagh Chair Acknowledgement of Country: Tracy Singleton	
Apologies: Neil Porter	
Observers: Kate Vandoros, A/Director Financial Operations and Asset Management Lydia Dennett, Coordinator Coffs Clinical Network General Manager CHHC Kathleen Ryan, Director Clinical Governance and Information Services	
Declarations of Interest: Nil	
Item 1. In-Camera Session for Discussion / Presentations	
1.1	In Camera Session – Refer to agenda
Item 2. Patient Story	
2.1	The experience of a carer and their COVID-19 journey was noted. The lessons learned were commended.
Item 3. Presentations	
3.1	<p>Financial Operations and Asset Management Kate Vandoros, A/Director Financial Operations and Asset Management</p> <ul style="list-style-type: none"> • The Governing Board thanked K Vandoros for a comprehensive presentation. • The Governing Board noted the MNCLHD financial position. • The Governing Board acknowledged the challenges of recruiting to vacant positions within Capital Works and Asset Management. • The Governing Board noted the upcoming planned activities including the Visiting Medical Officer quinquennial contract renewals, the implementation of the new data management systems, early close preparations, 2022-23 Budget preparations and the TPP 19-07 Asset Management Framework. • The Governing Board discussed compliance and noted the activities undertaken to meet the TPP 19-07 Asset Management Framework requirements including audit review process and scheduled maintenance planning.
3.2	<p>Coffs Clinical Network Lydia Dennett – Coordinator Coffs Clinical Network General Manager CHHC</p> <ul style="list-style-type: none"> • The Governing Board thanked L Dennett for a comprehensive presentation. • The challenges experienced by the Network and impact on staff during the recent COVID-19 response were noted. • The Network continues to work with Residential Aged Care Facilities through the COVID-19 response.

	<ul style="list-style-type: none"> • Elective Surgery has resumed. • A reconfiguration of wards to support the COVID-19 response is in progress to enhance patient flow. • The Bellingen Medical Model of Care has been submitted to the Chief Executive for consideration. • The Network has established a partnership with Charles Sturt University Medical Program (Orange campus) and created training hubs at Bellingen and Macksville hospitals with a focus on General Practitioner (GP) Training. <p>Action (s):</p> <ol style="list-style-type: none"> a) A summary of the Bellingen Medical Model of Care is to be provided once approved. b) Forward letter of appreciation to staff for their work during the COVID-19 response.
3.3	<p>Clinical Governance and Information Services Kathleen Ryan – Director Clinical Governance and Information Services</p> <ul style="list-style-type: none"> • The Governing Board thanked K Ryan for the presentation. • The Governing Board noted the challenges associated with reviewing COVID-19 occurrences in patients in healthcare settings. • The Governing Board noted the implementation of the CEC Safety and Quality Essentials Pathway. The Governing Board commended the program’s use of multi-disciplinary champions in clinical streams. • Accreditation has been delayed until March 2022 due to the current COVID-19 response. The MNCLHD continues to work with the Australian Commission on Safety and Quality in Health Care Standards regarding a potential hybrid accreditation model. • The MNCLHD Digital Strategy implementation plan has been completed. Changes to resourcing and the Digital Health and ICT Operating Model will be required.
Item 4. Minutes and Action Table	
4.1	<p>Minutes of Governing Board Meeting 8 December 2021</p> <p>Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting held 8 December 2021 as a true and accurate record.</p>
4.2	<p>Action Table December 2021</p> <p>Resolution(s): The MNCLHD Governing Board accepted progress against action items.</p>
4.3	<p>Confirmation of Agenda</p> <p>Resolution(s): No amendments to agenda.</p>
Item 5. For Endorsement and/or Discussion	
5.1	<p>MNCLHD Safety and Quality Account Endorsed by email 13 December 2021</p> <p>Resolution(s): The MNCLHD Governing Board noted the endorsement of the MNCLHD Safety and Quality Account.</p>
5.2	<p>WHS Due Diligence Workshop for Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board accepted the proposal for the WHS Due Diligence Workshop.</p>

	<p>Action(s):</p> <p>a) WHS Due Diligence Workshop to be scheduled concurrently with a MNCLHD Governing Board Meeting</p>
5.3	<p>Pulse Survey Tool and Implementation Plan (Action Item 1.3 December 2021 meeting)</p> <ul style="list-style-type: none"> The importance of obtaining baseline data and inclusion of feedback in the implementation plan was discussed. The Governing Board requested groups be invited to participate in the Survey (to be determined by the Governing Board). <p>Resolution(s): The MNCLHD Governing Board noted the Pulse Survey Tool and Implementation Plan.</p> <p>Action(s):</p> <p>a) A progress update of the implementation plan is to be presented to the Governing Board. The implementation plan should include a staff feedback mechanism and consideration for the Governing Board in determining participating groups.</p>
5.4	<p>eHealth Cyber Security Update, Annual Attestation and Essential Eight Uplift Presentation (Action Item 4 December 2021 meeting)</p> <ul style="list-style-type: none"> The Governing Board noted the importance of Cyber Security and request current MNCLHD Cyber Security training data. The Board requests a Summary of actions and timeframes to be aligned with Governing Board responsibilities. <p>Resolution(s): The MNCLHD Governing Board noted the eHealth Cyber Security Update, Annual Attestation and Essential Eight Uplift Presentation.</p> <p>Action(s):</p> <p>a) LHD Cyber Security training data to be provided to the Governing Board.</p> <p>b) Governing Board members to complete the Cyber Security training module.</p> <p>c) Summary of actions and timeframes aligned with Governing Board responsibilities to be provided to Governing Board.</p>
5.5	<p>MNCLHD Aboriginal Health Plan 2019-2023 (Action Item 6.3 December 2021 meeting)</p> <ul style="list-style-type: none"> S Dowrick, Chief Executive spoke on the Elsa Dixon Aboriginal Employment Grant which provides Aboriginal employment opportunities in the MNCLHD. <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Aboriginal Health Plan 2019-2023.</p> <p>Action(s):</p> <p>a) Provide an Aboriginal Health Plan 2019-2023 progress update to the Governing Board which reflects progress against measurable indicators.</p> <p>b) Provide a list of existing scholarships and programs used by the MNCLHD to increase Aboriginal employment.</p>

5.6	<p>Day of Surgery Cancellation Report: Initiatives to reduce Day of Surgery Cancellation (Action Item 3.5 December 2021 meeting)</p> <ul style="list-style-type: none"> The Governing Board noted the excellent report and the plans to increase bed availability at the Coffs Harbour Health Campus. The design and development of a Network Perioperative Services Model was noted. An increase in cancellations in November 2021 due to the relocation to the new Clinical Services Building and the impact of furloughed staff due to COVID-19 was noted. <p>Resolution(s): The MNCLHD Governing Board noted the Day of Surgery Cancellation Report.</p> <p>Action(s):</p> <p>a) Bed availability data at Coffs Harbour and Port Macquarie Hospitals to be provided to the Governing Board.</p>
5.7	<p>MNCLHD EOI Corporate Artwork</p> <ul style="list-style-type: none"> The Governing Board commended the quality of the artwork submissions and thanks the panel for their participation in the selection process. <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD EOI and Purchase of Corporate Artwork.</p> <p>Action(s):</p> <p>a) Tracy Singleton’s title to be updated to Chief Executive Officer Galambila Aboriginal Health Service in future correspondence and Board documents.</p>
Item 6. Standing Items	
6.1	<p>Governing Board Chair’s Report – verbal update</p> <ul style="list-style-type: none"> The Chair met with the New Minister for Women, Regional Health and Mental Health, Bronwyn Taylor to discuss the Minister’s priorities. Regular meetings will be scheduled with LHD Governing Board Chairs and Chief Executives. The Chair is to meet with Elizabeth Koff, Secretary, NSW Health. The Rural Health Inquiry Report is anticipated to be released in May 2022. Correspondence relating to clinical privileges was discussed. The Chair and Chief Executive will meet with consultancy firm Nous to undertake a Governing Board and Sub-Committee review. The Chair will meet with individual Governing Board members to discuss Terms of Reference for Governing Board and Sub-Committee review. Congratulations to the Hon Luke Hartsuyker on appointment as Deputy Chair. The Chair thanked Neil Porter for his time as Acting Deputy Chair. The Chair also thanked Jenny Zirkler and Michael Coulter for taking on the positions of Chair of the Partnering with Consumers Sub-Committee and the Medical Dental Appointments Advisory Committee respectively and thanked those who had been/are in Acting positions while the external review is undertaken. <p>Resolution(s): The MNCLHD Governing Board accepted the Chair’s verbal report.</p>

	<p>Action(s):</p> <p>a) A report is to be provided on current processes of clinicians raising concerns of a peer's clinical practice. b) Schedule 1:1 meetings with Chair and Governing Board Members.</p>
6.2	<p>Chief Executive's Summary</p> <ul style="list-style-type: none"> The Chief Executive attended the Parliamentary Inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales. The Chief Executive noted the progress on the Bellingen Medical Model of Care; and the partnership with Charles Sturt University (Orange) medical students seeking experience in the region. VMO quinquennium contract renewals are in progress. The Governing Board to review proposed contracts. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive's Report and attachments.</p> <p>Action(s):</p> <p>a) Provide a summary of Medical and Dental Appointments Advisory Committee approval processes.</p>
6.3	<p>MNCLHD Organisational Performance Report – Year to Date Results for 31 December 2021</p> <p>Resolution(s): The MNCLHD Governing Board discussed and accepted the Organisational Performance Report.</p>
6.4	<p>Enterprise Risk Report (ERM)</p> <p>Resolution(s): The MNCLHD Governing Board accepted Enterprise Risk Report (ERM) and MNCLHD Governing Board Risk Report – January 2022 and note the outstanding risks.</p> <p>Action(s):</p> <p>a) Confirm MNCLHD Risk Platform training requirements for Governing Board members to occur. b) Provide further advice regarding risk rating for items 746, 769 and 776.</p>
6.5	<p>Anderson Report Recommendations (Staff Safety)</p> <p>Resolution(s): The MNCLHD Governing Board accept the Anderson Report Recommendations (Staff Safety) update.</p>
6.6	<p>Business Paper: Serious Adverse Event Review (SAER) and Coroner Recommendations Report January 2022</p> <p>Resolution(s): The MNCLHD Governing Board accept the SAER and Coroner Recommendations January 2022.</p>
<p>Item 7. Board Submissions to be taken as read</p>	
7.1	<p>Directorate Dashboard and Summary</p>
	<p>7.1.1 Finance, Performance and Asset Management</p> <p>Resolution(s): The MNCLHD Governing Board accept Directorate Dashboard and Summary: Finance, Performance and Asset Management – refer to item 3.1.1.</p>
	<p>7.1.2 Coffs Clinical Network</p>

	<p>Resolution(s): The MNCLHD Governing Board accept Directorate Dashboard and Summary: Coffs Clinical Network – refer to item 3.1.2.</p>
	<p>7.1.3 Clinical Governance and Information Services</p> <p>Resolution(s): The MNCLHD Governing Board accept Directorate Dashboard and Summary: Clinical Governance and Information Services – refer to item 3.1.3.</p>
	<p>7.1.4 Communications and Strategy</p> <p>Resolution(s): The MNCLHD Governing Board accept Directorate Dashboard and Summary: Communications and Strategy.</p>
7.2	Board Sub-Committees
	<p>7.2.1 Board Sub-Committee: Partnering with Consumers</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary 2022</p>
	<p>7.2.2 Board Sub-Committee: People and Culture</p> <ul style="list-style-type: none"> The Governing Board discussed the availability of wi-fi at Port Macquarie Base Hospital and Dorrigo Multi-Purpose Service. <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary December 2021; Endorsed Minutes October 2021 and the People and Culture Directorate Report December 2021.</p> <p>Action(s):</p> <p>a) The Chief Executive to provide an update on wi-fi availability at Port Macquarie Base Hospital and Dorrigo Multi-Purpose Service in the March Chief Executive Summary</p>
	<p>7.2.3 Board Sub-Committee: Medical and Dental Appointments Advisory Committee (MDACC)</p> <ul style="list-style-type: none"> The Governing Board request an update on the appointment of an Ear Throat and Nose Specialist at Port Macquarie Base Hospital. <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary December 2021; Endorsed Minutes November 2021 and the Staff Specialists and Clinical Academics Critical Actions Compliance Declaration.</p> <p>Action(s):</p> <p>a) MDACC to provide an update on the appointment of an Ear Throat and Nose Specialist at Port Macquarie Base Hospital.</p>
	<p>7.2.4 Board Sub-Committee: Finance and Performance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary January 2022; Endorsed Minutes December 2021; the Finance and Performance update December 2021 and the Procurement Advisory Committee Endorsed Minutes September 2021.</p>

	<p>7.2.5 Board Sub-Committee: Audit and Risk Committee</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary February 2022; Endorsed Minutes September 2021.</p>
	<p>7.2.6 Board Sub-Committee: Research, Innovation and Health Service Development</p> <ul style="list-style-type: none"> The Governing Board discussed the Research staff skills to obtain external funding. <p>Resolution(s): The MNCLHD Governing Board accept Chair's Summary December 2021; Endorsed Minutes October 2021.</p> <p>Action(s):</p> <p>a) Director of Research and Knowledge Translation to provide a summary of Research staff skills to obtain external funding.</p>
	<p>7.2.7 Board Sub-Committee: Close the Gap</p> <ul style="list-style-type: none"> The Governing Board discussed Aboriginal people in non-identified Aboriginal roles within the MNCLHD. <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary December 2021; Endorsed Minutes October 2021.</p> <p>Action(s):</p> <p>a) Provide an update on the Preventing Racism Project once the position has been appointed.</p> <p>b) Provide a report on the upskilling opportunities for Aboriginal people for non-identified Aboriginal roles within the MNCLHD.</p>
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	<p>G. Singh MP Letter to Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
10.2	<p>10.2.1 G. Singh MP Letter to Governing Board</p> <p>10.2.1 MNCLHD response to G. Singh MP</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
10.3	<p>New South Wales Regional Health Partners (NSWRHP) reaccreditation</p> <p>Resolution(s): The MNCLHD Governing Board noted the submission.</p>



Item 11. Governing Board Reflections	
11.1	The Governing Board Reflections were noted.
Item 12. Next Meeting	
9 March 2022 Macksville District Hospital	
Item 13. Close	
13.1	The meeting closed at 3.19pm.

Endorsed

MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Professor Heather Cavanagh	Chair
Neil Porter	Deputy Chair (Acting)
Dr Jennifer Beange	
Michael Coulter	
Dr Tim Francis	
The Hon. Luke Hartsuyker	
Gary Humphreys	
Susan McGinn OAM	
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?