

Endorsed Meeting Minutes

DATE: Wednesday, 9 November 2022
 TIME: 11.00am – 3.30pm
 VENUE: Port Macquarie Community Health Centre

Item / Description	
Attendance and Declarations	
Welcome: Prof H. Cavanagh Acknowledgement of Country: Prof H. Cavanagh	
Present: Dr J. Beange, Prof H. Cavanagh, Mr M. Coulter, Dr T. Francis, Hon L. Hartsuyker (TEAMS), Mr G. Humphreys, Mr N. Porter (TEAMS), Dr A. Secull, Mrs J. Zirkler In Attendance: Mr S. Dowrick, Ms D. Kruk, Ms B. White	
Apologies: Mrs S. McGinn and Mrs T. Singleton	
Observers: L. Coombs, Clinical Quality, Redesign and Innovation Manager (Item 2.1) K. Ryan, Director Clinical Governance and Information Services (Item 2.1) Dr P. Douglas, Regional Director North Coast Population and Public Health C. Heise, Director Nursing and Midwifery (Items 6-7.13)	
Declarations of Interest: Dr A. Secull (Items 9.1 and 9.6)	
Item 1. In-Camera Session for Discussion/Presentations	
1.1	In-Camera session held. Refer to In-Camera minutes.
Item 2. Presentations	
2.1	<p>L. Coombs Clinical Quality, Redesign and Innovation Manager K. Ryan Director Clinical Governance and Information Services Dr T. Francis, Governing Board Member Safety and Quality Essentials Pathway - Foundational</p> <ul style="list-style-type: none"> The Governing Board thanked L. Coombs and K. Ryan for the presentation. The Governing Board completed the Safety and Quality Essentials Pathway Foundational training. The Governing Board discussed the potential to include the program in the Performance and Talent process and suggested the inclusion of partnering organisations in the program. The Governing Board noted they were the first LHD Board to participate in the program. <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p> <p>Action(s): a) Provide the Governing Board with bi-annual updates on the program outcomes.</p>
2.2	<p>Dr P. Douglas, Regional Director North Coast Population and Public Health</p> <ul style="list-style-type: none"> The Governing Board thanked Dr Douglas for the presentation. The Directorate has successfully implemented phase 1 of new ways of working by focusing on health outcome needs and a one district approach.

- Current research initiatives include Japanese Encephalitis, Hendra, Tuberculosis and Sexual Health.
- Outbreak management, high priority and re-emerging diseases were discussed.
- Future focus areas include high priority communities, disease focus and integration with services.
- The Governing Board congratulated Dr Douglas on his acceptance of a six-month secondment to the Ministry of Health as Deputy Chief Health Officer.

Resolution(s): The MNCLHD Governing Board noted the presentation.

Action(s):

- Governing Board to provide feedback on the North Coast NSW Population and Public Health Strategic Plan.
- Provide an update on MNCLHD Sexual Health services available to the transgender community.

Item 3. Patient Story

3.1 Patient Story – I am Cody

The Governing Board commended the patient story and outcomes implemented.

Resolution(s): The MNCLHD Governing Board noted the patient story.

Action(s):

- Consider a review of transgender health pathways when the new Sexual Health Director commences.
- Seek authority to provide *I am Cody* patient story more widely.
- Provide update of MNCLHD actions involving changes to patient forms.

3.2 Elsa Dixon Trainee Story

The Governing Board commended the Trainee story.

Resolution(s): The MNCLHD Governing Board noted the Trainee story.

Action(s):

- Consider health scholarship opportunities for refugee communities.
- Provide an update on career progression and additional specialised qualifications of Elsa Dixon Trainee graduates.

Item 4. Minutes and Action Table

4.1 Minutes of Governing Board Meeting 12 October 2022

Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting 12 October 2022.

4.2 Action Table November 2022

Resolution(s): The MNCLHD Governing Board accepted progress against action items.

4.3 Confirmation of Agenda

The late meeting papers were noted. Refer to items 9.4-9.6 of the agenda.

Resolution(s): No amendments to agenda.

Item 5. For Endorsement and/or Discussion	
5.1	<p>Internal Audit Update (Action Item 5.5 October 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Internal Audit Update.</p>
5.2	<p>Anderson Report Recommendation 20 (Action Item 5.6 October 2022 meeting)</p> <p>The Governing Board discussed security training and wi-fi availability for duress alarms.</p> <p>Resolution(s): The MNCLHD Governing Board noted the update on the Anderson Report Recommendation 20.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Discuss security training with Ministry of Health. b) Provide an update on wi-fi availability at December 2022 meeting.
5.3	<p>Directorate and Network Clinical Meetings (Action Item 5.1 September 2022 meeting)</p> <p>The Governing Board discussed the purpose of Governing Board Member attendance at District meetings and the importance of clinician engagement.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Directorate and Network Clinical Meetings paper.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Provide the Governing Board with the Local Health Districts District – Model By-laws; Terms of Reference for the District Clinical Council Advisory, Medical Staff Council and Executive Medical Staff Council meetings. b) Governing Board members to register interest for participation in Directorate and Network Clinical Meetings. c) Chairs of Directorate and Clinical Network meetings to be notified that they are welcome to invite a Board member to attend all or part of a meeting.
5.4	<p>Governing Board Review</p> <p>Progress on the Governing Board review was noted.</p> <p>The Governing Board endorsed the continuation of the Finance and Performance and the Audit and Risk Sub-Committees.</p> <p>The Governing Board endorsed the continuation of the Health Care Quality Sub-Committee subject to review of the membership.</p> <p>The Governing Board endorsed the continuation of the Medical Dental Appointments Advisory Sub-Committee. The MDAAC Chair is to provide the Governing Board with a monthly chair summary in Governing Board papers. Full minutes to be uploaded in Diligent resources.</p>

The People and Culture Sub-Committee was discussed in detail. A decision on the future of the sub-committee was deferred until the December 2022 meeting when the PMES 2023 survey results and Culture Dashboard updates will be provided.

The Governing Board endorsed the Research and Governance Sub-Committee to be disbanded as a Sub-Committee.

The Governing Board endorsed the continuation of the Partnering with Consumers Sub-Committee. The Sub-Committee will be renamed Community Engagement Sub-Committee.

The Close the Gap Sub-Committee was discussed in detail. The Sub-Committee will be discussed at the Governing Board Strategic Planning Day in 2023.

The Integrating Care Sub-Committee will be disbanded as a Sub-Committee and will be reformatted under the joint partnership between MNCLHD, Healthy North Coast and Primary Health Network.

The Organ and Tissue Committee has been disbanded and transitioned to the governance of NSW Health Organ and Tissue Donation Service.

Resolution(s): The MNCLHD Governing Board noted the update on the Governing Board Review.

Action(s):

- a) Health Care Quality Sub-Committee Chair and Director Clinical Governance and Information Services to provide a paper on revised membership as per recommendations. Revised changes to be implemented in January 2023.
- b) People and Culture Sub-Committee to be discussed at the December 2022 meeting.
- c) The Research Governance Sub-committee will be disbanded in 2023. The Board will require the following reports:
 - o a biannual report on compliance with Research Governance standards (February and August each year)
 - o an annual report on research activity (participation, income, output) (December each year)
 - o an annual Research Report (for internal/external distribution) (February each year).
- d) The Community Engagement Sub-Committee to provide the Governing Board with:
 - o An Annual Report (December)
 - o An annual community engagement plan (January or with the annual report), 2022 report and plan to be presented at the February 2023 meeting.
- e) Close the Gap Sub-Committee to be included in Strategic Planning Day discussion. Staff and community representatives to be consulted on future directions to maximise outcomes and impact.
- f) Governing Board members to provide feedback on final Governing Board Review document.
- g) CE to inform District Director Integrated Care, Allied Health and Community Services of disbanding of the Integrating Care-Sub-Committee.

Item 6. Standing Agenda Items

6.1 Governing Board Chair's Report – verbal update

The Governing Board Chair provided an update on:

- The resignation of Health Minister Hon. Bradley Hazzard.
- The Mid North Coast Rural Health Medical Research Foundation is progressing well. The Foundation will be registered as a not-for-profit charity with potential sponsorship being sought.
- Dr T. Francis has resigned from the Board. The Governing Board thanked Dr Francis for his

	<p>contribution during his term. The Ministry of Health is seeking new Governing Board membership.</p>
6.2	<p>Chief Executive's Summary</p> <p>The Chief Executive provided an update on:</p> <ul style="list-style-type: none"> • Celebrating the first graduation of the complete medical cohort of the Port Macquarie Base Hospital rural clinical school which commenced in 2016. • Discussions continue with Ramsay Health regarding the provision of surgical services to assist with the surgical waitlist. • The Governing Board noted present service pressures and annual leave balances. • Recruitment and retention processes including incentives were discussed. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive's Summary and attachments.</p>
6.3	<p>Board Member Staff Meetings</p> <p>The Governing Board noted Dr A. Seccull's meeting regarding the Sustainability Implementation Plan. Sustainability Workshops will be held on 16 and 23 November 2022.</p> <p>Resolution(s): The Governing Board discussed and accepted the Board Member Staff Meetings Update.</p> <p>Action(s):</p> <p>a) Circulate Dr Seccull's meeting notes to Governing Board.</p>
6.4	<p>MNCLHD Organisational Performance Report – Year to Date Results for September 2022</p> <p>The Governing Board discussed targets. The performance across the District was noted.</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p> <p>Action(s):</p> <p>a) Governing Board Chair and Chief Executive to discuss key KPIs and present at the December 2022 meeting.</p> <p>b) Provide the Pricewaterhouse Coopers review at the December 2022 meeting.</p>
6.5	<p>Enterprise Risk Report (ERM)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM).</p>
6.6	<p>Anderson Report Recommendations (Staff Safety)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Anderson Report Recommendations (Staff Safety) update.</p>
6.7	<p>Serious Adverse Event Review (SAER) and Coroner Recommendations Report October 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report October 2022.</p>

	<p>Action(s): a) Provide a progress report on Cardiotocography (CTG) tracing training requirements.</p>
Item 7. Board Submissions	
7.1	Directorate Summaries
	<p>7.1.1 Integrated Mental Health, Alcohol and Other Drug Services</p> <p>The Governing Board commended the One District approach and directorate initiatives.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Integrated Mental Health, Alcohol and other Drug Services.</p>
	<p>7.1.2 Population and Public Health Directorate</p> <ul style="list-style-type: none"> The Governing Board thanked Dr P. Douglas for report and papers. The Governing Board commended the initiatives. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: North Coast Public Health Unit.</p> <p>Action(s): a) Provide a paper on staff funding for the Refugee Health Service.</p>
	<p>7.1.3 Nursing and Midwifery Services</p> <ul style="list-style-type: none"> The Governing Board congratulated C. Heise on her return to the MNCLHD and thanked her for the report. The Governing Board discussed in detail the revision of the Workforce plan and various initiatives for recruiting and retaining nursing and midwifery staff. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Nursing and Midwifery Service.</p>
7.2	Board Sub-Committees – to be taken as read
	<p>7.2.1 Board Sub-Committee: Finance and Performance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary October 2022: Finance and Performance Update September 2022 and Endorsed Minutes September 2022.</p>
	<p>7.2.2 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary September 2022; and Endorsed Minutes September 2022.</p>
	<p>7.2.3 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary September 2022; Endorsed Minutes September 2022; and Appointment of Visiting Practitioners September 2022.</p>

	<p>7.2.4 Board Sub-Committee: Close the Gap</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary October 2022 and Endorsed Minutes August 2022.</p>
	<p>7.2.5 Board Sub-Committee: People and Culture</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary October 2022; and Endorsed Minutes August 2022.</p>
	<p>7.2.6 Board Sub-Committee: Partnering with Consumers</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary October 2022.</p>
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)	
	<p>Correspondence to and from the Governing Board</p> <p>9.1 The correspondence was discussed in detail. The Chief Executive and Director of Integrated Mental Health, Alcohol and other Drug Services continue to meet with the correspondent.</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
	<p>Correspondence to the Governing Board Chair</p> <p>9.2 Resolution(s): The MNCLHD Governing Board noted the correspondence.</p> <p>Action(s):</p> <p>a) Response to be provided to the Governing Board.</p>
	<p>Correspondence to the Governing Board Chair</p> <p>9.3 Resolution(s): The MNCLHD Governing Board noted the correspondence.</p> <p>a) Chief Executive to address challenges raised and provide an update to the Governing Board.</p>
	<p>Late Paper – Confidential Briefing Note 1</p> <p>9.4 Resolution(s): The MNCLHD Governing Board noted the confidential briefing note.</p> <p>Action(s):</p> <p>a) Provide an update to the Governing Board.</p>
	<p>Late Paper – Confidential Briefing Note 2</p> <p>9.5 Resolution(s): The MNCLHD Governing Board noted the confidential briefing note.</p>

	<p>Action(s): a) Provide an update to the Governing Board.</p>
9.6	<p>Late Paper – Confidential Briefing Note 3</p> <p>Resolution(s): The MNCLHD Governing Board noted the confidential briefing note.</p>
Item 10. Governing Board Reflections	
10.1	The Governing Board Reflections were noted.
Item 11. Next Meeting	
11.1	7 December Coffs Harbour Health Campus
Item 12. Close	
12.1	The meeting closed at 3.50pm.

ENDORSED

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?