

Endorsed Meeting Minutes

DATE: Wednesday, 11 May 2022
 TIME: 11.00am – 3.30pm
 VENUE: Port Macquarie Community Health Campus

Item / Description	
Attendance and Declarations	
Welcome: Heather Cavanagh Acknowledgement of Country: Heather Cavanagh	
Present: Prof H. Cavanagh, Hon L. Hartsuyker, Mr N. Porter, Mrs S. McGinn, Dr T. Francis, Dr A. Seccull, Mr M. Coulter, Mr G. Humphreys, Mrs T. Singleton (TEAMS), Mrs J. Zirkler In Attendance: Mr S. Dowrick (via Teams), Ms D. Kruk, Ms B. White	
Apologies: Dr Jenny Beange	
Observers: Robyn Martin, Director Aboriginal Health and Primary Partnerships (via TEAMS) Dr Andrew Bailey, Director of Research and Knowledge Translation Melanie Mearns, Acting Director Internal Audit, Risk and Compliance Kathleen Ryan, Director Clinical Governance and Information Services (CEC Presentation) Jill Wong, Director Integrated Care, Allied Health and Community Services (IPARVAN Presentation) Simon Joice, Acting Director People and Culture (Anderson Review Presentation)	
Declarations of Interest: Nil declared	
Item 1. In-Camera Session for Discussion / Presentations	
1.1	In Camera Session – Refer to In-Camera Minutes
Item 2. Patient Story	
2.1	Researcher Story - Research Innovation and Health Service Development Sub-Committee The Governing Board commended the inspiring Researcher Story and thanked the Researcher for her dedication.
2.2	Staff Story – Developing Our Journey (Closing the Gap Sub-Committee) The Governing Board commended the clinician story and outcome.
Item 3. Minutes and Action Table	
3.1	Minutes of Governing Board Meeting 13 April 2022 Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting held 13 April 2022 as a true and accurate record.
3.2	Action Table May 2022 Action Item 0422 5.11 – Terms of Reference reflects on NSW Health By-Laws. Action Closed.

	<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>
<p>Item 4. For Endorsement and/or Discussion</p>	
4.1	<p>Digital Health Presentation – Expected Outcomes and Benefits (Action Item 1.2 December 2021 meeting)</p> <p>The Presentation was discussed in depth. The business case is to be provided to the Governing Board once completed.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Digital Health Presentation paper.</p> <p>Action(s):</p> <p>a) Provide the Digital Health Business Case to the Governing Board.</p>
4.2	<p>MNCLHD Sustainability Implementation Plan Update (Out-of-session Action March 2022)</p> <p>The Plan was discussed in depth. The Governing Board suggests the MNCLHD consider joining the Global Green and Healthy Hospitals network.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Sustainability Implementation Plan update paper.</p> <p>Action(s):</p> <p>a) The Governing Board requests an update on the Sustainability Implementation Plan. b) MNCLHD consider joining the Global Green and Healthy Hospitals network. c) Consider the inclusion of clinical waste into the Sustainability Implementation Plan.</p>
4.3	<p>MNCLHD Research and Knowledge Translation Plan Update (Out-of-session Action March 2022)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Research and Knowledge Translation Plan update paper.</p>
4.4	<p>Research Knowledge and Translation Annual Report (Action Item 5.1b March 2022)</p> <p>The Governing Board discussed this Report in detail and suggested further enhancements.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Research Knowledge and Translation Report.</p> <p>Action(s):</p> <p>a) Governing Board Chair and Director of Research and Knowledge Translation to meet and discuss suggested enhancements.</p>
4.5	<p>NSW Health Leadership Framework (Action Item 5.1 April 2022 meeting)</p> <p>The Framework was discussed. The Governing Board requested a presentation on the application of Framework within MNCLHD.</p>

	<p>Resolution(s): The MNCLHD Governing Board noted the NSW Health Leadership Framework.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with a presentation on the application of the NSW Health Leadership Framework at the September 2022 meeting.</p>
4.6	<p>Performance Development Review Completion Rate – Headcount (Action Item 5.1.2 April 2022 meeting)</p> <p>The Performance Development Review Completion Rate paper and the areas of compliance noted.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Performance Development Review Complete Rate – Headcount paper.</p> <p>Action(s):</p> <p>a) Regular updates to be provided to the Governing Board including compliance.</p>
4.7	<p>Communications and Corporate Strategy Directorate People Matter Employee Survey (PMES) 2021 Action Plan (Action Item 5.5a April 2022 meeting)</p> <p>The Directorate Action Plan was discussed in detail. The Governing Board requested People Matter Experience Survey results, actions and outcomes be communicated to staff.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Communications and Corporate Strategy Directorate People Matter 2021 Action Plan.</p> <p>Action(s):</p> <p>a) Provide the PMES Communication Plan to the Governing Board detailing staff communications regarding the 2021 People Matter Employee Survey.</p> <p>b) Include Communications Review and measurable outcomes in the Communications and Strategy Directorate PMES Action plan</p>
4.8	<p>Financial Operations and Asset Management Directorate People Matter Experience Survey 2021 Action Plan Update (Action Item 5.5b April 2022 meeting)</p> <p>The People Matter Experience Survey was discussed in detail. The Governing Board noted the progress of the action plans.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Financial Operations and Asset Management Directorate People Matter 2021 Action Plan Update.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with a detailed update on progress against actions.</p>
4.9	<p>MNCLHD Strategic Plan Scorecard Update (Action Item 5.15.1 April 2022 meeting)</p> <p>The Governing Board noted the updated Scorecard.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Strategic Plan Scorecard update.</p>

	<p>Action(s):</p> <ul style="list-style-type: none"> a) Provide the Governing Board with a bi-annual MNCLHD Strategic Scorecard update. b) Consider the inclusion of recycling and general waste in Objective 8.4. c) Clarify how Objective 8.4 targets are communicated to staff. d) Update Objective 5.1a MoH Target.
4.10	<p>Governing Board Meeting with Staff Template (Action Item 6.1b April 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Governing Board Meeting with Staff Template.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Amend “Met With” paragraph.
4.11	<p>MNCLHD Accreditation Report 2022 (Action Item 6.2b April 2022 meeting)</p> <p>The Report was discussed in detail. The progress on required recommendations was noted.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Accreditation Report 2022.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) The Governing Board to be provided with out-of-session advice regarding recommendations by end May/early June
4.12	<p>Delegations Manual</p> <p>The paper was noted. The Delegations Manual is to be circulated out of session for endorsement.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Delegations Manual paper.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Governing Board to endorse Delegations Manual out of session.
4.13	<p>MNCLHD Quarterly Board Report October – December 2021</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Quarterly Board Report October – December 2021.</p>
Item 5. Presentations	
5.1	<p>The Governing of Safety and Quality – Clinical Excellence Commission</p> <ul style="list-style-type: none"> • The Governing Board thanked Dr James Mackie and Patricia Bradd for the presentation. • The Governing Board noted the availability of data across the QIDS and ims+ platforms to facilitate data-led improvement. <p>Resolution(s): The MNCLHD Governing Board noted Clinical Excellence Commission’s Governance of Safety and Quality presentation.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Review available safety intelligence dashboards for consideration to include in Safety and

	<p>Quality reports submitted to the Governing Board.</p> <p>b) Provide a one-page summary on the neonatal Hospital Acquired Complications (HAC) to the Governing Board.</p>
5.2	<p>Integrated Prevention and Response to Violence, Abuse and Neglect (IPARVAN) – Ministry of Health</p> <ul style="list-style-type: none"> The Governing Board thanked Lorna McNamara and Jacqueline Connelly for the presentation. The Governing Board noted the MNCLHD progress against the IPARVAN Framework objectives, implementation and the MNCLHD investment from the Child Sexual Abuse Royal Commission Response. <p>Resolution(s): The MNCLHD Governing Board noted the Ministry of Health’s IPARVAN presentation.</p> <p>Action(s):</p> <p>a) Provide a quarterly one-page report on MNCLHD progress of Phase 1 and 2 of the IPARVAN Framework.</p>
5.3	<p>Anderson Review– Ministry of Health</p> <ul style="list-style-type: none"> The Governing Board thanked Michelle O’Heffernan for the presentation. The Governing Board noted MNCLHD progress against the Anderson Report. <p>Resolution(s): The MNCLHD Governing Board noted the Ministry of Health’s Anderson Review presentation.</p>
<p>Item 6. Standing Items</p>	
6.1	<p>Governing Board Chair’s Report – verbal update</p> <ul style="list-style-type: none"> The Chair opened the United Hospital Auxiliary North East Region Zone Day at Nambucca on 28 April 2022. The NSW Parliamentary Inquiry into Health outcomes and access to health and hospital services in rural, regional and remote New South Wales. <p>Resolution(s): The MNCLHD Governing Board accepted the Chair’s verbal report.</p> <p>Action(s):</p> <p>a) Schedule a meeting to discuss the Parliamentary Inquiry Report once response from NSW Health has been received.</p>
6.2	<p>Chief Executive’s Summary</p> <ul style="list-style-type: none"> The Parliamentary Inquiry Report into Rural and Regional Health has been received and distributed. The Chief Executive noted the 2022/23 budget and will continue to update the Governing Board. The Secretary of NSW Health and Acting Coordinator-General, Regional Health Division of NSW Health will attend the June Governing Board meeting. Recruitment to the Director of Internal Audit, Risk and Compliance is in progress. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive’s Report and attachments.</p>

6.3	<p>MNCLHD Organisational Performance Report – Year to Date Results for March 2022</p> <p>The Report was noted. The Governing Board requested further information on the following:</p> <ul style="list-style-type: none"> • Mental Health patients in the emergency department. • Telehealth Service Access. <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 further information on Mental Health patients in the emergency department. Provide the Governing Board with an update on the Telehealth Service Access KPI target.
6.4	<p>Board Member Staff Meetings</p> <p>Resolution(s): The Governing Board noted the Board Member Staff meetings as a new agenda item.</p>
6.5	<p>Enterprise Risk Report (ERM)</p> <p>The Governing Board discussed the report.</p> <p>The Governing Board requested the Enterprise Risk Report include the progress and status for each risk.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM) and MNCLHD Governing Board Risk Report – April 2022 and noted the outstanding risks.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide Protecht instructions to Governing Board. ERM to include the progress and status for each risk.
6.6	<p>Anderson Report Recommendations (Staff Safety)</p> <p>Resolution(s): The MNCLHD Governing Board accept the Anderson Report Recommendations (Staff Safety) update.</p>
6.7	<p>Serious Adverse Event Review (SAER) and Coroner Recommendations Report March 2022</p> <p>The Governing Board noted an annual report of progress against SAER and Root Cause Analysis (RCA) recommendations will be provided to the Governing Board at the December 2022 meeting.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report March 2022.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide the annual report of progress against SAER and RCA recommendations to the Governing Board at the December 2022 meeting.
Item 7. Board Submissions to be taken as read	
7.1	Directorate Summaries

	<p>7.1.1 Aboriginal Health and Primary Partnerships</p> <ul style="list-style-type: none"> • The Governing Board thanked Robyn Martin for the presentation. • The challenges and successes of the Aboriginal Health and Primary Partnerships Directorate during the previous two years were noted. • The Governing Board noted the importance of ensuring there is overarching Governance, accountability and leadership to embed Cultural Safety and prevention of racism. <p>Resolution(s): The MNCLHD Governing Board accept the Directorate Summary: Aboriginal Health and Primary Partnerships.</p>
	<p>7.1.2 Research and Knowledge Translation</p> <ul style="list-style-type: none"> • The Governing Board thanked Dr Andrew Bailey for the submission. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Research and Knowledge Translation.</p>
	<p>7.1.3 Internal Audit, Risk and Compliance</p> <ul style="list-style-type: none"> • The Governing Board thanked Melanie Mearns for a comprehensive presentation. • The Directorate is working to close long standing risks this month. • The MNCLHD has commissioned the former Deputy NSW Ombudsman, C. Wheeler to undertake a public interest disclosure health check. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Dashboard and Summary: Internal Audit, Risk and Compliance.</p> <p>Action(s):</p> <p>a) Add a table with overdue actions from the audit program to the Enterprise Risk Report.</p>
7.2	Board Sub-Committees
	<p>7.2.1 Board Sub-Committee: Finance and Performance</p> <p>The Governing board commended the Chair Summary.</p> <p>The MNCLHD received \$3.9M funding in flood relief from the NSW Government. Further funding of \$1.7M has been allocated up to 30 June 2022 to the MNCLHD from the MoH for Culture Wellbeing Initiatives.</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary April 2022; Finance and Performance Update March 2022; and Endorsed Minutes March 2022.</p> <p>Action(s):</p> <p>a) Provide an update on the initiatives from the MoH Culture Wellbeing funding.</p>
	<p>7.2.2 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary March 2022; Endorsed Minutes February 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 March 2022; Endorsed Minutes March 2022 and Appointment of Visiting Practitioners March 2022.</p>
	<p>7.2.4 Board Sub-Committee: People and Culture (PAC)</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary April 2022; Directorate Overview April and May 2022 and Endorsed Minutes February 2022.</p> <p>Action(s):</p> <p>a) Clarify PAC paper for submission to Governing Board.</p>
	<p>7.2.5 Board Sub-Committee: Integrating Care</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes November 2021.</p>
	<p>7.2.6 Board Sub-Committee: Close the Gap</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary April 2022 and Endorsed Minutes February 2022.</p>
	<p>7.2.7 Board Sub-Committee: Partnering with Consumers</p> <p>Resolution(s): The MNCLHD Governing Board noted Partnering with Consumers papers will be tabled in June 2022.</p>
	<p>7.2.8 Board Sub-Committee: Research Innovation</p> <p>Resolution(s): The MNCLHD Governing Board noted Research Innovation papers will be tabled in July 2022.</p>
	<p>7.2.7 Board Sub-Committee: Audit and Risk</p> <p>Resolution(s): The MNCLHD Governing Board noted Audit and Risk papers will be tabled in July 2022.</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>Correspondence to Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
10.1.1	<p>Response to Correspondence to Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>

10.2	<p>Correspondence to Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
10.2.1	<p>Response to Correspondence to Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
10.3	<p>Correspondence to the Governing Board Chair</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation paper.</p>
Item 11. Governing Board Reflections	
11.1	The Governing Board Reflections were noted.
Item 12. Next Meeting	
12.1	8 June - Coffs Harbour Health Campus
Item 13. Close	
13.1	The meeting closed at 4.05pm.

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?