

Endorsed Meeting Minutes

DATE: Wednesday, 13 April 2022
 TIME: 11.00am – 3.30pm
 VENUE: Kempsey District Hospital Education Centre

Item / Description	
Attendance and Declarations	
Welcome: Heather Cavanagh Acknowledgement of Country: Heather Cavanagh	
Apologies: Neil Porter, Dr Tim Francis	
Observers: Catharine Death, Hastings Macleay Clinical Network Coordinator Simon Joice, Acting Director People and Culture Jill Wong, Director Integrated Care, Allied Health and Community Services	
Declarations of Interest: Sue McGinn, Patient Story	
Item 1. In-Camera Session for Discussion / Presentations	
1.1	In Camera Session - Nil
Item 2. Patient Story	
2.1	The Governing Board commended the Patient Story, the filming undertaken by the MNCLHD Integrated Multi Media Unit and the participation of the patient’s family in the medical emergency.
Item 3. Presentations	
3.1	Nil
Item 4. Minutes and Action Table	
4.1	Minutes of Governing Board Meeting 9 March 2022 Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting held 9 March 2022 as a true and accurate record.
4.2	Action Table April 2022 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	<p>Above and Below the Line Activity (Action Item 1.3d December 2021 meeting)</p> <p>The Board discussed:</p> <ul style="list-style-type: none"> • The importance of the Executive leading by example. • Consider the inclusion of behaviours in the onboarding of new staff. <p>Resolution(s): The MNCLHD Governing Board noted the Above and Below the Line presentation.</p> <p>Action(s): a) Provide the Governing Board with the NSW Health Leadership Framework.</p>
5.1.1	<p>Above and Below the Line Behaviours</p> <p>The Board commended the submission.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Above and Below the Line Behaviours submission.</p>
5.1.2	<p>Collective Potential Program Trial – CCN</p> <p>Resolution(s): The MNCLHD Governing Board noted the Collective Potential Program Trial - CCN.</p> <p>Action(s): a) Provide the cost of the trial to the Governing Board.</p>
5.2	<p>Pulse Survey Tool and Implementation Plan (Action Item 5.3a February 2022 meeting)</p> <p>The Board commended the submission.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Pulse Survey Tool and Implementation Plan.</p>
5.3	<p>Upskilling Opportunities for Aboriginal staff (Action Item 7.2.7b February 2022 meeting)</p> <p>The Board noted the detailed paper and suggested the MNCLHD consider partnering with TAFE and universities for mentorship opportunities.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Upskilling Opportunities for Aboriginal staff paper.</p>
5.4	<p>MNCLHD Performance Development Review Completion Rates (Action Item 5.6a March 2022 meeting)</p> <p>The Board discussed the MNCLHD Performance Development Review completion rate target and suggested the MNCLHD consider auditing the quality of Performance Development Reviews completed.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Performance Development Review Completion Rates paper.</p> <p>Action(s): a) Include the staff head count per directorate in the Performance Development Review Completion Rates report to the Governing Board.</p>

5.5	<p>People Matter Employee 2021 MNCLHD staff survey results (Action Item 5.7a March 2022 meeting)</p> <p>The Board noted the time since the survey was completed and the implementation and completion of action plans. The Board recommends communication of outcomes to be included in the top three priorities of the action plans.</p> <p>Resolution(s): The MNCLHD Governing Board noted the People Matters Employee 2021 MNCLHD staff survey results paper.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) The Communications and Corporate Strategy Action Plan to be provided to the Governing Board. b) Provide update on the progress of the Action Plan for the Financial Operations and Asset Management Directorate to the Governing Board.
5.6	<p>MNCLHD Culture Transformation (Action Item 5.7.1a March 2022 meeting)</p> <p>The Governing Board discussed the alignment with the Strategic Plan and organisational ways of working.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Culture Transformation paper.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) An update to be provided to the Governing Board at the July meeting.
5.7	<p>Health Care Quality Sub-Committee Board Member attendance (Action Item 9c January 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board endorsed the Health Care Quality Sub Committee Board Member attendance schedule.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Board Members to advise Governing Board Support Officer if proposed dates are unsuitable. b) Schedule to be updated to reflect correct Board membership.
5.8	<p>Bellingen Medical Model of Care (Action Item 3.2a February 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Bellingen Medical Model of Care paper.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Provide update to the Governing Board at the June meeting.
5.9	<p>eHealth Cyber Security Update (Action Item 5.4c February 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the eHealth Cyber Security update.</p>
5.10	<p>Day of Surgery Cancellation Report (Action Item 5.6a February 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Day of Surgery Cancellation Report.</p>

5.11	<p>Medical and Dental Appointments Advisory Committee Approval Processes (Action Item 6.2a February 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Medical and Dental Appointments Advisory Committee Approval Processes paper.</p> <p>Action(s): a) The Committee requested clarification of the Terms of Reference.</p>
5.12	<p>Ear, Nose and Throat Specialist Port Macquarie Base Hospital (Action Item 7.2.3a February 2022 meeting)</p> <p>The Governing Board welcomed the appointment of an Ear, Nose and Throat (ENT) Specialist at Port Macquarie Base Hospital. Information will be provided to General Practitioners once appointment has commenced.</p> <p>Resolution(s): The MNCLHD Governing Board noted the update on the Ear, Nose and Throat Specialist at Port Macquarie Base Hospital.</p>
5.13	<p>MNCLHD Research and Knowledge Translation Annual Report (Action Items 5.1a and 5.13a March 2022 meeting)</p> <p>The Governing Board noted the improved dashboard.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Research and Knowledge Translation Annual Report paper.</p> <p>Action(s): a) Staff with research qualifications to be included in the next annual report.</p>
5.14	<p>Complaints Management Paper (Action Item 5.2b March 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Complaints Management Paper.</p>
5.15	<p>MNCLHD Strategic Plan (Action item 5.4a March 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Strategic Plan Paper.</p>
5.15.1	<p>MNCLHD Strategic Plan Scorecard (Action item 5.4b March 2022 meeting)</p> <p>The Governing Board noted MoH key performance indicators that are reported through other mechanisms will be removed from the Scorecard.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Strategic Plan Scorecard.</p> <p>Action(s): Provide updated Scorecard to Governing Board May meeting as work in progress.</p>
5.15.2	<p>MNCLHD Strategic Plan Scorecard Action Table (Action item 5.4c March 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Strategic Plan Scorecard Action Table.</p>

5.16	<p>Peer Worker to Practitioner Transition Brief (Action Item 5.6c March 2022 meeting)</p> <p>The Peer Worker to Practitioner Transition Brief was omitted from the meeting papers.</p> <p>Action(s): Peer Worker to Practitioner Transition Brief to be circulated out of session.</p>
5.17- 5.17.3	<p>Correspondence to Coffs Clinical Network Coordinator 3 February 2022 (Action item 10.1b March 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Items 5.17-5.17-3 Correspondence to Coffs Clinical Network Coordinator.</p>
5.17.4	<p>Risk Assessment (Action Item 10.1b March 2022 meeting)</p> <p>The Governing Board noted the level of detail in the assessment.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Risk Assessment.</p> <p>Action(s): a) Provide updates to the Governing Board regarding the staffing profile and risk assessment.</p>
5.17.5	<p>Timeline</p> <p>Resolution(s): The MNCLHD Governing Board noted the timeline.</p>
5.18	<p>Planned Care for Better Health Update February 2022 meeting</p> <p>Resolution(s): The MNCLHD Governing Board noted the Planned Care for Better Health Update paper.</p>
Item 6. Standing Items	
6.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> • Annual Member's Conference was attended by members on 28 March 2022. • Governing Board review has been confirmed for July 2022. • Chair attended the Hastings Macleay Clinical Network Medical Staff Council Open Forum. • Secretary and Deputy Secretaries have accepted invitations to attend Governing Board meeting. <p>Resolution(s): The MNCLHD Governing Board accepted the Chair's verbal report.</p> <p>Action(s): a) New standing agenda item – Board Member meetings with staff groups. b) Board Members to provide written submission to Governing Board when meeting with staff groups.</p>
6.2	<p>Chief Executive's Summary</p> <ul style="list-style-type: none"> • Industrial campaigns update. • Establishment of a new Regional Health Division of NSW Health. • Surgical waitlists Emergency Departments and Transfer of Care continue to be a priority. • Rural Health inquiry recommendations expected at the end of April 2022.

	<p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive’s Report and attachments.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide advice on governance of public patients on surgical waitlists who are referred for care to specialists in the private sector. Provide full Accreditation Report to the Governing Board. Include target rate in the CE FTE Trend Summary (grey box).
6.3	<p>MNCLHD Organisational Performance Report – Year to Date Results for February 2022</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Further detail to be provided on hospital acquired neonatal birth trauma rates.
6.4	<p>Enterprise Risk Report (ERM)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM) and MNCLHD Governing Board Risk Report – March 2022 and note the outstanding risks. For further discussion at the Risk Workshop 13 April 2022.</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> <p>MoH to present at the Governing Board May 2022 meeting.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Chair to meet with MoH prior to presentation prior to the Governing Board May 2022 meeting.
6.6	<p>Serious Adverse Event Review (SAER) and Coroner Recommendations Report March 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report March 2022.</p>
Item 7. Board Submissions to be taken as read	
7.1	<p>Directorate Summary</p>
	<p>7.1.1 Hastings Macleay Clinical Network</p> <ul style="list-style-type: none"> The Governing Board thanked C. Death for a comprehensive presentation. Capacity and the high number of presentations to the Emergency Department at Port Macquarie Base Hospital was noted. The Discharge Planner trial successes were noted and commended. The challenge of recruiting in the region and fatigue of staff due to the COVID-19 pandemic was noted. <p>Resolution(s): The MNCLHD Governing Board accept the Directorate Summary: Hastings Macleay Clinical Network.</p>

	<p>7.1.2 People and Culture</p> <ul style="list-style-type: none"> • The Governing Board thanked S. Joice for a comprehensive presentation. • The industrial campaigns was updated. • COVID-19 related worker’s compensation claims was noted. • The Senior Leaders’ Forum was well attended and provided an opportunity to meet with leaders across the LHD. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: People and Culture.</p>
	<p>7.1.3 Integrated Care, Allied Health and Community Cancer Care Services</p> <ul style="list-style-type: none"> • The Governing Board thanked J. Wong for a comprehensive presentation. • The Governing Board notes the number of direct reports in the Directorate. • The successes of the COVID-19 Care in the Community was commended. • The Governing Board notes the importance of leveraging the success of virtual and telehealth to other chronic conditions. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Dashboard and Summary: Integrated Care, Allied Health and Community Services.</p>
7.2	Board Sub-Committees
	<p>7.2.1 Board Sub-Committee: Finance and Performance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary March 2022; Finance and Performance Update March 2022; Finance and Performance Supplementary Pack March 2022 and Endorsed Minutes March 2022.</p>
	<p>7.2.2 Board Sub-Committee: Audit and Risk Committee</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes December 2021.</p>
	<p>7.2.3 Board Sub-Committee: Partnering with Consumers</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair Summary April 2022 and Endorsed Minutes November 2021.</p>
	<p>7.2.4 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary February 2022; Endorsed Minutes January 2022.</p>
	<p>7.2.5 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary February 2022; Endorsed Minutes February 2022 and Appointment of Visiting Practitioners February 2022.</p>
	<p>7.2.6 Board Sub-Committee: People and Culture</p> <p>Resolution(s): The MNCLHD Governing Board noted People and Culture papers will be tabled in May 2022.</p>

	<p>7.2.7 Board Sub-Committee: Integrating Allied, Community Cancer Care</p> <p>Resolution(s): The MNCLHD Governing Board noted Integrating Allied, Community Cancer Care papers will be tabled in May 2022.</p>
	<p>7.2.8 Board Sub-Committee: Close the Gap</p> <p>Resolution(s): The MNCLHD Governing Board noted Close the Gap papers will be tabled in May 2022.</p>
	<p>7.2.7 Board Sub-Committee: Research Innovation</p> <p>Resolution(s): The MNCLHD Governing Board noted Research Innovation 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>HMCN Medical Staff Council Presentation</p> <p>The Presentation was discussed in depth. The Governing Board notes the work undertaken by management to address future solutions.</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation paper.</p> <p>Action(s):</p> <p>a) Acknowledgement letter to be sent from the Governing Board Chair.</p>



Item 11. Governing Board Reflections	
11.1	The Governing Board Reflections were noted.
Item 12. Next Meeting	
11 May Port Macquarie Community Health Centre	
Item 13. Close	
13.1	The meeting closed at 3.20pm.

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?