

Endorsed Meeting Minutes

DATE: Wednesday, 13 October 2021
 TIME: 11:00am – 3:30pm
 VENUE: Teams Meeting

Item / Description	
Attendance and Declarations	
Welcome and Acknowledgement of Country: Professor Heather Cavanagh Chair	
Apologies: Nil	
Observer: Nil	
Declarations of Interest:	
In-Camera Session for Discussion / Presentations	
1.0	In Camera Session – Nil
1.1	<p>Presentation: Renal Strategy 2021 – 2026</p> <p>The Board thanked Jill Wong and Trish Campbell for the presentation and congratulated the team.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Renal Services provides comprehensive kidney care across the MNCLHD. • Services include pre-dialysis education and assessment, investigation, treatment, and long-term management. • Services are delivered collaboratively with specialist multi-disciplinary teams. • Primary prevention is the focus area of the Renal Services Strategy, which includes partnering with existing health promotion activities within the community and engagement of community focus groups which provide opportunities to identify gaps. • The provision of a clear referral pathway to access secondary prevention and support is key to enabling the promotion of early detection.
1.2	<p>Business Paper: Strategic Directions</p> <p>The Board thanked Kim Browne and Tammy Hughes for the presentation and extensive work developing the strategy.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Progress continues on developing the new strategic plan. • Feedback period commencing from 18 October to 5 November with consumers and partners. • Draft plan will be circulated to all who have participated in consultation sessions and planning workshop, including staff, partners, consumers and other stakeholders. • NSW Future Health Strategy is complete and yet to be released. • A roadshow roll-out introducing the plan will be organised for early 2022. • Chief Executive and Governing Board acknowledged extensive work carried out over the last 12 months, particularly with the current pandemic.

Resolution(s): The MNCLHD Governing Board:

1. Noted progress in Strategic Planning Update Business Paper.
2. Noted Introduction Draft Strategy October 2021.
3. Accepted the Health Needs Profile.
4. Endorsed for release the Review of MNCLHD Strategic Directions 2017-2021.
5. Accepted Report on Strategic Planning Workshop 27 August 2021.
6. Approved MNCLHD Strategic Plan 2021 – 2031 (Draft 1) pending feedback and changes.

Action(s):

- a. Provide next iteration of draft to November meeting.
- b. Board members to forward Strategic Plan feedback to Secretariat as soon as possible.

Item 2. Minutes and Action Table

2.1	<p>Previous Minutes Governing Board 15 September 2021</p> <p>Resolution(s): The MNCLHD Governing Board endorsed minutes of meeting held 15 September 2021 as a true and accurate record with the following amendments:</p> <ul style="list-style-type: none"> • Neil Porter disclosed his Board membership at Garden Village. • Whole Patient Flow presenters thanked for their presentation.
2.2	<p>Action Table October 2021</p> <p>Resolution(s): The MNCLHD Governing Board accept progress against action items.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Develop succession plan for Chief Executive and Senior Executive Team.
2.3	<p>Confirmation of Agenda: Additional items added as urgent business.</p>

Item 3. For Endorsement and/or Discussion

3.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> • Productive meeting with Coffs Harbour MP, Chair and The Hon. Luke Hartsuyker. • Productive meeting also with Port Macquarie MP. • Both Members very supportive of MNCLHD pandemic response and requested ongoing engagement with Board and would also like to meet with MNCLHD staff for engagement. • Meeting held with Dr Stephen Begbie, Oncologist. • Members requested insight into research and capital works projects prior to the next election. <p>Resolution(s): The MNCLHD Governing Board accepted the Chair's verbal report.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Invite MPs to informal meet and greet with staff and Governing Board.
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<p>3.2</p>	<p>Chief Executive's Summary and associated submissions</p> <p>Chief Executive report advised the following:</p> <ul style="list-style-type: none"> • The District is at 82.3% first dose vaccinations, and additional information being sourced to capture staff who had vaccination by providers outside the LHD • New initiatives are being implemented to increase vaccination rates to local Aboriginal communities. • MNCLHD continues to work closely with Aboriginal Medical Services, Aged Care, Disability Sector and Healthy North Coast to assist the most vulnerable members of our community. • All NSW Health staff need to be fully vaccinated by 30 November to continue to work for NSW Health. • MNCLHD is in collaboration the Regional State Health Emergency Operational Centre which has been established to manage COVID-19 outbreaks. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive's Report and associated submissions.</p> <ul style="list-style-type: none"> • The Board congratulated the MNCLHD for tremendous vaccination rates. • Kempsey Shire Council's General Manager passed on sincere thanks for the work Chief Executive is doing for the shire. <p>Action(s):</p> <ol style="list-style-type: none"> a. Formally acknowledge and thank staff for their ongoing effort in CE email on behalf of the Board b. Circulate to Board COVID-19 Care in the Community model for feedback to Secretariat
<p>3.3</p>	<p>Business Paper: Business Paper - MNCLHD Risk Appetite Statement</p> <p>Resolution(s): The MNCLHD Governing Board accept and endorse the Risk Appetite Statement Governance and table rating and risk rating with amendments.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Discussion on detail regarding Governance Item 7 and Risk Appetite Schedule Item 9 following Strategic Planning day.
<p>3.4</p>	<p>Service Agreement 2021- 2022 Organisational Performance Scorecard</p> <p>Resolution(s): The MNCLHD Governing Board accepted Organisational Performance Scorecard.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Ensure Risk Appetite Statement reflects Board responsibilities for audit and risk. b. Ensure Risk Appetite Statement includes NSW Health risk consequences (matrix). c. Discuss Risk Appetite Statement in January with Director Internal Audit Risk and Compliance once strategic plan is finalised to ensure alignment. d. Clarification requested for Performance Scorecard.
<p>3.5</p>	<p>MNCLHD Enterprise Risk Report</p> <p>Resolution(s): The MNCLHD Governing Board accepted MNCLHD Enterprise Risk Report.</p>
<p>Item 4. Standing Items</p>	

4.1	<p>Business Paper: Serious Adverse Event Review (SAER) - Root Cause Analysis update September 2021</p> <p>Resolution(s): The MNCLHD Governing Board</p> <ol style="list-style-type: none"> 1. Accepted Business paper Serious Adverse Event (SAER) - Root Cause Analysis update September 2021. 2. Accepted Report SAER and Coroner Recommendations September 2021.
4.2	<p>Business Paper: Update on Anderson Report (Staff Safety) September 2021</p> <p>Resolution(s): The MNCLHD Governing Board accepted Anderson Report (Staff Safety) September 2021.</p> <p>Action(s): Further information required next report around overdue items.</p> <ol style="list-style-type: none"> a. Provide advice on mechanisms for monitoring overdue items in Anderson Report and provide new target dates.
<p>Item 5. Papers to be taken as read</p>	
5.1	<p>Business Paper: Community Services Reform Implementation</p> <p>Resolution(s): The MNCLHD Governing Board accepted Community Services Reform Implementation.</p>
5.2	<p>Business Paper: Surgical Service Performance and Activity (Quarterly)</p> <p>Resolution(s): The MNCLHD Governing Board accepted Surgical Service Performance and Activity (Quarterly).</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Benchmark to be included in Surgical Service Performance and Activity Report for surgery cancellations. b. Provide advice on anaesthetists' recruitment at Kempsey District Hospital.
5.3	<p>Business Paper: Research Ethics and Governance Processes</p> <p>Resolution(s): The MNCLHD Governing Board accepted Research Ethics and Governance Processes.</p> <p>The Governing Board thanked Director of Research and Knowledge Translation for detailed report.</p>
5.4	<p>Business Paper: Accreditation update and assessment paper</p> <p>Resolution(s): The MNCLHD Governing Board accepted Accreditation update and Accreditation Fact Sheet Hybrid assessment.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Update on accreditation process to include current status and risks
5.5	<p>Business Paper: Worker's Compensation Performance update</p> <p>Resolution(s): The MNCLHD Governing Board accepted Worker's Compensation Performance update and better understanding the increase.</p>

	<p>Action(s):</p> <p>a. Seek workers' compensation statistics from other LHDs.</p>
5.6	<p>Confidential Brief</p> <p>Resolution(s): The MNCLHD Governing Board accepted Confidential Brief paper.</p> <p>Action(s):</p> <p>a. Media statement to be prepared.</p>
<p>Item 6. Directorate Dashboard and Summary – Papers to be taken as read</p>	
	<p>*Integrated Mental Health, Alcohol and Other Drug Services</p> <p>Action(s):</p> <p>a. Provide numbers (not percentage) for community increase in younger age groups of Mental Health Alcohol and Other Drug Services</p> <p>*Aboriginal Health and Primary Partnerships *Nursing, Midwifery and Services Reform *Clinical Governance and Information Services *Financial Operations and Asset Management *Communications and Strategy *Coffs Clinical Network</p> <p>*Hastings Macleay Clinical Network</p> <p>Action(s):</p> <p>a. Provide outcomes following Deadly Footsteps program.</p> <p>*People and Culture *Research and Knowledge Translation *Internal Audit, Risk and Compliance *Integrated Allied, Community and Cancer Care Services</p>
<p>Item 7. Board Sub-Committees – Papers to be taken as read</p>	
7.1	<p>Board Sub-Committee: Partnering with Consumers (formerly Community Engagement)</p> <p>7.1.1 Chair's Summary 7.1.2 Consumer Reference Group Common Themes August 2021</p> <p>Resolution(s): The MNCLHD Governing Board accept Chair's Summary, and Consumer Reference Group Common Themes Paper August 21 Partnering with Consumers.</p> <p>Action(s):</p> <p>a. Community Engagement (Partnering with Consumers) Sub-Committee to seek Board approval for name change and provide new TOR.</p>

7.2	Board Sub-Committee: People and Culture	Nil
7.3	<p>Board Sub-Committee: Medical and Dental Appointments Advisory</p> <p>7.3.1 Chair's Summary 9 September 2021</p> <p>7.3.2 Endorsed Minutes 12 August 2021</p> <p>7.3.3 (Resources) CACD Declaration September 2021 attachment</p> <p>Resolution(s): The MNCLHD Governing Board accepted Chair's Summary, Minutes of the of the Medical and Dental Appointments Advisory and CACD Declaration September 2021.</p> <p>Action(s):</p> <p>a. Provide update on Port Macquarie ENT recruitment.</p>	
7.4	Board Sub-Committee: Integrating Allied, Community and Cancer Care Services	Nil
7.5	<p>Board Sub-Committee: Health Care Quality</p> <p>7.5.1 Chair's Summary 27 September 2021</p> <p>7.5.2 Endorsed Minutes 23 August 2021</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Chair's Summary of the Health Care Quality Committee and Minutes.</p> <p>Action(s):</p> <p>a. Health Care Quality Sub-Committee to provide summary of patient story.</p> <p>b. Ensure KDH pathology waste reduction finalists share their best practice across the LHD.</p> <p>c. Distribute research paper, accreditation and assessor's checklist.</p>	
7.6	Board Sub-Committee: Research, Innovation & Health Service Development	Nil
7.7	<p>Board Sub-Committee: Finance and Performance</p> <p>7.7.1 Chairs' Summary 28 September 2021</p> <p>7.7.2 Endorsed Minutes 31 August 2021</p> <p>7.7.3 Finance and Performance Report</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Chair's Summary of the Finance and Performance Committee, Minutes and attached report.</p>	
7.8	Board Sub-Committee: Audit and Risk	Nil
7.9	Board Sub-Committee: Close the Gap	Nil
Item 8. Risk Register (link)		
Item 9. General Business without notice and Correspondence		
1.	Strategic Planning Day Agenda for January 2022	
2.	Consideration of formation of an analytics unit	



Action(s):

- a. Provide guidelines for Senior Executive Team on Directorate/Dashboard reports

Meeting concluded 3.35pm

Item 10. Upcoming Events and Proposed Presentations

8 December	12:30pm - 1:30pm Annual Public Meeting Port Macquarie Glass House 2:30pm - 6:00pm Governing Board Meeting Port Macquarie Community Health Campus
19 January 2022	Governing Board Strategic Planning day

Endorsed