

**GOVERNING BOARD - MINUTES OF MEETING**

**Wednesday, 10 July 2013**

**Bellinger River District Hospital**  
& Videoconference: Port Macquarie NCCI

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
<b>A Attendance and Declarations</b>				
Welcome	Warren Grimshaw, Chair, acknowledged the traditional custodians of the land upon which this meeting is held. Also, during NAIDOC week, the Governing Board formally acknowledges the many indigenous communities across the MNCLHD.			
Present:	Warren Grimshaw (WG), Neil Porter (NPorter), Jan Ryan (JRyan), Janine Reed (JReed), Richard Buss (RB), John Barrett (JB), Neville Parsons (NParsons)	Noted	Chair	
Apologies:	Stephen Begbie, Jo Sutherland, David Kennedy (DK)	Noted	Chair	
In Attendance:	Stewart Dowrick (SD), Vanessa Edwards, (VE) Secretariat, Andrew Heslop Chair MSC Bellingen, Stephen Rodwell (SR)	Noted	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions <u>Continuing:</u>	<ul style="list-style-type: none"> <li>Janine Reed in relation to Nambucca Valley Care and specifically Renal Services at Macksville.</li> <li>Neville Parsons in relation to possible Credit Union Investment/s.</li> <li>Richard Buss in relation to ICT review for both NNSW and MNC LHDs.</li> </ul>	Noted for recording on the Register of Pecuniary Interests	Secretariat	
<b>B Presentations</b>				
<b>Item 1</b>	<b>Presentations</b>			
	1.1	<b>Presentation – Patient Stories</b> Story provided by Kath Boman on experience within the CHHC Emergency Department and EMU.		
	<u>Discussion:</u> Main issue raised in relation to the presentation of this story - privacy concerns for patients at CHHC. SR has advised that the staff member should discuss with the Director of Nursing. Board requested that, as this had been brought to their attention, would like it to be raised on their behalf by the CE.  <b>RESOLUTION: That the Governing Board bring this issue (through the CE) to the attention of Jo Uttley, Director of Nursing CHHC for discussion/review.</b>  <b>CONFIRMED WITHOUT DISSENT</b>			
	1.2	<b>Presentation – Work Health and Safety Update</b> (Stephen Rodwell, Executive Director Nursing, Midwifery & Workforce)		
<u>Discussion:</u> <ul style="list-style-type: none"> <li>Premium relates to 07/08/09/10. To reduce strategies have been to eradicating significant long-term claims and institute active management of these.</li> <li>Appointment of WHS Coordinator and Return to Work coordinator has influenced a change in process.</li> </ul>				

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	<ul style="list-style-type: none"> <li>SR to review percentages in workforce – ageing workforce.</li> <li>WG noted the work undertaken by the Workforce Directorate to achieve the improvements. Strategies have been implemented and resources applied.</li> <li>SD – MNCLHD setting targets for each site for manual handling and stress related claims. Need to acknowledge the premium benefit. Hold workshops twice per year. Further management in this area to focus on KDH to work on up skilling staff to assist in reducing the incidence of workplace injuries.</li> <li>SD to provide for the Finance meeting break up by site of the premium values.</li> </ul> <p><b>RESOLUTION: That the Governing Board endorse the report and thank Stephen Rodwell.</b> <b>CONFIRMED WITHOUT DISSENT</b></p>			
<b>C Minutes of Governing Board</b>				
<b>Item 2</b>	<b>Minutes of previous Meeting</b>			
	2.1	Approval of Minutes from meeting of 10 July 2013		
	<p><b>RESOLUTION: That the minutes of the Governing Board’s meeting of 12 June 2013 be confirmed as a true and accurate record noting report to be provided from CE on Models of Care and Ellimatta</b> <b>CONFIRMED WITHOUT DISSENT</b></p>			
<b>D Business Arising</b>				
<b>Item 3</b>	<b>Items for Discussion</b>			
	3.1	New Items for Discussion <ul style="list-style-type: none"> <li>Issues to be added - Clinical Services Plan and Mental Health Plan</li> </ul>		
	3.2	Community Connections meeting at BRDH <ul style="list-style-type: none"> <li>JReed and JRyan held the Community Connections meeting at BRDH prior to the Board meeting (10/07/13). Most attendees turned out to be members of the Bellingen Hospital Action Group.</li> <li>JReed would like the Governing Board to note that discussion in regards to the future of maternity services will be required.</li> </ul>		
	3.3	Andrew Heslop, BRDH Medical Staff Council Chair, was invited to address the Board on any issues he would like to raise. <ol style="list-style-type: none"> <li><u>Obstetric Review</u> <ul style="list-style-type: none"> <li>An obstetric review was done approximately a year ago and wondering when that will be released.</li> <li>The lack of decision is impacting on GPs who hold obstetric qualifications and also on the ability to recruit.</li> </ul> </li> <li><u>Roof</u> <ul style="list-style-type: none"> <li>Hewitt roof – with amount of money being raised by the BHAG is there a commitment for funding to be provided for this to be completed.</li> </ul> </li> <li><u>Service Road and car park</u> <ul style="list-style-type: none"> <li>Service road is a major OHS issue. No pedestrian footpath which is safe and the stairs which lead from the car park are not safe. SD agreed to look at the available budget for work on the car park. Will need to negotiate with the Council in regards to the road.</li> </ul> </li> </ol>		
<p><b>RESOLUTION: That the Governing Board receive and note the information provided in Item 3.</b> <b>CONFIRMED WITHOUT DISSENT</b></p>				

E Chief Executive's Report				
Item 4	Items			
	4.1	Chief Executive's Report for July 2013	For Discussion	
		<p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>Gateway review for CHHC car park strategy was held 25 June. Only issue raised was whether the proposal should be for 500 car parks (rather than 400 in original submission). Health Infrastructure will conduct negotiations with Council.</li> <li>ICT matter with NNSW resolved. Barry Shepherd provided good counsel during this negotiation.</li> </ul> <p><b>RESOLUTION: That the Governing Board provide letter of appreciation for the work undertaken by Barry Shepherd in regards to resolving the ICT issues between the two LHDs.</b></p> <p><b>CONFIRMED WITHOUT DISSENT</b></p> <ul style="list-style-type: none"> <li>Services which operate under the Hosted and Held model do at times operate with undue administrative restrictions as the need remains to obtain approval/endorsement from two LHDs. Not all services can be separated within existing infrastructure.</li> <li>Mental Health Commission – noted that MNCLDH is one of very few LHDs which have included the Board. SD/WG would encourage representation from the Board.</li> <li>Acknowledged the delay in processing VMO contracts. An apology has been provided to all VMOs and short term contracts have been put in place as an interim measure.</li> <li>Teaching and research workshop held at South West Rocks was well attended and facilitated. Workshop provided excellent information to proceed with initial developments. WG acknowledged the work undertaken by Stephen Begbie in instigating this process. Andrew Heslop advised that GPs were interested in progressing research projects and asked who would be the appropriate person to approach. SD confirmed contact details would be provided.</li> <li>MNCLHD will achieve budget for the 2012/2013 financial year. WG acknowledged the work of Geoff Vial and will provide letter of acknowledgment to GV.</li> </ul>		
	4.2	Chief Executive's Performance Indicator Report (July 2013)	For Noting	
		<p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>Doing well against most measures and report indicates consistent improvement across the full range of measures.</li> <li>Under new funding model all hospitals will be compared to peer group across the state. Andrew Heslop noted there has been significant improvement in coding for patient services. RB noted differences between funding for NNSW and MNC LHD for specific services is difficult to ascertain the way this has been determined. WG noted Board is responsible for signing off on the funding agreement and then is responsible for achieving the targets nominated under the agreement.</li> <li>Funding is still being negotiated with MoH. Final budget details yet to be received.</li> </ul> <p><b>RESOLUTION: That the Governing Board note the information provided by the CE and authorise WG to write to MoH as required and, with the CE, continue negotiations with MoH.</b></p> <p><b>CONFIRMED WITHOUT DISSENT</b></p>		
4.3	Chief Executive's Systems Performance Report (July 2013)	For Noting		
	<p><b>RESOLUTION: That the Governing Board receive and note the information provided in Item 4.</b></p> <p><b>CONFIRMED WITHOUT DISSENT</b></p>			
F Strategic Matters				

Item 5	<b>Directorate Updates</b>			
	5.1	Mental Health & Drug and Alcohol	For Noting	
	5.2	Allied Health & Hosted Clinical Services	For Noting	
	5.3	Public Health	For Noting	
	5.4	Aboriginal Health & Primary Partnerships	For Noting	
	5.5	Nursing, Midwifery & Workforce	For Noting	
	<u>Discussion:</u> <ul style="list-style-type: none"> <li>Regrading of positions – JB queried how long have these being outstanding. SR noted that some could be a few months but all staff continued in their positions pending the outcome of the regrading process.</li> <li>Workers' compensation claims – noted that a number of claims each month are usually related to "slips, trips or falls".</li> <li>Bullying &amp; harassment attendance was not well attended in Hastings Macleay. SR has discussed with Rob Pegram and would expect this to be resolved quickly.</li> </ul>			
	5.6	Clinical Governance & Information Services	For Noting	
	Noted that MNCLHD need to continue to focus on unplanned admissions to reduce to state averages.			
	5.7	Financial Operations	For Noting	
	5.8	Planning	For Noting	
	Will need to revisit the Strategic Plan in the new year. Clinical Services Planning continues in the period of consultation.			
	<b>Capital Works</b>			
	5.9	Building Energy Use in NSW Public Hospitals	For Noting	
		Sustainable Government Investment Program	For Noting	
Looking to save significant monies under this program. Once loans are repaid MNCLHD benefits from any savings.				
<b>RESOLUTION: That the Governing Board receive and note the information provided in Item 5.</b>				
<b>CONFIRMED WITHOUT DISSENT</b>				
<b>G Recommendations from Governance Committees</b>				
Item 6	<b>Finance and Performance Committee</b>			
	6.1	Confirmed Minutes of Meeting - 29 May 2013	For Noting	
	6.2	Chair – Summary of Meeting - 25 June 2013	For Noting	
	Main concern over the last 6 months has been the performance of PMBH. Dr Robert Pegram is going to address the Board in September and, having only recently commenced in the role, that time frame will allow him the opportunity to review and prepare response to these areas.			
	<b>Health Care Quality Committee</b>			
	6.3	Confirmed Minutes of Meeting - 20 May 2013	For Noting	
6.4	Chair – Summary of 25 June 2013	For Noting		

<b>MDAAC</b>				
6.5	Confirmed Minutes of Meeting - 9 May 2013	For Noting		
6.6	Recommendations Approval from Meeting of 13 June 2013	For Noting		
6.7	Critical Action Compliance Declarations from 13 June 2013	For Noting		
6.8	Chair – Summary of 13 June 2013 Meeting	For Noting		
	JB acknowledged the work done by John Wickham (working across the two LHDs). Board noted appreciation to John Wickham.			
<b>Workforce, Health &amp; Safety Committee</b>				
6.9	Confirmed Minutes of Meeting - 20 May 2013	For Noting		
	Issue of note is the recruitment timeframes. SR advised audit of process has been conducted. Timeframes as defined by MoH are not being achieved however, they appear to be unrealistic. Brief has been prepared making some recommendations to adjust some of the timeframes. MNCLHD has a decentralised model for recruitment but not appointment.			
<b>Health Services Development &amp; Innovation Committee (no items)</b>				
<b>Close the Gap Committee (no items -next meeting 22 August 2013)</b>				
<b>Community Engagement Committee</b>				
6.14	Confirmed Minutes of Meeting - 15 May 2013	For Noting		
6.15	Community Connections Report – 15 May 2013	For Noting		
6.16	Chair – Summary of 12 June 2013 Meeting	For Noting		
	<p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>Meetings are progressing reasonably well, with some processes yet to be finalised.</li> <li>Wauchope UCC progressing well – noting attendance at the markets.</li> <li>BRDH – noted that some issues still need to be resolved with the community. Andrew Heslop noted that the community appears to be comfortable with progress so far on hospital works. SD noted we may need to provide more information to the community about the progress and capital works.</li> <li>JReed would like follow up to some issues which were raised at Kempsey which do not appear to be resolved. JRyan need to make contact with the Pink Ladies and let them know they are appreciated. SD confirmed he will follow up with the Kempsey volunteers.</li> <li>Andrew Heslop undertook to write a letter to the paper in an attempt to allay some of the fears. WG agreed.</li> </ul>			
<b>RESOLUTION: That the Governing Board receive and note the information provided in Item 6.</b>				
<b>CONFIRMED WITHOUT DISSENT</b>				
<b>H Workplace Culture Action Plan (no items)</b>				
<b>I Quality &amp; Safety (no items)</b>				
<b>J For Information of the Board (Discussion by exception)</b>				
<b>Item 9</b>	<b>Items to be noted</b>			
9.1	Members Attendance Register 2012/13	For noting		
	<ul style="list-style-type: none"> <li>This information has been submitted in compliance with MoH governance requirements.</li> </ul>			
9.2	Unplanned Readmissions across MNCLHD	For Noting		

	9.3	<p>Organ and Tissue Donation Collaborative Governance Committee</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>Call for nomination of a Chair. WG agreed to Chair this Committee, with Deputy to be nominated.</li> </ul> <p><b>RESOLUTION:</b> That the Governing Board endorse the appointment of Warren Grimshaw as Chair for the MNCLHD Organ and Tissue Donation Collaborative Governance Committee.</p> <p><b>CONFIRMED WITHOUT DISSENT</b></p>
		<p><b>RESOLUTION:</b> That the Governing Board receive and note the information provided in Item 9.</p> <p><b>CONFIRMED WITHOUT DISSENT</b></p>
<b>K General Business</b>		
<b>Item 11</b>	<b>Questions on Notice &amp; Correspondence</b>	
	11.1	<p>Community Connections meeting at BRDH</p> <ul style="list-style-type: none"> <li>JReed and JRyan held the Community Connections meeting at BRDH prior to the Board meeting (10/07/13). Majority of attendees were representing the Bellingen Hospital Action Group. JReed would like the Governing Board to note that discussion to resolve the concerns regarding maternity services should be progressed to address community expectations.</li> </ul>
	11.2	Kempsey Shire Council Letter
	11.3	<p>Remuneration</p> <ul style="list-style-type: none"> <li>Noted advice that remuneration process for Board members has now been satisfactorily resolved with HealthShare. Quarterly payments will be processed by Mary Malouf. Members will need to register with Stafflink to access payslips and payment summaries.</li> </ul>
	11.4	<p>Publication of Minutes</p> <ul style="list-style-type: none"> <li>As part of the NSW Government's commitment to 'restore accountability to government', Goal 31 is "Improve government transparency by increasing access to government information". In order to bring MNCLHD in line with the majority of NSW LHDs, it is proposed that the confirmed Minutes of the MNCLHD Governing Board will be made publicly available on the website. Items noted as confidential are to be discussed 'in camera' and will not be included as part of the published Minutes. WG to work with VE on this to progress.</li> </ul> <p><b>RESOLUTION:</b> That the Governing Board endorse the proposal to facilitate public access to confirmed minutes of the MNCLHD Governing Board.</p> <p><b>CONFIRMED WITHOUT DISSENT</b></p>
	11.5	<p>Visit by Chair ACI (Chair)</p> <ul style="list-style-type: none"> <li>Agreed in principle for the Chair to commence negotiations to arrange a visit to MNCLHD.</li> </ul>
	11.6	<p>Feedback</p> <ul style="list-style-type: none"> <li>A performance review will be part of the Board process. WG has raised a number of the items raised by members with the CE and VE and process to resolve these is in train.</li> <li>Will also need to add a review of the Strategic Plan to the Agenda for a future meeting.</li> </ul>

L Upcoming visits and events	
Item 12	<b>2013</b>
	<b>Board meeting – 14 August</b> (Port Macquarie Community Health Campus)
	<b>Board meeting – 11 September</b> (Coffs Harbour Health Campus)
	<ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee Update – Barry Shepherd attending</li> <li>• YourHealth website presentation – Carolyn Guichard attending</li> <li>• North Coast Medicare Local – Tony Lembke &amp; Vahid Saberi attending</li> </ul>
	<b>Board meeting – 9 October</b> (Coffs Harbour Health Campus)
	<b>Board training – 16 October</b> (Coffs Harbour Health Campus – 10.30am-2.30pm)
	<b>NSW Rural Health &amp; Research Congress – 21-23 October</b> (Port Macquarie)
	<b>Board meeting – 13 November</b> (Macksville District Hospital)
	<b>MNCLHD Annual Public Meeting – 3 December</b> (Port Macquarie)
	<b>Board meeting – 11 December</b> (Port Macquarie Base Hospital)
	<b>2014</b>
	2014 LHD Board members Conference – Friday 20 June 2014
M Meeting Close	
Item 13	<b>There being no further business the meeting closed at 6:00pm</b>