

# MEETING MINUTES (Confirmed)

**DATE:** Wednesday, 18 January 2017

**TIME:** Commencing 3.00pm

**VENUE:** Coffs Harbour Health Campus: ED025 (PMCHC, PMQ MNCCI)

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT	
<b>Attendance and Declarations</b>				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), David Kennedy (DK), Jo Sutherland (JS), Gail Whiteford (GW), Janine Reed (JR), Neville Parsons (NParsons), Elizabeth Ruthnam (ER), Stephen Begbie (SB), John Barrett (JBarrett), Neil Wendt (NW), Jennifer Beange (JBeange)				
Apologies: Nil				
In Attendance: Stewart Dowrick (SD), Lynn Lelean (LL), Lee Krahe (LK) - for presentation only				
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions <ul style="list-style-type: none"> <li>WG noted that GW has declared that she is working as a consultant to MNCLHD in relation to higher education and research</li> </ul>				
<b>Item 1: Presentations (1 hour)</b>				
<b>Presentations/Discussions</b>				
1.1	<p><b>Chair welcomed new Governing Board members</b> Dr Jennifer Beange and Neil Wendt and invited each new member to introduce themselves.</p> <p><b>Presentation – Governing Board Committee structure and alignment to Strategic Directions 2017-2021</b></p> <ul style="list-style-type: none"> <li>LK outlined to Governing Board the process used to map and review the exiting committee structure and reporting</li> <li>LK spoke to the presentation about how the new process aligns strongly to the Mid North Coast Local Health District’s Strategic Directions</li> <li>LK spoke of the new templates designed to align the reporting structure and administrative support to the Strategic Directions and to standardise all reporting</li> <li>LK outlined requirements for those submitting Briefs to the Governing Board</li> <li>JS asked to change the Brief Template - Triple Aim (no 2.) to read: Improving the health of our population</li> <li>LK outlined Terms of Reference for Board Sub Committees and highlighted the reporting that is undertaken to each sub committee</li> <li>LK indicated that new Briefing templates will be used for February Governing Board meeting</li> <li>WG - the action plan is very important and will be of great value to the Governing Board</li> <li>LK there will be greater accountability and transparency and will be</li> <li>Discussion about Terms of Reference</li> <li>NParsons - observations: there should be a dot point saying there should be a responsibility of the secretariat to submit the minutes and summary of last meeting to the Board. There needs</li> </ul>	Process for 2017 endorsed	Chair	1.1 1.1x 1.1y

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	<p>to be an addition of the words “or as required” in relation to the frequency of meetings</p> <ul style="list-style-type: none"> <li>• NParsons sought that committees should be reviewed every 12 months</li> <li>• NParsons there should be a requirement that at least one Board member be present at each committee meeting.</li> <li>• JS regarding no quorum. In the event of no quorum, there should be an allowance for some level of discussion to continue or for presentations to still be shared with committee members</li> <li>• NPorter in the TOR for Workforce Committee could there be reference to workplace culture</li> <li>• JBarrett timing of meetings or actions of secretariat sometimes</li> <li>• <b>Brief:</b> Refresh of Sub-Committee Chairs &amp; Terms of Reference</li> <li>• Standard documentation – Templates: Brief to Board, Agenda &amp; Minutes, Directorate Report</li> <li>• WG - Chair will continue discussions with three Board members regarding make up of committees</li> <li>• SB suggested a third Board member to be a reserve for each committee</li> <li>• WG suggested three Board members could be on a committee or there could be an alternate</li> <li>• WG - we need firm recommendations from each committee to the Board</li> <li>• JR would like the fact that the CESC is a joint committee with NCPHN be better reflected in the Terms of Reference</li> <li>• JBarrett suggested the Committee reports be moved up in the agenda to follow the Chief Executive report</li> <li>• LK left meeting</li> </ul>			
<p><b>Resolution:</b> The Governing Board noted the information provided in Item 1 and endorsed the process for 2017. Each committee to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</p>				
<p><b>Item 2: Minutes of Governing Board</b></p>				
2.1	Minutes of Meeting 14 December 2016	Endorsed	Chair	2.1
<p><b>Resolution:</b> The Minutes of the Governing Board meeting of 14 December 2016 were confirmed as an accurate record. The minutes to be made publicly available on the MNCLHD website. Moved DK seconded JBarrett - <b>CONFIRMED</b></p>				
<p><b>Item 3: Business Arising</b></p>				
<p><b>Action Table and follow up</b></p>				
3.1	Action Table	For Noting	Chair	3.1
3.2	Schedule Coffs Clinical Network Clinical Services planning for discussion at January meeting – <i>(listed as Item 6.1 of Agenda)</i>	For Discussion	Chair	See 6.1
3.4	<p>Nominate Board member to attend the Audit and Risk Committee.</p> <ul style="list-style-type: none"> <li>• Neil Wendt nominated for A&amp;RC. NW accepted nomination. Nominated by JBarrett, seconded by NParsons.</li> </ul>	Endorsed	Chair	See 1.1b
3.5	<p>Discussion on Safety and Quality – re future treatment</p> <ul style="list-style-type: none"> <li>• Discussion regarding a workshop to focus on Quality (Safety, Effectiveness, Equity, Patient-Centred, Outcomes)</li> <li>• WG - Quality should be a specific focus</li> <li>• GW supported a separate workshop on Quality</li> </ul>	For Discussion	Chair	-

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<p>Resolution: That the Governing Board:</p> <ol style="list-style-type: none"> <li>1. Agrees in principle with workshop on Quality</li> <li>2. Refines purpose of workshop</li> <li>3. Looks to identify the key issues around Quality and Safety. (Picking up "Quality on a Page" and Clinical Governance</li> <li>4. Await further advice from MoH on explanation of "Quality on a Page".</li> </ol>				
<p><b>Resolution:</b> The Governing Board noted the update on Action items. Items finalised with no further actions will be removed from the Action Table.</p>				
<p><b>Item 4: Chief Executive's Report</b></p>				
<p>4.1</p>	<p>Chief Executive's Report and Attachments:</p> <p><b>Reflections document</b> – SD presented the Reflections Document which looked back on the past six years</p> <ul style="list-style-type: none"> <li>• Increase in FTE reflects growth across the District</li> <li>• WG suggested the document could be used in a public relations context</li> <li>• SB - cancer centres on the MNC were the most highly-rated when it came to cancer centres across the state (Patient Survey)</li> </ul> <p><b>Resolution: GB Note the document and look at ways it can be used as a communications tool</b></p> <p><b>Bowraville Solution Brokerage</b> - SD spoke about the establishment of a dedicated health space at Bowraville that is appropriate for the whole community.</p> <p><b>Resolution: GB note the progress on this project</b></p> <p><b>Macksville redevelopment</b> - SD reported that Nambucca Council has asked MNCLHD to look at a greenfield site to build a new hospital.</p> <p><b>Community engagement</b> – SD reported that the Executive Director of Clinical Governance &amp; Information Services and the Director of Communications and Corporate Strategy are working together to provide an improved Community Engagement process.</p> <p><b>GB endorse SD's recommendation for Community Engagement</b></p> <p><b>Christmas-New Year Service planning</b> – SD reported on big growth in number of presentations at Emergency Departments across the District.</p> <p><b>GB resolve that we approach the PHN in terms of peak activity period to address the issues</b></p> <p><b>ACTION</b> **(WG – to write a letter to PHN)</p> <p><b>White Ribbon Accreditation</b> - SD reported that the process is due to be completed in March.</p> <p><b>ED Security</b> - SD reported that funding will be provided to CHHC to improve security in the Emergency Department.</p> <p><b>Mental Health Strengthening Plan</b> - Bronwyn Chalker has been appointed to an acting role that will encompass Mental Health. Directorate will be known as Integrated Care. A Strengthening Plan is being developed which will include a new organisational structure.</p>	<p>For Discussion</p>	<p>CE</p>	<p>4.1</p>

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<p>Discussion regarding current directorates within MNCLHD.</p> <p><b>ACTION:</b> Review of SET to seek alignment with Strategic Directions SD come forward with recommendation having regard to total arrangements for SET and alignment with Strategic Directions.</p> <p><b>Activity</b> – District needs to review activity and weighting to ensure we can achieve MoH targets. GB to receive updates on this relating to activity and the associated funding.</p> <p><b>CE communication to SET members</b> - Governing Board members appreciated seeing copies of communication to SET members.</p> <p><b>GB resolve to congratulate the CE and hope that this is an annual event</b></p>				
4.2	Chief Executive's Key Performance Indicators	For Discussion	CE	4.2
<b>Resolution:</b> The Governing Board noted the information provided in Item 4.				
<b>Item 5: Strategic Matters (as per the MNCLHD Strategic Directions 2017-2021) - for discussion and/or endorsement</b>				
<b>5.1 People, Patients and the Community</b>				
We deliver patient-centred care informed by patients, their families and the community				
5.1.1	<p><b>Board Sub-Committee: Community Engagement</b></p> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Discussion	Chair CESC	
5.1.2	<p><b>Brief: Media Snapshot for 2016</b></p> <ul style="list-style-type: none"> <li>LL spoke to the 2016 media snapshot and explained the purpose of capturing such information</li> <li>LL outlined changes in media landscape</li> </ul>	For Discussion	Chair	5.1.2 5.1.2a
<b>Identification of Risks for Item 5.1 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.1:</b>				
<ol style="list-style-type: none"> <li><b>Board Sub-Committee: Community Engagement to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b></li> <li><b>The Governing Board noted the information provided in the 2016 media snapshot.</b></li> </ol>				
<b>5.2 Leadership, Workforce and Culture</b>				
We support the development of our workforce through learning and development, with a culture that supports everyone to be their best				
5.2.1	<p><b>Board Sub-Committee: Workforce, Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Discussion	Chair WHS	
5.2.2	<p><b>Board Sub-Committee: MDAAC</b></p> <ul style="list-style-type: none"> <li>Minutes</li> <li>CACD Recommendations</li> <li>Chair Summary</li> <li>Recommendation that the revised Terms of Reference as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Discussion	Chair MDAAC	Item 1.1

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
	<ul style="list-style-type: none"> <li>Submission of proposed timetable for VMO / VDO reappointments in MNCLHD for 2018-2023 contracts</li> </ul>	For Discussion		5.2.2
<b>5.2.3</b>	Brief: Mid-Year review – letters to Senior Executive Team (CE)	For Discussion	CE	5.2.3
<b>Identification of Risks for Item 5.2 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.2:</b>				
1. <b>Board Sub-Committee: Workforce, Health &amp; Safety to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b>				
<b>5.3 Integrated Care</b>				
We have strong partnerships with healthcare providers across the Mid North Coast to ensure we can deliver truly integrated healthcare				
<b>5.3.1</b>	<b>(NEW) Board Sub-Committee: Integrated Care</b> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Noting For Discussion	Chair INTC	
<b>Identification of Risks for Item 5.3 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.3:</b>				
1. <b>Board Sub-Committee: Integrated Care to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b>				
<b>5.4 Safety and Quality</b>				
The safety of our staff, patients and the community is at the core of everything we do. We use data, research and evidence to inform the delivery of quality care.				
<b>5.4.1</b>	<b>Board Sub-Committee: Health Care Quality</b> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Noting For Discussion	Chair HCQC	
<b>5.4.2</b>	<b>Risk Management Progress (Accreditation)</b>		CE	
<b>5.4.3</b>	<b>Risk Management (Appetite Statement and Tolerance)</b>		CE	5.4.3
<b>Identification of Risks for Item 5.4 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.4:</b>				
1. <b>Board Sub-Committee: Health Care Quality to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b>				
<b>5.5 Innovation and Research</b>				
We evaluate our outcomes against best practice. We collaborate with academic partners to ensure research is part of our culture				
<b>5.5.1</b>	<b>Board Sub-Committee: Health Service Development &amp; Innovation</b> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Noting For Discussion	Chair HSDI	
<b>Identification of Risks for Item 5.5 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.5:</b>				
1. <b>Board Sub-Committee: Health Service Development &amp; Innovation to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b>				

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<b>5.6 Value and Accountability</b>				
We drive value by delivering the best patient outcomes within a level of expenditure that is sustainable				
<b>5.6.1</b>	<b>Board Sub-Committee: Finance and Performance</b> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Noting For Discussion	Chair F&P	
<b>5.6.2</b>	<b>Budget</b>			
<u>Identification of Risks for Item 5.6 (if applicable):</u>				
<u>Resolution/s confirmed by the Board relating to Item 5.6:</u>				
1. <b>Board Sub-Committee: Finance &amp; Performance to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b>				
<b>5.7 Closing the Gap</b>				
We will continue to work towards closing the gap of health disparities between Aboriginal and non-Aboriginal people				
<b>5.5.7</b>	<b>Board Sub-Committee: Close the Gap</b> <ul style="list-style-type: none"> <li>Minutes</li> <li>Chair Summary</li> <li>Recommendation that the revised <b>Terms of Reference</b> as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017</li> </ul>	For Noting For Discussion	Chair CTG	
<u>Identification of Risks for Item 5.7 (if applicable):</u>				
<u>Resolution/s confirmed by the Board relating to Item 5.1:</u>				
1. <b>Board Sub-Committee: Close the Gap to review Terms of Reference at next meeting and return to the Governing Board for endorsement at the next GB meeting after the sub committee meets.</b>				
<b>Item 6: Other Operational Items for Discussion</b>				
6.1	Coffs Clinical Network Clinical Services planning - 5 Year Strategy <ul style="list-style-type: none"> <li>SD spoke to the 5 Year Strategy prepared by Richard Gilbert for Coffs Clinical Network</li> <li>Discussion regarding document and need to involve staff in strategies for the future</li> </ul> <u>Resolution/s confirmed by the Board relating to Item 5.1:</u> <ol style="list-style-type: none"> <li>Monthly reporting strategies necessary timeframes</li> <li>Medical coverage/medical leaderships</li> <li>GB pursue the notion of the building at CHHC</li> <li>Ask for response from Coffs Clinical Network coordinator to the strategy document</li> </ol> Note the importance of the DCS role and options available to management at CHHC	For Discussion	Chair	6.1
<b>Item 7: Directorate Updates (NIL items for January meeting – submissions in February will cover the Dec-Jan period)</b>				
<b>Directorate Updates</b>				
7.1	Mental Health & Drug and Alcohol			
7.2	Allied Health & Integrated Care			
7.3	Public Health			
7.4	Aboriginal Health & Primary Partnerships			
7.5	Nursing, Midwifery & Workforce			
7.6	Clinical Governance & Information Services			
7.7	Financial Operations and Asset Management			
7.8	Communications & Strategic Relations			

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
7.9	Coffs Clinical Network Report			
7.10	Hastings Macleay Clinical Network Report			
<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 6.				
<b>Item 8: For Information of the Board</b> (Discussion by exception)				
<b>Correspondence, General Business &amp; Questions on Notice</b>				
8.1	Confidentiality (Standing item)	For Noting	Chair	-
8.2	Correspondence from Minister Skinner re Implementation of the <i>Health Legislation Amendment Act</i>	For Discussion	Chair	8.2
8.3				
<b>General business:</b> JBarrett – spoke of the good feeling that is around the table and the excitement for a big year ahead. Highlighted media snapshot and positive media approach.  Governing Board Members discussed the options for either starting meetings earlier to accommodate presentations or to have strict protocols in place for length and number of presentations. <b>ACTION:</b> Presentations need to be regulated, kept to time.  <b>Resolution:</b> That the Governing Board receive and note the information provided in Item 9.				
<b>Item 9: 2017 - Upcoming visits and events (for information)</b>				
Date	Event Details			
<b>2017</b>	<b>Schedule of Meetings for 2017 (attached – 9.1)</b>			
<b>9 February</b>	<b>Clinical Leadership Graduation (Novatel Resort Coffs Harbour)</b>			
<b>17 February</b>	<b>Council of Board Chairs (WG)</b>			
<b>3 March</b>	<b>WIFI Forum (Women in Future Innovation) – Slim Dusty Centre</b>			
<b>6 March</b>	<b>MNCLHD &amp; NCPHN Combined Board meeting (TBC)</b>			
<b>21 March</b>	<b>Harmony in Health Expo (Coffs Harbour)</b>			
<b>8 June</b>	<b>MNCLHD Health Innovation Awards (Port Macquarie)</b>			
<b>19-23 June</b>	<b>District Accreditation</b>			
There being no further business the meeting closed at ( <i>please complete at end of meeting</i> )				